

#WECARE PROTOCOL

This protocol has been developed on the basis of the specific needs of the headquarters of the Association "Dante Alighieri Institute Milan" used for the free organization of Italian language courses for foreign students. The designated RSPP will validate and integrate this protocol into the procedures of its DVR.

It will also be the employer's responsibility to inform all staff about the protocol and the anticovid measures to be taken. This protocol is drawn upon the basis of national regulations.

The employer is obliged to make the necessary facilities available for the implementation of the protocol (such as visor, masks, gloves, virucidal disinfectants etc.). It will be the responsibility of the Safety Supervisor and in general of the staff to inform the employer of the approaching stock breakdown of the indicated material.

1. STAFF REGULATIONS

○ NON-TEACHING STAFF

The staff must have health self - certification about the lack of correlated covid symptoms for at least 15 days and not be quarantined.

Staff should always wear masks.

Staff should always maintain a safe reciprocal distance of at least 1.5 m.

The staff will take care to sanitize the surfaces several times a day and the stationery used.

The staff dedicated to sanitization will have the obligation to take all useful and necessary measures for their own protection during the sanitization work. It will therefore have to wear protective equipment and use virucidal products provided by the employer.

The staff will take care to verify that in every common environment skin disinfection treatment is available.

○ TEACHING STAFF

The staff must have health self - certification about the lack of correlated covid symptoms for at least 15 days and not be quarantined.

Staff should always wear masks.

Staff should always maintain a safe reciprocal distance of at least 1.5 m.

The staff will take care to sanitize the surfaces several times a day and the stationery used.

The staff will take care to sanitize the surfaces of the classroom desks and the stationery used at the end of each course.

2. RULES FOR VISITORS

○ STUDENTS

Students must wear masks and gloves new worn at the entrance and kept throughout the permanence within the school.

○ NON-STUDENTS (parents, carers, suppliers etc.)

The entry of any accompanying persons is not recommended. On the other hand, it is forbidden for them to stay in the facility during the course of the children

3. RULES FOR THE STRUCTURE

○ SANITIZATION OF THE ENVIRONMENTS

A one-off sanitization of the rooms must be carried out, certified by a specialized company. The certification must indicate the products used and attach the technical sheets. The above certification must be displayed at the business location.

It will be necessary to perform a daily sanitation with specific products, ensuring in any case air exchange.

The sanitization can be carried out using the normal cleaning methods, using products such as ethanol at a concentration of 70% i.e. chlorine products at a concentration of 0.1 and 0.5 active chlorine (bleach) or other virucidal disinfectant products, focusing on the surfaces touched more than frequent such as doors, handles, tables, toilets.

The disinfection and sanitization requirements must be specified in a document describing the activities, their periodicity, the data sheets of the products.

The employer, through the most suitable and effective methods, informs the staff about these provisions posting at the entrance in the most visible places of the premises, specific information leaflets.

It is also mandatory to keep available, in the school, gels or sanitizing products.

○ COMMON AREAS (entrance, front desk, waiting room, snack area)

At the entrance of the school, a billboard must be posted with directions to be followed by the visitors.

The front desk must be equipped with a dividing partition in Plexiglas placed between the operator and the customer.

The waiting room / lounge area must be rationalized by reducing the seats to respect the minimum distance of 1.5 m.

A sign must be posted in the snack area near the vending machine reminding to keep the distance. 1.5 meters from the distributor, on the ground, adhesive tape will be placed to show safety distance.

○ PRIVATE AREAS (administrative offices etc.)

In offices, workstations must be placed in a distance of at least 1.5 m.

Where not possible partition walls in Plexiglas should be placed.

○ GROUP COURSES

In classrooms used for group courses, each seat will be marked and placed at a minimum distance of 1.5 m. The maximum capacity of the classroom will be indicated.

○ INDIVIDUAL COURSES

In the classrooms used for individual courses, the place of the student will be marked and placed at a minimum distance of 1.5m from the teacher.

○ AERATION/VENTILATION SYSTEMS

They will be subjected to disinfection, replacement of the filters, with certification issued by the company that carried out the procedure.

4. RULES OF CONDUCT

○ RULES TO ENTER AND EXIT THE SCHOOL

The entrance and the exit from the school will be regulated to always keep a minimum social distance of 2 m.

- The Safety Supervisor will measure body temperature with thermal scanner to all those entering the facility, inhibiting access in case of temperature equal or above 37.5 degrees.
- Course scheduling should be set up to avoid gatherings at the beginning and end of the courses in the common areas (for example: collective courses start time with 15 minutes phase shift).

○ RULES FOR THE USE OF THE TOILET

Access to the toilets will always be subject to the use of mask and social Distance must always be respected.

○ RULES FOR THE USE OF COMMON AREAS

Inside the common areas it will always be mandatory to wear mask and gloves and keep a minimum social distance of 2 m.

○ RULES FOR THE USE OF PRIVATE AREAS

Inside private areas it will always be mandatory to wear mask and gloves and keep a minimum social distance of 2 m.

5. EQUIPMENT/SUPPLIES NEEDED

The school must guarantee the presence of:

MASKS – DISPOSABLE GLOVES – PLEXIGLAS PANELS – PLEXIGLAS
HELMETS – ALCOHOL-BASED SKIN DISINFECTION HEATHCARE –
THERMAL SCANNER

6. NECESSARY DOCUMENTS

The school must guarantee the presence of:

SELF-CERTIFICATION OF ALL STAFF to be renewed every fortnight certifying that “in the last 15 days the undersigned NAME SURNAME has never experienced flu Symptoms and is nor currently subject to quarantine”.

- CARE SANITATION CERTIFICATE OF THE CLEANING COMPANY
- AIR CONDITIONING SANITATION CERTIFICATE BY SPECIALIZED COMPANY
- INFORMATION BOARD AT THE ENTRANCE WITH ALL RULES TO FOLLOW INSIDE THE SCHOOL
- SIGNBOARD AT ENTRANCE CLASSROOM
- SIGNBOARD AT ENTRANCE TOILET
- WECARE LOGO