

Istituto Marco Polo

School Regulation

(additional part in force until the end of Covid emergency situation)

1. At the primary and secondary school all students have to wear masks when they come to school and go home, when they move inside the school and in other occasions, namely every time it will not be possible to keep one metre distance. Moreover, they have to wash their hands well, using soap and disposable paper wipes any time they go to the toilet.
2. All the school staff (teachers, janitors, administration staff) have to wear their protection devices provided by the school, which they have to sanitise every day. All ATA workers and all the teachers are requested to disinfect their hands at the school entrance and to wash them many times during the day. Hands disinfection is recommended before giving any kind of material to students and after receiving it from them.
3. Parents or visitors, who have to come to school, will be able to do it only by wearing their masks, after measuring body temperature (which has to be lower than 37,5 degrees) and after disinfecting their hands at the dispenser provided. They will have to sign in a register at the school entrance, writing their personal data, their home address and their phone numbers, declaring under their own responsibility that they have not been in contact with Covid infected people or people in quarantine over the last 14 days. Access to school administration office will be allowed to visitors by appointment only and when it is not possible to find solutions online or on the phone.
4. At the nursery school parents are not allowed to enter the school at the moment of entry and exit (except for parents of newly added children) so as to respect measures adopted to contain contagion. Children will be accompanied outside by their teachers or by janitors.
5. Class meetings and talks between teachers and parents will be possible online (on Google Meet) by appointment only, using the

electronic register or the teacher school email address. All the teachers' reception hours will be published online shortly.

6. Every teacher will disinfect his/her own place in the classroom using disposable wipes provided by the school at the end of the lesson.
7. As soon as students leave classrooms or laboratories, janitors have to disinfect desks, tables, the teacher's desk and chairs.
8. All class teaching materials (including the nursery school games and toys) cannot be shared with other classes. The nursery school games and toys have to be disinfected every day, when used.

Nursery and primary school children are not allowed to bring their games and toys to school.

9. During the breaks and over the last ten minutes of every lesson windows have to be opened to change air. At the same time students can go to the toilet in turns, only if they really need it (teachers have to make them aware of that); otherwise they will remain in their classroom.
10. Whenever it is possible teachers are invited to have lessons outdoor, avoiding promiscuity with other classes.
11. Open class activities are not allowed.
12. At the primary school to avoid group promiscuity morning and lunch breaks will be outdoor (when it is possible), where every class will have its dedicated area; otherwise students will remain inside their classrooms or in the school corridor, according to specific turns.
13. At the secondary school to avoid group promiscuity, morning breaks will be inside the classrooms or in the school corridor, according to specific turns. Lunch breaks will be in the garden (when the weather is good), where every class will have its dedicated area. If the weather is bad, they will be in the classroom.
14. Students are not allowed to exchange food or drinks.
15. Desks are strictly to be kept in the same position in which they are located in the classrooms. This position will be highlighted by colored tape. Thereby the expected distance among the students' mouths will be respected and there will be room for possible movements or emergency exits.
16. Teachers and parents have to teach children to avoid gatherings, to respect safety distance, to wash their hands, to use disinfecting

wipes, to sneeze using disposable paper wipes (which have to be provided by their family), to avoid touching their mouth, nose and eyes with their hands.

- 17. Parents must not send their children to school if they have got a temperature (even a low temperature), a cough and/or a cold, a sore throat or if they have been in contact with Covid infected people or people in precautionary isolation over the last 14 days. If parents contravene this rule, the competent authority will be informed.**
- 18.** If a student feels sick at school, having the symptoms above, he/she will be immediately accompanied to a specific area of the school where he/she will be assisted by a reference figure, until a previously called family member arrives. His/her family will call the pediatrician or the family doctor. The student's health condition will be monitored in its evolution and it will be reported to the competent authority.
- 19.** All primary and secondary school children and all the school staff have to bring a medical certificate when they are absent for more than 5 days. When nursery school children are absent for health reasons longer than 3 days, they can come back to school only if their doctor/pediatrician certifies that they are not affected by infectious and diffuse diseases which prevent them from joining the school community. .
- 20.** Students have to stand in neat rows, have to wear masks and follow the indicated paths, entering the school and going out. Time details concerning entrances and exits are included in “ Safety Protocols to prevent and contain the spreading of Covid 19 biological risk “, which have been written for every school complex.
- 21.** If the Covid emergency situation forces schools to come back to online teaching, families will have to support their children's learning process, ensuring online daily frequency.
- 22.** A specific netiquette, which is included in the School Regulation, has been drafted for students. Any breaking of it will be sanctioned, using the same disciplinary proceedings as the ones used in regular school lessons.

23. Every family will have to sign an additional part of the Co-responsibility Agreement, concerning Covid containment measures , joined to the present Regulation.

Senago, 1st September 2020