



Preliminary remarks

The EUI, for the reorganization of its administrative and academic activities, follows the scientific recommendations and the official provisions of the Italian Government as indicated in the DPCM (Decree of Prime Minister) 24.04.2020, the following DPCM 17.05.2020 and the *Protocollo Condiviso di regolamentazione delle misure per il contrasto ed il contenimento della diffusione del virus Covid-19 negli ambienti di lavoro (Shared Protocol on the regulation of measures to counter and contain the spread of COVID-19 infection at work)* issued on 24.04.2020.

In addition to the above, the EUI relies also on the:

1. Specific DVR for biological risk assessment as related to Covid-19 pandemic by the Responsible on Prevention and Protection at work (RSPP) issued at the EUI on 7.04.2020.
2. *Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategie di prevenzione* issued by INAIL on 23.04.2020

The EUI shall reopen its spaces in different phases depending on the current state of the pandemic evolution.

The different phases can be prolonged or reduced according to the epidemiologic evidences in the regional/national context.

Therefore, as it can be reasonable to consider the scheme as progressive, eventual worsening of the pandemic may result in a prolongation of a single phase or in a return to a more restrictive approach.

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Health, Safety and Security Officer	01/05/2020	EUI President	01/05/2020
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1. General Conditions for reopening

1.1 Preventive controls

The current Occupational Safety Protocol established by the Italian Government in accordance with National Trade Unions (signed on 24 April 2020) gives the Employer the possibility of implementing two main preventive screening measures:

- Body temperature control: provided by trained staff at a single entrance of a building;
- Self-declaration on absence of clinical symptoms and risk factors (entering Italy from abroad, moving from other Italian region with specific laws on Covid19 preventive measures).

After starting with the self-declaration (template available on-site) from 5 to 11 May, the EUI decided to implement body temperature control starting 11 May.

1.2 Controlled Access Points

In order to guarantee the above-mentioned preventive controls and efficiently support EUI members, access to all EUI premises will be organized as follows:

Badia Fiesolana complex:

a) Access:

- ⇒ Coming From parking areas P1, P2, P3 and Villa Schifanoia-Badia Fiesolana connecting road: access from the lower loggia door;
- ⇒ Coming From Via dei Roccettini (San Domenico): access from Villa San Felice gate;

Please note: EUI members going to Villa Paola and Villa Sanfelice, before accessing the building, shall notify their presence to EUI staff and comply with existing preventive controls at the lower loggia door

b) Exit

- ⇒ From lower loggia, from door located next to Sala della Colonna (leading to P2) and from Villa San Felice gate.

Villa Salviati complex:

- ⇒ Going to Manica and Castello: access/exit from Villa Salviati Main gate (Castello)
- ⇒ Going to HAEU: access/exit from HAEU reception

Villa Schifanoia Complex:

- ⇒ Going to Villa Schifanoia: access/exit Villa Schifanoia Reception

Please note: EUI members going to the Casale, Villino, Villa Malafrasca and Villa Raimondi, before accessing their building, shall notify their presence to EUI staff and comply with existing preventive controls at the Villa Schifanoia Reception

Villa La Fonte:

- ⇒ Access/exit from reception area only;

Villa Il Poggiolo:

- ⇒ Access/exit from reception area only;

Convento San Domenico:

- ⇒ Access/exit from reception area only;

1.3 Hygienic measures:

Cleaning services will be enhanced according to the increased use of premises: specific services will be implemented for common areas including, but not limited to, restrooms, canteen, transit areas, library, etc. with more attention to contact surfaces and increased frequency.

Sanitizing gel will be available in every common area.

Cleaning protocol and sanitization protocol can be found at the following [link](#).

1.4 PPE (Personal Protective Equipment)

EUI will provide PPE (namely masks and gloves) to each user. The distribution will be carried out on each premise and EUI Security Services may provide additional PPE if requested at any time.

PPE provision includes:

- TNT Masks;
- Surgical masks;
- Disposable powdered gloves;
- Disposable gloves;

Other medical tools available:

- Digital thermometers (no-touch);
- Pulse-Oximeter;

Note:

The usage of PPE has been explained and clarified in a specific publication available on EUI Intranet, please refer to [this publication](#) for details.

