

PREMISES REOPENING PLAN

Resolution of the President dated April 28, 2020

Introduction

The national and local strategy for the containment and management of the Covid-19 outbreak must be promptly adopted by all organizations and in working environments. To be more effective, it can be further implemented according to a multi-level and integrated approach.

The Bruno Kessler Foundation moved in this direction and promptly reacted to the emergency situation by securing the integrity of its most precious assets and ensuring operational continuity for all its functions.

Now - in consideration of the first effects of the measures to contain the epidemiological phenomenon and without prejudice to the validity of the extraordinary regime of provisions for the protection of individual and collective health and safety - the possibility of partially remodeling the organizational and operational solutions adopted via of urgency.

The Foundation has invested positively on this possibility by preparing this reopening plan according to a method grounded on two criteria: governance responsibility and stakeholder involvement.

The premises reopening plan

The premises reopening plan defines the timescales and roadmap for the progressive restoration of the working arrangements at the Foundation's sites, coordinating them with those still organized through smart working.

The plan takes effect of the national and local measures for the management of the Covid 19 epidemiological phenomenon, integrating them in relation to the specific needs of the Foundation.

The plan is dynamic in nature and can always be consulted by the staff of the Foundation and by all those involved in various capacities in its activities.

Reference officers

The secretary general, in his capacity of chief officer for the organization and the coordination of the scientific center directors, shall ensure its implementation and updates, if any.

The implementation of the "reopening plan" is monitored by a dedicated working group chaired by the head of the prevention and protection service who is also the Foundation's "Covid 19 contact person".

The aforementioned working group includes: union representatives (for working conditions and health), the head of the prevention and protection service, the head of the safety and prevention unit, the head of human resources and compliance, the head of IT, infrastructure and corporate assets, the data protection officer..

Furthermore, the working group can advance suggestions for plan updates, consult the various internal stakeholders and perform inspections.

A constant interlocutor of the above contact persons is the occupational health physician.

Timeline

Without prejudice to extraordinary situations (maintenance and sanitization; activities in support of crisis response by the competent institutions; contract-related work in laboratories) the reopening procedures is starting on Monday, May 4 and is divided into three phases.

Phase 1 (from Monday May 4, approximately 4-6 weeks)

- Research: 20% of the total research staff will be granted access to FBK premises after their names have been indicated by their supervisors;
- CASSR: only workers in charge of tasks than cannot be performed via telework or workers with essential tasks can access FBK premises after their names have been indicated by their supervisors;
- The above also applies to co-located companies and organizations

In this phase, Research and Administrative (CASSR) staff from the via Santa Croce Humanities Hub and the ECT* Center in Villa Tambosi will continue to operate via telework/smart working and their offices will remain closed. In this phase, and in any case until the reopening of the library, library services are regularly ensured for FBK staff ([Annex no. 1](#)). Workers who need to pick up work tools in the two above sites can contact via e-mail segreteria.poloumanistico@fbk.eu and staff@ectstar.eu respectively.

Phase 2 (from Monday June 8, approximately 6-8 weeks)

- Research: 30-50% of the total research staff will be granted access to FBK premises after their names have been indicated by their supervisors;
- CASSR: only personnel in charge of tasks than cannot be performed via telework will access FBK premises after their names have been indicated by their supervisors;
- The above also applies to co-located companies and organizations

Phase 3 (to be defined)

- Access will be granted to staff based on the epidemic situation as well as on operational priorities.

Methods and criteria for access

Access is granted only to workers whose names have been included in a list of authorized staff prepared jointly by the secretary-general, the center directors and the service heads; access is managed through a special system that will enable authorized staff badges, while unauthorized staff badges will be disabled, and will load the required individual status self-certifications.

The selection of personnel authorized to work on site will look at the production and functional needs and must take into account the following criteria:

- precedence by age: first the under 40s, then the 41-50 bracket, followed by the 51-55, then the 56-60, and finally the over 60s;
- weighting of staff with comorbidity and disability situations (examples: staff with obstructive pulmonary disease, staff with diabetes, pregnant staff). In all these cases, and always respecting privacy, smart working will be used;
- colleagues with some household situations, in particular those with at least one child under the age of 14 where the other parent is a stay-at-home parent;
- In-house consultants and any other affiliated person as described in the internal procedures (so-called R1 "incoming people") will not be granted access, except for exceptional and properly justified reasons.

Particular requests due to urgent and necessary matters, duly justified and authorized by the applicant's immediate supervisor, shall be submitted for approval to the head of the safety and prevention unit.

Work activities in phase 1 and phase 2 could be organized by daily or weekly shifts. Individual daily work situations will also be possible either in presence or remotely.

