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

**PRIMARY SCHOOL**

1. All primary school students must be provided by the family with **disposable surgical mask**, to be used in the moments of entry, exit, travel within the school and other reported occasions, to be stored in a sachet during lessons (if the mandatory physical distance is respected).
2. Parents will only be granted access to the **SEgreteria** by **appointment..**
3. Parents are not allowed **to enter school** unless they are emergencies. In case of forgetting school supplies or other personal belongings, parents are asked not to go to school..
4. **Pre-school entrances, bus and footbus** : taking care to wear the surgical mask **(and/or according to the ministerial guidelines)** children who use the above services will enter as usual from the "RedDoor" and will reach the places in charge of the service.

Service	Entry	Dislocations
Bus	Red Door	Teachers' Room
Pre-school	Red Door	1st group: upper theater space 2nd group : dedicated canteen space
Piedibus	Red Door	Leprotti Line: canteen room Volpino Line: canteen room

5. **Classroom Entrances:** each pupil with a single companion, taking care to wear the surgical mask, will have to wait in the assigned seat, adjacent to the entrances, as per floor plan and indicated by special floor signs. To avoid assembly, however, you can stay in the waiting spaces only **5 minutes before** the bell rings. At the sound of the respective bell the children will enter, in an cue, as indicated by the teachers in the extraordinary class assembly in September and specified in the following table.

		<b>Entry No.1</b>	
ENTRY TIME /EXIT	CLASSE	ORDER AND PLACE OF IN/OUT	EXTERNAL WAIT AREA
8.10/16.10	5 <sup>^</sup> C	Large main door	Open atrium overlooking the door
8.10/16.10	3 <sup>^</sup> A	Large main door	Main square in front of the school
8.10/16.10	3 <sup>^</sup> B	Large main door	Main square in front of the school
8.10/16.10	4 <sup>^</sup> B	Large main door	Main square in front of the school
		<b>Entry No.1</b>	
ENTRY TIME /EXIT	CLASSE	ORDER AND PLACE OF IN/OUT	EXTERNAL WAIT AREA
8.20/16.20	1st D	Large main door	Main square in front of the school (same place 3-A)
8.20/16.20	2nd D	Large main door	Main square in front of the school (same place 3/B)
8.20/16.20	2 <sup>^</sup> C	Large main door	Main square in front of the school (same place 4-B)
		<b>Entry No.2</b>	
8.10/16.10	5 <sup>^</sup> A	"RedDoor"	Area beyond the adjacent gate with relief of the Little Mermaid
8.10/16.10	4 <sup>^</sup> C	"RedDoor"	Area beyond the adjacent gate with relief of the Little Mermaid
8.20/16.20	1 <sup>^</sup> A	"RedDoor"	Area beyond the adjacent gate with relief of the Little Mermaid (place 5- A)

8.20/16.20	1^ C	"RedDoor"	Area beyond the adjacent gate with the engraved picture of the Little Mermaid (place 4th C)
		<b>Entry No.3</b>	
8.10/16.10	4- D	Red door on the back (with scale)	Cortilive areas overlooking the staircase in front of the door
8.10/16.10	4^ A	Red door on the back (with scale)	Cortilive areas overlooking the staircase in front of the door
8.10/16.10	5^ B	Red door on the back (with scale)	Cortilive areas overlooking the staircase in front of the door
8.20/16.20	2^ B	Red door on the back (with scale)	Cortilive areas overlooking the staircase in front of the door
8.20/16.20	2^ A	Red door on the back (with scale)	Cortilive areas overlooking the staircase in front of the door

		<b>Entry No.4</b>	
ENTRY TIME /EXIT	Class	ORDER AND PLACE OF IN/OUT	EXTERNAL WAIT AREA
8.10/16.10	5th D	Indoor garden	Little square adjacent to the ramp
8.10/16.10	3^ C	Indoor garden	Little square adjacent to the ramp.
8.10/16.10	3rd D	Indoor garden	Little square in front of the garden
8.20/16.20	1^ B	Indoor garden	Little square in front of the garden

5. On the first day of school, teachers will welcome pupils at the assigned stations, while the following days they will enter on their own and walk through the entrance, will be welcomed by the teachers, together with whom they will go to the classroom. Those arriving late, beyond the scheduled time, will have to enter from the Red Door

accompanied by a parent/or adult who will fill out the appropriate forms. **Punctuality and compliance are recommended; after 5 delays, parents will be summoned by the Principal.**

