



## SAN GIOVANNI BOSCO COMPREHENSIVE INSTITUTE

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Ministero dell'Istruzione, dell'Università e della Ricerca  
Dipartimento per la Programmazione  
Direzione Generale per interventi in materia di edilizia  
scolastica, per la gestione dei fondi strutturali per  
l'istruzione e per l'innovazione digitale  
Ufficio IV

PER LA SCUOLA - COMPETENZE E AMBIENTI PER L'APPRENDIMENTO (FSE-FESR)

### Handbook of anti-COVID rules to be delivered to families

#### SECONDARY SCHOOL

1. All secondary school students must be provided by the family with **disposable surgical masks** to be used at times of entry, exit, travel within the school and other reported opportunities, to be placed in a sachet during lessons (if the mandatory physical distance is respected).
2. Parents will provide students with a backup kit with disposable masks, paper towels and stationery.
3. Access to **the voicemail** by parents will be guaranteed only by **appointment**.
4. Parents are not allowed **to enter school** unless they have emergencies. In case of forgetting school supplies or other personal belongings, parents **should not go to school**.
5. meetings with teachers will take place online.
6. At 7:55 a.m., students will have to settle, using the **surgical mask**, in the stations in front of the entrances, as per vertical and horizontal signage..
7. At the sound of the bell, one class at a time, in a queue as indicated by the teachers:
  - **Basketball Court Door:** the class that will have physical education at the first hour will enter the gym;
  - **main entrance:** 3A and 3B go up to the first floor. Next 3C and 3D on the ground floor;
  - **Rear fire escape:** 1B and 1C;
  - **rear entrance adjacent to the fire escape:** 1A and 1D;
  - **Meeting Hall (aula Manga) :** 2B
  - **entrance adjacent to the Meeting Hall:** 2C and 2D go up to the first floor
  - **multimedia classroom:** 2A.
8. On the first day of school, teachers will welcome the children at the assigned areas, while in the following days, the pupils will enter on their own and the teachers will wait in the classroom.  
**Note: those who arrive late, after 8:00, will always have to enter from the main entrance.**
9. Pupils are required to sanitize their hands with the gel they have to use before entering the classroom before going to their desks. Parents should notify (with medical certificate) of any allergies to sanitizing products and provide the appropriate product. Pupils will arrange jackets in the back of their chair.
10. The benches must remain absolutely in the assigned positions in order to respect the safe distances.
11. Students must stay in their seats and not approach their classmates, so that they respect safe distances, even during time-changing and break time.
12. It is important to have all your material, because exchanging items or snacks with companions can bring health risks.
13. During indoor break time, pupils of the third and first year will return to the entrance halls, while the second year students will go to the basketball court. During this break time, three classes will go

into the hallway at 9:55 and three classes at 1:45.1:45 The use of the mask will be mandatory, except when eating or drinking.

14. During the relaxation a **change of air** in the classes will be done by opening the windows. The air change will be done at least every hour and whenever it is deemed necessary, depending on the events.
15. It is necessary to bring the snack and water from home because the distributors have been eliminated to avoid the gatherings. The Union of Terre d'argine will provide a water bottle to all students by September.
16. Teachers, whenever possible and using their educational autonomy, will encourage moments of **outdoor lessons**.
17. Use of the bathroom:
  - you can ask to go to the bathroom only during the second hour, the fourth or third hour and the sixth hour until 13:00;
  - There may be a maximum of four pupils inside the bathrooms;
  - During recreation, you cannot stay in the bathroom too long for futile reasons.
18. At the sound of the last bell, the students will sanitize their hands and come out in the following order:
  - **from the door of the basketball court:** the class that has lesson in the gym at the last hour;
  - **Main entrance:** 3A, 3B, 3C, 3D
  - **Meeting room adjacent entrance:** 2C, 2D
  - **Rear fire escape:** 1B, 1C
  - **Rear entrance adjacent to fire escape:** 1A, 1D
  - **classroom:** 2B
  - **Multimedia classroom:** 2A.
19. Teachers and parents must provide constant **educational action** on minors to avoid gatherings, respect safety distances, wash their hands and/or use gel, sneeze or cough in disposable paper handkerchiefs (provided by the family) or elbow, avoid touching mouth, nose and eyes with their hands.
20. Parents must commit to **strictly respecting the indicated timetables** for entry and exit.
21. Parents **should not send** their children to school who have a fever (even minimum, higher than or equal to 37.5 degrees Celsius), coughs and/or colds, or who have come into contact with COVID patients or those with isolation in the last 14 days and should notify the school in **a timely manner**.
22. The school has **infrared thermometers**. At any time, staff will be able to use it to check for dubious situations, but also on a random basis at the entrance.
23. If a pupil **feels ill at school** revealing the symptoms above, he will be immediately isolated in a designated space and reported, according to the security protocol issued by the Ministry and the Scientific Technical Committee. The family will be notified immediately and is required to withdraw the child as soon as possible. To do this, it is essential to ensure that a family member or delegate is constantly available during school hours.
24. It is highly recommended, on the recommendation of the Ministry, the installation of the **Immunies** app on the personal mobile devices of each family member. Immuni can also be installed by children under the age of 14, with parental consent.