

Directives for the prevention of infection from the Covid-19 virus for the organization of in-person events at Fondazione Bruno Kessler as of September 1, 2021 and until the end of the state of emergency.

Adopted with resolution No.09/2021 dated August 20, 2021

Considering the current pandemic status and without prejudice to any updates due to its evolution, Fondazione Bruno Kessler mandates the adoption of the following infection containment and risk minimization measures for the organization and conduction of in-person events hosted at its offices in Trento, Povo and Villazzano as of **September 1, 2021 until the end of the state of emergency.**

The directions of the present resolution also apply to events which take place outside FBK if the Foundation is the organizer.

1. Eligible events

Only in-person events deemed strategic for the Foundation's mission will be authorized. Eligibility will be **assessed from time to time by the Foundation's Secretary General** in agreement with the Digital Communication and Big Events Unit, with the internal Covid-19 contact person and with the Head of the Safety and Prevention Unit.

2. Space capacity for conferences

The maximum number of people allowed in conference rooms and meeting rooms is the one that appears on the [room reservation app](#) and on the entry doors to the spaces.

3. COVID-19 certification ("Green Pass")

Considering that FBK is the *"legitimate owner of venues and premises where events and activities (conventions, scientific conferences, institutional events, project meetings, doctoral student programs, workshops, etc.) that require the COVID-19 certification take place"* (see [DPCM June 17, 2021](#) and [D.L. No. 105 of July 23, 2021](#) as amended), it is determined herewith that, for guests coming from the **geographical area of Europe** and who have not stayed in the past 14 days in countries not included in lists A, B, and C (as indicated in [sections A, B and C of the Ministry for External Affairs website](#)) the **rules provided for by the national legislation in force (COVID-19 green certification** in force as of July 1, 2021 hereinafter referred to as "Green Pass") will apply, i.e. only those holding a valid "Green Pass" or a proven equivalent situation will be admitted to participate in in-person events. Until the end of the state of emergency **people coming from the non-European geographical area will be able to participate in the events remotely**, via a properly arranged connection.

To protect all in-person event attendees, **Fondazione Bruno Kessler will also request the Green Pass from any other staff member involved in the organization of the event and directly exposed to contact with the relating audience:** organizers and staff supporting the organization, including in-house staff, and external suppliers (such as, for example: catering, technical assistance, etc.). In the event that an FBK staff requires testing, the related cost will be borne by FBK while the service must be scheduled by writing to help-safety@fbk.eu at least three days before it is needed. Again to avoid discrimination in the workplace, FBK will agree terms and conditions with external suppliers for the coverage of any costs for swab tests.

The Green Pass verification process involves the use of the national verification application and scrupulously follows the instructions of the Ministry <https://www.dgc.gov.it/web/app.html>.

4. Access rules and infection containment measures to be observed while at FBK

In-person event attendees must have a Green Pass and must complete the dedicated [Health status self-certification Form](#). Sample body temperature measurements may also be taken.

Participants will be required to wear a face mask (surgical or ffp2, covering nose and mouth) for the entire duration of their stay at FBK spaces, in particular in indoor spaces. Exemptions from use are granted only in the event of disabilities or pathologies that shall be duly reported and documented to the organizers of the event before its start.

The internal recommendations already in use are also valid, such as frequent hand washing with soap and water or alcohol-based solutions, provided by the Foundation throughout its offices, and avoiding touching one's eyes, nose and mouth with one's hands.

In the event of a conference, the speakers will be authorized to remove their face mask while talking, keeping in this case 2 meters apart from the other participants/speakers. Tables and microphones will be sanitized in between talks.

Event attendees must position themselves at the appropriate safety distance of 2 meters and observe a checkerboard layout in theater-style halls.

5. Contact persons for compliance monitoring of infection containment measures

For each event, one or more contacts will be identified and trained in accordance with the Prime Minister's Decree of June 17, 2021 (art.13, c. 3) who will ensure compliance with the infection containment measures adopted and will sanitize the speakers' microphones and any station used (e.g. podium). The Safety and Prevention Unit will provide the

specific instructions together with the Data Protection Officer and will formalize their appointments.

6. Non-compliance with infection-containment rules

Any first or repeated failure to comply with the infection containment and risk minimization rules described above will result in the **removal from the offices of non-compliant individuals**.

7. Personal data processing

It should be noted that the object of the “Green Pass” verification for in-person events is solely and exclusively to check the authenticity, validity and integrity of the certification, therefore it will be necessary to know the personal details of the holder but no personal information will be registered or stored.

The information contained in this document integrates the [information on the processing of personal data in relation to the Covid-19 emergency](#) and the [information on the processing of personal data for participants in events organized by FBK](#).

8. Catering

Meals, if provided, shall be **limited to necessary** ones (coffee-breaks and lunches only, no welcome receptions, cocktail parties, buffets, etc.) and delegated to **certified external** caterers, according to the regulations in force on the subject issued by the Ministry of Health and valid for the dates of the event. The authorization to organize meals and coffee breaks depends anyway from the availability of suitable spaces where interpersonal distance can be observed and when it does not interfere with FBK staff's daily activities.

9. Use of rooms for non-FBK events

Until the emergency is over, rooms at FBK offices will not be granted for use by external groups, except in the case of effective and proven co-organization of the event with FBK internal staff. In any case, the criterion of strategic relevance, as set out in point 1 of this directive, applies also to the organization of these events.

10. Validity and application of the infection containment provisions

The aforementioned rules and measures for Covid-19 prevention are effective in “Zona Bianca” status (very low risk according to the Italian color-coded system for Regions) and apply to both FBK and co-located organizations that will be authorized to organize meetings and events by adopting and conforming to these rules.

Should the epidemic undergo unpredictable changes and/or surge, scheduled in-person events shall be **converted into online events**.

11. Event related bookings for services and/or travel tickets

For the reasons referred to above, all event related service reservations (e.g. travel tickets and hotels, catering, technical assistance, etc.) shall include a **cancellation policy that is as flexible as possible**.

Similarly, participants will be required to make reservations for travel tickets and hotels that provide for the possibility of changes or cancellations.

If an event is cancelled for reasons attributable to the surge in infection cases and the related health risk, FBK will not bear any costs not attributable to it.