



**To all teaching and research staff,
administrative, technical and library staff, language
professionals, postdocs, doctoral students, undergraduate
and postgraduate students**

**Re: Green pass control procedures pursuant to Law no. 133 of 23
September 2021**

Dear All,

As of **15 October 2021**, all public and private workers, whether under a National Collective Labour Agreement or otherwise, are required to hold a green pass in order to carry out work activities, pursuant to Law no. 133 of 23 September 2021 containing urgent safety measures for schools, universities, transport and social activities, which converts and amends Legislative Decree no. 111 of 6 August 2021, and the operating guidelines provided by the Public Function and the Ministry of Health.

Verification and control activities are the responsibility of the Administration. Failure to perform these activities will result in sanctions, both against the Administration and the person failing to hold a green pass.

The guidelines provided by the Public Function and the Ministry of Health recommend using control procedures that do not cause queues at the entrance and are consistent with privacy rules and regulations. Controls must be carried out *"daily and preferably at the entrance of buildings and facilities, on a sample basis on no less than 20% of the personnel working on the premises and on a rota basis, or thoroughly, with or without automated systems"* (see Annex: *Operating guidelines*).

Following the required regulatory and technical-operational assessments, based on the variety of recipients, the location of University campuses and accesses, the need for simple procedures, compliance with privacy rules and regulations, and the staff available for these operations, we outline below the organizational provisions that will allow the University of Milan to comply with statutory requirements as of 15 October 2021.



Who is required to hold a green pass?

We remind you that the requirement to hold a **green pass** extends to **all university staff**, including **contract workers** and employees of contractors, as well as all students.

More specifically, it concerns unequivocally:

- Staff under the applicable National Collective Labour Agreement (technical, administrative and library staff, and language professionals)
- Staff not under a National Collective Labour Agreement (teaching and research staff)
- Contract staff (whether they are faculty members or administrative professionals)
- Students
- Research fellows, doctoral students, postgraduates, scholarship recipients, trainees, graduate students attending academic facilities and any other categories of persons, **except for users**, who for various reasons access University premises, even occasionally.

Statutory exceptions shall stand for those who cannot be vaccinated based on suitable medical evidence, as set forth by the Ministry of Health.

Requirements

The green pass is required for accessing the closed spaces of the University. The free movement of people remains permitted in open spaces only.

Therefore, it will be forbidden to enter and stay in indoor spaces on campus without a green pass.

Anyone in breach of the above provisions shall violate national safety regulations. As such, the University will be required to report any incidents to the competent Authorities, and to take the consequent disciplinary measures.

“Carta La Statale”

By 15 October 2021, all those who are required to hold a green pass must have their “Carta La Statale”.



With the “Carta La Statale” card, and with the new optical readers installed at the various entrances of the University, **green passes will be checked automatically using a QR Code verification system.**

In compliance with privacy rules and regulations, the system does not allow to view the holder's personal information.

The installation of the new optical readers will begin in the next few days and will gradually cover all campuses.

For staff under the applicable National Collective Labour Agreement, green pass controls will be linked to the attendance management and verification system. Therefore, the green pass will be checked when clocking in (including after lunch, but not when clocking out) as illustrated below.

Control procedures for other categories of staff (not under a National Collective Labour Agreement or occasional workers) will be the same. However, they not will be linked to the attendance management and verification system. Please note that the acquired data will be used only for the purposes of checking green pass validity. Likewise, data will be stored only for tracing purposes, as required by national Covid-19 safety regulations, not for other control purposes.

With this automated control system, unit heads are relieved of the responsibility to *thoroughly* check green passes upon entrance. On the other hand, unit heads remain responsible for sample checks and for reporting any non-compliance, infringements and/or abuses. Moreover, with the automated control system, it will be possible to stop tracing access to departments using special logs, which will result in simpler, faster, more transparent procedures.

Unexcused absence from work

Anyone absent from work because they do not hold a green pass will be considered unexcused absentees.

There will be **no compensation** for any such days of absence, nor will they count

¹ Visit the government website <https://www.dgc.gov.it/web/faq.html#pguarite> for information on the green pass (what it is, how to get it, etc...)



for the purposes of social security, seniority, promotions or raises. The competent Administration Offices will verify that this absence is not due to another legitimate reason and will notify the person concerned.

