

PRELIMINARY REMARKS

Phase 6 outlines provisions for the EUI's daily activities during the ongoing pandemic emergency. It is based on the relevant sections of the Italian legislation relating to the Covid-19 pandemic ([DPCM 13/10/2020](#)), issued on 13 October regarding the preventive and mitigating measures against the Covid19 infection. Later, on 25 October, the Italian Government issued a further decree with more restrictive measures that find an application to some activities within EUI.

As travel restrictions to Italy have been reintroduced (see the EUI website's Covid19 section for updated instructions), EUI members must check in advance the required conditions for returning to Florence.

The Italian Government has set a clear strategy for avoiding gatherings and this includes rigid restrictions on social activities (e.g. No private parties and a strict limitations on convivial events).

In DPCM 25-10-2020, the Italian Government confirms a specific safety protocol (already in place since 24 April) to reactivate activities while maintaining a high level of protection in the workplace.

This protocol has been applied at the EUI upon the principle of "safety first".

The relevant legislation considers remote working to be part of the strategy to help reduce workplace risk, based on business needs and the effectiveness of the safety provisions in place.

On-site working for EUI members with an assigned desk can be safely set at 60% of the overall working population. This figure has been evaluated based on available spaces and the general indications provided by the Italian Government.

For specific, short periods to accommodate service/departmental needs, the percentage can be increased upon the decision of the service director/Heads of Department who will inform HR.

The following sections outline the operational implementation of phase 6 for the next 4 weeks - until 16 November - (general conditions permitting), extended to 24 November.

Main provisions for Phase 6

Preliminary note:

With the release of the DPCMs 13 Oct. and 25 October, some additional preventative measures have been introduced, namely regarding masks in the workplace :

1. Masks are mandatory in any place (inside and outside) where a *state of isolation* cannot be respected. This includes common areas, corridors, gardens (if in the presence of other individuals), transit areas.
2. Masks are recommended in: shared offices and meeting rooms upon the condition that the minimum 1.8m distancing is respected.
3. Masks are mandatory in: shared offices and meeting rooms if the minimum 1.8m safety distance cannot be respected (either due to the specific layout of the meeting room or for informal meetings in offices).

In all cases, the absolute minimum safety distance of 1m must be respected in every situation.

Specific instructions for certain activities (e. g. teaching activities) will be published on the EUI website's Covid19 section.

1. ACCESS TO EUI PREMISES

All active EUI community members are granted access to the EUI premises. For categories still without authorised access, see below.

Mandatory preventive safety checks upon access to the EUI premises will continue, as in previous phases (e.g. body temperature checks and self-declaration in case of campus access outside staffed working hours, depending on the location).

Opening hours

- The EUI premises will be open from 8:00-21:00, Monday to Friday;
- No out-of-hours access is permitted, unless for valid emergencies and otherwise upon authorisation of the Secretary General with the agreement of the Head of Service/Department and communication to the [Health Safety and Security Officer](#). Authorisation requests must include a justification (e.g. core activities that end after opening hours, international videoconferences, etc.).

Categories still without authorised access (former and retired staff members, external library users, alumni, partners)

These categories will not be allowed to access the EUI premises until further notice.

In exceptional circumstances pertaining to an emergency or necessity, special authorisation can be requested by alumni and partners, by email to the EUI Secretary General's Office, copying Safety_Security@EUI.eu. Requests must be duly and concretely justified.



EUI SAFETY LAYOUT – PHASE 6 rev.01 (16 Oct. - 24 Nov.)

Externals invited to the EUI for work-related purposes (meetings, conferences, other) can access the premises upon request of the concerned dept./service to safety_security@eui.eu. Externals are requested to complete a self-declaration addressing Covid19 preventative measures (available on the EUI website's Covid19 section), to be submitted 24 hours prior to arrival on campus.

Access to Campus for books drop off/collection (ALUMNI ONLY)

1. Alumni need to send a request for access to safety_security@eui.eu with "Library drop/collect" in subject; specifying preferred date, time frame; the Hold/Pickup notice will act as "confirmation";
2. [Safety_security@eui.eu](mailto:safety_security@eui.eu) will send the confirmation for time/date slot (3 days per week, slots of 15 minutes each in a time frame of 2 hours -so a total of 8 access per day) cc-ing the EUI Control Room and providing instructions;
3. Security Services will open the gates upon the list they receive from the HSSO (Safety_Security@eui.eu);

Time/days are as follows:

- Monday & Friday -> 09:30 to 11:30
- Wednesday -> 14:30 to 16:30

2. ON-SITE WORKING PROVISIONS

On-site presence must be tailored to each building in order to avoid unnecessary gatherings. Therefore, some buildings may undergo more specific monitoring depending on the levels and nature of their occupancy. Specific measures may be taken to counterbalance excessive presence in a single space.

