

**ISTITUTO VITTORIA - UPPER SECONDARY SCHOOL and LINGUISTIC HIGH SCHOOL  
INFORMATION ON SAFETY AND PREVENTION FROM COVID-19 CONTAGION FOR THE RESUMPTION OF ON-SITE  
SCHOOL ACTIVITIES – school year 2020/21**

**INTRODUCTION**

During the summer months, Vittoria Institute, in compliance with the measures to contain and combat the risk of an epidemic, made some structural changes and introduced new organizational procedures, to ensure the safety of on-site school activities.

These actions and measures, verified and integrated by the safety officer and the competent doctor, are shared with the entire school community through this Notice.

Please be informed that the school has reorganized some of its classrooms through:

- merging and/or conversion of educational spaces for lessons:
  - extension of room n. 5 through annexation of room n. 4bis;
  - new layouts for classrooms n. 13 and lecture hall;
  - creation of new workspaces for teachers;
- acquisition of a new lecture hall in the courtyard;
- opening of a new entrance to the school (Via Giolitti 33), aimed at decreasing the flow of students entering and exiting the building;
- installation of thermo-scanners at the entrances;
- preparation of the classrooms respecting the rules on distancing between desks (1 meter between each student, 2 meters from the teacher's desk);
- issue of a new plan for the sanitation of classrooms and common areas;
- enhancement of connectivity and of the Wi-Fi network; implementation of hardware equipment, (actions to support distance learning in the event of a new lock-down, or in case of individual quarantine in the event of isolated infections, and/or to supplement on site activities).

**General consideration**

This document (for the sake of brevity from now on referred to as **COVID 20-21 Notice**) illustrates the prevention measures, the rules and the operating procedures on resuming on site teaching activities, to which all those involved (principal, teachers, administrative and technical staff, students and parents) will have to comply with responsibly and in a manner that is adequate to the role covered.

It defines:

- A. the rules regarding access to the school for staff on duty, students, parents and third parties;
- B. the hygiene and safety regulations to be observed inside the school building, with reference to the rules and actions to undertake in the use of teaching spaces, common areas and to the procedures to follow in managing any cases of contagion in the school.
- C. the specific rules and regulations for school staff;
- D. how to use distance learning for any new emergencies and quarantines.

From a legal and administrative point of view, the COVID 20-21 Notice is inspired and promoted by the directives of the Ministry of Education on the prevention of contagion (see: Ministerial Decree 39/2020 - "*Adozione piano scuola 2020/21*"; Ministerial Decree 80/2020 - "*Adozione del documento di indirizzo e orientamento per la ripresa delle attività in presenza dei servizi educativi e delle scuole dell'infanzia*"; art. 231 e 231bis Legge 77/2020 "*Misure per la ripresa dell'attività didattica in presenza*"; art. 231 and 231bis Law 77/2020 "*Misure per la ripresa dell'attività didattica in presenza*"), from the ISS COVID-19 Report n. 58/2020 "*Indicazioni operative per la gestione di casi e focolai di SARS-CoV-2 nelle scuole e nei servizi educativi dell'infanzia*".

Based on the evolution of the local and national health situation and new provisions, this Notice may be subject to revisions. Any changes or additions will be promptly communicated by the school to all interested parties. The Notice is adopted as an integral part of the Institute Regulations, it is brought to the attention and shared with students, parents and all school staff. Its acknowledgment constitutes, to all legal effects, regular acceptance. It is emphasized that compliance with all the information provided and the sense of responsibility from all are the prerequisite for protecting the health of the entire school community.

