

PREAMBLE

1. This Memorandum replaces all previous ones.
2. This → [video](#) ← shows how we have prepared to welcome the school community.
3. The responsibility and the cooperation of everyone are necessary:
 - ⇒ In promoting awareness and respect for the anti-Covid rules, the School underlines the value of vaccination, both in terms of preventing contagion and specifically protecting the health of the most vulnerable people, and as a means of fully returning to social life and, in particular, to normal school life.
The basic rules are: social distancing or mask wearing, ventilation of rooms, frequent hand washing or disinfecting.
 - ⇒ 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 take the pupils' temperature daily before sending them to school and to inform the Medical Service promptly in case of absence due to illness or positive swab.
Please use the following e-mail addresses to report absences:
Nursery and Primary cycle → VAR-ASSENZE-MP@eursc.eu
Secondary cycle S1, S2, S3 → VAR-assenze-S123@eursc.eu
Secondary cycle S4, S5 → VAR-assenze-S45@eursc.eu
Secondary cycle S6, S7 → VAR-assenze-S67@eursc.eu
Finally, they are asked to verify their data in SMS and send any changes to the relevant school cycle secretaries: it is absolutely necessary to be able to trace the legal guardian in case of emergency.
 - ⇒ The School's 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).

¹ "Documento per la pianificazione delle attività scolastiche, educative e formative in tutte le Istituzioni del Sistema nazionale di Istruzione per l'anno scolastico 2021/2022" PIANO SCUOLA 2021/2022 – Ministry of Education. Laws on pandemic prevention.

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.

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 by pupils and their legal guardians.

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

5. Legal guardians are not allowed to enter the school.
Parent-teacher consultations are performed through Microsoft Teams.
6. All other visitors (e.g. suppliers and shipping agents) have their fever measured and their personal data recorded.

SCHOOL DAY

1. Use of the mask:

⇒ The use of a mask is compulsory indoors. Outdoors, wearing a mask is compulsory when stipulated by the competent Italian authorities (including municipal ordinances). This rule does not apply to children under 6 years of age.

Teachers in the Nursery cycle have a Plexiglas mask available in addition to the normal mask.

⇒ Physical education and gyms

In white zone(s), students do not have to use a mask. Interpersonal distances of at least two metres must be observed. Adequate ventilation is also recommended for indoor activities.

In school gyms, in the white zones, team activities are possible but, especially indoors, individual activities are preferred. In yellow and orange zones, only individual activities are recommended.

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 queues. The access to the canteen is carried out wearing a mask and after using gel or washing your hands. The staff will give the necessary instructions.

⇒ 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 during the school day:

⇒ A request by email from the legal guardians is required for each exit from school during the school day. The request must specify the reason why it is made and must arrive at least the day before at the Primary cycle secretary's office or to the respective Secondary school Pedagogical advisor.

- ⇒ The School authorises the exit by replying to the legal guardians by email and copying the Via Mameli guard.
 - ⇒ Pupils under the age of 18 are not allowed to leave the school unless a legal guardian (or his/her delegate of legal age to be mentioned in the request) picks them up from the gates where it is required to show proof of identity.
 - ⇒ Pupils who leave school may not return unless the exit has been requested for a medical examination which needs to be certified.
5. Until 31/12/2021 (the end of the state of emergency as it has been established)
- ⇒ school trips and day trips are not recommended (even if are allowed in white zone);
 - ⇒ After-school activities organised by AGSEV are suspended except for those with only one student and one teacher.
- Then the situation will be re-assessed.
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 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 in charge cleans 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 current 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:
 - ⇒ Firstly the pupils of the Secondary cycle gymnasium go out together with those of the Nursery 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' responsibility 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 takes the temperatures: 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. COVID-19 Green Pass

- ⇒ COVID-19 Green Pass² is a digital and printable (paper) certification, which contains a two-dimensional barcode (QR Code) and a qualified electronic seal.
- ⇒ Except for students, all persons entering school buildings must have and show their Green Pass (the control procedures and the delegation issued by the School Director are annexed).
- ⇒ In cases established by the Ministry of Health³ in which the SARS-CoV-2 vaccination is omitted or postponed due to specific and documented clinical conditions, a Certificate of exemption from vaccination is issued in place of the COVID-19 Green Pass.

2. "Vulnerable" individuals

- ⇒ These are those who may be exposed to a potentially higher COVID-19 risk.
- ⇒ In the case of pupils, these conditions of vulnerability 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 for Distance Teaching and Learning.

