

General rules for laboratory access

As of now, all potential users of the laboratory, whether research fellows, doctoral students, associates or undergraduates, will have to certify attendance at three online courses related to occupational health and safety.

The [courses](#) are available on the e-learning platform in the other activities section and include a general training course, a specific training course and a specific course on [COVID regulations](#).

The general safety training course has also been produced in English by our university, and can be accessed [here](#).

Authorisation to use the laboratories is granted following the completion of a [survey](#) in which you will be asked to upload your safety course certificates.

Following the completion of the above procedure, the RADL will invite the user to register on the [laboratory booking](#) site (if they have not already done so). Once registered, the user will be added to the laboratory's group of authorised users. From this point on, unless specific options are entered by the RADLs, the user will be able to book the laboratory and any associated resources independently.

The [general rules for the use of spaces](#) by authorised staff can be found [here](#).

General rules for participants' laboratory access

All users with an @unimib.it or @campus.unimib.it email can participate in research conducted within the laboratories without any additional request.

All other participants (without campus/unimib email) must fill in a health self-declaration in advance and hand it in at the entrance. The self-declaration form is available [here](#).

Laboratory use rules

General rules for managing participant flows:

For tracking purposes, the person booking the time slot for the laboratory will have to take responsibility for keeping a record of the date, name and contact details of each participant.

The maximum number of participants that can co-participate in the laboratory must be established by the RADL on the basis of the size and characteristics of the laboratory (e.g. presence of windows). Similarly, the latency time between one participant and the next (which in any event may not be less than 15 minutes) must be established by the RADL in compliance with the room's ventilation and sanitation standards.

In order to optimise movement within the building, 'external' participants, i.e. those without a campus.unimib.it e-mail address, must be met at the building entrance and re-accompanied to the exit.

Specific rules for different laboratory activities:

Type 1 laboratories. Participant-computer interaction

In all laboratories where data collection involves only the interface between the participant and the computer, and an interpersonal distance of 1 metre is ensured throughout the session, the [university's guidelines](#) for laboratory safety must be followed (physical distance, masks, hand sanitisation, ventilation of the room).

Type 2 laboratories. Participant-experimenter interaction of less than 1 metre

In all laboratories where data collection requires, even for a short time, a lower than safe interpersonal distance (e.g. electrode placement, sensors, TMS coil application), the experimenter must wear an FFP2 mask and gloves in addition to following the above regulations. Special attention must be paid to the sanitisation of all used material (sensors, electrodes, headphones, ...) that has come into contact with the participant.

Type 3 laboratories. Interaction with children aged 0-6

In laboratories where participants are children, in addition to the above rules, experimenters must be equipped with face shields.