2. Clinic conditions when accessing EUI premises

- a) In case of close contact, within the previous 14 days, with a Covid19 positive individual or in case of moving from a high pandemic area as per definition by WHO, EUI Member must avoid accessing EUI premises and inform the general practitioner or the Italian Health Authorities as well as line manager or HSS office;
- b) In case of symptoms (e.g. Body temperature $> 37,5^{\circ}\text{C}$ or other flu-like symptoms) EUI member must avoid moving to EUI premises and inform the general practitioner or Italian Health Authorities;
- c) In case of symptoms appearing during the permanence at EUI (e.g. Body temperature $> 37,5^{\circ}\text{C}$ or other flu-like symptoms) EUI member must promptly inform the HSS Office and the general practitioner and make herself/himself available for emergency protocol to be applied (Confinement in an appropriate area, information to Italian health Authorities, etc.)

In case a person has a temperature ($> 37,5^{\circ}\text{C}$) upon entrance to the EUI Premises, s/he will be sent home on sick leave (staff members will be registered accordingly in INAZ).

3. Phase 1: Week 1 (5 - 9 May)

3.1 Access to EUI premises

For EUI Administrative Staff and EUI Academic Staff with assigned seat access to each premise will be granted via EUI badge only.

Please note: Access for RESEARCHERS and FELLOWS (Max Weber Fellows; Jean Monnet Fellows, Robert Schuman Fellows, Policy Leaders) will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses, which will remain closed to the public until further notice

3.2 Opening hours

EUI premises will be open from 8.00 am to 7 pm Monday to Friday.

No access will be allowed off hours, unless for emergencies and upon authorization of the Head of Service / Department and communication to HSS Office;

3.3 EUI Administrative and Academic Staff members:

- Staff rotation will be decided by each Head of Department/Head of Service/Head of Academic Unit;
 - Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document.
 - All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
 - In case full compliance to the safety distance is not applicable by design, Head of Department/Service will be informed in order to organize presence rotation or other risk reduction measures (eg. Plexiglass screens);
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3.4 EUI Fellows (Max Weber, Jean Monnet, RSCAS Fellows and Policy Leaders):

- Staff presence will be supervised by each Director of Academic Unit or relevant coordinator on the basis of space information provided by REFS;
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document.
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
- In case full compliance to the safety distance is not applicable by design, each Director of Academic Unit or relevant Coordinator will be informed in order to organize presence rotation or other risk reduction measures (eg. Plexiglass screens);

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses.

3.5 EUI Researchers and other EUI Academic Staff members with no assigned seat:

Access to researchers will be gradually granted on the basis of available places (a priority list will be established in case request is higher than the actual capability). In the first week, 36 places will be available in the Badia. Places will gradually increased when the library opens on 11 May (Phase 2).

- Badia Fiesolana open from Mon to Friday, from 8:30 to 18:30 (Reception services active).
Available seats: **14 (working spaces upper cloister) + 14 (Refectory with Wifi, seats spaced according to distancing measures) + 8 (Sala del Capitolo with Wifi, non-silent seats spaced according to distancing measures);**
- Villa Salviati open from Mon to Friday, from 8:30 to 18:30 (Reception services active);
Available seats: **25;**
- Villa Schifanoia open from Mon to Friday, from 8:30 to 18:30 (Reception services active);
Available seats: **3;**
- Villa La Fonte open from Mon to Friday, from 8:30 to 18:30 (Reception services active);
Available seats: **35;**
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
- No access allowed off hours, week-ends, bank holidays.

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses

3.6 Accessory Facilities

No accessory facilities will be available: gym, silent room, FSC, football pitch, basketball pitch; Green areas will be accessible only under the condition of strict observation of social distancing and low crowding.

4. Phase 2: Week 2 (11-15 May)

4.1 Access to EUI premises

For EUI Administrative Staff and EUI Academic Staff with assigned seat access to each premise will be granted via EUI badge only.

Please note: Access for RESEARCHERS and FELLOWS (Max Weber Fellows; Jean Monnet Fellows, Robert Schuman Fellows, Policy Leaders) will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses, which will remain closed to the public until further notice.

4.2 Opening hours

EUI premises will be open from 8 am to 7 pm Monday to Friday.

