



KINDERGARTEN

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PREVENTION AND PROTECTION PROTOCOL AGAINST SARS-COV-2 IN THE WORKING ENVIRONMENTS KINDERGARTEN SCHOOL

Contrast and containment measures for the spread of SARS-CoV-2 virus infection during activities

REV. 01 dated 27/08/2020

Attachments:

Specific operating procedure for cleansing / sanitizing R00 / 2020

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PREMISE

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This document is intended to provide the main prevention and protection measures against the spread of infection due to the SARS-CoV-2 virus in the workplace of the Kindergarten school.

The main measures to be taken consist of prevention and protection, information on biological risks, illustration of the internal procedures adopted and surveillance and final provisions. The containment measures illustrated below are subject to control by the Employer, have been drawn up in collaboration with the school safety committee (formed by the employer, RSPP, competent doctor and RLS). They are made available to all school workers.

As for the health part, this document is the result of collaboration with the Misericordia of Florence and the Meyer pediatric hospital.

BEHAVIORAL INDICATIONS

ACCESS TO THE WORK ENVIRONMENT

The precondition for the presence at the school of all staff operating in various capacities is:

- **the absence of respiratory symptoms and / or body temperature above 37.5 ° C and / or respiratory symptoms;**
- **have not been in quarantine or home isolation in the past 14 days;**
- **have not been in contact with positive people, as far as you know, in the last 14 days.**

In case of respiratory symptoms it is necessary to contact your family doctor. In case of illness, the return to school must take place upon presentation of a medical certificate.

It is necessary to use a **mask** (surgical or community-supplied) inside the school premises during transitions within the school or when it is not possible to maintain a safety distance of 1 meter, subject to due exceptions (eg . meal break).

The entry procedure includes:

- **hand sanitization with hydroalcoholic gel**
- **verification of body temperature with a non-contact thermometer**

ORGANIZATION OF SPACES FOR EDUCATIONAL AND DIDACTIC ACTIVITIES

The layout of the classrooms intended for teaching has been revised with a remodeling of the desks, seats and school furnishings, in order to ensure the spacing of at least 1 meter between the mouth rhymes of the students, calculated from the sitting position at the desk by the student and 2 linear meters between the teacher and the pupil in the interactive area of the chair.

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In the common areas, recreation areas, corridors, there are paths that guarantee the distancing between people, limiting gatherings, also through special signs.

For the performance of recreation, motor activities and scheduled educational activities, where possible and compatibly with the structural, safety and weather variables, outdoor activities will be privileged, enhancing the outdoor space as an alternative learning opportunity.

The available spaces (sections, laboratories, gardens, etc.) are converted into distinct and separate spaces to permanently accommodate groups of relationships and games. Shifts are organized for the use of the spaces and frequent and adequate ventilation is guaranteed. Outdoor spaces will be privileged by organizing space and shifts.

For the school lunch, the meal is eaten in the classroom. Before and after meals, the classrooms are sanitized and ventilated.

The rest area (for the children of the nursery and kindergarten) is organized ensuring a cleanliness of the spaces and proper and constant ventilation before and after use.

STABILITY OF GROUPS (peculiarities for nursery and kindergarten)

The division of the section groups into "islands" is envisaged, without the possibility of meeting between the groups, in order to allow the traceability of contacts.

BEHAVIORS IN THE WORK ENVIRONMENT

Behaviours to be adopted within the workplace to minimize the risk of contracting the virus.

- At the entrance and inside the school it is necessary to follow the indications provided or the signs. Movements within the school must be limited to activities that are strictly necessary and essential to the didactic-educational
- It is essential to always respect the **personal distance of 1 meter**. Avoid direct personal contact such as handshakes, hugs, etc.
- Avoid touching your face with your hands**, especially the eyes, nose and mouth. If you need to sneeze, you must cover your mouth and nose with the crease of your elbow, or by using with disposable tissues.
- As far as possible **do not use the material that came into contact with other people**.
- Wash or sanitize your hands often**, especially after each contact before and after removing protective devices or coming into contact with objects used by others. At various distances in the school there are alcohol-based sanitizing gel dispensers, otherwise you have to wash your hands with soap and water in the bathrooms.

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- Wear your mask or other personal protective equipment** as gloves, goggles/visors, overalls, headphones, etc. Use any other personal protective equipment (PPE) according to the indications received. Protective devices are strictly personal
- School staff is invited to wear clean school uniforms every day.

