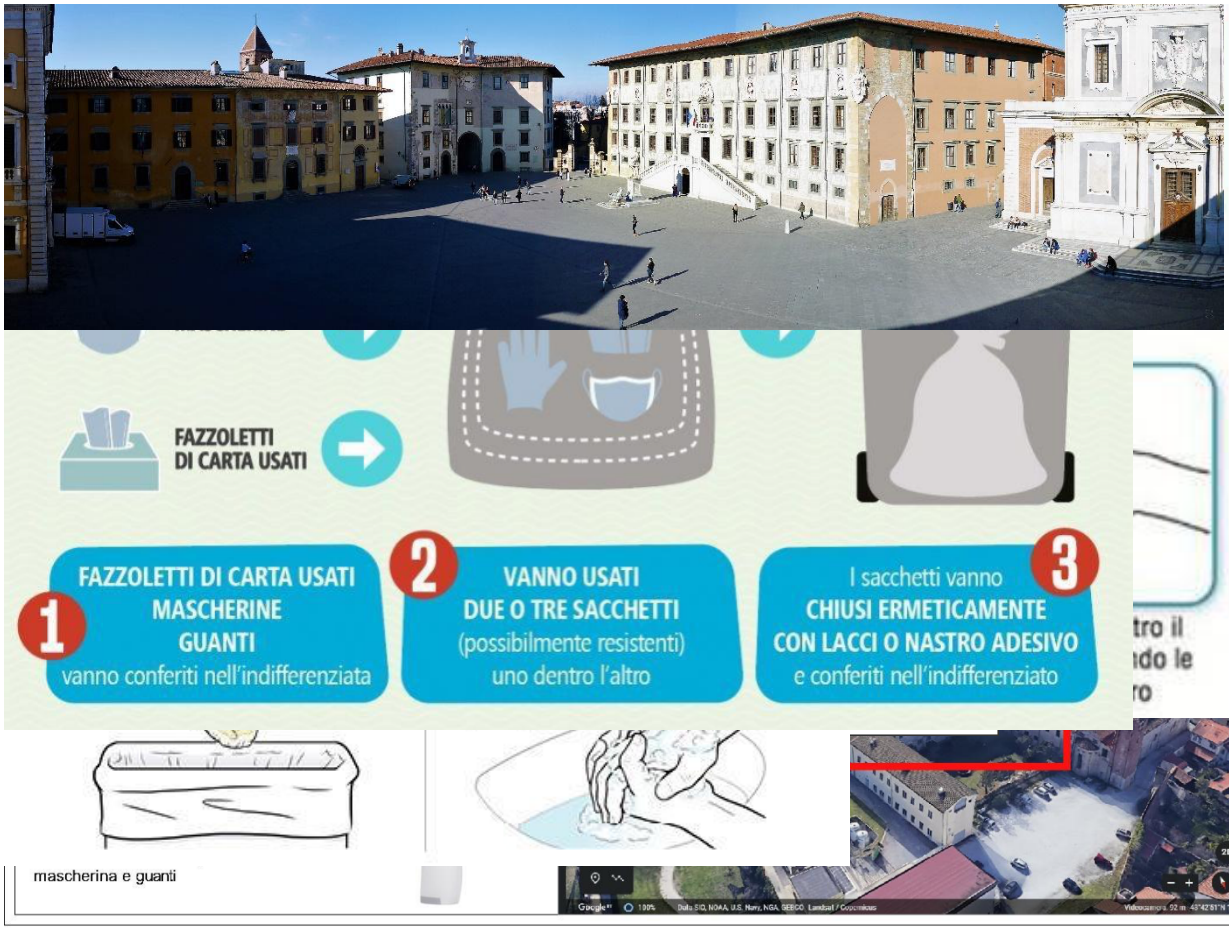

SCUOLA NORMALE SUPERIORE

GUIDELINES FOR THE MANAGEMENT OF THE ACTIVITIES ENVISAGED IN THE DPCM 11 JUNE 2020 (PHASE 3)

Ver 00 – 16 June 2020

SCUOLA NORMALE SUPERIORE	NAME	SIGNATURE
Employer	PROF. LUIGI AMBROSIO	

Head of prevention and protection service (RSPP)	ING. EUGENIO LUCCHESINI	
Medical officer	DOTT.SSA FRANCESCA MESSA	
WORKERS' HEALTH AND SAFETY REPRESENTATIVES (RLS)	PROF. FRANCESCO CARDARELLI PROF. FRANCO LIGABUE DOTT.SSA MONIA MANESCALCHI DOTT.SSA DANIELA CONFORTI	

PREMISE

During the lockdown period, the Scuola Normale Superiore (the "Scuola") never interrupted the typical activities of the institution, but, referring to the promulgated regulatory frameworks and the ministerial indications of the sector under the emergency regime COVID-19, reorganized the work with anti-contagion measures, providing the various online training initiatives, carrying out the administrative activities in smart working and research activities continued to the extent compatible with the current situation at the researchers' home , while ensuring targeted access only to some of the structures of the Scuola on the basis of essential needs.

The Scuola Normale Superiore inspired and conducted its institutional action in compliance with the protection of the health and safety of workers and students, even in this period of national health emergency. These values do not represent a mere regulatory fulfillment, but they are an indication of the commitment of the entire community to share responsibly with provisions, guidelines and indications aimed at containing the spread of the infection.

Therefore all subjects belonging to the Scuola, without exception, will have the responsibility to take on the safety and health measures taken and this compendium represents the fundamental document useful for providing technical-operational indications aimed at containing the pandemic phenomenon in our working community at the time when some activities will be resumed (the so-called PHASE 3).

The following measures will be listed:

- behavioral rules in the various work structures;
- adoption of individual and collective protective devices;
- health information;

● management of interference with third parties operating in the SNS structures.

