

SHEET 0 – GENERAL REGULATIONS

For the general regulations for access to the building, please refer to the contents of the “Anti-contagion procedure of the SNS”. For the specific procedures, however, please refer to the text reproduced here below.

As for all the structures of the Scuola, at the Collegio Puteano access is subject to the measurement of body temperature (which must not exceed 37.5°C), hand sanitisation and the wearing of a surgical mask covering your mouth and nose for the entire duration of your stay inside the structures.

Should the activity herein be suspended by new regulations, this document will no longer be applicable until further instructions are issued for its resumption.

SHEET 1 – MODALITIES OF ACCESS

Overnight stays at the Collegio Puteano are possible on request and subject to confirmation on the part of the competent structures. At the moment of confirmation, the structure dealing with the invitation will send the guest an information sheet regarding the prevailing anti-contagion measures at the structures of the SNS.

In addition, there are notices affixed at the Collegio that will give guests all the information they need to know about the prevention measures.

Guests and staff must keep an interpersonal distance of a minimum of 1 metre; the reception desk is fitted with a protective screen. Online Payments and online booking management are preferred, with automated check-in and check-out systems where possible. The guest must be recognised in person before communication to the public safety officer.

The list of guests must be kept for 14 days, with the notification of guests to the public safety officer. The names of guests are not mentioned in the transmission of these data to the Questura (the police headquarters). The porter's lodge has in any case an excel sheet with the bookings divided by month.

At the end of his or her shift, the receptionist is required to clean and sanitise the work surface and the equipment used.

Guests are obliged to wear a face mask in closed communal areas. In communal areas in the open air, a face mask must be worn when it is not possible to keep a distance of at least 1 metre; reception staff must always wear a face mask in the presence of clients.

The structure provides hand sanitising products at the entrance and at various other points.

The use of the lift is permitted in the case of necessity and by one person at a time, subject to hand sanitising and the wearing of a face mask at all times.

Guests of the structure will not be allowed under any circumstances to admit external visitors either to the communal areas or to their rooms.

As a rule, it will not be possible to host undergraduate or Ph.D students at the structure. In exceptional cases of need, however (for instance, when the reception structure is used for the self-isolation of a student in quarantine at his or her request or when the SNS authorises the lodging of a guest, for a brief period not exceeding 14 days and in exceptional circumstances, until alternative accommodation can be found), the same rules must be applied to these guests as those applying to external guests of the structure; hence no visitors will be permitted inside



SCUOLA
NORMALE
SUPERIORE

P.zza dei Cavalieri 7 – 56126 PISA
Tel. 050/509324 – e-mail: stampa@sns.it

the structures or in guests' rooms, even for short periods, including members of the community of the SNS.

SHEET 2 – SERVING OF BREAKFAST AND THE CONSUMPTION OF MEALS

Breakfast cannot be served in the canteen inside the building.

Guests must proceed to the first floor of Palazzo D'Ancona, where breakfast will also be served to the students resident at Collegio Fermi and at the Residence in Via Santa Maria.

The Servizio Patrimonio e Ospitalità (the Heritage and Hospitality office) will need to keep track of the guests breakfasting at Palazzo D'Ancona for at least 14 days.

For the entire duration of the pandemic, it is forbidden to use the cooking utensils present in the rooms; therefore, all main meals must be consumed at the internal canteen, which has all the required safety procedures in place.

SHEET 4 – QUARANTINE AND ISOLATION OF GUESTS

Should one or more guests need to quarantine or self-isolate, the procedures already in place for the colleges of the Scuola will be followed.

Should one or more guests need to undergo precautionary self-isolation, the offices of the Scuola that deal with their reception or invitation are required to notify promptly the Servizio Patrimonio e Ospitalità (the Heritage and Hospitality office) at the e-mail address area.servizi@sns.it for cleaning to be arranged with the necessary PPE and for room service meals to be provided.

Guests will not be permitted to leave their room during their quarantine or self-isolation period.