

SCUOLA NORMALE SUPERIORE

PROVISIONS ADOPTED FOR THE COVID-19 CORONAVIRUS EMERGENCY

ORGANIZATIONAL MEASURES

THE PROVISIONS INDICATED BELOW CONFORM TO THE PRESIDENTIAL DECREE OF 11TH JUNE 2020 AND ARE IN FORCE, SAVE FOR ANY MODIFICATIONS THERETO, UNTIL THE FINAL DATE OF THE HEALTH EMERGENCY.

A) TEACHING ACTIVITIES

1. All teaching activities, curricular and extracurricular, including language courses, seminars and other activities with teachers from outside the Scuola, will continue online, regardless of the number of participants.
2. Compatibly with the availability of adequate technical resources, teaching activities may also be carried out in blended learning mode.
3. Lecturers are required to adopt both of the above teaching modes so as not to hold up the students' study programme.
4. Lecturers' receiving hours, internal exams, exams for admission to the courses of the Scuola, PhD thesis discussions and end-of-year exams will as a rule be carried out online. These may also take place in person at the various localities of the Scuola, with an interpersonal distance of a minimum of 1.80 m., where possible, and in any case of not less than 1 metre, and with the use of protective face masks. Crowding is in any case prohibited.
5. Students with disabilities may arrange for personalised teaching by contacting the Teaching and Students Office.

B) RESEARCH ACTIVITIES - LABORATORIES

1. Research activities will continue to the extent that is compatible with the current health emergency situation and in absolute compliance with the health provisions in force.
2. Research activities at the labs will continue only in compliance with the provisions defined by the laboratory managers, with interpersonal distancing measures in place and in any case exceptionally for research that cannot be postponed. Access to the laboratories is allowed only and exclusively to personnel authorized by the laboratory managers. Access to the laboratories is, however, barred to all those who are experiencing symptoms related to a respiratory infection or a temperature (greater than 37.5 ° C) and to people who have been in contact with them.
3. Any experimental activities must in any case be regulated by a special attachment attached to the risk assessment document (DVR) which takes into account the COVID-19 risk, as indicated by the Scuola's Prevention and Protection Service (SPP)
4. Missions, both in Italy and abroad, for research purposes may be carried out in full respect for the prevailing regulations and in particular art. 6 of the Presidential Decree of 11th June 2020



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C) CULTURAL ACTIVITIES

1. **The cultural and third mission activities and events, as well as training courses for outsiders,** are in general carried out at a distance and by means of the main social networks.
3. Educational visits to and from the Scuola are suspended.

D) LIBRARY

1. **The library's services are to be carried out in conformity with its own guide lines.**
2. **Lending and consultation services are activated with specific procedures defined by the attached regulations.**

E) COLLEGES

1. The Colleges of the Scuola are used exclusively by resident students who are not in a position to return immediately to their homes, **and, with the authorisation of the Director, by students who need to attend the Scuola for the attainment of their Undergraduate Degree or Master's Degree.**
2. Students not currently resident may return to their College only on the conditions envisaged in the prevailing regulations and disciplinary measures (<https://www.sns.it/it/regolamenti-allievi>).
3. Students who do not belong to a specific College are not admitted to the latter, even if they are students of the Scuola.
4. Specific regulations define the rules of conduct that students residing in the Colleges of the Scuola must follow during the current health emergency period, with a particular focus on the use of common areas.
5. The use of protective face masks is mandatory in all common areas of the Colleges in accordance with the provisions in the Appendix to the Regulations of conduct for students resident at the Colleges of the Scuola, together with an interpersonal distance of a minimum of 1.80 m., where possible, and in any case of not less than 1 metre.
6. **The Colleges of the Scuola will be closed from 1st August 2020 to 31st August 2020.**

F) CANTEEN

1. **The canteen service in Pisa is provided in compliance with art. 1, paragraph 1, letter ee,** of the Presidential Decree of 11th June 2020 and in accordance with the specific procedures envisaged in the document “Operational procedures for the reopening of the services – Reopening of the Canteen services” attached to the decree herein.
2. **In any case, the canteen service in Pisa is guaranteed until 31st July 2020 with the distribution of hot and cold meals at the Palazzo D’Ancona site, exclusively for undergraduate students resident at the Colleges or those with lodging grants.**
3. **Room service meals are delivered exclusively to students in quarantine at the Colleges.**
4. **The canteen service in Pisa is suspended from 1st August 2020 to 31st August 2020.**

G) MEDICAL COUNSELLING FOR STUDENTS

1. In compliance with the procedures established by the health authorities in relation to the

management of the ongoing health emergency (all communications and useful numbers are available at <https://normalenews.sns.it/nuovo-coronavirus-informazioni-per-la-comunita-sns> and at <https://normalenews.sns.it/new-coronavirus-information-for-the-sns-community>), students who are still in Pisa or Florence can contact, by phone or e-mail, a doctor specifically appointed by the Scuola, to request health-related information. In order to manage the latter in a coordinated manner, an electronic request form has been prepared for students.

The form is available at the following link: [Modulo consulenza medica.](#)



2. The Scuola delivers disposable surgical masks to students who are not resident in Pisa or Florence as available. The masks must be used according to the prevailing provisions as summarized below:
 - a) use of masks is mandatory in closed, public and private spaces open to the public, in the presence of several people;
 - b) use of masks is also mandatory in open spaces, public or open to the public, when, in the presence of more than one person, social distancing is mandatory.