Since 22 February 2020, the Scuola has operated for the implementation and application of national and regional anti-contagion measures respectively:

● The Director Prof. Luigi Ambrosio luigi.ambrosio@sns.it
● The General Secretary Dr. Aldo Tommasin aldo.tommasin@sns.it
● SNS Prevention and Protection Service spp@sns.it
● The Corona Virus Emergency Group emergenza.coronavirus@sns.it

This document gives indications for starting the activities indicated in letters p) , q), s), t), ee) of art. 1 of the Prime Ministerial Decree of 11 June 2020. The aforementioned indications may be subsequently revised based on the evolution of the emergency situation and the ministerial and regional indications.

SCUOLA
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SHEET 0 – DETAILS

Institution:	***Scuola Normale Superiore***
Employer:	***Prof. Luigi Ambrosio***
R.S.P.P.:	***Ing. Eugenio Lucchesini***
MEDICAL OFFICER:	***Dott.ssa Francesca Messa***
R.L.S.:	***Prof. Francesco Cardarelli*** ***Prof. Franco Ligabue*** ***Dott.ssa Daniela Conforti*** ***Dott.ssa Monia Manescalchi***

Business name:	***Scuola Normale Superiore***
Registered office:	***P.za Cavalieri 7 - 56125 Pisa***
PRODUCTION UNIT HEADQUARTERS:	***P.za Cavalieri 7 - 56125 Pisa***
Type of activity:	***University***
Employer:	***Prof. Luigi Ambrosio***
Local health authority (ASL):	***ASL 5 PISA***
INAIL position:	***005767247***
INPS position:	***6201929540***
INPDAP position:	***ROPI00093***
INPGI position:	***04551***
ISTAT company code(ateco):	***85.42.00***
Partita I.V.A. (VAT number):	***8000 5050507***
Codice Fiscale (tax code):	***8000 5050507***
Telephone:	***+39.050.509111***
Fax:	***+39.050.563513***
E-mail:	***protocollo@pec.sns.it***

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SHEET 1 – GENERAL REGULATIONS

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SARS-CoV-19 is a respiratory virus that mainly spreads through the droplets of the breath and the tears of infected people, for example through coughs or sneezing, but also through direct personal contacts, such as contaminated hands in contact with mouth eyes or nose.
For these reasons, the main anti-coronavirus measures are:
- social distancing;
- hygiene and personal protection;
- cleaning of objects and surfaces.
In order to respect social distancing, it is expected that:
● The return of the staff (technical and administrative, as well as PhDs, trainees and research fellows) to the facilities of the Scuola will be gradual and such as to guarantee a limited presence at the same time and proportionate to the available spaces;
● All those who are part of the community of the Scuola will receive adequate training and information, in particular regarding:
1. Inability to access the facilities of the Scuola with symptoms of respiratory infection and fever above 37.5 ° C;
2. Obligation to wear gloves and protective mask and maintain a minimum interpersonal distance of 1.80 m (or at least 1 m) unless otherwise specified;
3. Obligation of hand sanitation at the time of access with the sanitizing gel placed at the reception and frequent washing during the stay at the SNS facilities.
● In order to inform all those who will have access to the facilities of the Scuola and who are not part of the community, appropriate signs will be prepared to inform you on the three points mentioned above;
● at the entrances to the facilities of the Scuola, a workstation will be set up for measuring body temperature;
● the porters will provide masks;
-sanitizing gel will be availabe at the entrances of the Scuola and of the toilets;
-At the moment and until further notice, it will not be possible to turn on the terminals of the air conditioning systems with air recirculation inside the offices, meeting rooms, etc. Any rooms where it is possible to activate these systems will be identified by the Prevention and Protection Service.

In this regard, please note that in Tuscany the use of disposable masks is mandatory in the following situations:

- in closed, public and private spaces open to the public, in the presence of more than one person, as well as on local public transport, in non-scheduled taxi services and rental with driver services;
- in open spaces, public or open to the public, when, in the presence of more than one person, the interpersonal distance of 1.8 meters is not guaranteed.

SHEET 2 – WORKSTATIONS

The main prevention and protection measure also at this stage is certainly social distancing, effective in ensuring containment of the COVID-19 infection, it is therefore a phase of reorganization of the worktation in which this rule is taken into account.

- The workstations for SNS staff (lecturers, researchers, technical-administrative staff and students; excluding kitchen staff) must be positioned in such a way as to ensure a distance of 1.8 meters between the staff. Regardless of the minimum distance, shifts between all staff units sharing the same room are encouraged and supported.
- For workstations where this condition cannot be guaranteed, there will be a shift between those who share the same room on the basis of the maximum occupancy defined by the Prevention and Protection Service and available on page **https://normalenews.sns.it/occupazione-studiuffici-mappe-grafiche**. For the management of staff shifts, an online booking system will soon be set up, accessible from the Scuola's web page using your credentials. Users will be informed as soon as the system is operational. Any changes to the maximum occupancy of the spaces will be visible by accessing the system itself.
- Further measure to be adopted, in very specific cases, in the event that the limit of 1.8 m. cannot be guaranteed, can be represented by screens between contiguous positions so as to mutually protect operators within the same office.
-Furthermore, in order to increase the areas available for research (post-graduate students, etc.), a temporary reorganization of some lecture rooms in shared study areas will be carried out provided that the safety distances are maintained and hygiene standards are respected.
- In common areas, for example access stairs, in order to reduce contacts and maximize social distancing, entry/exit paths from premises and buildings will be defined where possible. These paths are shown in the following figures. In general it is suggested to keep right when passing through these areas.

