



COVID-19-Procedure for the management of examinations in attendance

This procedure has been drawn up in order to allow students of the Politecnico di Milano to access the University's study spaces for examinations.

INTRODUCTION

In compliance with the regulations in force, and while guaranteeing the possibility of taking distance examinations, exams will also be allowed to take place at the University. On the basis of assessments by the individual teachers, the classrooms will be set out in order to ensure social distancing; initial and final cleaning will be carried out, and hand sanitising gel dispensers will be made available in order to carry out the tests safely and with peace of mind. As we are still in the midst of an emergency situation, use of these spaces must be subject to specific safety measures for the protection of the users' health as well as that of those around them.

FOR THE PROFESSORS:

- At least three days in advance, each professor who intends to carry out oral exams in attendance must notify the administration:
- The administration will arrange, on the basis of the needs indicated by the teacher, to identify and assign a classroom for the exam and to communicate the maximum capacity;
- The professor must, also on the basis of the maximum capacity, define the maximum number of people who will be present at the same time, limiting this number also by arranging for shifts and staggered convocations during the day;
- For access to the University's areas, the indications given in the Risk Mitigation Plan and in the operating instructions available online in the news section on the University's website apply; in particular:
 - Temperature measurement upon entering, carried out by the personnel in charge [as long as required];
 - Use of masks, which the University will provide for staff;
 - Social distancing.
- Masks must be worn for the whole duration of exams, both by teachers and students, except for when it is necessary to identify students;
- Hand gel dispensers will be available in the relevant classrooms, and frequent hand sanitisation will be carried out by staff and students;

ACCESS FOR WORKERS AND STUDENTS:

- Access to the University is forbidden for people with COVID-19 symptoms (fever >37.5 °C, cough, breathing difficulties). As such, students must ensure that they are not showing these symptoms BEFORE leaving their homes.
- Specially-trained staff delegated by the Employer will measure students' body temperature before they are allowed to enter the University spaces. Should the detected temperature be higher than 37.5°C, access will not be allowed, and the worker will promptly contact his or her doctor, and follow their instructions.



- All persons accessing areas within the University must wear the equipment prescribed by law.
- Users must properly sanitise their hands with the disinfectant solutions provided before entering and after leaving any of the classrooms.
- Within the classrooms, students may only use the workstations that have been set up and indicated for use. The measures indicated by the signs must be followed.
- The use of face masks is compulsory at all times when users are inside University spaces.
- If there is any crowding or queuing at the exits of the University's spaces and facilities, users must wait to ensure that the one-metre social distancing rule is respected.
- Users may only enter and exit the University and its classrooms in accordance with the specified, marked paths, entrances and exits.
- Admission to the University spaces and time spent to take the exam must be commensurate with participation in the same.