## A. ACCESS TO THE SCHOOL

### 1) Entrance / exit and school hours

In order to ease the flow of people entering and exiting the building, the school will be using various entrances according to the following indications:

- Via delle Rosine 14 (main door)  
THIRD PARTIES (visitors / parents / couriers / suppliers): from 9.00 to 13.00 and from 14.00 to 18.00. It should be noted that all third parties will be denied access to the school at the time of entry and exit of students.  
STUDENTS, TEACHERS and school staff:  
7.45-9.00 ENTRANCE for students headed to classrooms 1 to 10;  
9.40-9.50 (start of the 3rd hour and authorized delayed admissions) ENTRANCE all students;  
12.30-12.40 (end of 5th hour) EXIT all students;  
13.20-13.30 (end of 6th hour) EXIT for students arriving from classrooms 1 to 5;  
Between 7.45 and 8.15, as students enter the school location for their first hour, and between 13.30 and 13.45 as students exit the school location at the end of the sixth hour, the entrance will be manned on the street level by school staff, who will ensure the prevention of gatherings.
- Via Giolitti 33 (new access to the school - STUDENTS ONLY)  
7.45 - 9.00 ENTRANCE for students headed to classrooms 13 to 20;  
13.20-13.30 EXIT for students arriving from classrooms 13 to 20;  
14.10-14.20 (end of 7th hour) EXIT all students;  
At 8.00 am and 1.30 pm, the entrance will be manned by school staff who will ensure the prevention of gatherings.  
All students starting classes after the second hour must use the entrance in via delle Rosine.
- Via Giolitti 35 terrace-break area (STUDENTS ONLY)  
13.30-13.40 (end of 6th hour) EXIT for students arriving from classrooms 6 to 12 (exit from the driveway).  
During school hours, the door serves exclusively as an internal passage for access to the new lecture hall in the courtyard.

### 2) Access for students, teachers and school staff

To access the school, students and staff must wear a mask (see point B of this Notice); in the entrance hall, they will undergo temperature measurements using thermo-scanners under the supervision of staff members (see point 4 of this Notice).

Hand sanitation is also mandatory at the entrance.

In order to ensure the safety of all, remembering that traditionally school entries and exits are by their very nature a risk for gatherings, we recommend:

- the presence of a maximum of one accompanying adult for each student during the start and end times of lessons;
- to avoid lingering near entrances / exits for personal communications.

During the hours of entry (7.45-8.15; 8.50-9.00) and exit (12.30-12.40; 13.20-13.40; 14.10-14.20) of students, parents and all third parties will be banned from entering the school.

In first period teachers are required to be in their assigned classroom at least 5 minutes before the start of the lesson, in order to supervise the students' entrance and prevent any dangerous behavior. The exit of students will also be regulated by the teacher of the last hour, who will take care to authorize the exodus from the classroom and to monitor the students' path to their assigned doors.

### **3) Access for parents and third parties (visitors, suppliers, maintainers, consultants, etc.)**

The school, encouraged by the positive experience of the introduction of the distance learning platform during the winter of 2020, and in order to limit opportunities for physical contact as much as possible, will favor online meetings: all collective and official meetings (start of the school year, sharing planning, elections for parents' representatives, periodic meetings on the occasion of the assessment deadlines) will be held remotely.

The physical presence of parents will be contingent and limited to carrying out secretarial operations or any individual meetings - by appointment only - with teachers / management (in case of inability to hold online meetings).

Access to the school for parents will be allowed only from the main entrance (Via delle Rosine) at the following times: Monday-Friday 9.00-13.00 and 14.00-18.00.

In these time slots, the movement of students in the common areas is more limited and therefore third parties in school premises do not represent a risk of gatherings or present critical issues regarding compliance with social distancing.

The secondary doors (Via Giolitti) are reserved for entrances and exits of students and will be open only at specific times (see point 1 of this Notice).

Please note that parents are forbidden from entering the school during the time slots of entry and exit of students (see point 1 of this Notice).

All other third parties (visitors, couriers, suppliers, maintenance technicians, consultants, etc.) will be able to access the school only from the main entrance, by ringing the bell and announcing themselves. If the visit takes place at a time that is not considered safe, or during the students' entry / exit time (see point 1 of this Notice), they will be asked to wait or return at another time.

All access by third parties (including parents) must be registered by the reception; body temperature will be measured at all outsiders and access will be denied if the 37.5 ° threshold is exceeded.

Before entering the ground floor, it is mandatory to wear the mask appropriately (covering nose and mouth). At the entrance to the floor, hand sanitation will be requested for all visitors. The school provides a toilet for the exclusive use of occasional visitors and third parties.

