

PREAMBLE

1. This Memorandum replaces all previous ones.
2. This → [video](#) ← shows how we have prepared the School to welcome everyone after the lockdown months (the school year normally started on the 1st of September; for pupils on the 2nd).
3. The responsibility and the cooperation of everyone are necessary:
 - ⇒ The legal guardians are asked to explain in a positive way the situation that the pupils find at school in view of what is written in this Memorandum, to test the pupils' fever daily before sending them to school and to inform the Medical Service promptly in case of absence due to illness or positive swab. **Finally, they are asked to verify their data in SMS and send any changes to the secretariats: it is absolutely necessary to be able to trace the legal guardian in case of emergency.**
 - ⇒ The Staff is asked to keep in mind the rules contained in this Memorandum and the hygiene behaviour rules prepared by the School Medical Service and available on the School's website, to set a good example, to ensure that everyone respects them and to promptly inform the Medical Service in case of absence due to illness or positive swab.
 - ⇒ Pupils are asked to "be pupils" ... taking the pandemic situation seriously even when they are out of School.
4. According to the official documents in force at the date of this Memorandum¹, the School Management -after consulting the various members of the School community- has drawn up this Memorandum containing the rules of conduct to be adopted as of September for the protection of the health of all of us.

ENTRANCE TO SCHOOL

1. Whoever has a temperature >37.5° (pupils, teaching and non-teaching staff, suppliers, ...) is obliged to stay at home and to inform their family doctor or the local health authority (<https://www.ats-insubria.it/>).
2. Everyone (pupils, teaching and non-teaching staff, suppliers ...) must arrive at the School with a mask (it is recommended to have a backup mask).
3. Pupils of the nursery cycle enter from the blue gate (only those arriving by buses) or from Via Montello (Nursery building). It is forbidden to bring toys from home.
Pupils of the primary cycle enter from the blue gate (only those arriving by buses) or from Via Montello (pedestrian gate).
All students of the secondary cycle enter through the blue gate of Via Mameli where there will be staff from the School to welcome the students and also a nurse.
The opening of buses' doors will be managed in order to stagger pupils' entrances, also taking into account students arriving by other means.
4. Maximum cooperation is required in order to avoid gatherings outside the School both by the legal guardians and by the pupils.
It is also recommended to park in the forecourt of Via Romans sur l'Isère (and adjacent streets).

¹ PROTOCOL OF UNDERSTANDING TO ENSURE THE START OF THE SCHOOL YEAR IN COMPLIANCE WITH THE SAFETY RULES FOR LIMITING THE SPREAD OF COVID 19 – Ministry of Education (06/08/2020) and Report of the Health Institute (21/08/2020).

5. Legal guardians are not allowed to enter the school.
Parent-teacher consultations are performed through Microsoft Teams using the pupil's access credentials.
5. All other visitors (e.g. suppliers and shipping agents) are measured for fever and personal data are recorded.

SCHOOL DAY

1. Use of the mask:
 - ⇒ The use of the mask is disciplined by the regulations issued by the competent Italian authorities.
 - ⇒ Teachers in the nursery cycle (as well as all colleagues who request it) have a Plexiglas mask available in addition to the normal mask.
2. Common spaces:
 - ⇒ Access to common areas (Aula Magna, atria, teachers' rooms, corridors, ...) must be reduced for necessity reasons. Special signs indicate the routes to be followed and the distances to be respected. Automatic gel dispensers are available in the corridors of the School (and gel dispensers in the classrooms).
 - ⇒ Distancing is also maintained inside the canteen and in the entrance rows. The access to the canteen is carried out wearing the mask and after using the gel or washing the hands. The staff will give the necessary instructions. In the canteen there are food protection panels.
 - ⇒ Signage and dedicated staff are no substitute for the attention and responsibility of the individual. Therefore, maximum collaboration is required in order to avoid gatherings by pupils and staff in the areas where drinks and snacks are distributed (once the product has been purchased, it is necessary to move away from the area).
3. At the end of each hour/period the classroom must be ventilated and the bathrooms' windows must remain always open if possible.
4. Exit permits are suspended.
5. Extracurricular activities are suspended.
6. Each symptomatic person must be accompanied to the infirmary where isolation and all the procedures provided for by current regulations are carried out (the Medical Service establishes an internal protocols available on the School's website).
It is recommended to notify the infirmary before accompanying a symptomatic individual.
7. Cleaning
 - ⇒ During the school day, the staff clean the most exposed surfaces (handles, bathrooms during "long days" ...), the toys and equipment used with the collaboration of teachers and pupils (older).
 - ⇒ At the end of the school day, cleaning is carried out as prescribed by the INAIL regulations.
 - ⇒ Sanitisation is carried out in rooms frequented by a virus positive person.

EXIT FROM SCHOOL

1. Pupils of the nursery cycle who do not use buses exit from Via Montello (Nursery building).
Pupils of the primary cycle who do not use buses exit from Via Montello (pedestrian gate).
All students of the secondary cycle exit from the blue gate of Via Mameli.

The exit from the School is organized in order to stagger the flow of pupils towards the exits with the support of dedicated staff:

- ⇒ First the pupils of the secondary cycle gymnasium go out together with those of the maternal cycle and the top floor of the Da Vinci building; then the pupils of the following floors.
- ⇒ Then the pupils of the Erasmus building always per floor.
- ⇒ Finally the pupils of the primary cycle (first those farthest from the blue gate).

It is the teachers' care to send all the pupils of the nursery and primary cycles to the bathroom before leaving school.

2. Before entering the bus, the accompanying person tests a fever: if a pupil has a temperature $>37.5^{\circ}$, he or she is taken to the infirmary where isolation is provided and the parents must come and pick him/her up urgently.
3. Maximum cooperation is required in order to avoid gatherings outside the School both by the legal guardians and by the pupils.