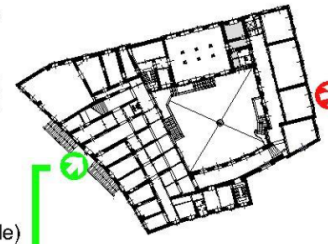
SCUOLA NORMALE SUPERIORE

Percorsi di INGRESSO e USCITA - FASE 2 COVID-19

Palazzo della Carovana

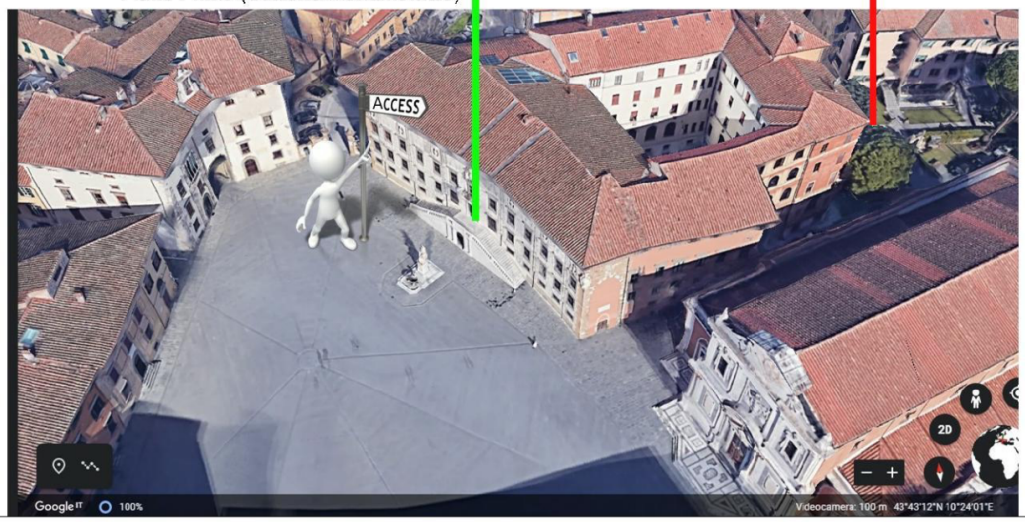
PUNTO DI MISURAZIONE DELLA TEMPERATURA IN INGRESSO: antistante la Portineria.

Chiunque entri nell'edificio dovrà sottoporsi al controllo della temperatura munito di mascherina e guanti



Uscita su cortile del Palazzo D'Ancona
(Badge in ingresso DISATTIVATO)

Ingresso da Piazza dei Cavalieri
Piano Primo (Scalone monumentale)



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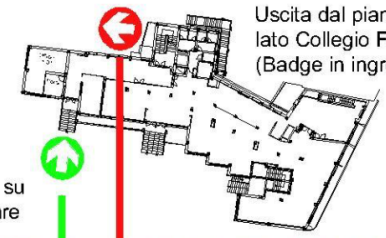
SUPERIORE

Percorsi di INGRESSO e USCITA - FASE 2 COVID-19

Palazzo D'Ancona

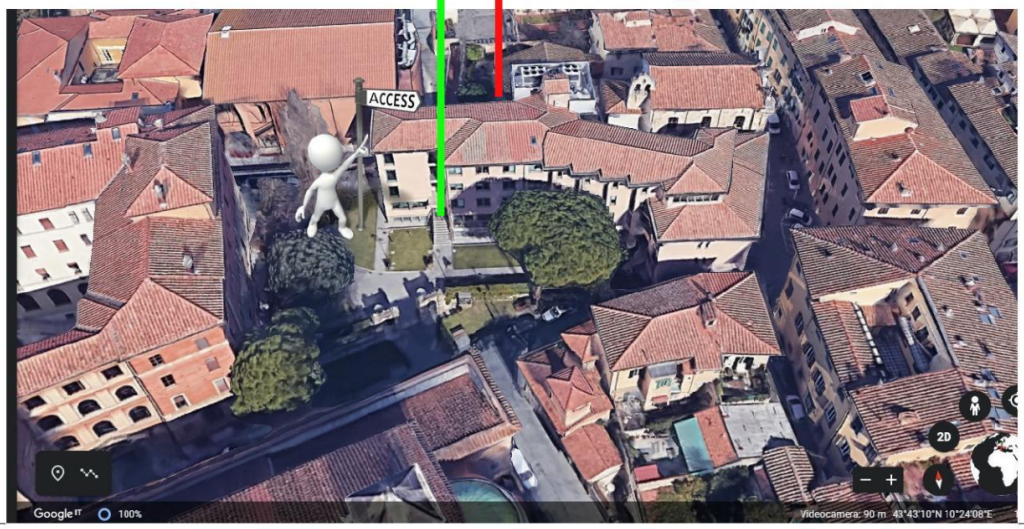
PUNTO DI MISURAZIONE DELLA TEMPERATURA IN INGRESSO: antistante la Portineria.

