

Tehran Italian School "Pietro Della Valle"

SECURITY PROCEDURES COVID-19
(Annex No. 2 to the Risk Assessment Document)



September 2020

PREMISE

Regarding the dangerous situations created by the spread of COVID-19 and in accordance with recent regulations, the Italian School of Tehran "Pietro Della Valle" takes all measures to fight against and limit the spread of COVID-19 virus in working environments. Therefore, hereby the school sets of regulations and devises a plan for all safety measures to be taken by its employees.

OBJECTIVE OF THE PLAN

The aim of the plan is to make the Institute a safe place where students and employees can carry out their activities safely. In this regard, all the necessary measures to counter the spread of COVID-19 will be taken.

INFORMATION

All students, employees and anyone who enters the school must be informed about the safety provisions, receive and/or read the related signs and information material provided at the entrance and in the most visible places. The information, in particular, will cover:

- The obligation to remain at home and to call a doctor in case of fever (over 37.5) or other flu symptoms;
- The awareness and acceptance of the fact that one cannot enter or remain in the premises of the school;
- The obligation of prompt declaration of any possible contact with dangerous situations even before entering the school. These include symptoms of influenza, high temperature, presence in the areas at higher risk of contagion, and contact with people infected with the virus 14 days prior to coming to school;
- The commitment to comply with all the provisions while entering the school (in particular, maintaining the safe distance, observing the rules of hygiene of the hands, and maintaining a correct behavior in terms of hygiene);
- The commitment to inform promptly and responsibly the school director (or people appointed by her) of any flu symptoms during the stay within the school, and to make sure of keeping adequate distance from other people present.

PROCESS OF ENTRY

On the days when the school is open, a person in charge will measure the temperature with thermometer at the entrance. If the temperature is higher than 37.5 ° C, they will not be able to access inside. In addition to that, all the school staff and those who have to enter the school are required to sign a self-declaration in which they undertake that they will enter the school only provided that they do not have and have not recently shown any respiratory symptoms, or/and fever of more than 37.5, C. even during the days prior to entering the school. They also undertake that neither have they been in quarantine or home isolation for the last 14 days nor have they been in contact with a person infected by the virus in the last 14 days as far as they are aware.

ACCESS ARRANGEMENTS FOR EXTERNAL SUPPLIERS - EXTERNAL VISITORS

Before entering, external suppliers (maintenance companies, food suppliers, etc.) will have to apply for authorization and in any case sign the self-declaration at the entrance. Entry should be made by avoiding contact to the possible extent.

Regarding this, It has been decided by the school director that:

- Entry and exit areas will be made known on a case by case basis;
- A safe distance between people (at least one and a half meters) must be maintained during the entry and transit within the institution.
- the entrance of visitors (parents, guardians, consultants, suppliers, etc.) should be limited as much as possible. In case the visitors are required to enter, they need to enter one at a time in a way that a limited number of people are in offices or in other sections.
- All people (external suppliers - visitors) will be able to access the premises only if they wear a mask and pass through the sanitizing tunnel.

CLEANING AND SANITISING OF PREMISES

The school ensures daily cleaning and sanitization of the rooms, environments, workstations and common areas. In case a person with COVID-19 is present in the school premises, the premises will be cleaned and sanitized and ventilated. Also, at the end of lessons, sanitization and cleaning of keyboards, touch screens, computer mice, the classrooms, offices and laboratories is ensured.

PERSONAL HYGIENE PRECAUTIONS

It is mandatory that people present at school take all the hygienic precautions, especially for the hands. The school provides masks and suitable foot sanitizers and sprays positioned at the entrance of each classrooms to provide the possibility for cleaning hands before starting the lesson. Washing hands frequently with soap and water will be frequently recommended.

PERSONAL PROTECTIVE EQUIPMENT

The use of masks is mandatory for all students over 6 years of age and for all teaching and not teaching staff.

The staff employed at the entrance, in the kitchen, and in the canteen and the cleaning staff must wear a mask, gloves and a "face shield" in accordance with the provisions of the scientific and health obligations and regulations.

ORGANIZATION OF COMMON AREAS

While maintaining a safe distance, access to common areas and toilets will be relatively limited. Sanitization and cleaning of these areas is definitely implemented several times a day, with special detergents. It's forbidden for people of large numbers to stay inside small rooms.