COMMON SPACES

- It is forbidden to hang around in the common areas (corridors, photocopy area) without a valid reason;
- the use of coffee machines is allowed after sanitizing the hands and avoiding gatherings;
- The use of the lift is allowed for a maximum of 2 people at the same time, with the obligation to turn your back on each other;
- It is mandatory to wear a protective mask every time you have to walk or access, even for a short time, in common areas (eg moving inside the classrooms, going to the bathroom, etc. ...).
- The use of classrooms dedicated to teaching staff (so-called teacher classrooms) is allowed in compliance with the physical distancing and any other provisions dictated by the local health authority.

WORK SPACES

Administrative Offices

As regards the administrative offices (individual rooms) is to be considered in principle reserved for people who have their own workstation in the office itself.

The access of any other people is allowed only for one person at a time.

For the holding of meetings, remote methods are primarily favored; alternatively, compliance with the maintenance of the interpersonal distance of at least 1 meter and the use of the mask must also be guaranteed.

Front Office

The front office activity for offices with a high influx of users can only be carried out in dedicated workstations equipped with physical protection barriers. The desks of the front office secretaries at the entrance of the headquarters in Via San Gallo, of the headquarters in Via Lupi and at the two entrances of the Matteotti headquarters (number 50-52) are equipped with plexiglass protective screens.

The staff must wear a mask and must carry out frequent hand hygiene with hydro-alcoholic solutions (before and after each service rendered to the customer).

It is necessary to ensure adequate cleaning of the work surfaces before serving a new customer and adequate disinfection of equipment.

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Workstations - in order to allow a correct hygiene and disinfection of the work surfaces, once the working day is over, each workstation must be strictly free from the documentation, so that the sanitization of the surfaces is performed on most of it.

Here are some pictures on how NOT to leave the desk at the end of the working day:

NO



Locker rooms

Access to the changing rooms is allowed always keeping the safety distance of 1.80 meters and wearing the mask.

The spaces and the sanitization of the changing rooms are guaranteed to leave room for the storage of uniforms available to the workers and guarantee them suitable sanitary hygiene conditions.

All your clothing and personal items must be stored inside your personal bag, and stored in the appropriate lockers; it is recommended not to allow promiscuous use of the lockers and to make bags available for storing personal belongings.

Canteen

At the end of each service, all the usual surface disinfection measures must be taken, avoiding as much as possible tools and reusable containers if not sanitized (salt shakers, cruets, etc.).

THE GENERAL PRINCIPLES OF HYGIENE AND CLEANING

Kindergarten ensures daily cleaning and periodic sanitization of the premises, environments, workstations and common and play areas. It undertakes to:

- ensure an adequate rate of ventilation and air exchange;
- thoroughly clean surfaces, objects, etc with water and neutral detergents;
- disinfect with suitable, registered and authorized virucidal products.

In particular, regular and accurate sanitization of surfaces with high frequency of contact (e.g. doors, handles, tables, games, etc.) is envisaged using virucid detergent products - sodium hypochlorite 0.1% or ethanol (ethyl alcohol) at 70% or other concentration.

The toilets are cleaned after each time they have been used, and at least daily "disinfection" with chlorine-based products at a concentration of 0.1% and 0.5% of active chlorine (bleach) or with other disinfectant products with virucidal activity.

Thorough cleaning operations are carried out on a daily basis.