It is also recommended to park in the forecourt of Via Romans sur l'Isère (and adjacent streets).

FURTHER INFORMATION

1. "Vulnerable" individuals

- ⇒ These are those who may be exposed to a potentially higher COVID-19 risk.
- ⇒ In the case of pupils, these conditions of fragility must be assessed in conjunction with the Department of Territorial Prevention and the family paediatrician/doctor, without prejudice to the family's obligation to report this condition to the school in written and documented form. These pupils can follow the lessons from home.
- ⇒ As regards teaching staff, reference is made to the provisions received from Brussels. These staff may decide to teach from home to pupils in the classroom under the supervision of dedicated staff.
- ⇒ The School has the necessary IT equipment.

2. Distance learning.

Three potential scenarios have to be considered:

- a) Scenario 1: Teaching 'in situ' at school as a rule, but with restrictions for vulnerable staff (including inspectors) and vulnerable pupils and restrictions for infected staff and pupils.
- b) Scenario 2: Temporary continuation of measures of confinement which allow only parts of the school population to participate in teaching 'in situ'.
- c) Scenario 3: Temporary suspension of teaching 'in situ' for the complete school or complete cycles

In all three scenarios distance teaching is a reality.

Therefore distance learning should be provided in the following cases:

- ⇒ "vulnerable" individuals
- ⇒ pupils/teachers in quarantine
- ⇒ any restrictions and limitations on public transport
- ⇒ any legislation establishing a partial or total lockdown.

3. Absences and medical certificate

Pupils who are not present at school or who do not participate in distance learning when they are entitled to do so are considered absent.

Teachers authorised to teach from home must present a medical certificate attesting to the illness in order to stop providing distance teaching and be replaced by a substitute. For absences of more than two days, a medical certificate must be presented for the return to school. The medical certificate is also necessary when the absence begins the day before the weekend or the day before a holiday.

4. Procedure for "positive case"

In order to ensure effective communication and avoid disseminating sensitive health data, information regarding positive cases relating to the school community (pupils, teaching and non-teaching staff and family members) should not be sent to teachers and/or parents and/or pupils, but to:

the Medical Service .. → VAR-MEDCENTRE@eursc.eu

and/or to

the Management → VAR-DIRECTOR@eursc.eu;

VAR-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu;

VAR-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu;

VAR-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu

In the case of direct and traceable contacts in the school 48 hours prior to the last day of presence of the positive person, the School

- communicates to ATS the names of the direct traceable contacts. ATS informs those concerned and establishes home isolation²;
- *[warns those directly concerned to stay at home while awaiting ATS's message³;*
- notifies ATS if the positive pupil uses a bus operated by the Transport Cooperative (ATS will decide whether/how to proceed by contacting the Transport Cooperative directly).

Examples of direct traceable contacts, direct non traceable contacts and indirect contacts.

- ⇒ Direct traceable contacts are the "close" contacts, i.e. those who - at school - have undoubtedly been in contact with the positive case: class and/or course classmates, teachers, substitutes, assistants, educational advisors, non-teaching staff.
- ⇒ Direct non traceable contacts are those who -at school or out of school- have perhaps been in with the positive person: pupils and/or members of staff met outside class hours (during breaks, in the canteen, in the corridor ...) and/or outside school, other contacts made outside of school (e.g. team sports training). The positive person (or his/her legal guardians if he/she is a minor) must inform ATS of direct contacts that cannot be traced by the School; ATS will assess whether/how to proceed in these cases.
- ⇒ Indirect contacts are "the contacts of the contacts" and ARE NOT CONSIDERED: classmates and/or teachers/colleagues of the siblings of the positive person; classmates and/or teachers/colleagues of the siblings of the persons who are in confinement at home (i.e. the direct traceable contacts of the positive person).

For the return to school:

- ✓ See the procedures of the Medical Service

<https://www.eurscva.eu/en/home/services/medical-service/>

- ✓ For any further clarification please write to VAR-MEDCENTRE@eursc.eu.

² During confinement period at home teachers continue to teach and work from home and pupils follow the lessons remotely.

³ The School sends this communication **only when** it is not possible to promptly transmit to ATS the names of the direct traceable contacts.

5. Trips during holidays and weekends

The School does not forbid any travel.

In order to protect everyone's personal health, the health of the own family members, of the school community as well as the collective health, it is recommended to limit travel as much as possible and to comply with regulations. In the case of mandatory trips abroad, it is essential to inform yourself before each trip on the website <http://www.viaggiasesicuri.it/>, which is updated with any changes in Italian government regulations. This website also contains the Italian regulations to be respected in case of return from abroad.

Where quarantine is required in order to comply with the rules of return from abroad, the Medical Service and the School management must be informed.

6. Psychological support

It is provided for school staff and pupils to face situations of insecurity, stress, anxiety due to excessive responsibility and return to work "in presence", ...

For any request, please contact the School Management.

7. Health surveillance and monitoring

Please consult the School's website www.eurscva.eu and the area relating to the protocols prepared by the Medical Service <https://www.eurscva.eu/en/home/services/medical-service/>.

The Competent Doctor and the person in charge of the Prevention and Protection Service collaborate with the School Management to guarantee the health surveillance according to the reference regulations.

The "Safety and Security Committee" monitors the measures described in this Memorandum.

8. Canteen and transport services

The Canteen Cooperative and the Transport Cooperative will send their members any further information (via email or on their websites).

Whenever new decisions are taken by the competent Italian authorities, this Memorandum will be updated accordingly and we will circulate it.

The School Management