



## Rules to access LED laboratories – Department of Electronics and Telecommunications

This document lists the rules and precautions that must be adopted by students and teachers to access the Laboratori di Esercitazioni Didattiche (LED) of the Department of Electronics and Telecommunications (DET).

For the purposes of this document, **Lecturer** means any person authorized to provide teaching in the laboratory, with the exclusion of scholarship students.

The following rules are valid for all LED laboratories starting from 28 September 2020 and until further notice.

Lab access is organized in shifts lasting up to 2.5 hours to permit:

- i) working spot and device sanitization (where and when needed) and
- ii) the appropriate air change in the labs.

### GENERAL RULES

- **Always follow LED staff and lecturers directions**
- The presence in the laboratory is authorized only for students who have made a regular reservation by filling out the form provided on the laboratory website. The booking system allows a maximum number of entry equal to the room capacity, taking into account the limitations imposed by the COVID emergency (roughly speaking one student per table in each room).
- Rules to access the LED labs should be read by students **before entering the lab**.
- It is possible to use only seats/positions indicated with specific signs; all other places must be left empty.
- While in the lab, it is mandatory to maintain a minimum safety distance of 2m from other person.
- **Face mask** (covering mouth and nose) must be worn to access, stay and move in the Labs at any time.

### APPROACHING THE LAB

- When accessing the LED laboratory corridor, you must follow the signs on the floor. Signs identify two separate paths to separate the flows of incoming and outgoing students, to avoid creating a crowd. The presence of students in the corridor must be limited to the time strictly necessary to entry to and exit from the LED laboratories.
- When the lab has two separate doors, entry and exit must take place from different doors according to the signs on the doors themselves. In rooms with only one door, the entrance and exit must and will be regulated to avoid interference and too close distances.
- Along the corridor, close to each access to the LED laboratories, there is a sanitizing gel dispenser. **Before accessing the LED laboratories, students have to sanitize their hands** using the dispenser. Sanitizing gel is also available in the lab.

### ENTERING THE LAB



- When entering the lab each student will be given
  - a pair of disposable nitrile **gloves**, which must be worn and kept until lab exit
  - **two plastic bags** that should be used as described below.
  - Gloves and bags should be removed when leaving the lab and properly disposed.
- The occupation of the work position sit must take place starting from the position furthest from the entrance door.
- Once the student reaches the position, she/he must insert the PC keyboard inside the larger plastic bag and the mouse inside the smaller plastic bag, to minimize the risk of contagion.
- Electronic instrumentation present on the counters (e.g. oscilloscope, signal generator, multimeter and power supply) cannot be easily sanitized. Therefore, students must adopt proper behaviors to avoid any contagion (always use gloves, do not touch eyes, nose and mouth, use sanitizing gel periodically). Approximately every half hour, the lecturer invites students to sanitize their hands using the portable dispensers individually present on the tables.
- At the beginning of each lab lecture, the lecturer reminds students of the obligation to read and accept this information available on the personal page of the teaching portal. If a student declares he/she has not read the information, the lecturer invites the student to regularize their position, under penalty of expulsion from the laboratory.
- The teacher must be present in the laboratory for all the time
- Activities that require collaboration between lecturers and students that would violate the minimum safety distance for times longer than 15 minutes are strictly forbidden.

#### LEAVING THE LAB

- It is possible to leave the laboratory to go to the bathroom, with the limit of one person at a time.
- When leaving the work position at the end of the lab experience, exit must be ordered to avoid gatherings and should start from the sit closest to the exit door.
- When leaving, the student must **remove the bags** used to protect the keyboard and mouse and **dispose** them, together with the gloves, in the baskets positioned near the exit door.

#### BEWARE

In case of unsuitable behavior, such as non-compliance with the basic rules of polite behavior and/or particular rules such as assigned seats, the minimum safety distance, the use of the surgical mask, the lecturer must recall the person to comply with the rules.

If the non-conformities persist, the lecturer is required to call the emergency number and request the intervention of the operators, who will assess the situation and initiate the appropriate actions.

This document will be updated in the event of changes to national and / or local regulatory dictates, depending on the epidemiological evolution of the emergency or modified needs.