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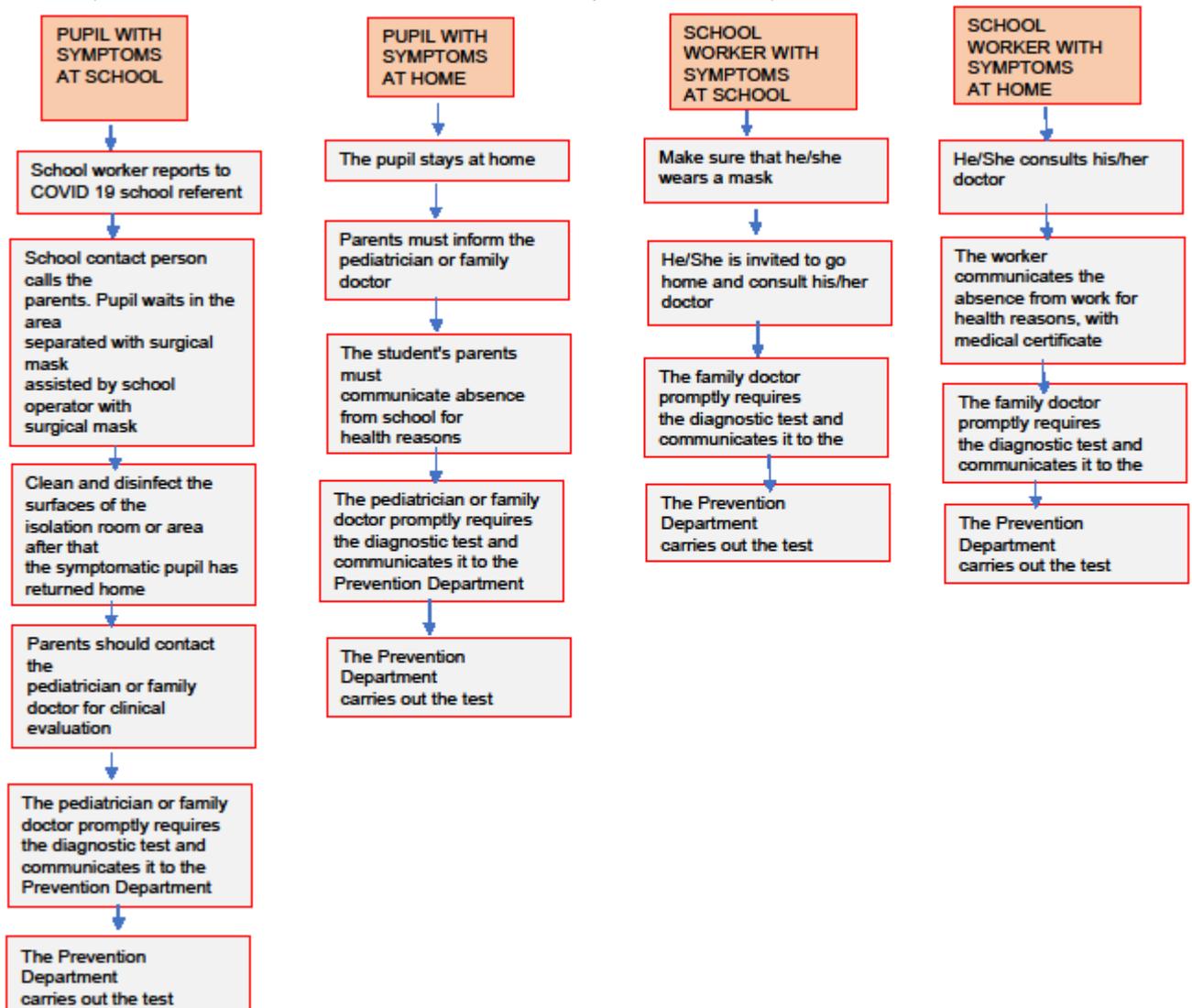
All the games in cloth, cuddly toys and books that cannot be sanitized and risk becoming vectors of contagion are expected to be removed from the reach of children.

Cleaning at the end of service and periodic sanitization of keyboards, touch screens, mice, keyboards of vending machines for drinks and snacks with appropriate detergents, both in offices and in classrooms, are guaranteed.

Periodic sanitization and daily cleaning with canteen room detergents is guaranteed.

PROCEDURES TO BE ADOPTED FOR POSSIBLE APPEARANCE OF COVID-19 CASES AND OUTBREAKS

Here below is a summary of the procedures to be adopted for any emergence of cases and outbreaks from Covid-19 (Source: Attachment 1 of the ISS Covid-19 Report no. 58/2020)



USE OF PERSONAL PROTECTION DEVICES

School staff must wear personal protective equipment before accessing their workstations.

Mask

It is mandatory and must be used correctly according to the following procedure:

- Wash your hands with soap and water or rub them with an alcoholic solution;
- Wear the mask by taking it from the elastic, avoiding touching it;
- Cover the nose and mouth with the mask;
- Replace the mask when it becomes wet and do not reuse it;
- Remove it by taking it from the elastic, not touching it with your hands and at the front;
- Finally wash your hands with soap and water or rub them with an alcoholic solution.

