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PRELIMINARY REMARKS

Phase 7 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 3/11/2020](#), [DPCM 3/12/2020](#) and [DPCM 15/01/2021](#)), regarding the preventive and mitigating measures against Covid19 contagion.

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).

The relevant decision taken by the Italian Government and the social parties confirms a specific safety protocol (in place since 24 April 2020) aimed at guaranteeing the business continuity 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.

The main strategy defined is the risk level categorization for each Italian region according to a specific algorithm based on available data regarding the pandemic spread. Every risk category has a different set of safety provisions.

Upon this categorization each region will apply different provisions aimed at reducing contagion.

The categories so far identified are the following:

- **White zone (low risk area introduced on 16 January 2021)**
- **Yellow zone**
- **Orange zone**
- **Red zone**

Upon the official decision of Italian Authorities, the EUI will apply a revised safety layout with measures that comply with Italian safety provisions and adapt the campus services to the level of risk.

The following sections outline the different scenarios relating to the risk level defined and the campus services that remain active.



I. General Provisions

Safety measures and PPE

1. 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).
Access to the EUI premises is allowed only in compliance with the mandatory safety checks at the entrance (based on the implementation of the safety protocol for working places dated 24/04/2020, released by Italian Government).
Access will be granted to users with a body temperature lower than 37,5 °C, with no derogations.
2. In accordance with the 13 October DPCM, the wearing of protective face coverings (masks) in the workplace remains in place:
 - 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.
 - Masks are recommended in shared offices and meeting rooms upon the condition that the minimum 1.8m distancing is respected.
 - 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.
3. 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.

Accessing the EUI Campus

All active EUI community members are granted access to the EUI premises with the exception of Former and Retired Staff, Alumni, Partners and External Library Users.

Please note that **categories without authorised access (former and retired staff members, external library users, alumni, partners)** will be admitted to the EUI premises only if the White category risk is assigned to the Tuscany Region (see below).

In exceptional circumstances pertaining to an emergency or necessity, special authorisation can



be requested by alumni and partners, by sending an email message to the EUI Secretary General's Office, copying Safety_Security@EUI.eu. Requests must be duly and concretely justified.

Externals invited to the EUI for work-related purposes (meetings, conferences, other) can access the premises upon request of the concerned dept./service by sending a mail message to safety_security@eui.eu

Externals are requested to complete a [self-declaration](#) pertaining to Covid19 preventive measures (available on the EUI website's Covid19 section), to be submitted 24 hours prior to arrival on campus.

II. EUI layout based on risk category

Access to the EUI premises is granted with specific provisions based on the risk category level assigned to Tuscany by the Italian Health Authorities (**White, Yellow, Orange and Red**).

WHITE CATEGORY RISK (“White Zone”)

Risk level = very low

No restrictions apply and the safety layout for buildings accessibility, relating to both premises and users, is restored to that of the pre-covid-19 emergency

- No limitations on staff presence;
- No limitations on academic members access;
- In-presence academic activities are possible;
- Events and meetings are possible;
- Access granted to permitted users including alumni, partners and external Library users;
- Extracurricular activities restored (see specific section);
- Opening hours extended to 7.00-23.00;
- The Library and the HAEU are open upon specific protocols and up to their maximum capacity with a safety coefficient applied;

However, specific protocols for each activity and preventive measures still apply as the state of the general emergency remains active within the Italian territory.

In the case that risks increase, as per definition of Ministry of Health, further preventive measures and restrictions will be implemented. The main framework for EUI operations under Yellow, Orange and Red Zone risk levels are outlined hereafter.



YELLOW CATEGORY RISK (“Yellow Zone”)

Risk level = low

- **Opening hours:** EUI open from 8.00 to 20.00 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.).
- **Academic activities:** can be organized in hybrid mode.
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).
- **Catering Services:** Catering services are allowed in the following formats:
 - Seated Lunch/dinners;
 - Coffee breaks;
 - Drinks Receptions/post-activity events (including conferences, meetings, farewells, etc.)
- **Seminar rooms:** In order to guarantee everyone’s safety, distancing between individuals will be kept to 1,8 metres and the hosting capacity of rooms will be maintained accordingly.
- **Working spaces:** The number of workstations available to doctoral researchers, master students and other academics without an assigned desk will be set to 200 (92 for the 4 Departments, 18 for STG Master students and 90 provided by the Library).
Common working spaces are located in the:
 - Library
 - Upper cloister
 - Canteen (outside service hours - all premises)



- Villa Salviati
- Villa La Fonte

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.

- **On-site working provisions:** Presence of staff, fellows and researchers with an assigned workstation will be set to 40%. Heads of Units, Heads of Departments and Heads of Services may temporarily increase this limit if required for business continuity, always respecting safety regulations and with the authorization of the Secretary General. Rotations among individuals should be organized in an equitable manner.
- **Historical Archives:** The reading room of the Historical Archives of the European Union is open with a limitation of 6 places available upon reservation.
- **Library:** the Library is open from 10.00 to 19.00 with specific provisions available on the [EUI's Library dedicated webpage](#).
- **Canteen:** the canteen's capacity is capped at 60% of available seats.
- **EUI crèche:** Childcare services at the EUI Crèche will remain available. Specific protocols for handling illnesses and monitoring are available to parents upon request to creche@eui.eu.
- **Extra-Curricular activities:** some activities can be restored upon the implementation of specific protocols (see dedicated section below)
- **Social Events:** No social events can be authorised at this stage (on any of the EUI premises, flats included).



