**REFERENCE BOOK OF THE RULES anti-COVID for families and students.**

1. Families must check students’ body **temperature** at home everyday before going to school as for the ISS Covid 19 Report n 58/2020.

2. Parents **mustn’t absolutely send to school children** who have temperature over 37,5 or other symptoms ( e.g. cough, cephalalgia, gastrointestinal symptoms, sore throat, breathing difficulties,muscle pains,nose congestion, shivers, smell, taste’s loss or drop, diarrhea), or children who during the previous 14 days got in touch with Covid diseased or patients in isolation.

3. Every child of **primary and secondary school** will get from their families **their own chirurgical** **mask** or the one of community ( minute n. 104 of CTS recommends the use) , they will have to wear whenever they move at the entrance , at the exit , in their moving in and out from the classroom to the toilet, they have to use the mask whenever the one meter interpersonal distance is not granted or whenever school’s staff says.It is convenient using a hygienic bag to put your bag when you do not use it. The school will deliver chirurgical masks ,on the availability of the Comissario Straordinario.

4. **The office’s entrance** is granted, according to the scheduled time, only **by appointment**, in case of need not resoluble by phone or telematically , All the visitors will be required to record their datas for the entrance’ s register.

5. **Parents mustn’t enter the school**, unless they are not demanded by school or other important reasons. In case of school materials or any other personal oversights parents are not allowed to come to school, students may arrange in other ways .

6 . All the didactic material of each class ( play school games included) cannot be shared with other classes or sections. The playschool games will be sanitized daily ( more times a day too if they are used.

7. You are not allowed to use **games brought from your house** , in no school’s order, playschool included.

8 Students mustn’t share their own **school materia**l with mates.

9. You should avoid to leave at school **personal objects,** overall if tissue made, to hasten cleaning operations and rooms’disinfection.

10. Students must have a **plastic personalized b**ag, given by theirs families, to put their jackets in before hanging up.

11. Every primary and secondary school has got at least 5 minutes ‘ pause every hour unit **“ relax** **pause”** during this time in case of need,spread students may go to the toilet .

12. During relax pause or lesson’s change there will some fresh air in ,windows will be opened. The refreshing air will be done as frequently as possible, in every school, whenever needed.

13. The **access to the toilets** is however reasonably allowed during the lessons to avoid crowd.

14. Students have to **wash their hands properly** whenever they go to the toilet , with soap and they have to dry them with paper towels and they have to throw them into the basket .

15. At the secondary school students have **a break** of 15 minutes. . Students have to stay in their classrooms and they may have their own **snack**. They cannot swap anything food and drink. During the break, students may go to the toilets, with the same rules settled during the relax pauses. Also during the break there will be the air changing . The breaks’ time will be different referring to the classrooms’position.

16. At primary and secondary schools, the break will be ,when it is possible , outside.

17. All the students ‘ **water bottles** have to have name and surname on and they cannot be swapped.

18. The **desks** mustn’t be moved from the position in which they are in the classrooms. On the floor there are all specific marks.

19. Teachers and parents have to provide a constant educative action on the minors in order to avoid crowd , respect safety distances, wash their hands , wash frequently their hands and / or use gel.

Everyone has to sneeze or cough in throwaways paper handcherchieves,( given by their families ), or in their elbows, they have to avoid tochhing mouth, nose and eyes.

20. **Ways in and out** have to be managed orderly and everyone has to wear masks.

In every school building there will be marked paths for the way in and the way out, if it is possible all the available entrances will be used emergency exits included as well as the emergency stairs.

21. Parents have to commit **by respecting sharply the scheduled times** for the way in and out. These times may change from classroom to classroom and they will be communicated by each school building.

22. After **accompagning and picking the sons up,,** parents have to necessarily avoid to stop nearby the school ( sidewalks,parking, squares)...)

23. Each school has got **infrared thermometer**. Everywhen the staff will be able to use it to test uncertain situations . You might have any sample tests at the way in.

24. If a student **feels bad at school** and he has some similar symptoms to Covid-19, the student will be immediately isolated, following the indications of the Covid -19 Report of the ISS n.58/2020. Family will be immediately warned and the family has to pick up the child as soon as possible . It is necessary to grant the availability of any family member or its delegatee, during the school day.

25. In case **of illness absence**, family has **to inform the school ‘s office** , only by phone dialing number 0522223137. Considering the high percentage of commuting from and to foreign country homes, on the coming back way, in Italy, you are asked to inform preventively the , later on you have to come to the office to sign an auto statement declaring the actual and the previous state of health of the student.

26. Playschool, after an **absence over three days** children are admitted at school only after the doctor/ pediatrician certificate on which it is said about the absence of any infectious or spreading illnesses . It must also contain the pass certificate to enter the school community.

27. Following the indications of the ISS Covid-19 Report n. 58/2020 you need to get **your pediatrician or doctor ‘s certificate f**or the admission to school, the certificate must say :”the child, or the student can enter school as he followed all the diagnostic-therapeutic and prevention steps for Covid-19”. On this point we are waiting for some notes from ASL.

28. You are not allowed to use any personal towels in the bathrooms, but only the **throwaway**  **paper towels** taken from a dispenser. At the same time , the tissue **bibs** used at the playschool, will be replaced by throwaway towels.

29. At **the playschool** only one child’s parent is allowed to enter, in particularly during the first steps of the admission and welcome to school. Later on , when it is possible it is demanded to the playschool’s parents to leave the children to the school caretakers or to the teachers outside the school. It is better only person goes to school to avoid any crowd outside. At the playschool , the first real steps of the new children will be communicated by the teachers, outdoor and or in different spaces from the ones of the the differents sections.

30. **Parents’ meetings** with teachers will be held at distance,by videoconference, on fixed appointments by mail or booking on the electronic register, except from rare situations.

You will be advised about the ways, considering the evolution and the possible resolution of the contamination danger.

31. **Physical education** lessons at the secondary school, students will arrive to school wearing their tracksuit as to avoid the use of the cloakrooms. They will only change shoes..

32 you can only bring your snack from home. Other food is not allowed, it is not possible to celebrate any birthday. Or other.

33. **Playschool canteen** and other detailed indications( **way in and out paths, p**layschool ‘s insertions ...) will be referred at the each building / playschool.