EUI members with no assigned seat (including doctoral researchers, visiting fellows, visiting students) will be granted access to the EUI premises up to the maximum space available in common spaces.

Common working spaces are located in the:

- Library
- Upper cloister
- Canteen (outside service hours - all premises)
- Working spaces at Villa Salviati
- Working spaces at Villa La Fonte

Spaces will be monitored by trained REFS staff.

Instructions on how to ensure everyone's health and safety, as well as an outline of the safety provisions in place, are available on the EUI Website Covid19 section. Indications are also signposted around the EUI campus.

3. ON-CAMPUS ACADEMIC AND ADMINISTRATIVE ACTIVITIES

On-campus activity spaces (meeting/conference/seminar rooms) have been mapped according to the current safety criteria.

Activities in meeting/conference/seminar rooms can take place upon the following conditions:

- Reservation using the existing ‘EVENTS’ booking tool (maximum crowding figures are available in the application);
- Interval time of 15 minutes is applied every two hours. This interval 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 *Istituto Superiore di Sanità* (Report 5/2020 REV.2).

Meeting/seminars/events will be serviced with appropriate on-site support for pre-event, mid-event, post-event sanitisation. During the event, cleaning will be performed in the time foreseen for breaks.

If required, meeting rooms can also be booked for online non-silent activities (zoom/skype/Teams presentations or online trainings).

4. EUI SERVICES

Library

The reopening of Library services and its specific working arrangements are outlined in the Library’s specific [protocol](#).

The book delivery service for academic premises will be available, with deliveries taking place once a day for each of the serviced premises. Access to the EUI premises for book returning services (for those categories currently still with restricted access) will be following a specific procedure (see EUI website). Special access for Alumni for drop/collection only is provided upon the procedure outlined in *Access to EUI premises* section.

Bar and Canteen

Measures for the use of canteen services will continue as in previous phases and updated in analogy with commercial restaurants (in terms of social distancing):

- Badia Fiesolana
 - Bar open 8:30 to 16:00.

- Canteen open 12:00 to 14:30; 3 bookable slots.
- Reservation required by calling the Badia Reception ext. 2398 or 055 4685398 from outside the EUI.
- Presence will be monitored to avoid gatherings. No overbooking allowed.

- Villa Salviati:
 - Bar open 8:30 to 15:30.
 - Canteen open 12:00 to 14:00; 3 bookable slots.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.

- Villa la Fonte:
 - Bar open 8:30 to 15:30.
 - Canteen open 12:00 to 14:00; 3 bookable slots.
 - Reservation required by calling the Villa La Fonte Reception.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.

- Villa Schifanoia:
 - Bar open 8:30 to 15:30.
 - Canteen open 12:00 to 14:00; 3 bookable slots.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.

On all other premises (Villa Il Poggiolo, Convento, Villa Pagliaiuola), the use of kitchen equipment and/or microwaves in dedicated areas is allowed while respecting social distancing conditions (1 metre as per national regulation for eating venues). Monitoring of flows and distribution will be carried out by trained REFS staff.

Opening hours as well as booking slots may be modified and information will be delivered to the community with due notice.

Shuttle service:

Intra-campus mobility will be possible, respecting the precautionary measures:

- Max. 4 passengers per trip.
- Masks always on.
- Sanitising gel available on board.

Crèche and Child Care

The EUI crèche reopened on 24 August and continues its activities in accordance with the current Covid-19 provisions.

Specific protocols for handling illnesses and monitoring are available to parents upon request to creche@eui.eu.

Special Events:

Catering services are allowed in the following formats:

- seated Lunch/dinner;
- Coffee break;
- Cocktails/post-activity events (including conferences, meetings, farewells, etc.): suspended; special derogation to be assessed individually upon extra safety measures.

No social events can be authorised at this stage (on any of the EUI premises, flats included).

5. SANITARY SURVEILLANCE, HEALTH & SAFETY SUPPORT

Procedures for sanitary surveillance and for managing specific cases (possible contagion) will continue as in the previous phase, unless otherwise stated, and include (in the case of suspected or proven cases):

- Information and support requests to be sent to [EUI medical Advisor](#) and Health, Safety and Security officer (Safety_Security@EUI.eu);
- Inform:
 - The general practitioner - where available or;
 - The Covid-19 support number for the Tuscany Region **055 545 4777** (see EUI website for additional information);
- Start self-quarantine (informing HR - if staff member - or Academic Coordinator if belonging to academic community). In the event of a suspected case, schedule a serological test (if positive, health authorities will provide the swab to confirm the diagnosis);

Please consider providing information on a personal suspected case as “**mandatory procedure**”.