3. Distance learning.

Without prejudice to Article 26a of the General Rules of the European Schools, for the 2021/2022 school year distance learning shall in any case be provided:

- ⇒ for vulnerable or quarantined pupils/teachers (the "sorveglianza sanitaria" does not entitle someone to distance teaching and learning unless it has already been activated for the class);
- ⇒ in the event of partial or total lockdown established by provisions of law.

4. 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.

For absences due to illness of more than two days, a statement from the treating doctor and/or treating doctor's report of illness absence must be presented, as per the European Schools' regulations.

The statement is also necessary when the absence begins the day before the weekend or the day before a holiday.

5. 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

² <https://www.dgc.gov.it/web/>

³ <https://www.dgc.gov.it/web/faq.html#essenzi>

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

The School provides to ATS with the names of all direct traceable contacts in the school 48 hours prior to the last day of presence of the positive person [ATS informs those concerned and establishes home isolation⁴] and *warns those directly concerned to stay at home while awaiting ATS's message*⁵.

If the virus-positive pupil uses Cooperative Transport buses, legal guardians must also inform the Cooperative (covid_trasporti@eursc.onmicrosoft.com).

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 contact 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:

✓ Follow 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.

6. Trips during holidays and weekends

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 oneself before any trip on the website <http://www.viaggiare Sicuri.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.

7. 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.

⁴ During confinement period at home teachers continue to teach and work from home and pupils follow the lessons remotely.

⁵ The School sends this communication **only when** it is not possible to promptly transmit to ATS the names of the direct traceable contacts.

8. 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 provisions of this Memorandum.

9. Canteen and transport services

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

Should the Board of Governors or the competent Italian authorities take new decisions, this Memorandum will be updated accordingly and we will disseminate it.

The School Management

GREEN PASS CONTROL PROCEDURE

1. Except for pupils, access to the School premises requires a valid digital or paper Green Pass.
2. The School Director has formally delegated the "*PERSONS IN CHARGE*" of controlling the Green Pass (document attached).
 - The verification process takes place before entering the School premises and via the official "VerificaC19" App downloaded onto a mobile device.
 - For Staff members, the person in charge will tick the check made on a table sent daily to the Medical Service (at the end of the day all lists are destroyed); checks may also be made on a random basis during the school day.
 - The person in charge cannot make copies of the Green Pass, disclose, retain or use in any way the data of the persons subject to the check nor claim any further information or data.
 - In case of disputes/refusals to show the Green Pass, suspected falsity/invalidity, or any other infringement deemed serious, the School reserves the right to call in the Police or Carabinieri and, for Personnel, to apply the sanctions provided for by the respective Service Regulations.
3. In the morning (**from 07:45 to 08:40**) there are two points where each member of staff must go to show their Green Pass before entering the school premises (after parking their car):
 - In the external atrium of the Villa.
 - In the external atrium under the canteen (Da Vinci building).
4. **After 08:40** anyone entering the School must show their Green Pass to the guards (either in Via Mameli or Via Montello). Staff may enter and park their cars but must then go to the guard (or another delegate for control but outside the School premises).

Thank you for your attention.



The School Director
Ariane FARINELLE



Varese, 01/12/2021

**Subject: Formal act for entrusting the verification of Covid-19 Green Certificates
(Green Pass)**

THE UNDERSIGNED

Ariane Farinelle, Director and legal representative of the European School of Varese,

CHARGES

the persons listed below "*PERSONS IN CHARGE*" with the verification of Green Pass¹ for all school Staff and all those who present at the gates with the intention of entering the school buildings (excluding pupils).

- A)** Michele Crosazzo, Giancarlo Benini, Alessandro Pesente, Marco Veronesi, Riccardo Algeri, Jacopo Di Ienno, Daniel Falcone, Loredana Santambrogio².
- B)** Security guards at the School's security huts in Via Montello and in Via Mameli³.
- C)** Sartori Chiara, Arielle Van Den Brempt, Paola Patruno (Medical Service).
- D)** Fabrizio Cattari (Deputy Director for Finance and Administration).

Each person in charge undertakes to comply fully with the instructions included in the Green Pass control procedure.

The School Director

Ariane FARINELLE

¹ Certification in digital and printable format with a QR Code to verify its authenticity and validity

² These persons in charge are responsible in particular for the checks from the Green Pass to the Staff members from 07:45 to 08:40.

³ Guards are required to check the Green Pass of those who are not School staff members of the and Staff members arriving after 08:40.