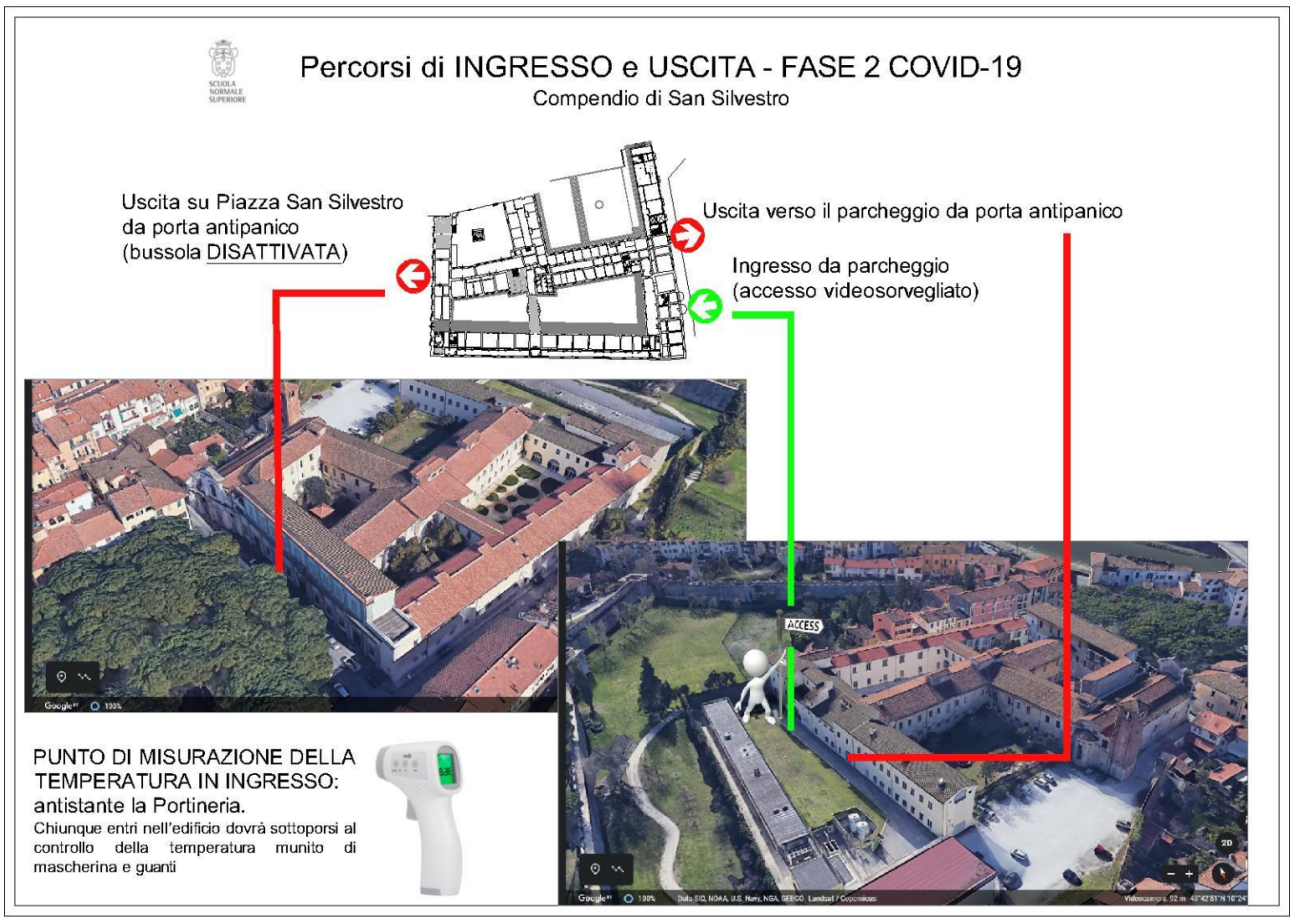
Chiunque entri nell'edificio dovrà sottoporsi al controllo della temperatura munito di mascherina e guanti



Uscita dal piano seminterrato
lato Collegio Fermi
(Badge in ingresso DISATTIVATO)

Ingresso da cortile su
Via Consoli del Mare




Percorsi di INGRESSO e USCITA - FASE 2 COVID-19
Compendio di San Silvestro
Uscita su Piazza San Silvestro
da porta antipanico
(bussola DISATTIVATA)
Uscita verso il parcheggio da porta antipanico
Ingresso da parcheggio
(accesso videosorvegliato)
ACCESS
PUNTO DI MISURAZIONE DELLA
TEMPERATURA IN INGRESSO:
antistante la Portineria.
Chiunque entri nell'edificio dovrà sottoporsi al
controllo della temperatura munito di
mascherina e guanti

SCUOLA
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- All work rooms, where possible, must be naturally ventilated, by opening windows, with predetermined frequency. To this end, please remember what is defined in attachment IV of the Legislative Decree 81/08:
Legislative reference: attachment IV Legislative Decree 81/08 point 1.3.1.2
Air exchange: 0.5 Vol/per hour
Window opening: 1 opening/per hour for 10 mins
- Meetings not online are not recommended. If the latter are necessary and urgent and remote connection is not possible, participation must be reduced to a minimum and, in any case, interpersonal distance (minimum 1.80 m) and adequate cleaning and ventilation of the premises must be guaranteed. All participants must wear a mask.
- Access to common areas, such as relaxation and coffee break areas, or in lecture rooms and meeting rooms is subject to the use of masks. Before and after access to the common areas, the use of sanitizing hydroalcoholic gel or soap and water is mandatory. The time spent in the aforementioned areas must be reduced to a minimum and is conditioned by the space available in order to ensure a distance of at least 1.8 meters between the subjects present.
- Internal movements between offices must be limited to specific situations and needs.
- The people present in the structures must limit their movements within the same structures and will not go to other offices/studies unless strictly necessary, using the telephone and PC for communications.
- The use of stairs is recommended. One person at a time when using lifts.
- For those who use lifts and drink/snack dispensers, careful hand hygiene is required. Sanitizing gel bottles will be made available to users in the common and passage areas, as well as in the toilets.
- The users are responsible for sanitization of PC workstations: they will have to sanitize keyboard, mouse, monitor, hardware in general at the end of their work shift by using disposable TNT cloths and hydroalcohol-based products; the S.P.P. will give indications so that the aforementioned are available at all SNS buildings.

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SHEET 3 – LABORATORY ACTIVITIES

Attendance of the laboratories is regulated by a specific DVR for each lab.

The activities of the laboratories of the Scuola can be carried out by following the rules set out in the aforementioned DVR and in the Piani Operativi di Sicurezza (POS) the Operational Safety Plans (POS), which must be previously validated by the Laboratory Director and the SNS RSPP.
For the remaining laboratory activities, not included in those listed above, documents similar to those described above will be drawn up, which will illustrate the rules of access for all users and the operating methods for carrying out the activities in compliance with the provisions of this document and current legislation.

