

## **COVID-19 EMERGENCY MANAGEMENT GUIDELINES IN-PERSON AND ONLINE CLASSES**

*TASK FORCE RUFA COVID-19 MEASURES  
27/01/2021*

In order to strengthen the virus prevention measures, the COVID-19 RUFA TASK FORCE, as part of the meeting that took place online on January 25, 2021, issued the following measures that must be adopted during the state of emergency.

- In-person staff meetings within the offices of RUFA with internal or external members cannot involve more than 3 people. The meetings must be held in environments that can host this number of people.

During the meetings it is mandatory to:

- a) always wear a mask;
- b) keep the safety distance of at least one meter;
- c) wear gloves made of latex or of other protective material certified by the Ministry of Health;
- d) each meeting cannot last longer than 60 minutes;
- e) air out the premises before and after the meeting;
- f) proceed to disinfect the room/spaces at the end of the meeting.

The secretariat and/or administration of RUFA can provide a suitable room for the meeting after having spoken and received the authorization of the Covid-19 Officer.

Before entering the specific room, participants in the meeting are required to disinfect their hands thoroughly and to do so also at the end of the meeting before leaving.

- The consultation of books in the library can only take place if user wears disposable latex gloves, so as to prevent any contagions due to "contact".

The gloves will be provided by RUFA and made available in offices where books, texts and documents are read.

- Anybody, apart from the students and lecturers who carry out on-going educational activities at RUFA, who comes from outside of the Region (and in particular from red and orange areas), and who must participate in scheduled and authorized activities (for example, but not limited to: meetings, masterclasses, talks, casting, shooting or other) will be able to access the Academy only and exclusively after submitting a negative Covid-19 test taken within the 24 hours prior entering the Academy.
- Students, in the interval between 1 pm and 2 pm, in agreement with the lecturers who can define the modalities, can have a take-away lunch while sitting in the classroom at their seat for 15 minutes. Students, while maintaining the safety distance and using the guards installed in each classroom, can, limited to the 15 minutes required to eat a meal, remove the mask they use as an individual protection device. The aforementioned mask must be correctly positioned on their face when they must move from their seat for any reason. Once the meal is finished, students are required to disinfect their seat/workstation, making it immediately usable for the next educational activities.