No access off hours, unless for emergencies and upon authorization of the Head of Service / Department and communication to HSS Office;

4.3 EUI Administrative and Academic Staff members:

- Staff rotation will be decided by each Head of Department/Head of Service/Head of Academic Unit;
 - Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document.
 - All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
 - In case full compliance to the safety distance is not applicable by design, Head of Department/Service will be informed in order to organize presence rotation or other risk reduction measures (eg. Plexiglass screens);
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4.4 EUI Fellows (Max Weber, Jean Monnet, RSCAS Fellows and Policy Leaders):

- Staff presence will be supervised by each Director of Academic Unit or relevant coordinator on the basis of space information provided by REFS;
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document;
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);

- In case full compliance to the safety distance is not applicable by design, each Director of Academic Unit or relevant coordinator will be informed in order to organize presence rotation or other risk reduction measures (eg. Plexiglass screens);

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses

4.5 EUI Researchers and other EUI Academic Staff members with no assigned seat:

Access to researchers will be gradually granted on the basis of available places (a priority list will be established in case request is higher than the actual capability).

- Badia Fiesolana open from Mon to Friday, from 8:00 to 19 (Reception services active); Available seats: **74 (including Library, see specific document on reopening) + 14 (Refectory with Wifi, seats spaced according to distancing measures) + 8 (Sala del Capitolo with Wifi, non-silent seats spaced according to distancing measures);**
- Villa Salviati open from Mon to Friday, from 8 to 19 (Reception services active);
- Available seats: **25;**
- Villa Schifanoia open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **3;**
- Villa La Fonte open from Mon to Friday, from 8 to 19 (Reception services active);
- Available seats: **35;**
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document.
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses.

4.6 Accessory Facilities

No accessory facilities will be available: gym, silent room, FSC, football pitch, basketball pitch; Green areas will be accessible only under the condition of strict observation of social distancing and low crowding.

5. Phase 3: Week 3-4 (18 May – 5 June)

5.1 Access to EUI premises

For EUI Administrative Staff and EUI Academic Staff with assigned seat access to each premise will be granted via EUI badge only.

Please note: Access for RESEARCHERS and FELLOWS (Max Weber Fellows; Jean Monnet Fellows, Robert Schuman Fellows, Policy Leaders) will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses, which will remain closed to the public until further notice.

5.2 Opening hours

EUI premises will be open from 8 am to 7 pm Monday to Friday.

No access off hours, unless for emergencies and upon authorization of the Head of Service / Department and communication to HSS Office;

5.3 EUI Administrative and Academic Staff members:

- Staff rotation will be progressively increased and decided by each Head of Department/Head of service/Head of Academic Unit;
 - Instructions about how to behave to guarantee everyone's health and safety are available at point 8 of the present document;
 - All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
 - In case full compliance to the safety distance is not applicable by design, Head of Department/Service will be informed in order to organize presence rotation or other risk reduction measures (e.g. Plexiglass screens);
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5.4 EUI Fellows (Max Weber, Jean Monnet, RSCAS Fellows and Policy Leaders):

- Staff presence will be progressively increased and supervised by each Director of Academic Unit or relevant coordinator on the basis of space information provided by REFS;

- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document;
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);
- In case full compliance to the safety distance is not applicable by design, each Director of Academic Unit or relevant coordinator will be informed in order to organize presence rotation or other risk reduction measures (eg. Plexiglass screens);

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses.

5.5 EUI Researchers and other EUI Academic Staff members with no assigned seat:

Access to researchers will be gradually granted on the basis of available places (a priority list will be established in case request is higher than the actual capability).

- Badia Fiesolana open from Mon to Friday, from 8:00 to 19 (Reception services active); available seats: **74 (including Library, see specific document on reopening) + 14 (Refectory with Wifi, seats spaced according to distancing measures) + 8 (Sala del Capitolo with Wifi, non-silent seats spaced according to distancing measures)**;
- Villa Salviati open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **25**;
- Villa Schifanoia open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **3**;
- Villa La Fonte open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **35**;
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document;
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);

Access to premises:

Access to each premise will be granted via the EUI badge to those who have been previously contacted by REFS. The EUI REFS will be in charge of monitoring all accesses.

5.6 Accessory Facilities

No accessory facilities will be available: gym, silent room, FSC, football pitch, basketball pitch; Green areas will be accessible only under the condition of strict observation of social distancing and low crowding.

6. Phase 4: 8 June – 31 July

Phase 4 is based on the relevant update on Covid19 related legislation in Italy, issued on May, 17th (DPCM 17/05/20) regarding the reopening of activities in the context of pandemic evolution.

Due to the release of travel restrictions within the EU, EUI members may return to Florence without undergoing the mandatory quarantine period (starting from 3rd of June).

With DPCM 17-05-2020, the Italian Government confirmed a specific safety protocol (already in place since 24 of April) in order to restart activities while keeping a high level of protection at workplace.