Anyone who is found later to have entered the workplace without a green pass shall be removed from the workplace and sanctioned pursuant to article 9-quinquies, paragraph 8, of Law Decree no. 52 of 2021. Moreover, they shall be deemed unexcused absentees pending compliance with the green pass requirement.

The same sanction also applies to anyone who refuses to show the aforementioned certificate.

Criminal liability applies only to alteration or falsification of the green pass, or using someone else's certificate.

Workers who do not hold a green pass cannot in any way be identified as remote workers, since it would mean evading the aforementioned obligation.

Operating guidelines for staff under the applicable National Collective Labour Agreement (PTAB)

Staff under the applicable National Collective Labour Agreement:

1. Clock in using your "Carta La Statale" card;
2. After clocking in, a yellow popup will appear, prompting you for your green pass ("Avvicinare Certificazione - green pass");
3. Position your (paper or digital) QR Code underneath the optical reader (if you use a full-screen mobile phone the recommended distance is approximately 20 cm);





4. Once the green pass has been scanned, the machine may display:
 - a. A **green popup**: you have validly clocked in, as the data on your “Carta La Statale” matches your green pass information.



You will be **allowed** to enter University premises.

- b. A **red popup**: you have not validly clocked in, as the data on your “Carta La Statale” does not match your green pass information.

You will **NOT** be allowed to enter University premises.



Green passes are controlled when clocking in only. The procedure must be repeated when clocking in after the lunch break.

Check the ICT guidelines for details (“Timbratura e verifica green pass”).



If your green pass has not yet been generated in paper or digital format, you may show a special certificate issued by the entity who administered the vaccine or by your general practitioner. In this case, you will be required to clock in (the display will read “Accesso negato” - access denied) and send the above certificate to segnalazionemalattia@unimi.it.

In the transitional period, until the new optical readers are installed on all campuses, or if the clocking-in machine has not been upgraded yet, it will be possible to continue to use the current green pass control system (self-certification), as required by the University Operating Circular of 30 August 2021.

Operating guidelines for teaching and research staff holding a “Carta La Statale”

Teaching and research staff will use the new machines for green pass control. Position the QR Code underneath the reader as illustrated in the previous section, when first entering University premises on a given day.

This operation is required for green pass controls and compliance with the law, not for the purposes of attendance control.

Operating guidelines for research fellows, doctoral students, postgraduates, scholarship recipients, trainees, graduate students attending academic facilities and other similar categories

The “Carta La Statale” card will be gradually delivered to these categories as well, who will have to use the new machines for green pass control in the same way as teaching and research staff.

This operation is required for green pass controls and compliance with the law, not for the purposes of attendance control.

Operating guidelines for those who cannot be vaccinated

Those who cannot be vaccinated, and who hold **medical evidence** in compliance with the requirements set forth by the circular of the Ministry of Health:

1. Send a copy of this medical evidence to segnalazionemalattia@unimi.it



2. Touch “Esenti Green Pass” (green pass waiver) on the display;
3. Clock in using your “Carta La Statale”;
4. You will not be prompted for your green pass. After clocking in, a green popup will confirm you have validly clocked in.

Student green pass control

For students, green pass controls will continue on a sample basis in accordance with the law. Controls are performed on all campuses by staff from the Asset, Real Estate, and Insurance Services Division - Academic Logistical Services, Central Milan and Città Studi.

Teaching staff too may check the students' green passes during classes or exams, using the dedicated mobile phone apps, in compliance with privacy rules and regulations.

Visitors and staff without “Carta La Statale”

Visitors and anyone not holding a “Carta La Statale” entering closed University spaces:

1. Touch “Visitatore” (visitor) on the display;
2. Position your green pass underneath the reader, as prompted by a yellow popup (“Avvicinare Certificazione - Green Pass”);
3. Let the reader scan the QR Code.

All unit heads (managers, “EP” employees, divisional heads, directors of functional and service centres, department heads) shall be green pass control “delegates” pursuant to the law.

To this end, they are authorized to perform checks in their respective units, on a sample or rota basis, and to report any violations or abuses to the Administration (segnalazionemalattia@unimi.it).



UNIVERSITÀ DEGLI STUDI DI MILANO

Please pay the utmost attention to these provisions, which reflect legal obligations, and be ready to cooperate for their proper and consistent application.

Green pass controls are carried out in compliance with privacy rules and regulations.

Thank you and best regards,

Milan, 12 October 2021

The Rector
Elio Franzini

The General Manager
Roberto Conte