
Preliminary remarks

Phase 4 for EUI gradual reopening 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 as prescribed upon the principle of “safety first”.

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 the reopening period. Hereafter the relevant implementations for the next 8 weeks.

Main provisions concerning Phase 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, as in phase 1-3.

In phase 4 RESEARCHERS and FELLOWS (with no assigned seat) who do not have received any authorization yet, to be granted access will have to submit a mail request to the Administrative Coordinator of their 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.

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

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;
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2. ACCESS PREMISES

EUI Administrative and Academic Staff members:

- Staff presence should be increased to 50%. Rotation must be managed and monitored by Head of Dept./Service;
 - Instructions about how to behave to preserve everyone's health and safety as well as in-place safety provisions are available on the full document regarding [EUI reopening plan](#).
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EUI Fellows (Max Weber, Jean Monnet, RSCAS Fellows, STG Policy Leaders, FBF, MCF):

- 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 as well as in-place safety provisions are available on the full document regarding [EUI reopening plan](#);
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EUI Researchers and Fellows/other 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)

- Instructions about how to behave to preserve everyone's health and safety as well as in-place safety provisions are available on the full document regarding [EUI reopening plan](#);

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.

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 31 July).

3. ACCESSORY FACILITIES AND EXTRA-CURRICULAR ACTIVITIES

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.
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4. MEETINGS AND IN-PRESENCE ACTIVITIES

Resources (meeting/seminar rooms) available on campus have been mapped according to the current major safety criteria.

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

- Need criterion (whenever possible, online meetings are preferred);
- Reservation using existing booking tool (max crowding figures are available 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)
- 8-12 users in larger sized rooms (Teatro), to be used in exceptional cases;

However, in the “EVENTS” application, the specific max crowding number allowed is available.

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).

5. EUI SERVICES

Library:

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

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.

Bar and Canteen

Service condition for Canteen services will continue as in phase 1, 2 and 3:

- 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).
- 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.

Shuttle service:

Intra Campus mobility will be granted as in phases 1, 2 and 3: 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.

Crèche and Child Care

The EUI crèche will remain closed until further notice. However, the current legislation allows educational and recreating activities for children and teens 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 can be organized from 9am to 5pm in the Villino area.

6. SANITARY SURVEILLANCE AND H&S SUPPORT

The procedures for sanitary surveillance and specific cases management (possible contagion) will remain in place until 31 July (see complete document) and include information and support requests to [EUI medical Advisor](#), HSS office (safety_security@eui.eu) and infocovid19@eui.eu dedicated mailbox. Information about diagnostics and relevant legislation are updated regularly on Covid19 pages on the EUI webpage.

7. WELL-BEING AND PSYCHOLOGICAL SUPPORT

The EUI Counselling Service is available to the entire EUI community and offers professional, secure and friendly support. Sessions are currently taking place remotely. On-site sessions can be organized on Campus and information will be given accordingly.

CONCLUSIONS

The current plan has been 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 sparse), even under the current 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 number 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.

Florence, 29 May 2020