

# Covid 19: Physics Department Guidelines for Phase 2

*Version 2.0 (2 May 2020)*

These guidelines are inspired by the circular C003/20 DL rev. 00 of 9/4/2020 of the Sapienza Security Offices. They collect the **prevention and protection measures** for the containment of the diffusion of respiratory-transmitted diseases.

Starting from the day on which the essential PPE (masks and gloves), already purchased by the Department, will be available in the warehouse, it will be possible to open the department's buildings in a **controlled** and **shifted** manner.

From that day, which will not be before Monday May 11th 2020, it will be mandatory to comply with the following guidelines:

1. The entry and exit of people will be **allowed only with badges through the service doors** of the Fermi and Marconi buildings. The main entrances of the two buildings will be closed or partially closed, under the control of the custodians, to allow the delivery of goods or the entry of personnel outside the department (such as technicians and workers) explicitly authorized.

At the Segrè and Pontecorvo buildings the entrance (limited to a very small number of people) will take place in the normal way.

2. An entrance and exit control system will be set up in the Fermi and Marconi buildings to allow real-time monitoring of **the number of people** who are inside. This data will be accessible to everyone through the screens located in the entrance halls of the two buildings, as well as on the department's web page.

3. We recommend everyone to limit their presence in the department unless they have to carry out proven teaching and/or research activities that **cannot be carried out remotely**. All those who have a permanent badge can access the buildings in the aforementioned cases of necessity.

4. **Temporary badges** will be granted to people who apply for them for proven work needs, in particular Ph.D. students, post-docs, TAB personnel and personnel of the research institutions present in the department through a regular agreement. Temporary badges will be granted to students of experimental master's theses upon explicit request of the thesis' advisor.

5. Inside the **common** areas of the buildings (corridors, atria, stairs, toilets) the use of the **surgical mask** is required. It is recommended to keep the use of lifts to a minimum, and to avoid taking lifts with other people.

6. Particular attention should be paid in the vicinity of refreshment points (such as coffee dispensers), where **gatherings and conversations made at distances of less than 2 m should be avoided**. It should be stressed that the areas near refreshment points are particularly critical, because of gatherings and hygiene reasons. **It is therefore recommended to use gloves in the vicinity of coffee, beverage and snacks dispensing machines.**

7. The number of people allowed in research **laboratories** is **limited to 2**, except in proven cases where a larger number is allowed. The peculiarities of each laboratory (such as the surface area of the lab and ventilation conditions) will have to be examined on a case-by-case basis.

8. The use of **surgical masks** and **gloves** shall be required in research laboratories and premises where **at least two persons**, teachers, PhD students or post-docs, as well as guests, shall be present simultaneously. If, due to experimental needs, two persons are required to be less than 1 m away, the use of masks with greater filtering power (**ffp2**) shall be required. The heads of the research labs and the scientific managers of the experimental post-docs, as well as the LM thesis advisors and the thesis directors of doctoral candidates, are required to instruct those directly concerned.

9. **The heads of the research labs** are also required to split up into sub-groups the people potentially interested in conducting experiments in the laboratory, in accordance with the guidelines of Sapienza and of the Department. It is recommended to form subgroups always composed of the same people. They are also responsible for keeping a **log book to record the accesses** to the laboratories. The heads of the laboratories are also reminded to prepare the training certificate on risks and prevention measures regarding Covid 19.

10. The presence of **doctoral students and post-docs** in the premises assigned to them shall be regulated according to criteria that require a relative distance between people of **at least 2 m**. The PhD coordinators are requested to collaborate with the "Responsabile degli Spazi" (Head of the Spaces) and the Director of the Department to identify and resolve critical issues in these premises.

11. From Monday 4th May through Thursday 14th May the filters of the air conditioners of the Fermi and Marconi buildings will be cleaned according to a time schedule set by AGE, which will be made available to all interested parties. Unless specific requirements related to the instrumentation are present, the presence of the laboratory managers or of their delegates is not required. Subsequently the Department will request filter cleaning to be carried out every three months, in compliance with the specifications of Sapienza with the responsible company.

12. In the days preceding the reopening of the department, extraordinary cleaning of the premises and in particular of the research laboratories will be requested. In accordance with the University's specifications with the cleaning company, it will be requested to carry out, as a rule, the sanitization of critical premises, and of research laboratories in particular, every 3 weeks. However, please note that in the **warehouse** it will soon be possible to take **denatured alcohol** and **rolls of paper to carry out daily cleaning** of the most critical points of the common rooms, such as **handles, keyboards, tables and counters**. It is therefore suggested to those who use shared rooms to carry out a preliminary cleaning of their workstations at the beginning and at the end of their shift.

13. The above measures are designed to guarantee the start of the department's research activities, with particular attention to the **experimental ones**, within which, as already mentioned, **shifts** will be carried out on a **three-day or weekly basis**. All research activities

of a **theoretical** nature, for which self-regulation is advised, should require a presence in person of no more than **one day per week**.

14. These guidelines and other documentation deemed useful will be sent to everyone and will be visible on the Department's web page. Continuous updates will be made as Phase 2 continues, taking into account the indications of USPP Sapienza and also the evolution of the number of contagions on the city/regional scale.