All people who enter the school complex will have to sign a self-certification where their personal data will be recorded (including telephone number and residential address), which shows that:

- The subject has no flu symptoms and is not in quarantine;
- The subject has not been in contact with other people infected with COVID 19
- The subject has not been to foreign countries subject to transit restrictions or lockdowns.

### **4) Temperature detection**

Access to the school is not allowed for subjects with a temperature equal to or higher than 37.5 °.

While trusting in the attention of families before leaving their houses, the school has opted for the detection of body temperature on all subjects who access the internal premises of the school.

In particular:

a) Students / school staff

The detection will take place on a daily basis, upon entering the school, through two thermo-scanners positioned on the respective entrance halls, managed through a software that allows, in respect of privacy, to record any anomaly and allow any tracing in case of infections.

The temperature will be measured with the same system also in the Junior campus, where high school students do physical activities.

b) Third parties: parents / visitors / suppliers / maintainers / consultants etc.

The temperature measurement will also be mandatory for all third parties (parents, visitors, suppliers) to enter the school facility; it will be carried out using the thermo-scanner of the main entrance, and will be monitored by the receptionist and recorded in the appropriate register.

## B. INSIDE THE SCHOOL - SAFETY AND HYGIENE STANDARDS

### 1) Training and Information

The school trains and informs all interested parties about the hygiene rules to be respected within the school structure, listed below in summary.

- Rules for access to the facility;
- Respect for social distancing (in the classroom, in common areas, in and out of school);
- Use of Personal Protective Equipment;
- Hand sanitation;
- Air exchange;
- Management of suspected cases of contagion.

All school staff will be guaranteed specific training, through mandatory update meetings before the start of the school year, carried out by the RSPP and the competent doctor.

Teachers, and class coordinators and COVID contact persons of the various complexes, will provide the necessary information to students in the first days back to school and monitor the correct behavior of all students.

It should be noted that, in the event of repeated warnings to students for inappropriate behavior, the class coordinator may directly apply disciplinary sanctions, after consultation with the principal and / or with the COVID contact persons.

The contact persons for COVID prevention nominated by the school are the following:

LICEO EUROPEO prof. Giuseppe Siclari (Educazione Fisica) – [giuseppe.siclari@vittoriaweb.it](mailto:giuseppe.siclari@vittoriaweb.it)  
dr. Ivano Leccia (teaching tutor) - [ivano.leccia@vittoriaweb.it](mailto:ivano.leccia@vittoriaweb.it)

UPPER SECONDARY SCHOOL dr. Maria Botavina (laboratory technician) - [maria.botavina@vittoriaweb.it](mailto:maria.botavina@vittoriaweb.it)  
dr. Giulia Corrente (teaching tutor) - [giulia.corrente@vittoriaweb.it](mailto:giulia.corrente@vittoriaweb.it)

The task of the contact persons will be to support the principal in the following activities:

- contribute to disseminating the correct information on procedures and rules applied in the school;
- monitor the correct application of said rules and procedures;
- constitute a constant reference for colleagues and students, keeping constantly updated on new local and national provisions;
- coordinate the management of any emergency cases / suspected infections.

### 2) Social distancing and rules of hygiene

Compliance with safety distances is a priority criterion for ensuring the safety of students and school staff. For this reason, the specific measures that the school management has decided to adopt and that the Teaching Board ratified in the session of 1/09/2020 are listed below.

**a) Didactic spaces**

**Classrooms** and laboratories have been revised in terms of structure and layout in order to comply with the spacing recommendation. All teaching spaces have been equipped with a hygiene station, where the following are available: alcoholic detergent for objects / desks / chairs; cleaning paper roll; hand sanitizing gel.

The distance between desks / laboratory workstations is guaranteed in all teaching environments in at least 1 meter from mouth to mouth for students and 2 meters for the teacher.

The position of each single desk in classrooms is marked on the floor, to ensure the control of distances even by the staff assigned to daily cleaning operations.