The use of classrooms dedicated to teaching staff (teaching rooms) is allowed in compliance with physical distance and any other provisions.

The use of rooms used and the school canteen is allowed in compliance with the rules of physical distance and according to special timetables for different classes. The administration of the meal

must include the distribution in single-portions, in separate trays, and with disposable cutlery, cups and napkins.

In order to avoid any risk of gathering and failure to respect physical distance, the use of the areas of distribution of snacks, is indicated by the director.

ORGANIZATION

Because of the limitations imposed by this period of emergency due to COVID-19, the school provides partial opening of offices this allows the use of smart working at distance. This leads to the following measures

- the work will be reorganized;
- the employees work on shifts within the school and only for activities that cannot be postponed, with the aim of minimizing contacts within small groups;
- Employees will respect social distances and make sure of the presence of ventilation of premises during work.

ENTRY AND EXIT OF STUDENTS AND STAFF

Entry/exit times are separated in order to avoid contact in common areas (entrances, common areas, etc.) as much as possible.

MEETINGS, INTERNAL EVENTS AND TRAINING

Meetings in presence must take place according all the necessary security measures and in any case there will always be an attempt to give priority to the remote connection. In case of impossibility of remote connection, the necessary participation must be reduced to a minimum number. Interpersonal distancing and adequate cleaning/ventilation of the premises must be guaranteed. All internal events and all training activities in the form of a classroom are suspended and cancelled, even if already organized.

PSYCHOLOGICAL SUPPORT

Psychological support for school staff and students is an indispensable precautionary preventive measure. The psychological support serves to face situations of insecurity, stress, anxiety, fear of contagion and of returning to work in "presence", difficulty of concentration, situation of isolation, stress due to the application of innovative teaching methods and the management of pupils with DSA or BES (specific learning disabilities or special educational needs).

DEALING WITH A SYMPTOMATIC PERSON

In case a pupil/pupils or an adult within the institution has fever and symptoms of respiratory infection such as cough, must immediately declare it to those present, who, will promptly notify the school manager. This person must be immediately isolated and equipped with a surgical mask. The school must immediately make sure they return home as soon as possible and then follow the procedures already set by to handle suspicious cases.

If pupils are sick, the school will immediately inform the parents who are expected to arrive promptly and proceed to check the actual state of health in competent and equipped health centers.

In case of "close contact" of a person present at school who has been found positive with COVID-19, it will be necessary to apply the necessary and appropriate quarantine

measures. During the period of investigation, the school may ask those with possible close contact to leave the structure cautiously.

HEALTH MONITORING/ COMPETENT DOCTOR

The adoption and compliance of all hygiene measures within the school by all its components need to be verified through health and hygiene monitoring.

The competent doctor collaborates with the School Manager and the RLS (Head of Workers and Safety) for the purpose of integrating and proposing all regulatory measures related to COVID-19 and analyzes school situation in case of any vulnerability and current or previous illnesses of pupils and staff. The school will safeguard their right of privacy and professional secrecy.

Hygienic and sanitary measures

1. Wash hands often. It is recommended to make available in all rooms, gyms, classrooms and other aggregation places, hydro-alcoholic solutions for washing hands;
2. Avoid close contact with people with acute respiratory infections;
3. Avoid hugs and handshakes;
4. Maintain an interpersonal distance of at least one meter;
5. Practice respiratory hygiene (sneezing and/or coughing in a handkerchief, avoiding contact of hands with respiratory secretions);
6. Avoid the mixed use of bottles and cups, especially during sports activity
7. Do not touch eyes, nose and mouth with your hands;
8. Cover your mouth and nose if you sneeze or cough;
9. Do not take antiviral drugs and antibiotics unless prescribed by your doctor;
10. Clean surfaces with chlorine or alcohol disinfectants;
11. It is strongly recommended in all social contacts to use respiratory protections as an additional measure to other personal hygiene and health protection measures.

NOTE - Pupils who do not comply with the anti-Covid regulations and obligations set here will be penalized with disciplinary measures. The extent of the provision will be proportional to the student's ability to understand a certain preventive behavior.

The class council will evaluate and decide the most appropriate type of penalty and will promptly notify parents.