



Guidelines for the performance of the admission tests for restricted access degree programmes aimed at containing the spread of SARS-CoV-2

Sapienza laid down the directions and procedures in order for the Examination panels to manage the admission tests to study programmes, to be held in-person in September and October 2020. Such directions take into account the prevention and safety measures adopted to contain the spread of SARS-CoV-2 in compliance with the regulations in force, the guidelines of the Ministry and those issued by Sapienza Safety Departments and Covid Task Force, published at www.uniroma1.it/covid-sapienza.

This document summarises the guidelines to contain the spread of SARS-CoV2, that have to be strictly abode by candidates, by the involved personnel of premises and by the members of the Examination panels.

Candidates

Candidates going to Sapienza premises shall be provided with:

1. a valid ID document;
2. an invitation e-mail specifying date, time and place where the admission test is expected to take place;
3. a self-certification stating their health conditions (Enclosure 1 – Covid Statement) available on Sapienza website.

and shall:

- wear their face masks properly and continuously (by covering both nose and mouth);
- disinfect their hands with the sanitizing gel available in the dispensers located at the entrance of each single building and/or at the entrance and inside each hall;
- respect social distancing (at least 1 metre) in all situations;
- walk in corridors, stairs, common passageways always keeping right or following the instructions provided by special signs/advertising boards.

In addition:



- no gatherings are allowed inside and outside the building;
- not to create gatherings near the hall and in all the internal passageways (stairs, corridors, vending machines and so on), candidates shall wait near the entrance of the building indicated in the invitation e-mail, by observing the due distancing and keeping at least one metre away from others; a member of the Examination panel or of the surveillance will call candidates, by staggering their entry in the hall meant to be the venue of the admission test. Only after a group of candidates has sat down, a new group may be let in the same hall;
- candidates shall sit down in the place indicated by the Examination panel, regardless of the existing signs already placed for teaching purposes;
- candidates shall sit down starting from the last available row by proceeding in one direction only (either from right to left or vice versa), or at all events according to the directions given by the Examination panel;
- candidates shall not move from their assigned seat;
- the procedures to return papers shall be performed by observing mutual distancing to the utmost;
- upon conclusion of the test, candidates shall return their papers to the specially designated post, according to the directions given by the Examination panel, and may leave the hall only after disinfecting their hands;
- candidates are not allowed to stay in the internal areas of the building (corridors, stairs, hallways and so on), they are requested to leave the building immediately after exiting the hall.

Personnel of premises

- one or more controlled accesses to the buildings meant to be the venue of the admission tests have been established, to control the entry of candidates and to manage at the same time any personnel's joint entries;
- all the emergency exits and escape routes must be kept clear outwards, in the direction of escape, to the assembly points;



- the entrance of the buildings and the areas made available as hall services are equipped with all the applicable signs, by using in case those available at www.uniroma1.it/covid-sapienza in the “*Materiali informativi e cartelli da affiggere*” section;
- the access to Sapienza premises will be only allowed to candidates; no accompanying persons will be let in, except in the provided and authorised cases;
- the use of elevators will be only allowed in case of need and to one person at a time, except for disabled with their accompanying person;
- dedicated toilets, duly indicated, will be made available to candidates close to the test area;
- sanitisation of rooms and toilets will be increased, thanks to the intervention of the Building maintenance area.

Personnel of the Examination panels

The personnel of the Examination panels shall:

- arrive to the test hall provided with a self-certification stating their health conditions (Enclosure 1 – Covid Statement), to be handed over to the Chair of the Examination panel and kept by the same panel;
- wear their face masks properly and continuously;
- frequently disinfect their hands with a hydroalcoholic solution, at all events before accessing the test areas;
- ensure the presence of hydroalcoholic solution dispensers for the candidates’ hand disinfection in the post/s dedicated to candidate identification;
- check and keep the candidates’ health self-certification during identification;
- provide candidates with a ball pen during identification, that shall be used by candidates to affix their signature and, subsequently, for the performance of their test. Upon completion of the same, such ball pen will be returned in a box or an envelope. Ball pens shall be placed in a case where date and time shall be affixed, for the purposes of a three-day quarantine;



- manage the candidates' personal belongings they handed over upon entrance, so as not to let objects belonging to different people come into direct contact with each other;
- direct candidates to their allocated seats, even regardless of the existing signs already placed for teaching purposes, starting from the last row and by proceeding in one direction only (either from right to left or vice versa), always ensuring a fair distancing from them. The distance between the Examination panel's desk and candidates shall be 2 metres;
- provide candidates with a new mask in case of need (i.e., in case it were damaged);
- increase air change and ventilation by regularly opening the windows. While keeping the windows open, the doors have to remain closed;
- indicate the desk allocated for candidates to hand over their papers;
- ensure, in such desk/s, the presence of hydro alcoholic solution dispensers for the candidates' hand disinfection;
- verify that candidates have a proper behaviour with regard to the prevention and containment measures of SARS-Cov-2 (i.e.: use of face masks, adherence to social distancing, hand sanitisation, bans on gatherings both inside and outside the premises, on the stairs, in the passageways, corridors and so on).

In addition:

- The members of the Examination panel shall sanitise their hands every time they handle the test papers;
- should they handle the papers handed over to be verified and/or controlled, they are warmly advised to sanitise their hands with a hydro alcoholic solution;
- the access routes to desks for paper handover shall ensure minimum 1-metre interpersonal distancing and shall be placed close to the way out, so as to favour the safe exit of candidates;
- upon paper handover at the secretary's office, the people in charge shall sanitise their hands before and after handling the envelopes;



- in case any candidates report or show severe breathing difficulties or flu-like symptoms, they shall be provided with a new face mask, sent away from the hall and isolated in a different area. The members of the Examination panel who monitor the candidates' isolation, also thanks to the help of the Supervisory panel, shall call the COVID-19 regional toll-free number 800.118.800 to get information about the management of that issue.