The protocol has been applied at EUI.

The relevant legislation considers smart working as the elective complementary measure for risk reduction at workplace (together with holidays) upon business needs and effectiveness of safety provisions in place.

Based on the above, the return on-site for EUI Staff Members (both academics and administrative) can be safely raised to 50% of the overall population. This figure has been evaluated detailing all available spaces and their geometrical distribution along with the assessment of access flows over a the reopening period. The plan for phase 4 is detailed below:

6.1 Access to EUI premises

For EUI Administrative Staff and EUI Academic Staff with assigned seat access to each premise will be granted via EUI badge only.

Preventive safety controls upon access will continue to be mandatory and organized as in Phase 1-3 (e.g. body temperature control)

Please note: Access for RESEARCHERS and FELLOWS (with no assigned seat) will be granted via the EUI badge to those who have requested authorization to the AS (via survey and certification release) and been subsequently contacted by REFS. This authorization is valid until 31 July.

The authorization they will receive, which will activate access via the EUI badge, is valid until 31 July, unless otherwise stated.

Authorization will be provided according to the principles of: urgency, need, preference.

6.2 Opening hours

EUI premises will be open from 8 am to 7 pm Monday to Friday.

No access off hours, unless for emergencies and upon authorization of the Secretary General only in accordance with Head of Service / Department and communication to HSS Office.

6.3 EUI Administrative and Academic Staff members:

- Staff presence can be increased up to 50%;
 - Instructions about how to behave to guarantee everyone's health and safety are available at point 8 of the present document;
 - All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm) whether other conditions reduce the efficiency of distancing;
 - In case full compliance to the safety distance is not applicable by design, Head of Department/Service will be informed in order to organize presence rotation or other risk reduction measures (e.g. Plexiglass screens);
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6.4 EUI Fellows (Max Weber, Jean Monnet, RSCAS Fellows and Policy Leaders):

- Staff presence can be increased and supervised by each Director of Academic Unit or relevant coordinator on the basis of space information provided by REFS;
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document;
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm) whether other conditions reduce the efficiency of distancing;
- In case full compliance to the safety distance is not applicable by design, each Director of Academic Unit or relevant coordinator will be informed in order to organize presence rotation or other risk reduction measures (e.g. Plexiglass screens);

6.5 EUI Researchers and Fellows/other EUI Academic Staff members with no assigned seat:

The presence on site is strictly connected to the availability of spaces for all those who do not have an assigned working desk (researchers, visiting fellows, visiting students, other).

The current capacity of our premises is:

- Badia Fiesolana open from Mon to Friday, from 8:00 to 19 (Reception services active); Available seats: **94 (including Library, can be increased up to 114: +20 in Library)**;
- Villa Salviati open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **25**;
- Villa La Fonte open from Mon to Friday, from 8 to 19 (Reception services active); Available seats: **35**;
- Instructions about how to behave to preserve everyone's health and safety are available at point 8 of the present document;
- All users will be protected by respect of the 1.8m social distance rule (static at the work desk) or the equivalent area (10 sqm);

Current authorizations are valid until 31 July (unless otherwise stated)

New authorization requests can be submitted to the Administrative Coordinator of the Department/Academic Unit cc-ing the REFS (REFS@eui.eu) and the HSSO (Safety_Security@eui.eu). The authorization they will receive, which will activate access via the EUI badge, is valid until 31 July, unless otherwise stated.

Authorization will be provided according to the principles of: urgency, need, preference.

6.6 Other EUI categories (former staff members, External Library users. Alumni, Partners)

These categories will not be concerned by this transition phase due to the fact that access to the public for non-core activities is still forbidden in the current DPCM (the emergency condition will last until 31st of July).

6.7 Accessory Facilities

No accessory facilities will be available: gym, silent room, FSC, football pitch, basketball pitch; Green areas will be accessible only under the condition of strict observation of social distancing and low crowding.

Upon request of the EUI community, after proper evaluation, the following extra-curricular activities can be authorized in Phase 4:

- **Piano Usage in the Sala della Colonna, upon compliance with the following rules:**
 - Organization, supervision and monitoring provided by 4B contact person;
 - Reservation information shared with EUI HSS office;
 - 3 slots of 3 hours available per day (8 to 11, 11 to 14, 14 to 17)
 - Only 1 person allowed p/slot with sanitizing / cleaning of seat and piano after each slot.