ORANGE CATEGORY RISK (“Orange Zone”)

Risk level = moderate

- **Opening hours:** EUI open from 8.00 to 19.00 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.).
- **Academic activities:** academic activities are carried out online.
- **Catering Services:** a specific feasibility and risk assessment must be performed in advance by HSSO and RSPP in order to receive authorization
- **Seminar rooms:** In order to guarantee everyone’s safety, distancing between individuals will be kept to 1,8 metres and the hosting capacity of rooms will be maintained accordingly.
- **Working spaces:** The number of workstations available to doctoral researchers, master students and other academics without an assigned desk will be set to 162 (92 for the 4 Departments, 10 for STG Master students and 60 provided by the Library).
Common working spaces are located in the:
 - Library
 - Upper cloister
 - Canteen (outside service hours - all premises)
 - Villa Salviati
 - Villa La Fonte

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.

- **On-site working provisions:** Presence of staff, fellows and researchers with an assigned workstation will be set to 30%. Heads of Units, Heads of Departments and Heads of Services may temporarily increase this limit if required for business continuity, always respecting safety regulations and with the authorization of the Secretary General. Rotations among individuals should be organized in an equitable manner.
- **Historical Archives:** The reading room of the Historical Archives of the European Union is open with a limitation of 6 places available upon reservation.
- **Library:** the Library is open from 10.00 to 18.00 with specific provisions available on the [EUI’s Library dedicated webpage](#).
- **Canteen:** the canteen’s capacity is capped at 60% of available seats.
- **EUI crèche:** Childcare services at the EUI Crèche will remain available. Specific protocols for handling illnesses and monitoring are available to parents upon request to creche@eui.eu.
- **Extra-Curricular activities:** no activities can be authorised.



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

Please note: Anyone changing *comune* to commute to and from the EUI is required to carry a 'self-declaration' stating work needs ("*comprovate esigenze lavorative*"). It is recommended that you carry your ID, EUI Card, MAE card (if you hold one), and a copy of the Nota Verbale from the Italian Ministry of Foreign Affairs, which refers to the EUI as an International Organisation. The Nota Verbale can be downloaded from the [EUI dedicated website](#).



RED CATEGORY RISK (“Red Zone”)

Risk level = High

- **Opening hours:** EUI open from 8.00 to 19.00 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.).
- **Academic activities:** academic activities are carried out online.
- **Catering Services:** a specific feasibility and risk assessment must be performed in advance by HSSO and RSPP in order to receive authorization.
- **Seminar rooms:** In order to guarantee everyone’s safety, distancing between individuals will be kept to 1,8 metres and the hosting capacity of rooms will be maintained accordingly.
- **Working spaces:** The number of workstations available to doctoral researchers, master students and other academics without an assigned desk will be set to 90 (20 for the 4 Departments, 10 for STG Master students).
Common working spaces are located in the:
 - Library
 - Upper cloister
 - Canteen (outside service hours - all premises)
 - Villa Salviati
 - Villa La Fonte

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.
- **On-site working provisions:** Presence of staff, fellows and researchers with an assigned workstation will be set to 20%. Heads of Units, Heads of Departments and Heads of Services may temporarily increase this limit if required for business continuity, always respecting safety regulations and with the authorization of the Secretary General. Rotations among individuals should be organized in an equitable manner.
- **Historical Archives:** The reading room of the Historical Archives of the European Union is closed to the public.
- **Library:** The Library spaces will be closed but it will be possible to access collections via book reservation. The Library loan desk will be open on Tuesday and Thursday from 10:00 to 17:00 to collect reserved books.
- **Canteen:** the canteen’s capacity is capped at 60% of available seats.
- **EUI crèche:** Childcare services at the EUI Crèche will remain available. Specific protocols



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

- **Extra-Curricular activities:** no activities can be authorised.
- **Social Events:** No social events can be authorised at this stage (on any of the EUI premises, flats included).

Please note: Anyone changing *comune* to commute to and from the EUI is required to carry a 'self-declaration' stating work needs ("*comprovate esigenze lavorative*"). It is recommended that you carry your ID, EUI Card, MAE card (if you hold one), and a copy of the Nota Verbale from the Italian Ministry of Foreign Affairs, which refers to the EUI as an International Organisation. The Nota Verbale can be downloaded from the [EUI dedicated website](#).

III. EUI Services

Library

The reopening of Library services and its specific working arrangements are outlined in the Library's specific [protocol](#) and upon the risk zone definition so far exposed.

The book delivery service for academic premises is 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 dedicated website](#)).