Places in the classroom will be assigned by the coordinating teachers and made known through assignment maps, published on the class bulletin board of the electronic register.

Classroom movements will generally be limited as much as possible, and in any case the necessary sanitation operations of workstations / devices-equipment used and adequate ventilation of premises will be guaranteed before accessing a new class group.

Upon entering the classroom / laboratory, at each change of time, the teacher in charge of the lesson time will take care to ensure that adequate air exchange is carried out. In case of laboratory use and / or classroom movement, at the end of the activity, the teacher will coordinate the correct sanitation of the workstations and devices used by students.

**b) Corridors, lockers and drink / snack dispensers**

All students moving in the corridor (entrance and exit; classroom / laboratory changes / use of toilets) must wear a mask as it is not possible that in such situations compliance with the minimum spacing of 1 meter, observed for the layouts of classrooms and teaching spaces of the school.

In order to respect the need of young students to socialize even outside the context of the school classroom and in a more informal way, **intervals / changes of activities** will be managed by each teacher, differentiating break times between lessons in order to lighten the load of attendance and / or compartmentalize parts of the corridor for each single class.

Student personal lockers represent a potential critical issue in respecting spacing. Without prejudice to prolonged breaks for holidays (see school calendar), you should avoid moving unnecessary materials from school to home as much as possible. For this reason, each student is required to have at home the electronic version of textbooks for carrying out assigned tasks / reviews / insights.

On a daily basis, students will be able to move to and from home only material for daily use: diary / pencil case / bottles / notebooks / tablet or laptop, for which it is required to use a backpack / bag of limited size (such as to be adequately located in the respective personal locker in the corridor).

It is not allowed to keep bags or backpacks on the ground in the classroom to clutter passages between desks.

Lockers must be completely emptied on the eve of a school holiday lasting more than three consecutive school days and at the end of the school year; in periods of teaching suspension they will be sanitized.

**Dispensers** for water and hot drinks / snacks have been compartmentalized; the distances to be respected to use machines will be indicated on the floor. A station for hand sanitation and bins for separate waste collection will be made available near distributors.

The sale of sandwiches is suspended during breaks. Snacks and drinks can only be consumed inside classrooms (not stopping in corridors and common areas), subject to the authorization of the teacher in charge of the lesson. After eating, each student will have to clean the bench used and throw the waste in the appropriate bins.

**c) Toilet**

Access to restrooms will be allowed based on the necessary distancing rules; it is mandatory to access toilets wearing a mask for all school students.

Indications on the maximum capacity of rooms and instructions on accessing and using toilets are posted on the doors of the anti-bathrooms and bathrooms. All students and staff will be made responsible for a conscious and appropriate use of toilets.

The authorization to leave the classroom to go to toilets must be confirmed by the teacher present in the class, who will take care to allow only one student to go out at a time during the entire time spent at school.

### 3) Protective devices

Teaching staff - all teachers are required to wear masks during their stay in the school, in any situation that does not allow to respect the provided distance (see specific point): through the halls, on the stairs, in the teachers' room, in the toilet, for meetings, etc.). For the conduct of the lessons, the school will provide a personal transparent visor, to be kept in your personal drawer and periodically sanitized by yourself, which will be useful for bringing students closer and facilitating non-verbal communication, a fundamental component of the teaching work.

Administrative staff - all secretarial staff are required to wear masks during their entire stay within the school, in any situation that does not allow to respect a minimum distance of 1 m. Individual workstations are equipped with plexiglass barriers to protect contact with public; compulsory mask also when using the kitchen area reserved for staff.

Auxiliary and support personnel - mask and / or protective visor, gloves and / or gown-cap depending on assigned duties; compulsory mask during the entire service hours, with attention to movement in corridors, offices, common areas and toilets during the entire service hours.

All the staff are reminded to make a conscious and scrupulous use of the devices, necessary to guarantee their own safety and that of others, and are sensitized to carry out a constant action of monitoring their correct use, towards the students first of all (in corridors, toilets and common areas), third parties, and all colleagues.