- **Open-air physical activities (Yoga, Pilates, etc..) upon compliance with the following conditions:**
 - Organization, supervision and monitoring provided by 4B contact person;
 - Reservation information shared with EUI HSS office;
 - Respect of safety distancing;
 - Activities shall be carried out within EUI opening hours (8 to 19) in an easily monitored area;
 - No externals allowed

6.8 Meetings and in-presence activities

Resources (meeting/seminar rooms) available on campus have been mapped according to the current major safety criteria: 1,8mt linear distance or 10,17sqm area.

The reduction from the pre-Covid19 max capacity is remarkable due to both the physical distancing measures and the prior capability of our resources to be used up to a maximum crowding upon specific layouts with no physical distancing and seats along walls.

Activities in meeting rooms can be authorized upon the following conditions:

- Exclusive need criterion (whenever possible, online meetings are preferred);
- Reservation using existing booking tool (max crowding figures are inserted in the application);
- Meeting with externals subject to SG evaluation;

As a general rule, the maximum crowding allowed (considering the internal use only):

- 4 users in small meeting rooms (e.g. Seminar room 1);
- 6 users in medium sized meeting rooms (e.g. Seminar room 4)
- 8 users in larger sized rooms (Teatro), to be used in exceptional cases;

In order to reduce contagion risks, an interval time of 15 minutes every two hours is considered appropriate for a standard meeting. This provision shall be adopted in every meeting/seminar/event.

Air exchange (with or without air conditioning systems) is guaranteed both manually and/or automatically according to guidelines provided by the ISS (Report 5/2020 REV.2).

Meeting/seminars/event will be serviced with an appropriate on-site support for pre-event sanitization, during event cleaning, post-event sanitization. During the event, cleaning can be performed within the time foreseen for pauses.

Meeting rooms, if required, can also be booked for online non-silent activities (zoom/skype/teams presentations or online trainings).

7. EUI Services (starting from Phase 1)

7.1 Library:

The reopening of Library services (on May, 11th) is developed in a specific document with details on access and specific working arrangements. Please refer to the specific [protocol](#) for details.

Starting from 1 June the delivery service for academic premises will be available with the collaboration of Library and Refs staff.

The delivery will be carried out once a day for each of the serviced premises.

Access for book returning services will be granted upon communication to safety_security@eui.eu and Library services mailbox

7.2 Bar and Canteen

Canteen service will be provided at the Badia Fiesolana only with 4 (four) time slots from 12 to 14 (30 minutes each): 40 seats available for each slot.

Reservation will be necessary and possible by calling the Badia Reception (ext. 2398 or 055 4685398 from outside the EUI) providing name and preferred slot (subject to availability).

At the end of each slot, cleaning of common spaces will be provided.

Bar services will be provided according to distancing measures.

In order to guarantee enough space with correct social distancing for all EUI members eating on site (Badia Fiesolana), a special area has been allocated for self-catering (i.e. bring-your-own-meal option) in the Sala Rossa.

Reservation is required also in this case and is possible by calling the Badia Reception (ext. 2398 or 055 4685398 from outside the EUI).

In all other premises the use of equipped kitchens and dedicated areas is allowed used upon the condition of social distancing (1.8 m). Monitoring of flows and distribution will be performed by EUI REFS staff.

The request for specific food services in other premises (namely, Villa Salviati, Villa La Fonte, Villa Schifanoia) is under evaluation.

7.3 Shuttle service:

Intra Campus mobility will be granted on a reduced scale only in connection with the canteen service at the Badia Fiesolana from 11.30 to 15.00 Monday to Friday (back and forth) respecting the precautionary measures:

- Max 2 passengers per trip;
- Masks always on;
- Sanitizing gel available on board;

Shuttle reservation is mandatory and possible when booking the canteen slot.

7.4 EUI crèche

The EUI crèche will remain closed until further notice. However, the current legislation allows educational and recreating activities for children and teens.

CHILD-CARE PROGRAM (Phase 4)

According to annex 8, DPCM 17 May 2020, basic summer camps for children and early teens can be organized in compliance with the following conditions:

- A strict monitoring ratio according to the age;
- Preferred external activities (no contact activities) in a defined, safe area;
- Physical distancing (at least 1mt, in external areas) and masks for children over 6 years;
- Access upon preventive controls (T °C monitoring) and hands' sanitization
- Access in small groups in order to reduce crowding;

If activated (based on the request) the service will be provided from 9am to 5pm in the Villino area.

7.5 Lifts and elevators across the Campus

The use of lifts and elevators across the Campus will be limited to persons with reduced mobility: all other EUI members will not be allowed to use them.