Come si indossano le mascherine

Step 1: Lavati le mani con gel alcolico o con acqua e sapone prima di toccare la mascherina	Step 2: Controlla che la mascherina non sia rotta o che abbia buchi	Step 3: Distendi la mascherina e tieni la parte più rigida in alto e la parte colorata verso l'esterno	Step 4: Tieni la mascherina per gli elastici e agganciali dietro le orecchie	Step 5: Assicurati che la mascherina copra il naso e la bocca e che aderisca bene al viso e sotto il mento	Step 6: Sagoma bene il bordo superiore lungo i lati del naso verso le guance

Come si tolgono le mascherine

Step 1: Lavati le mani con gel alcolico o con acqua e sapone prima di toccare la mascherina	Step 2: Evite di toccare la mascherina che potrebbe essere contaminata.	Step 3: Tieni la mascherina per gli elastici sui bordi e sganciali da dietro le orecchie	Step 4: Sanifica la mascherina spruzzandola con una soluzione alcolica se devi riutilizzarla.	Step 5: Getta la mascherina nel cestino dei rifiuti se è danneggiata o se ne usi una nuova. Non disperderla nell'ambiente	Step 6: Lavati le mani con gel alcolico o con acqua e sapone dopo aver toccato la mascherina

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Sanitizing gel

Inside each school there are hydroalcoholic solution dispensers or disinfectant gel for washing hands. This washing must take place, for staff on duty, at the end of each activity, every time we leave the office and / or on a regular basis, it is imperative to sanitize or wash your hands, in order to contain the accidental spread of the virus. The dispenser is positioned in clearly visible positions also for external users, which must strictly undergo the same treatment. The correct use of protective gloves is allowed for greater operator protection, but is not mandatory.

TECNICA DI IGIENE DELLE MANI CON FORMULAZIONE A BASE ALCOLICA: **FRIZIONE**



Face protectors (visors and goggles)

The teachers of the nursery, the teachers of the kindergarten and primary school and the auxiliary staff during the activities with the children and the staff responsible for detecting the temperature during the reception triage must use, in addition to the mask, the face protectors (visors face shields or splash goggles), which provide additional protection for the airways and prevent the wearer from protecting the eyes and touching his face.

How to wear a protective visor:

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Before using the visor for the first time, clean it with soap and water or a soft cloth. Then wash your hands (or use a sanitizing gel).

1. Bring the visor to face level, then place the foam pad on your forehead.
2. Place the elastic band behind your head.
3. Adjust the headband so that the visor covers the whole face and is comfortable.

How to remove a protective visor:

1. Wash your hands with soap and water (or sanitizing gel) before touching the visor.
2. Stretch your hands until you reach the elastic band. Do not touch the front of the visor (it may be contaminated).
3. Lift the elastic band and pass it over the head, then remove the visor from the face.
4. Throw away the protective visor.
5. Wash your hands again with soap and water (or sanitizing gel).

Disposable gloves

The use of gloves, like that of masks, helps prevent infections but only under certain conditions. Otherwise, the protective device can become a vehicle of contagion. The Higher Institute of Health (ISS) provides us with indications for their correct use, here they are.

Yes to gloves as long as:

- do not replace the correct hand hygiene which must take place through careful washing and for 60 seconds;
- are reciprocated every time they get dirty and properly disposed of in unsorted waste;
- like the hands, do not come into contact with the mouth, nose and eyes;
- are eliminated at the end of use;
- are not reused.

Where are they needed?

- In some working contexts such as for example cleaning staff.

We invite you to view the following information videos relating to the correct use of PPE and which contain useful indications for the prevention of contagion from Covid-19 "Tutorial We know the risk - New Coronavirus (part 1 - 2 - 3)"

1st video - of a general nature introduces the topic of personal protective equipment

<https://www.inail.it/cs/internet/comunicazione/multimedia/video-gallery/videogallery-tutorial-conoscere-rischio.html>

2nd video - Use of facial protections

<https://youtu.be/jfki5TM4wts>

3rd video - Use of disposable gloves

<https://youtu.be/kjek-xDN42I>

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As required by the ISS COVID-19 Report n. 58/2020, a school contact person for COVID-19 has been appointed for each site that plays an interface role with the prevention department. The following are the persons in charge, divided for each campus:

CAMPUS	IN CHARGE
San Gallo	CHIARA BANCI Sostituto Elisa Bertolà
Lupi	BEATRICE SALVADORI Sostituto Giada Morandi
Matteotti	ALESSANDRA PINO Sostituto Giulia Sestini

Focusing attention on the phase of return to work in the company, it is also essential to recall the personal responsibility of each worker according to the provisions of art. 20 paragraph 1 of Legislative Decree 81/2008 and as amended "Each worker must take care of his own health and safety and that of other people present in the workplace, on whom the effects of his actions or omissions fall, in accordance with his training, instructions and means provided by the employer. "

In respect of the organizational autonomy of each employer, in the maximum possible respect of the current privacy rules, the worker informs the employer, directly or indirectly through the competent doctor, of the change in his health status related to the SARS-CoV 2 infection such as contact with a suspected case, beginning of quarantine or trustee home isolation, finding a positive swab.

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