

INFORMATION FOR WORKERS

in accordance with the

Framework for health and safety procedures for public employees in the workplace with reference to the “Covid-19” health emergency

The information sheet herein is issued by the Scuola to inform its personnel and users of the principal measures for the containment of the virus put into place in its structures. Please read carefully the anti-contagion procedures and the rules of conduct regarding all working and educational activities, which can be consulted at the following web page and are constantly updated:

<https://normalenews.sns.it/emergenza-coronavirus-le-regole-per-tutti-e-delle-varie-categorie>

1) Access to the Scuola Normale Superiore (SNS)

- a. Anyone wishing to access the structures of the SNS will be subjected to a body temperature check with instrumentation guaranteeing adequate interpersonal distancing.
- b. Anyone with a body temperature higher than 37.5°C will not be allowed access; in any case, workers involved must notify their employer immediately.
- c. A face mask must be worn at the moment of access and during the entire stay inside the structures of the SNS, in the communal spaces and in all other places when in the presence of others.
- d. At the moment of access to all structures of the SNS you must sanitise your hands thoroughly using the sanitising gel placed at the porter's lodge; you must also wash your hands frequently during your stay at the structures of the SNS, preferably using soap and water.
- e. Access to the structures of the SNS is not allowed to anyone with orders to stay at home or undergoing self-isolation or precautionary quarantine.
- f. Access to the structures of the SNS of workers having previously tested positive for Covid-19 is subject to prior communication in the form of a medical certificate attesting to a negative test in compliance with the required procedure and issued by the competent territorial prevention department.
- g. Workers must maintain a minimum interpersonal distance of 1 metre (or, where possible, of 1.80 metres), save for when the specific task requires lesser distances; in the latter case, in addition to the use of a face mask other protective devices must be adopted (separating barriers, gloves, goggles, overalls, caps, lab coats, etc.) conforming to the specifications of the scientific and health authorities.

- h. To reach the workplace from home and back by public transport, a face mask must be worn and hands should be sanitised before and after each journey. Where possible, individual or shared sustainable means of mobility are recommended (bicycles or electrically run vehicles). If two or more non-cohabiting people share a private vehicle, all must wear a face mask and maintain a distance of 1 metre using alternate seats at the front and back of the vehicle.
- i. All those external to the community of the SNS who for any reason whatsoever enter any of its structures must wear an FFP2 face mask and must be constantly accompanied by a person appointed by the Scuola to verify their constant adherence to all the measures for the containment of Covid-19. The person appointed by the SNS must wear a surgical face mask.

2) Management of symptomatic personnel

Anyone with a body temperature higher than 37.5°C will not be allowed access; in any case, workers involved must notify their employer immediately.

- a. Workers must immediately inform their employer of the presence of any 'flu-like' symptom whatsoever during the carrying out of their duties, and must maintain an adequate distance from anyone present. The said information must be transmitted at once to the Servizio Amministrazione del Personale (the Personnel Administration Office) by e-mail to gestione.personale@sns.it and gestione.presenze@sns.it and the affected worker and all others present in the same place must self-isolate immediately in compliance with the specifications issued by the Health Authorities. The worker affected must also contact his family doctor at once.
- b. The SNS collaborates with the health authorities in tracing any "close contacts" of a person on the SNS premises who has tested positive for Covid-19, so as to enable the authorities to apply the necessary and appropriate quarantine measures. In the tracing period, the Scuola may ask any possible close contacts to leave the structures of the SNS as a precautionary measure, in accordance with the indications of the health authorities.
- c. At the moment of isolation, the worker must immediately be provided with a surgical face mask, if he does not already have one, which he must wear continuously.

3) Personal protection equipment (PPE)

- a. Inside the structures of the SNS (communal spaces and spaces not for exclusive use) a surgical face mask must be worn. These may be obtained from the porter's lodge at the Palazzo della Carovana, the Palazzo del Castelletto, the Palazzo D'Ancona and the NEST Laboratory. Other distribution points may be made available; if so, users will be notified immediately.

- b. Should their task require a minimum interpersonal distance of less than 1 metre, workers will be provided with extra PPE conforming to the specifications of the scientific and health authorities.
- c. Extra PPE will be issued to workers on the basis of the risk assessment for the specific task.

4) **Personal hygiene precautions**

- a. Frequent and thorough cleansing of the hands with soap and water, or alternatively with sanitising gel, is recommended throughout the working activity.
- b. All those present at the Scuola must adopt all the precautions regarding hygiene, in particular of the hands; the SNS will provide suitable cleansing materials in the toilets and at the entrances.

Workers must respect the regulations of the Authorities and of their employers when accessing the Scuola, in particular regarding interpersonal distancing (a minimal interpersonal distance of 1 metre, or, where possible, 1.80 metres, save for different indications for specific tasks) and hand hygiene. The correct behaviour regarding hygiene is essential and cannot be substituted by any other hygiene protocol prevailing in the workplace.