8. Instructions on Preventive measures and code of behaviour (applicable to all users, external providers included):

8.1 Mandatory provisions

- Wear a protective mask and gloves (or use sanitizing gel available campus wise) in common spaces and in transit areas (corridors, stairs, etc.);
- Keep a distance from other people:
 - at least 1m while moving;
 - at least 1,8m when stationary, standing in line, etc.;
 - follow signs (marks, circles, etc.) when present;
- In case of close contact, within the previous 14 days, with a Covid19 positive individual or in case of moving from a high pandemic area as per definition by WHO, EUI Member must avoid accessing EUI premises and inform the general practitioner or the Italian Health Authorities as well as line manager or HSS office;
- In case of symptoms (eg. Body temperature > 37,5°C or other flu-like symptoms) EUI members must avoid moving to EUI premises and inform the general practitioner (if available) or Italian Health Authorities;
- In case of symptoms appearing during the permanence at EUI (e.g. Body temperature > 37,5°C or other flu-like symptoms) EUI member must promptly inform the HSS Office and the general practitioner and make herself/himself available for emergency protocol to be applied (Confinement in an appropriate area, information to Italian health Authorities, etc.);

Note:

In case an EUI member is interested in specific information on Covid19 diagnostics and, eventually, on how to request a test (on a voluntary basis), [clarifications and instructions](#) are provided on the EUI intranet page in the Covid19 section.

8.2 General precaution rules

- It is strongly encouraged the use of personal mobility vehicles (personal car, bikes, etc.) and avoid rush hours on public transportation;
- In closed spaces it is good practice to use protective masks when other people are present;

- Wash your hands frequently with soap and water or sanitize them with alcohol-based gels;
 - Avoid close contact with people suffering acute respiratory infections;
 - Do not touch your eyes, nose or mouth with unclean hands;
 - Cover your mouth and nose while coughing or sneezing, either with a tissue or into your flexed elbow;
 - Only take antibiotics or antiviral drugs if prescribed by your doctor;
 - Clean surfaces with chlorine or alcohol-based gels;
 - In case of doubts, talk to your general practitioner (if not available, see EUI intranet site for useful contacts) before entering the EUI premises and inform HSS Office for support;
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9. Well-being and Psychological Support

The EUI Counselling Service is available to the entire EUI community and offers professional, secure and friendly support to talk about whatever is worrying you, with total respect for your values, choices and lifestyle: If you are feeling anxious or just need someone to speak with, we strongly invite you to reach out to our counsellors via mail at counselling.service@eui.eu.

Sessions are currently taking place remotely.

In phase 4 (from June, 8th) on-site sessions can be organized on Campus and information will be given accordingly

10. Protocol monitoring and consultation:

10.1 Monitoring of Safety measures

- In order to avoid crowding and monitor the application of safety rules, staff (both EUI members and outsourced staff) and EUI emergency teams members will be in charge of close checking common and transit areas, inviting users to respect the measures in place.
 - Social control will be encouraged.
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10.2 EUI harmonized approach

The EUI Safety and Security committee will be in charge of monitoring closely the efficiency of the measures in place and propose additions/modifications to the standard protocol.

11. Final note

The current proposal should be evaluated in the light of the most effective risk reduction measures as established by Health Authorities.

The max capability of EUI premises to provide working spaces for its community is above the average with respect of other public institutions (essentially due to the design of EUI campus itself, very sparsed), even under the strict distancing measures.

However, this capability should not be subject to a stress-test: the current theoretical space availability must be weighted with people flows within transit and common areas. The static presence and dynamic interaction as well as the external context (social behaviors and Italian and EU governments choices after 3rd of June 2020), de-facto, keep the capability of our premises to manage safety measures, under restricted conditions, appropriated if applied with the principle of graduality.

Smart working remains allowed and crowding percentages as well as working space availability should be considered as safe thresholds.

Resources available for group activities (meeting, training, teaching, seminars) are under a specific evaluation in terms of max crowding, which is not related to physical distancing only but to other variables including flows, transit areas, facilities, technical systems, emergency procedures, etc.. The current limitations may be overcome with a complete revamping of resources (furniture included) in order to provide an acceptable numbers of seats available in the next phases (next academic year).

The overall view of pandemic evolution will be constantly monitored and EUI activities will be adjusted accordingly upon the principle that a linear progress is not granted and, in some cases, a roll-back to previous limitations cannot be excluded.