SHEET 4 – COOKING/CANTEEN ACTIVITIES

Given that the canteen has never stopped operating guaranteeing, according to the methods established jointly with the Management and the SPP, the appropriate preventive and protective measures, it is specified that the aforementioned activity will continue in compliance with some fundamental principles:

Management of incoming goods:

● Fresh Products: immediate elimination of plastic/paper packages with their possible replacement with previously disinfected plastic containers (if need to be stored in fridge) and washing of fruit and vegetables with chlorine solutions;

● Dry Products: storage in warehouse for at least 72 hours (plastic and metal packaging) before opening/consuming.

Cooking activity:

● If cooking activities cannot be carried out in compliance with the minimum interpersonal distance required, they will be carried out by adopting disposable surgical-type masks;

● In compliance with the HACCP procedures, the cleaning and sanitization activities will be carried out at least twice a day (start and end of shift) and will involve both the rooms and the equipment in use.
Reopening of the distribution lines in the canteen:
The measures for resuming this activity are described in a specific Attachment to the DVR called "OPERATING PROCEDURES FOR THE RE-OPENING OF ACTIVITIES - RE-OPENING OF CANTEEN ACTIVITIES" (Attached to this document) applicable to all users entering the canteen for meals on site.
Transport of meals:

● The surface sanitation measures must be extended with the same care as the points expressed above, also to the trolleys and goods lifts, in order to prevent any contamination in the distribution process;

● Takeaway plastic packages, before being used, must be stored in the warehouse for at least 72 hours.

SHEET 5 – INDIVIDUAL AND COLLECIVE PROTECTION DEVICES

Based on the recent legislation on protective devices (Legislative Decree 17/2019 and DL 17.03.2020, n ° 18, converted to Law n.27 of 24.04.2020 art.16), the choice and adoption of protections linked to the containment of the spread of SARS-CoV-19 must involve respectively:

- devices for the protection of the respiratory tract;
- devices for eye protection;
- devices for hand protection;
- devices for body protection.

The use of these devices can be in single or combined form depending on the environments and their attendance; for this purpose the following explanatory table is suggested.

SNS Personnel

Area	Protection devices/Personal Protection devices (D.P.I.)	Collective Protection Devices (D.P.C.)
Common areas such as corridors, stairs	• Disposable surgical mask, • washing of hands	• Sanitizing gel dispenser
Elevators	• Disposable surgical mask, • Hand sanitation	
offices/lecture rooms	• Disposable surgical mask, only when more than one person	• screens (fixed or mobile);
Front-office workstations	• Hand sanitation	• Schermo parafiato (fisso o mobile) • Sanitizing gel dispenser
toilets	• Disposable surgical mask, • Hand washing and sanitation	• Sanitizing gel dispenser • Gradual replacement of fabric rolls with air-jet dryers.

External staff (users, suppliers, couriers, visitors, staff from companies contractualized by SNS, etc.)

Area	Protection devices/Personal Protection devices (D.P.I.)	Notes
Common areas such as corridors, stairs	• Disposable surgical mask,	

	• Hand sanitation	
elevators	• Disposable surgical mask, • Hand sanitation	
Offices/lecture rooms	• Disposable surgical mask, • Hand sanitation	
toilets	• Disposable surgical mask, • Hand sanitation	Special toilets will be dedicated to external staff, where possible.

Clarification for studies, offices and lecture rooms converted into offices

In study and work areas, while working at your workstation, the use of a mask is not necessary if other people are not present.

In the particular case of front-office workstations, these will be equipped with a screen in plexiglass/polycarbonate, if a screen is not already present.

While this type of activity will be subject to an access regime with scheduled times, special attention towards hand hygiene is required during opening times to the public, which may involve the use of disposable gloves in the event of exchange of cards, documents, etc. Employees and users must wear masks.

In the case of shared use of network devices such as printers and copiers, particular attention must be paid to hand hygiene before and after the use of the device and, if it is placed in a common area, the use of 3 layer surgical masks is mandatory.

SHEET 6 – GENERAL AND PERSONAL HYGIENE-SANITARY MEASURES

GENERAL MEASURES

The Scuola, in compliance with what has been outlined in the recent Ordinances of the President of the Region of Tuscany, will ensure that the companies with general services contracts carry out at least one daily cleaning cycle of the rooms used (PHASE 3), recording the latter on specific electronic registers located at the porters' lodge of the Scuola, which must be sent weekly to the Prevention and Protection Service, which will archive them (for the entire COVID period).

sanitization of environment will follow the following protocol:

Where to clean	**Which products to use:**	**frequency**
lecture rooms floors, common areas	Sodium hypochlorite products or Quaternary ammonium salts; Concentration 5% hypochlorites.	daily
toilet	Sodium hypochlorite products (diluted industrial products); Descalers and anti-limescale based on muriatic/acetic acid.	daily
Glazed surfaces	Nonionic surfactants	weekly

Furniture surfaces such as desks, interior doors (laminate), door handles, seats	Fast evaporation alcohol based products (ethanol); Alcohol concentration 70%	daily

Extraordinary cleaning and sanitization procedures

In the event that a person who has attended the Scuola premises is positive at COVID-19, the following extraordinary cleaning and sanitizing measures must be applied:

● due to the possible survival of the virus in the environment for a few days, potentially contaminated places and areas must be completely cleaned with water and common detergents before being used again;

● for decontamination, the use of 0.1% sodium hypochlorite after cleaning is recommended. For surfaces that can be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent;

● when cleaning with chemicals, ensure room ventilation;

● all cleaning operations must be carried out by personnel who must use specific PPE (respiratory filter FFP2 or FFP3, face protection, disposable gloves, disposable waterproof long-sleeved gown, and follow the measures indicated for the safe removal of PPE). After use, disposable PPE must be disposed of as indicated in sheet 10 of this document. In the event that cleaning and sanitization of a room occupied by personnel who are found to be infected or potentially infected is carried out, such waste must be disposed of as potentially infectious waste with code EER 18 01 03 * ;

● all frequently touched surfaces, such as wall surfaces, door and window handles, toilet and sanitary surfaces etc. must be cleaned with particular care;

● bed linen, curtains and other fabric materials must be washed with hot water at 90 ° C and detergent. If washing at 90 ° C is not possible due to the characteristics of the fabric, add to the washing cycle bleach or sodium hypochlorite based products.

