



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI
FARMACIA E BIOTECNOLOGIE

GUIDELINES for Bioinformatic Room in Via della Beverara, 123

General rules

It's forbidden to enter the Lab if:

- The student has tested positive for SARS-CoV-2 (COVID+)
- The student is forced to self-isolate by the authorities
- during the previous 14 days, the student had close contact with someone who showed symptoms of or who has received a positive test result for COVID-19

If the student develops symptoms (high temperature- over 37,5 °C- cough, loss of, or change in the normal sense of taste or smell, intestinal disorders), he/she must not enter the lab, but he/she should go home and call his/her doctor.

IMPORTANT: Anyone entering the build is declaring under its responsibility that it is not included in any of the above mentioned cases.

INSTRUCTIONS TO ENTER AND USE the Bioinformatics Laboratory (1st Floor)

The students gain access to the building by the glass door at the bottom of the porch in via della Beverara n.123. The students must wear their face-covering masks and sanitize their hands with hand sanitizer, available at the entrance, before taking the stairs to the first floor. The students should keep at least a 1-meter distance from the other people while going to the room. It is highly recommended not to **create gatherings outside the building, in the hall, on the stairs, or in the area in front of the classroom.**

At the entrance:

1. The students must go to the Bioinformatics room **one at a time**, sanitizing their hands with the hand sanitizer placed next to the door. They are allowed to sit only in the indicated seat in an orderly manner, starting from the farthest row and gradually to the closest from the entrance of the room.

2. Each student could put his/her jacket on the back of the chair and put his/her bag under the counter, without blocking the passage. **It is recommended to take with you only what you need for the lesson.** It is recalled that NO food and drinks may be taken inside the room.
3. Each student could put personal items (book, lecture notes, pencil case) on the desk, remaining seated in his/her workstation until everyone has entered the room.

During the lesson:

In the room, the students may use the provided cleaning material (tissue and spray) to clean their workstation and PC keyboard during the day.

The students must not share personal items (notes, pen, mobile phone..) with the others.

If the students need help from the professor or the tutor, they must remain seated and raise their hands to limit movements in the classroom.

In the case of an emergency evacuation, the existing rules will be applied, with the recommendation to proceed in a row and keep a 1-meter distance from other people while leaving the building and to not create gatherings near the emergency assembly point.

The students must stay apart 1 meter from each other, respect the signs, and wear the face mask during the lesson and in the common areas. Moreover, the students should listen to the instructions given by the academic staff.

At the end of the lesson:

1. The students must sanitize their PC keyboard and mouse using the provided cleaning material **after the computer is switched off.**
2. The students must leave the room in a row, starting from the closest to the exit. In the common areas, professors and tutors should guide the row to prevent gatherings in the hall.
3. The emergency exit located on the back of the building will be used by the students, indicated by the emergency ladder signs. A sanitizing gel dispenser and proper bins will be located near the exit, which the students should use to

put their used facemasks. The students must keep a 1-meter distance from other people also while exiting the building.

Use of the toilet:

The use of the toilet is allowed at just one person at a time. **The simultaneous presence of more students in the areas close to the toilet is strictly forbidden.**

INSTRUCTIONS TO ENTER AND USE the Genoinformatic room* (2nd Floor)

The students gain access to the building by the glass door at the bottom of the porch in via della Beverara n.123. The students must wear their face-covering masks and sanitize their hands with hand sanitizer, available at the entrance, before taking the stairs to the second floor. The students should keep at least a 1-meter distance from the other people while going to the room. It is highly recommended not to **create gatherings outside the building, in the hall, on the stairs, or in the area in front of the classroom.**

At the entrance:

1. The students must go to the Genoinformatic room **one at a time**, sanitizing their hands with the hand sanitizer placed next to the door. They are allowed to sit only in the indicated seat in an orderly manner, starting from the farthest row and gradually to the closest from the entrance of the room.
2. Each student could put his/her jacket on the back of the chair and put his/her bag under the counter, without blocking the passage. **It is recommended to take with you only what you need for the lesson.** It is recalled that NO food and drinks may be taken inside the room.
3. Each student could put his/her items (book, lecture notes, pencil case) on the desk, remaining seated in his/her workstation until everyone has entered the room.

During the lesson:

In the room, the students may use the provided cleaning material (tissue and spray) to clean their workstation and PC keyboard during the day.

The students must not share their items (notes, pen, mobile phone..) with the others.

If the students need help from the professor or the tutor, they must remain seated and raise up their hand in order to limit movements in the classroom.

In the case of an emergency evacuation the existing rules will be applied, with the recommendation to proceed in a row and keep 1-meter distance from other people while leaving the building, and to not create gatherings near the emergency assembly point.

The students must stay apart 1 meter from each other, respect the signs, and wear the face mask during the lesson and in the common areas. Moreover, the students should listen to the instructions given by the academic staff.

At the end of lesson:

1. The students must sanitize their own PC keyboard and mouse using the provided cleaning material, **after the computer is switched off.**
2. The students must leave the room in a row, starting from the closest to the exit. In the common areas, professors and tutors should guide the row in order to prevent gatherings in the hall.
3. The emergency exit located on the back of the building will be used by the students, indicated by the emergency ladder signs. A sanitizing gel dispenser and proper bins will be located near the exit, which the students should use to put their used facemasks. The students must keep 1-meter distance from other people also while exiting the building.

Use of the toilet:

The use of the toilet is allowed at just one person at a time. **The simultaneous presence of more students in the areas close to the toilet is strictly forbidden.**

*These rules are valid until the renovation work of the 2nd floor is completed.