Students - pending definitive provisions from the competent bodies regarding the obligation to have a mask inside the classrooms during lesson time, it is noted that, for each movement outside the classroom, in the corridor (e.g.: entrance and exit; atriums and stairs, movements to laboratories / gymnasium; use of toilets, access to offices and common areas) all students must wear a mask as it is not possible that the respect for the 1 meter spacing is guaranteed, observed for the layout of the classrooms and closed didactic spaces of the school. Individual students may be required by teachers to wear the mask even within the classroom, if it is necessary to approach a classmate and / or teacher to carry out activities that do not allow the maintenance of the prescribed social distancing. All students are required to equip themselves with personal hand sanitizer and spare masks if needed.

Third parties (parents, visitors, suppliers) - those without a mask will not be admitted to the school premises; at the entrance and exit, a hand sanitation station is available (mandatory).

### 4) Hygiene and cleaning plan

All school premises were sanitized by a certified company before the start of the school year 2020/21. Any further certified professional **sanitation** interventions will be carried out in the event of cases of contagion found in the environments used by the infected subject (s) (see specific point in this Notice).

The school has also equipped itself with devices for the sanitization of environments in compliance with the current prevention provisions; every classroom and every closed environment will be sanitized weekly according to an agreed schedule, sent to the staff and suitably checked by the COVID contact persons of the various complexes. It should be noted that the school has reviewed and intensified daily cleaning activities of classrooms and all common areas; the cleaning staff receives the classroom use plan every week with an indication of the established **sanitation** times. Each time you enter a classroom, the cleaning staff will ensure adequate air exchange by opening windows and ventilating rooms. Hygiene products used will be adequate and compliant with the instructions provided by the safety officers.

**Hygiene stations:** in each educational space, as well as in some points of common areas, hygiene stations are made available, appropriately marked and identified; each of them makes available hand sanitizing gel, surface cleaner (to be used exclusively by adults) and paper towels. Teachers are advised to ensure that they are used correctly and safely.

## 5) Management of a symptomatic subject

In the case of a subject (student or teacher or third party) who, within the school complex, presents compatible symptoms of respiratory infection such as cough and / or fever, or related symptoms (e.g. headache, dysentery / vomiting), the case must be reported immediately, by the adult who detects it, to the headmistress and / or the COVID contact person.

The first necessary action is to proceed with the timely isolation of the subject; the school infirmary is identified as an area available for the possible isolation.

The suspected symptomatic subject, in addition to isolation in the predetermined room, must be equipped with a surgical mask. If a minor, he / she must be looked after by one of the First Aid staff appropriately and specifically equipped with PPE such as visor, gloves. Actions for returning home as soon as possible must be taken promptly by the secretariat (for students, parents or delegates will be informed and immediate withdrawal from school will be required).

The family (in the case of a student; if the student is of age, the family can authorize the return home by his/her own vehicle) or the person concerned (school staff), must promptly contact the referring doctor. In the event of an indication to carry out analyzes (prescribed by the general practitioner), parents (or the person concerned, if adult) are required to promptly inform the school about the outcome of the same, in order to allow adequate and prompt response from the school.

If the subject is positive, the school, in close agreement with the Prevention Department of ASL TO1, will implement accurate monitoring, in order to identify other cases early and consequently avoid the onset of an epidemic outbreak.

In any case, the school will immediately sanitize the classroom and the rooms in which the subject has passed before the onset of the suspected symptom.

Any decision to request specific analyzes on other subjects, and / or the extension of the quarantine to other subjects as a precaution will be taken by the competent ASLTO1, after consulting the school doctor, and communicated by the COVID contact persons to all interested parties.

## C. RULES FOR SCHOOL STAFF

All staff working in the school are responsible for the control and the monitoring of correct behavior by all students of the school and colleagues. It is recommended to contribute to the awareness and dissemination of good practices within the school community.

If incorrect behavior is found, these must be reported to the COVID contact person appointed for the reference plexus for the adoption of any disciplinary measures.