Below is a non-comprehensive list of surfaces to be treated:

● Desks ● Tables ● Telephones ● Doors ● Handles ● All other exposed surfaces ● Chairs ● Keyboards ● Walls (where possible) ● Remote controls ● Screens ● Push-button panels ● Windows ● Tables

PERSONAL MEASURES

Personal hygiene measures are frequent hand washing as well as careful use of sanitizing gel, especially if you come into contact with particular environments such as elevators or shared tools such as printers, scanners and other peripherals in general.

In this regard, please note that the gel must be used directly on the hands or on the disposable gloves (where provided for).

In correspondence with all the toilets of the Scuola, informative signs will be affixed on the topic of hand washing.

With regards to the use of disposable gloves, please remember that after their use they must be removed with the appropriate procedure described below and disposed of in the appropriate containers installed at the entrance of the buildings or in the toiet areas (see sheet 10).

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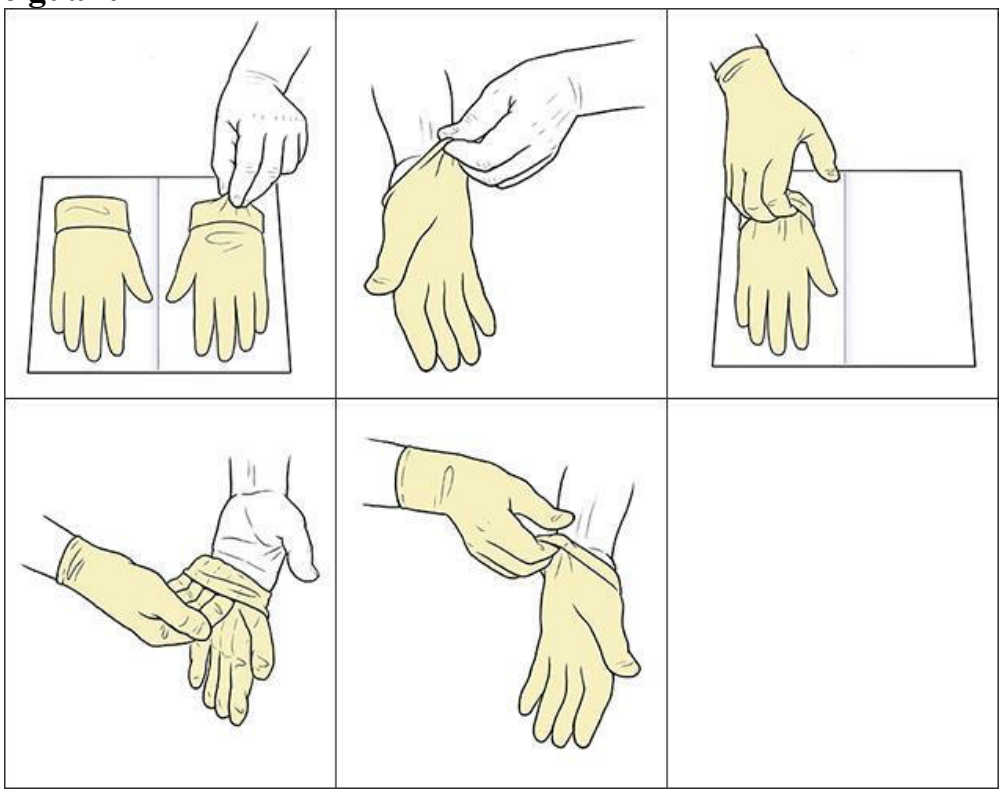
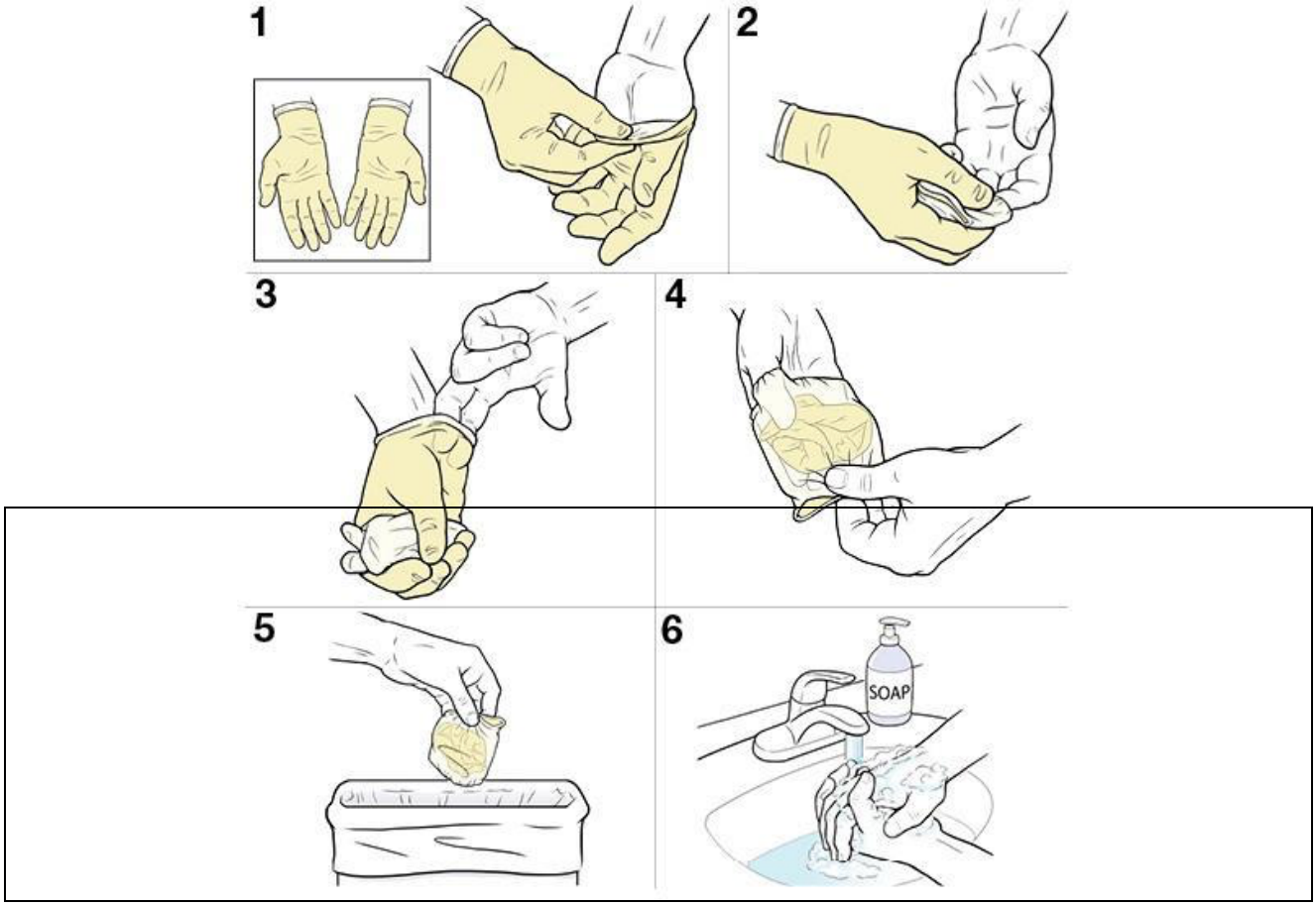
Vestizione guanti