Spaces

As regards the spaces of the Foundation, and the functions located there, the following measures will be followed:

- access to offices, studies, open spaces where the workstations are located will be granted as long as the number of staff is compatible with safety parameters;
- access to meeting rooms will be permitted only to the number of staff compatible with safety parameters ("virtual meetings" are always to be preferred);
- Povo coffee house and cafeteria:
 - up to further instructions, during the phases indicated above only ordered takeaway meals will be available so as to favor social distancing and avoid contamination risks;

- meals can be consumed in the coffehouse and cafeteria spaces if the number of staff is compatible with safety parameters;
- if necessary, the coffehouse and cafeteria staff shall adopt the safety measures ordered by the Foundation as well as additional to those already provided by ordinary and extraordinary regulations;
- the library located in via S. Croce remains closed while the foyer can only be used as a transit area (no newspaper service);
- all other common spaces (spazio 0-100; recreational spaces; conference rooms; reading rooms; etc...) will remain closed;
- bathrooms, including changing rooms and showers, will remain open and will be extra-sanitized daily;
- air in forced ventilation, without recirculation, flows through constantly sanitized systems.

The reopening of the various locations will be staggered starting, in phase 1, from the Povo site

As for access to the workplace, the Foundation will strive to ensure that there are no situations of overcrowding, and that private mobility is always respectful of the distancing principle.

To this end, the Foundation will keep in close contact with Trentino Trasporti to verify that those who use public transportation can do so safely and without unnecessary inconvenience.

Also, the Foundation will contact the competent provincial offices to extend the "muoversi" mobility service for disabled staff, should they request it.

Individual precautionary measures and environmental sanitization actions

Anyone who is granted access to the Foundation's premises must abide by the behavior rules provided for access (self-certification and badge swiping for security), display their personal identification badge, respect safety distances, use the PPE provided by the Foundation, keep their workstation and/or equipment used for work clean at all times with the products supplied by the Foundation (70% hydroalcoholic solution) and is obliged to take any other precaution listed in annex n. 2 to this reopening plan ([Annex no. 2](#)).

A detailed description of the actions taken and the measures adopted to ensure that the workplace and the related services and spaces comply with cleaning and hygiene standards as per Covid-19 safety protocols is attached to this reopening plan ([Annex no. 3](#)).

Serology testing

To encourage a progressive, useful and safe integration of its working community and to estimate the portion that is still susceptible to the virus, the Foundation supports a

serology testing program that, on a voluntary basis and through the occupational health physician and the Trento Province Healthcare System, the staff about to access the workplaces for the first time may join.

Surveillance functions

The functions of enforcing the provisions of the "reopening plan" are ensured both by the concierge staff, limited to the sphere of responsibility deriving from the duties of each staff member, and by the staff of the safety and prevention unit whose tasks include wider and more penetrating inspection reinforced by the immediate corrective character of non-compliant behaviors and situations.

As part of their surveillance and enforcement function, the safety and prevention unit staff may carry out spot body temperature checks. Workers who refuse such checks can be immediately removed from the Foundation's premises and reported to their immediate supervisor and to the human resources department for the relevant actions.

We hereby also mention the duties and responsibilities of the Employer, their delegates, safety managers and officers in charge of safety.

Privacy

In the above context and for any organizational situation, particular attention will be paid to the right to privacy. Please be reminded that the Foundation's DPO (data protection officer: privacy@fbk.eu) is available to receive notifications or requests for opinions and that in the dedicated transparent administration pages it is possible to view information on the Covid-19 related personal data processed http://bit.ly/Informativa_privacy_Covid-19.

Internal climate and communication support

Finally, the "reopening plan" shall include a dedicated support strategy for internal climate and communication that takes into account the extraordinary crisis situation, the set of outbreak response measures and the trend of the main indicators relating to the health situation and psychological context ([Annex no. 4](#)).

Useful contacts

- Covid 19 contact person and Head of risk prevention and protection service | Michele Kirchner | kirchner@fbk.eu
- Head of Security and Prevention Unit | Mario Russo | russo@fbk.eu
- Head of IT, Infrastructure and Corporate Assets Service| Marco de Rosa | derosa@fbk.eu
- Union representatives | rsu@fbk.eu
- Workers' representatives for safety | rls@fbk.eu
- Data protection officer | Anna Benedetti | privacy@fbk.eu

Annexes

Annex no 1: [Finding bibliographic resources](#) | Chiara Zanoni Zorzi

Annex no 2: [Behavior rules for safety in the workplace](#) | Mario Russo

Annex no 3: [Contrast measures at Covid-19 in FBK](#) | Marco De Rosa

Annex no 4: [Support to internal climate and communication](#) | Alessandro Dalla Torre

Annex no 5: [Cafeteria opening hours and services](#) | Marco De Rosa

Annex no 6: [Access authorization to contractors, vendors, couriers and other](#) | Marco De Rosa.

[Transparent Administration: employer notices, recommendations and more.](#)