6. Pupils, upon entering the classroom, before going to their desk are required to sanitize their hands with the gel prepared. 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.
7. As for the **canteen**, following the evaluations of the technicians with respect to the usable spaces, 230 seats are available, spaced. There will be two rounds in the refectory spaces. Each seat will be sanitized before and after the consumption of the meal that will be provided by the CIR in multi-portion, reserving the single portion to special diets, as per legislation. The alternative meal will be abolished while it is always possible to book the meal in white, without meat, without pork or diets. The broths will be abolished to speed up the shelling. On Monday 14th, the teachers will share water bottles provided by AIMAG, which can also be used in the canteen. The tables, cleaned and sanitized, will be set with roll paper table cloths and each place will be set up with napkin, cutlery, glass, bagged bread and fruit. The pitchers will remain on the table. Children will sit for the entire service (estimated time 30 minutes). The 2 rounds will be organized as follows: 1st shift will start at 12:15/12:20 for class FIVE, FOUR AND THREE. The distribution workers, the ATA staff will clean up and sanitize the tables and chairs and the equipment for the next group of classes. The second group will start at 12:45 p.m. for the first classes and 1:00 p.m. for the second classes. The canteen will start on Monday 21/9.
8. Pupils who do not use the canteen service will leave and return from the main gate as usual (12.10 and/or 12.20 – 16.10 and/or 16.20).
9. Each class's teaching materials cannot be shared with other classes and classmates.
10. During the relaxation period, a change of air will be done in the classroom, by opening the windows. The air change will still be done at least every hour and whenever it is deemed necessary, depending on the events.
11. During break time and post-prandial break (siesta), the classes will be able to enjoy the space of the corridors, after having a snack while sitting in the classroom. Pupils will bring snacks and water from home, possibly in water bottles, which can be filled by school taps (Tap water is drinkable and checked periodically by the relevant authorities). The corridor areas are divided as table below, but there is no point in teachers agreeing to each other differently, avoiding assembly.

	<b>Foreground</b>
<b>Classes</b>	<b>CORRIDOR/ ATRI /GYM AREA</b>
5 <sup>A</sup> A - 4 <sup>A</sup> C	They will alternate in space in front of their respective classrooms
2nd D - 2nd C	They will alternate in the space overlooking the stairs
5 <sup>A</sup> B – 4 <sup>A</sup> A	They will alternate in the space in front of the entrance of their classrooms and include the semi-porthole in the middle of the corridor.
3rd B - 4th D	They will alternate in the space in front of the entrance of their classrooms and that starts beyond the half-crown of the corridor and includes the second porthole of the gym
4 <sup>A</sup> B -5 <sup>A</sup> C- 3 <sup>A</sup> A	They will manage alternating the space that remains at the bottom of the corridor and the gym.

	<b>GROUND FLOOR</b>
<b>Classes</b>	<b>CORRIDOR/ ATRI /GYM AREA</b>
1 <sup>A</sup> C - 1 <sup>A</sup> A	They will alternate in the space in front of the stairs and in the grand entrance atrium

2 <sup>^</sup> A - 2 <sup>^</sup> B	They will alternate in the space in front of the red door at the back and in the space that goes from the porthole of the theater to the beginning of the porthole of the corridor.
5th D - 1 B	They will alternate in the space in front of the entrance of their classrooms and include the porthole in the middle of the corridor and the space in front of the door of the 3rd C.
3rd D - 3rd C	They will alternate in the remaining space of the corridor and in the gym

12. Teachers, whenever possible and using their educational autonomy, will encourage moments of **outdoor lessons**. During outdoor break, the use of the mask (except for several CTS indications) will be mandatory. Pupils in the first and second grades will benefit from the inner garden divided into special areas by their teachers who will observe scrupulously that gatherings are avoided.

Class three, four and five will benefit from other spaces specified in the table below as early as 1:40 p.m. (Secondary class end time):

Classes	RELEVANCE BACKYARD AREAS
5th A-B-C-D	They will benefit from the secondary basketball court, divided into special areas by their teachers.
4th A-B-C-D	They will benefit from the green area next to the main hall, the inner courtyard of the Secondary and the green area in front of it, spaces divided into zones by the relevant teachers. .
3rd A-B-C-D	They will enjoy the green space next to the schoolhouse that runs from the back ladder to the small gate.

13. In order to limit assembly, access to the bathrooms will still be allowed during class hours, with the necessary reasonableness in the requests. Pupils should **wash their hands well** every time they go to the bathroom, with soap and dry them with disposable paper towels. In every classroom and in the common spaces there is a dispenser with disinfectant gel. Access to the **bathrooms** and other common spaces is provided for the use of the **mask**.

14. The **water bottles** and **bottles** of the pupils must be identifiable by their first and last name.

15. For the regulation of sports activities, they expect guidance from the staff in the contact with the Sports Department.

16. Also in compliance with the anti-Covid rules you can continue to enjoy the school's laboratories: Multifunctional classroom and Mickey Mouse computer lab. Any changes to the regulations for the use of these laboratories will be established on the way. The teacher room, the spaces equipped with tables along the corridors, the classroom called "Three steps" and the equipped space of the Theatre can be used for recovery activities and/or small groups, always in accordance with the anti-Covid rules.

17. 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.

18. Parents must commit to **strictly complying with** the indicated entry and exit times, which can vary from class to class.

19. 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 people in precautionary isolation in the last 14 days and should notify the school institution in a timely manner.

20. Individual schools have **infrared thermometers**. At any time, staff will be able to use it to check for dubious situations.

21. If a pupil **feels ill at school** revealing the symptoms above, he will be immediately isolated in a designated and marked space (teacher classroom), 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.
22. It is not allowed to use personal towels in the bathrooms, but only **disposable paper towels**.
23. Birthdays or other celebrations cannot be celebrated in accordance with anti-Covid rules.
24. It is highly recommended, on the recommendation of the Ministry, to install the ***Immuni*** app on the personal mobile devices of each family member. Immunities can also be installed by children under the age of 14, with parental consent.

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