Asportazione guanti



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SHEET 7 – ACCESS TO SNS STRUCTURES

For all members of the community of the Scuola who are allowed go to the Scuola due to the resumption of activities referred to in letters p), q), s), ee) of art. 1 of the DPC M June 11 , 2020 and art 3 paragraph 5 online training will be provided on the containment measures adopted, together with the sharing of this document and of the new attached procedures in force with the aim of informing/training on the measures that everyone must adopt regarding risk containment relating to COVID-19, as well as the information referred to in the attachment called "INFORMATION FOR WORKERS pursuant to point 1 of attachment 12 of the Prime Ministerial Decree of 11 June 2020".

All members of the community of the Scuola will receive the information referred to in point 1 of attachment 12 of the Prime Ministerial Decree of 11 June 2020. The decalogue of the Ministry of Health must remain posted at the entrance to each building and to all the toilets (the latter was posted during the first phase of the pre-closure emergency of the activities) as well as the new infographic related to the new national and regional regulatory provisions on the containment of Covid-19.

The structures of the Scuola involved in this phase are the following:

- Palazzo della Carovana
- Palazzo d'Ancona
- Palazzo Polvani
- Palazzo Strozzi (Florence)
- Collegio Fermi (which never closed)
- Convitto Timpano (which never closed)
- Collegio Faedo (which never closed)
- Collegio Capitini (which never closed)
- Compendio San Silvestro (access to the workshops)
- Palazzo della Canonica

- Palazzo dell'Orologio
- Palazzo del Capitano

Access will be at the porters' lodges, where the following checks will be carried out, at the entrance:

- checking of entry authorization issued by the top authorities of the SNS;
- body temperature measurement (if possible);
- distribution of protective devices and sanitizing gel (special station);

Episodic access by outsiders

If, due to unavoidable needs of the service, a worker receives any external visitors, they must be provided with a mask and must be authorised by the SNS authorities.

However, external visitors will not be able to access personal offices/studies and must be received in a room which will be made available on the ground floor of each building (if possible) and which must be ventilated according to the indications given in sheet 2 of this document.

How to deal with a symptomatic person

- Employees must promptly and responsibly inform their Employer if they have any flu symptoms, taking care to remain at an adequate distance from the people present. This information must be sent immediately to the Personnel Service and isolation must be carried out immediately in accordance with the provisions of the Health Authority as well as that of the others present on the premises. The Scuola will immediately notify the Competent Health Authority and the emergency numbers for Covid-19.

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● The Scuola Normale Superiore collaborates with the health authorities for the definition of any "close contacts" of a person present in the SNS who has been tested positive for Covid-19. This is to allow authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the Scuola may ask any possible close contacts to leave the structures of the SNS as a precaution, according to the indications of the health authority.

● At the time of isolation, the worker must be immediately equipped, if he is not already equipped with, a surgical mask that he must wear continuously.

If, in order to prevent epidemic outbreaks, in the areas most affected by the virus, the competent health authority provides specific additional measures, such as, for example, the swab for employees, the Employer will provide maximum collaboration.