The following general provisions are recalled:

- obligation to stay at home in the presence of body temperature over 37.5 ° C or in case of flu symptoms, with the commitment to notify the secretariat in a timely manner so that any replacements can be made on time. In case of mild symptoms, it is possible to arrange a connection through the platform to carry out lessons remotely for the entire time of the stay at home (the secretariat will find a teacher / tutor to supervise the class in presence during the didactic intervention).
- Remember that it is mandatory to contact your GP as a matter of urgency to define actions and request any specific screening;
- ban on staying in school premises if, even after entry, dangerous conditions occur (flu-like symptoms, temperature over 37.5 ° C, vomiting / dysentery);

- obligation to declare the origin from areas at risk or contact with people positive to the virus in previous 14 days;
- obligation to comply with all provisions of the Authorities and the principal (in particular, keep the physical distance of 1 meter, use masks, behave exemplary in terms of hygiene).
- obligation for each worker to promptly inform the principal or her delegate about the presence of any flu symptoms during the performance of their work or the presence of symptoms in students / colleagues present within the institution.

## 1) Teaching staff

In particular, the teaching staff is responsible for:

- scrupulously observe the assigned lesson times, so as not to leave classes uncovered and enter the classroom with extreme punctuality (an advance of at least 5 minutes is required before the start of the first lesson hour), paying particular attention to changes in class and avoiding lingering with students / colleagues in classrooms or corridors;
- operate the air changes in classrooms at the beginning of each lesson (and / or, if deemed appropriate, also during lessons themselves);
- supervise all sanitation operations of the stations and / or objects used by students at the end of each didactic activity;
- supervise the assigned classes while on the move (for classroom / laboratory changes, etc.), as well as during time changes and breaks;
- authorize students to leave the classroom to go to the restroom or to the secretariat.
- authorize and supervise the moments of leaving the classroom;
- monitor the correct behavior of all students in the school, even those not assigned to their respective classes. Any reports of behavior that do not comply with this regulation must be reported by the teacher who reports them to the coordinator of the student's class and / or to the COVID contact person of the complex.

Class coordinator teachers and / or COVID contact persons have the right to sanction students who repeatedly infringe (starting from the third reference officially entered in the class register) to the rules contained in this Notice.

## 2) Non-teaching staff

The secretarial staff must limit their movements within the school premises as much as possible and maintain their own individual workstation. All contacts with the public will be carried out in protected mode (mask and plexiglass barriers).

Receptionists will be responsible for supervising the temperature measurement operations for all those who enter the school structure, as well as for keeping the access register of third parties (see specific point of this Notice) and for the correct archiving of related self-certifications.

The cleaning staff must scrupulously adhere to the directions and sanitation shifts set by the hygiene plan and communicated weekly according to lesson times. In carrying out the cleaning activity, all staff must wear appropriate protective equipment (gloves and masks).

## D. POSSIBLE NEW LOCK-DOWN EMERGENCY



In the event of the imposition of new quarantine periods (partial or total) ordered by the competent Authorities, the school will promptly activate online lessons and transfer all teaching activities to the remote teaching platform according to the provisions in force.

Distance learning could prove to be a useful support tool also for any cases of contagion within the Institute.

In the case of an infected teacher, if authorized to telework by their GP, it will be possible to carry out the service from home and the lesson will be transmitted to the class for the students present at school (however, the presence in the class of a substitute teacher and / or tutor is guaranteed to monitor the behavior of the class).

In the case of a student (or group of students) in quarantine, it will be possible to activate the live link to the classroom lesson, in order to guarantee the possibility of continuing to follow didactic activities. If deemed appropriate by the class coordinator, these links may be supplemented by online meetings with individual teachers, aimed at deepening or clarifying topics and / or carrying out official evaluation activities.

The secretariat in the first days of school will provide to those who do not already have them, the access credentials to the platform for distance learning and adequate operating instructions for connection.

It is emphasized the importance that each student must have at home an adequate device to take online classes (preferably a notebook or a PC), a connection to the data network and an electronic version of textbooks.

Any use of distance learning and / or teleworking for staff is regulated by a specific Notice, issued in March 2020 and still in force. We remind you that a tutor is identified for each complex for the use of the platform who will be available to all those who need it.