Bar and Canteen

Measures for the use of canteen services are updated in analogy with commercial restaurants (in terms of social distancing):

- Badia Fiesolana
 - Bar open 8:30 to 16:30.
 - Canteen open 12:00 to 14:30; bookable slots.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.
- Villa Salviati:
 - Bar open 8:30 to 16:30.
 - Canteen open 12:00 to 14:00; bookable slots.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.



- Villa la Fonte:
 - Bar open 8:30 to 16:30.
 - Canteen open 12:00 to 14:00; 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 16:30.
 - Canteen open 12:00 to 14:00; bookable slots.
 - Presence will be monitored to avoid gatherings. No overbooking allowed.

Reservation required by contacting the relevant reception:

- Badia Fiesolana: reservation via: PorterBF@EUI.eu or int. phone 2398
- Villa Schifanoia: reservation via: PorterVS@EUI.eu or int. phone 2550
- Villa Salviati: reservation via: PorterSA@EUI.eu or int. phone 3472
- Villa La Fonte: reservation via: PorterVF@EUI.eu or int. phone 2805

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

On all other premises (Villa Il Poggiolo, Convento, Villa Pagliaiuola, etc.), the use of kitchen equipment and/or microwaves in dedicated areas is allowed with respect for social distancing (1 m as per national regulation for eating venues). Flows and distribution will be monitored by trained REFS staff.

Opening hours as well as booking slots may be modified in light of changes in the state of the pandemic. Information will be circulated 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.



IV. Sanitary Surveillance, Health & Safety Support

Procedures for sanitary surveillance and for managing specific cases (possible contagion) include **(in the case of suspect or proven cases)**:

- Information and support requests to be sent to the [EUI medical Advisor](#) and Health, Safety and Security officer (Safety_Security@EUI.eu);
- Information to:
 - The general practitioner - where available or;
 - The Covid-19 support number for the Tuscany Region **0039.055.4972600** (see EUI website for additional information);

Practical actions to be applied immediately by the concerned EUI member:

- Start self-quarantine (informing HR - if staff member - or Academic Coordinator if belonging to academic community).
- Provide HSS Team with the following information:
 - Last day of presence at EUI;
 - List of:
 - **Close contacts** (e.g. contacts lasting more than 15 minutes without personal protective equipment – mask – and/or distancing)
 - **Ordinary contacts** (eg. contacts lasting 5->10 minutes with personal protective equipment – mask – and/or distancing);
 - **Negligible contacts** (eg. contacts lasting < 5 minutes with personal protective equipment – mask – and/or distancing);
 - Any other useful information;

In the event of a suspected case, a molecular test can be asked by the HSS team (if positive, health authorities will provide the mandatory provisions).

The HSS team directly informs all the concerned members (following the tracing exercise) and provides detailed instructions and support.

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

In the case of a confirmed positive result, return to campus will be authorized upon presentation of the relevant certificate issued by regional health authorities attesting the end of the sanitary surveillance period.

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 easily accessible 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](#).

V. Extra-Curricular Activities

Extra-curricular facilities and activities can be activated according to the risk level scenario. In any case, whenever authorized, the main provisions are the following:

- 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 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.

The specific provisions for extra- curricular activities are:

Use of the piano in Sala della Colonna, upon compliance with the following rules:

- **Can be activated when in Yellow Zone risk level (or lower)**
- 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, Pizzica, Zumba, etc..) upon compliance with the following conditions:

- **Can be activated when in Yellow Zone risk level (or lower)**
- Organisation, supervision and monitoring provided by 4B contact person.
- Reservation information shared with EUI Health, Safety and Security Officer.
- Respect for social distancing measures. Max 8 persons allowed.
- Activities shall be carried out within EUI opening hours (08:00 to 19:00) in an easily monitored areas.
- No externals allowed.

Fiasco Social Club (FSC)

- **Can be activated when in White Zone risk level only (upon specific protocol)**
- Fiasco Social Club, are available 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

- **Can be activated when in White Zone risk level only**
- Following the protocol for non-professional team sports (clubs and sporting societies).

EUI Choir

- **Can be activated when in Yellow Zone risk level (or lower)**
- EUI Choir activities follow the relevant preventive measures provided for similar activities in Italian theatres.

EUI Music Society

- **Can be activated when in Yellow Zone risk level (or lower)**
- EUI Music Society activities follow the relevant preventive measures provided for similar activities in Italian theatres.

Gym

- **Can be activated when in White Zone risk level only**
- 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.

Cineclub, Gardening, RadioCavolo:

- **Can be activated when in Yellow Zone risk level (or lower)** following the relevant preventive measures provided for similar activities in current legal framework.

Other activities (Mojo Club, others)

- **Can be activated when in Yellow Zone risk level (or lower)**
- EUI other activities follow the relevant preventive measures provided for similar activities in current legal framework.



VI. 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.

As travel restrictions to Italy are an important part of the provisions (see the [EUI website's Covid19 section](#) for updated instructions), EUI members must check in advance the required conditions before returning to Florence.

Specific website publications and communications will be released in order to inform the community about specific topics (e.g.: traveling, diagnostics, medical support, commercial activities available in the area and related provisions).

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 might be implemented if necessary.
