



Guidelines for the performance of the admission tests to 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 degree programmes, to be held in-person in September 2022. 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/covidsapienza.

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

Candidates

Candidates must access Sapienza premises provided with:

1. A valid ID document.
2. A statement, pursuant to Presidential Decree no. 445/2000, attesting the lack of any symptom ascribable to COVID-19 and that they are not subject to any restrictive measure such as quarantine, mandatory self-quarantine and/or to any prohibition to leave their house by way of preventive measure against spread of COVID-19. To this purpose, candidates use the ministerial form, available at University webpage or on Sapienza website at <https://www.uniroma1.it/it/node/22364>, "In-person admission tests: instructions and dates" webpage.



Candidates must:

- wear their face masks (FFP2 exclusively) properly and continuously (by covering both nose and mouth).
- Hand over the statement to the Examination panel
- Disinfect their hands with the sanitizing gel available in the dispensers located at the entrance of the 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.
- Come unaccompanied and without any kind of luggage, except any grounded exceptional situations. In such event, a bag or a container will be provided by Sapienza, in which candidates may store their luggage according to the directions of the surveillance staff.

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), each candidate must 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 surveillance staff 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.
- Each candidate must sit down in the place indicated by the Examination panel, regardless of the existing signs already placed for teaching purposes.



- Candidates must 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 must not move from their assigned seat.
- The procedures to return papers must be performed by observing mutual distancing to the utmost.
- Candidates are not allowed to stay in the internal areas of the building (corridors, stairs, hallways and so on).
- It is necessary to leave the building immediately after exiting the hall.
- It is not allowed to eat (except for certified medical needs), though it is allowed to drink.

Personnel operating in the premises

- 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 building 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 people with disabilities and 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 must:

- Show the statement, pursuant to Presidential Decree no. 445/2000, attesting the lack of any symptom ascribable to COVID-19 and that they are not subject to any restrictive measure such as quarantine, mandatory self-quarantine and/or to any prohibition to leave their house by way of preventive measure against spread of COVID-19. To this purpose, the personnel of the Examination panels use the ministerial form, available on Sapienza website, "In-person admission tests: instructions and dates" webpage, that must be handed over to the Chair of the Examination panel and kept by the same panel.
- Wear their face masks (FFP2 exclusively) 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.
- Control and keep the candidates' statement during identification.
- Provide candidates with a ball pen during identification, that they must use to affix their signature and, subsequently, for test performance. Upon completion of the same, such ball pen will be returned in a box or an envelope. Ball pens



must be placed in a case where date and time must be affixed (for the purposes of a threeday 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, in a checkerboard disposition, 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 desk of the Examination panel and candidates must 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 SARS-Cov-2 prevention and containment measures (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 must 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 must ensure minimum 1-metre interpersonal distancing and must 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 must sanitise their hands before and after handling the envelopes.
- In case any candidates report or show severe breathing difficulties or flu-like symptoms, they must be provided with a new face mask, promptly sent away from the hall and isolated in a different area. The personnel who monitors the candidate's isolation, also thanks to the help of the Examination panel, must call the competent health authorities.