Authorised labs for serological and swab test are published on the Tuscany Region website. In addition, the EUI has selected some trusted labs, which are close to the EUI premises for easiness of testing. There is no obligation to obtain the test by the [list provided](#).

For generic information requests, send an email to infocovid19@eui.eu.

Information on [diagnostics](#) and relevant legislation is updated regularly on the Covid-19 pages on the [EUI webpage](#).

6. FACILITIES AND EXTRA-CURRICULAR ACTIVITIES

Extra-curricular facilities and activities, made available from 14 September, will be modified according to the last provisions issued by Italian Government on 24 October.

All activities are frequently monitored and reassessed for any new risks or in case revised provisions are released by the Italian Government. Activities shall be organised in compliance with the relevant legislation and upon the responsibility of the relevant organiser for ensuring this compliance (mainly 4B and FSC managers).

Green areas will be accessible only under the condition that social distancing and low crowding measures are strictly observed. Even in outside areas, masks are mandatory if two or more persons are present in the area.

The activities' organisers are accountable for monitoring and compliance with Covid-19 preventive measures and checks will be performed by the Health, Safety and Security Officer with the support of security services. In the case of non-compliance with safety measures, the activity will be suspended until further notice and an ad-hoc re-assessment of safety conditions will be carried out.

Upon the request of the EUI community, after thorough evaluation, the following extra-curricular activities can be authorised in Phase 6:

- **Use of the piano in Sala della Colonna, upon compliance with the following rules:**
 - Organisation, supervision and monitoring provided by 4B contact person.
 - Reservation information shared with EUI Health, Safety and Security officer.
 - Organisation upon strict bookable timeframes.
 - Only 1 person allowed per slot, sanitising the seat and piano after each slot.

- **Physical activities (Yoga, Pilates, etc..) upon compliance with the following conditions:**
 - Organisation, supervision and monitoring provided by 4B contact person.
 - Reservation information shared with EUI Health, Safety and Security Officer.
 - Respect for social distancing measures.
 - Activities shall be carried out within EUI opening hours (08:00 to 21:00) in an easily monitored areas.
 - No externals allowed.

- **Fiasco Social Club (FSC) (Updated on 25 Oct: SUSPENDED until 24 November)**

Fiasco Social Club activities restarted on 4 October, fully respecting all the relevant provisions by Italian authorities regarding social clubs (max. crowding set-up, masks, sanitising of the environment, personal sanitising with gels, etc.). FSC managers are accountable for monitoring and full compliance with the

aforementioned rules, under the direct supervision of and with support from the Health, Safety and Security officer. FSC activities will be strictly limited to the EUI community.

FSC activity can be suspended upon relevant changes in the sanitary measures or in case of disrespect of safety measures.

Limitations to crowding can be set in order to avoid gatherings.

- **Team sports pitch and contact sports:** not available in compliance with the Italian DPCM 13 Oct.2020.
- **EUI Choir:** Choir activities restarted and are following the relevant preventive measures provided for similar activities in Italian theatres.
- **EUI Music Society:** Music Society activities restarted and are following the relevant preventive measures provided for similar activities in Italian theatres.
- **Gym (Updated on 25 Oct: SUSPENDED until 24 November)**
 - The gym can be reopened with a scheduled approach (upon 4B monitoring and surveillance) and a 30-minute interval for sanitising procedures between each slot.
 - The maximum permitted crowding is 3 trainers per slot with reduced opening times.
 - Gym managers are responsible for monitoring, under the supervision of and with the support of the Health, Safety and Security Officer.
 - Further information will be released with a specific communication.
- **Cineclub: (Updated on 25 Oct: SUSPENDED until 24 November)**
- **Gardening, RadioCavolo:** these activities restarted and are following the relevant preventive measures provided for similar activities in current legal framework.
- **Other activities (Mojo Club, others):** are under evaluation regarding their feasibility;

IMPORTANT ADDITIONAL REMARKS

The current plan has been evaluated in light of the most effective risk reduction measures as established by health authorities.

The maximum capability of the EUI premises to provide working spaces for its community is above average with respect to other public institutions, even under the current strict distancing measures.

Crowding percentages as well as working-space availability should be considered as safe thresholds.

Resources available for group activities (meeting, training, teaching, seminars) have been evaluated, establishing an equilibrium after specific evaluation in terms of maximum crowding, which is not only related to physical distancing but also to other variables including flows, transit areas, facilities, technical systems, emergency procedures, etc.

The pandemic's evolving situation will constantly be monitored and EUI activities will be adjusted accordingly. It cannot be excluded that roll-back to previous restrictions/levels of measures may be implemented if necessary.