3. All students are urged to choose their general practitioner (*the so-called family doctor*) based in Pisa (*using the following procedure: <https://www.uslnordovest.toscana.it/come-fare-per/48-prenotare-visite-ed-esami-2>*) and in Florence (*<https://www.uslcentro.toscana.it/index.php/servizi-e-attivita/medico-di-famiglia/20563-scelta-e-cambio-del-medico-di-famiglia-e-o-del-pediatra>*).

H) PSYCHOLOGICAL COUNSELLING

1. The psychological counselling service for students can continue exclusively through web channels to the extent that this is deemed possible by the professionals appointed by the Scuola.

I) MOBILITY AND PLACEMENTS IN ITALY AND ABROAD

1. Mobility and placements abroad in countries indicated in art. 6 of the Presidential Decree of 11th June 2020 (*member states of the European Union, Schengen countries, the United Kingdom of Great Britain and Northern Ireland, Andorra, the Principality of Monaco, the Republic of San Marino and the Vatican City*) already authorised for the current academic year within specific international mobility programmes may be carried out only upon verification on the part of the Internationalisation Service of the conditions relating to international mobility, as laid down by the competent authorities, and of the possibility to receive students on the part of the host universities or institutions.

2. **Applications for mobility for study or internship to be carried out in the academic year 2020/21 within specific international mobility programmes are regularly advanced in accordance with the relevant calls, and places are allocated on condition and are subject to verification of the conditions relating to international mobility as laid down by the competent authorities, and of the possibility to receive students on the part of the host universities or institutions on the start date of the mobility programme. Where appropriate, the initial phase of the study or research activities to take place abroad may be carried out online.**
3. **Off-site research and study activities activated at the proposal of individual students, including placements, may take place subject to compliance with the national and regional regulations limiting free movement of citizens and with regulations regarding movement between countries. Although students are strongly advised not to plan the said activities at least for the second semester of 2020, the choice is subject to individual evaluation; in any case, the lecturer of reference will need to declare that the research activity in question is indispensable or cannot be deferred. If in doubt as to the protective measures to be adopted regarding specific individual activities, you should request the assistance of the Prevention and Protection Service or of the Medical Officer.**
4. **Students arriving at the Scuola in the academic year 2020/21 in the context of specific national or international mobility programmes will not be able to access the Colleges or canteen. The Meals, College and Hospitality Service, the Internationalisation Service and the Teaching and Students' Office will arrange alternative forms of hospitality where board and lodging are included in the inter-university agreement, and will assist students in finding courses online or in mixed mode.**
5. **The reception of external visitors (*visiting students, visiting researchers*), both Italian and from abroad, is suspended until 31st December 2020.**

L) AUTHORITIES AND COMMITTEES

1. Authority meetings (*including those envisaged in the Statute of the Scuola*), committee meetings (*including exam committees*) and meetings of working groups take place as a rule online. **They can take place face to face only if an interpersonal distance is guaranteed of a minimum of 1.80 m., where possible, and in any case of not less than 1 metre, and with the wearing of protective face masks.**

M) USE OF COMMON AREAS

1. Students cannot as a rule access lecture rooms, offices and study rooms, laboratories and common areas, with the following exceptions:
 - the lecture rooms and study rooms can only be accessed by students involved in **permitted teaching activities, lecturers' receiving hours, internal exams, exams for admission to the courses of the Scuola, PhD thesis discussions and end-of-year exams in the cases specified above in letter A, points 1 and 4**
 - the research laboratories can be accessed only for experimental activities in progress, in compliance with the provisions defined by the individual laboratories;
 - the common areas of the Colleges can only be accessed by students who are residing there, taking care to maintain an adequate interpersonal distance.
2. Lecturers, researchers and fellows are strongly advised to continue their work from home, as far as possible, with the sole exception of experimental activities to be carried out in

research laboratories, in compliance with the provisions defined by the individual laboratories and with those stated in point 3 of paragraph B above.

3. The lecture rooms are available to lecturers for distance teaching lectures should they not have the possibility of connecting to the web from their home.
4. Access of workers to the areas of the Scuola is subject to compliance with the indications set out in the document titled “Information for workers in accordance with point 1 of Attachment 12 to the Presidential Decree of 11th June 2020.
5. All those entering the areas of the Scuola will be subjected to measurement of their body temperature; anyone with symptoms related to a respiratory infection or a temperature greater than 37.5 ° C will be denied access.
6. All those entering the Scuola must wear a protective face mask and must keep an interpersonal distance of **a minimum of 1.80 m., where possible, and in any case of not less than 1 metre** (*save for different specific indications*). In addition, the rules of hand sanitising and of correct hygiene must be observed by everyone.

N) MISSIONS

1. The Deans, the scientific managers of the research projects and the structure managers of the Scuola are requested to evaluate alternative solutions to those that involve the movement of several people (*by way of example but not exhaustive: exams, committees and other meetings*), possibly resorting to telematic tools.
2. For missions related to research projects, any additional costs due to well-proven causes of force majeure must be deducted from the research funds themselves, if allowed by the relevant management regulations.
3. It is the duty of the interested party to request reimbursement of travel tickets from the relative carriers, as communicated by ENAC for air travel (<https://www.enac.gov.it/news/coronavirus-covid-19-informazioni-ai-passeggeri>) and, for rail travel, by Trenitalia (<https://www.trenitalia.com/it/informazioni/rimborso-per-rinuncia-al-viaggio-febbraio-2020.html>) and by Italo Treno (<https://italoinviaggio.italotreno.it/italo-informa/modulo-rimborsi>).

O) CALLS

1. All call-related procedures are suspended, with the exception of cases in which the assessment of candidates is carried out exclusively on a curricular basis or telematically, with the exclusion of those specified in letter A).