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SHEET 8 – ACCESS OF PERSONNEL FROM EXTERNAL COMPANIES

Access to SNS structures by employees of external companies will be subject to compliance with the following preventive measures:

● prior written communication of the Company, to the service or office of the Scuola responsible for managing the contractor with date of intervention and names of the people involved stated;

● acquisition of any integration relative to the POS with the specific anti-COVID-19 measures adopted by the company (cases in which social distancing is not feasible);
● personnel must go to the porter of reference to get the authorization of access checked (as well as possible measurement of body temperature);

● personnel must be accompanied by the personnel in charge (RUP, DEC) in compliance with the anti-COVID 19 procedures in the Scuola. The latter personnel must not leave the building until the external personnel leaves;

● the premises will then undergo regular sanitation by the companies in charge;

● all outsiders accessing the SNS facilities, pursuant to point 3 of attachment 12 of the Prime Ministerial Decree of 11 June 2020, must comply with the latter company rules, including those for accessing the premises referred to in this document and to attachment1 of the latter;

● in the case of employees of third-party companies operating in the same production sector (eg maintenance workers, suppliers, cleaners and surveillance) who test positive for Covid-19, the contractor must immediately inform the client and both must collaborate with the health authorities providing useful information for identifying any close contacts;

● the Scuola Normale Superiore must provide all contracting companies with complete information on the contents of the Company Protocol for the containment of Covid-19 and must ensure that the workers of the latter that operate in any capacity within the SNS structures, fully respect the latter provisions.

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SHEET 9– HEALTH SURVEILLANCE

Subjects who have illnesses or health situations attributable to momentary fragility of health will have to communicate their condition to the employer in advance: the latter, pursuant to art.15 of Legislative Decree. 81/08, must guarrantee a situation of occupational safety by providing for a continuation of smart working or teleworking, (the latter refers to Technical-Administrative Staff).

For teaching staff, researchers and all assimilated workers subject to health surveillance, the specific cases will be assessed and related activities will be reshaped or any scholarships/traineeships will continue.

In relation to "fragile" subjects, the following is recommended:

• workers who believe they are in a state of fragility (for chronic pathologies, state of immunosuppression, age), after hearing the opinion of their own doctor, can request the opinion of the competent doctor, by requesting a medical examination pursuant to art. 41 c. 1 letter c. (the so-called medical requested by the worker), accompanied by medical documentation relating to the diagnosed pathology, for the possible resumption of work when the state of emergency has ended;

• the medical officer, for those workers who have been affected by COVID-19 and for whom hospitalization has been necessary, upon presentation of certification of negative treatment, issued according to the procedures provided by the competent territorial prevention department, carries out the medical examination provided by art.41, c. 2 lett. e-ter of Legislative Decree 81/08 and subsequent amendments (the one preceding the resumption of work following absence for health reasons lasting more than sixty continuous days), in order to verify the suitability for the job - also to assess specific risks - regardless of the duration of the period of sick leave;

• the worker can request the medical required by art. 41 paragraph 2, letter c) so that suitability for the job is assessed by the medical officer;

• female staff can communicate their pregnancy by submitting a medical pregnancy certificate to Human Resources; with this, the worker may have to undergo a medical with the medical officer, and/or stop working for one or more periods.

When the worker is given an appointment for a medical by the Personal Service, the information sheet referred to in the attachment of this document called "Information

for users for access to the medical with the medical officer" must be provided to the latter.

SHEET 10 – WASTE MANAGEMENT

As for waste deriving from the anti-contagion measures adopted in all the rooms (not attributable to laboratory activities - chemical, physical and biological waste), such as gloves, masks, TNT cloths the ministerial and regional indications regarding "RIFIUTI SOLIDI URBANI di tipo INDIFFERENZIATO" are valid.

First recommendation: the waste must first be well wrapped in two plastic bags, then closed with a small string. Remember that in both cases, these are very resistant products, which must not come into direct contact with other so-called "indifferenziato" waste. Second recommendation: do not neglect personal hygiene when disposing of waste. Ideally you should dispose of gloves and masks with your hands covered with gloves, in any case, you should wash your hands well at the end of the operation.

The staff of the cleaning company must collect the waste in this way and all those who throw any waste away (except paper) in the baskets at the SNS will have to take care to wrap these materials in a bag.

As soon as possible, regular waste bins will be replaced by pedal bins.

As for waste deriving from laboratory or workshop activities (for which anti-contagion measures have been adopted) such as masks, TNT cloths, it must be disposed of by applying special precautions to avoid infection and therefore with the code EER 18 01 03 *.

SHEET 11 – TRAINING AND INFORMATION

The Prevention and Protection Service has provided specific training and information in accordance with Articles 36 and 37 of Legislative Decree 81/2008 for all the staff of the Scuola during a video conference. The latter concern the illustration of the Covid risk containment measures implemented by the SNS and illustrated in this document.

Module	Date	schedule
COVID module	04.05.2020	• 9,00-11,00 • 11,30-13,30
	05.05.2020	• 9,00-11,00

		• 11,30-13,30
	06.05.2020	• 9,00 - 11,00 • 11,30 - 13,30

The slides of the course are published on the SNS institutional website relating to training, also in English (https://www.sns.it/it/sicurezza-nei-luoghi-lavoro/sicurezza-formazione-informazione; https: // www.sns.it/en/safety-training-and-information-it).
Regarding information, pursuant to Attachment 12 to the Prime Minister's Decree of 11 June 2020, brochures will be prepared to be placed at all entrances to the Scuola with information relating to:
denial of access to the Scuola's facilities with symptoms of respiratory infection and fever above 37.5 ° C;
Obligation to wear protective masks and maintain a minimum interpersonal distance of 1.80 m (unless otherwise specified);
Obligation of hand sanitation at the time of access with the sanitizing gel placed at the reception, and frequent hand sanitation/washing during the time spent using the SNS facilities.
The same information will be forwarded by protocol to all the members of the Scuola and relevant signs will be posted for all users who access the facilities of the Scuola, whether they are part of the community or external users (e.g. companies, occasional visitors, etc.).