

# INSTITUTIONAL PROTOCOL FOR THE PREVENTION AND CONTAINMENT OF COVID-19

for

## STUDENTS AND COLLABORATORS INVOLVED IN THE TEACHING AND PERFORMANCE ACTIVITIES

On 24.06.2020

In accordance with the Shared Protocol to Regulate Measures for Containment and Prevention of the spread of the COVID-19 virus in the workplace on 24 March 2020, supplemented by the Ordinance of the President of the Regional Council of Tuscany n.48, 60 and 65 / 2020.

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## **1. SAFETY MEASURES FOR ALL PERSONS INVOLVED IN EDUCATIONAL ACTIVITIES**

The Accademia Musicale Chigiana Foundation is committed to promoting a culture of prevention through the adoption of best practices established by the Italian governing authorities and the World Health Organization. We therefore list the principle recommendations and updated indications for proper behaviour.

In particular, the Academy is committed to ensuring that each and every student, as well as, all staff members (including instructors, assistants, orchestras, and choir members), are safe in the areas that will host lessons and performances. In order to accomplish this, adequate safety measures have been put in place so that instruction may be carried out while minimizing the risk of contagion. Students and their collaborators are required to comply with internal regulations.

This document illustrates how to manage the COVID-19 emergency, taking into account the evolution of the epidemiological situation, the provisions and further restrictions ordered by the Prime Ministerial Decree of March 11, 2020, and subsequent amendments and additions, integrated by the shared protocol of March 14, 2020 (subsequently Appendix 6 of the Prime Ministerial Decree of April 26, 2020) and by the Order of the President of the Regional Council of Tuscany n.48 of May 8, 2020 (repealing n.38 of April 18, 2020), in order to ensure greater safety of all those involved in educational activities (students, instructors and collaborators).

In the development of this protocol, the "Guidelines for the reopening of Economic and Productive Activities" made official by the Prime Ministerial Decree of May 17, 2020, and by the Ordinances of the Region of Tuscany n. 60 and n. 65, pending any further specific regulations in the sector, have been taken into consideration.

**Successful completion of the course enrolment is sufficient to prove that the student accepts to comply with the rules and procedures specified in this anti-Covid19 protocol by an adult student or by the parent/legal guardian of a minor student.**

### ***1.1. Areas for teaching and study***

Classes and practice/study will take place on the premises of the following buildings:

- a. Palazzo Chigi Saracini
- b. Study rooms in Via di Città 85
- c. Teatro dei Rinnovati
- d. Chiesa di S. Agostino
- e. Rooms of the ISSM Franci

### ***1.2. Entrance Check-points***

For each of these locations a special Check-point will be activated, control points marked by special signs for incoming check-in procedures:

- **Check point A:** primary entrance of PALAZZO CHIGI SARACINI, via di Città 89
- **Check point B:** entrance to the TEATRO DEI RINNOVATI, Piazza il Campo 1
- **Check point C:** entrance to the ISSM "RINALDO FRANCI", Prato Sant'Agostino 2

The above mentioned checkpoints are established for the entire duration of the courses and the Covid-19 emergency phase. Below the Checkpoints are indicated for the various locations that will host the Courses and Study Rooms.

Venue	Type of activity	Check point
a. Palazzo Chigi Saracini	Individual and group lessons; Practice rooms	A
b. Aule Via di Città 85	Practice rooms	A
c. Teatro dei Rinnovati	Group courses	B
d. Chiesa di S. Agostino	Group courses	C
e. Aule ISSM Franci	Practice rooms	C

### **1.3. Room Reservation procedures**

In order to limit the effective number of attendees within the various locations, each activity must be planned in advance by the Student Office (Segreteria Allievi), who will define the timetable of individual and group lessons, in addition to access to the study rooms, also available through an online booking system.

Study room reservations should be made via special request to be sent to the Student Office ([allievi@chigiana.it](mailto:allievi@chigiana.it)).

At the time of booking, the Student Office will inform users of the need to comply with the provisions set out in this document; including the need to refrain from using the spaces in the event of conditions which preclude their access, as indicated below.

In case of bookings by multiple users (e.g. disabled user with companion) it is necessary that each person communicates the information provided in this document and described in the following paragraph.

In order to limit the maximum number of students present at the same time in the various locations, two time slots have been identified for educational activities:

- Time period 1: from 8:30 a.m. to 1:00 p.m;
- Time period 2: from 3:30 p.m. to 7:00 p.m..

For each scheduled time period, each venue will be allowed to grant access to a maximum number of students.

### **1.4. Admission of persons involved in educational activities**

The entrance to the facility is a moment of fundamental importance in the management of the safety of the **participants involved in the lessons** (students, orchestra members, choir members). In addition to promoting the awareness and information of all actors, the first preventative measure will be to prohibit access to those who show symptoms that may be indicative of COVID-19 (fever, flu-like symptoms), as well as to those who come from particular geographical areas considered to be at greater risk. In this way, it is reasonable to consider anyone within the facility as an uninfected person, or, in the worst case, an asymptomatic individual. In the latter case, the potential for

transmission of infection is radically reduced compared to an individual who is presenting with symptoms, such as coughing, sneezing, through which the viral load can infect other individuals. It should be remembered that, in any case, the control at the entrance can only reduce the risk of granting access to individuals who are positive for the virus, without totally avoiding it; and therefore the internal security measures are fundamental, and must be strictly respected by all personnel and users.

Upon entering the facility users must go to the specific check-point (see paragraph 1.2) for the appropriate registration procedures reported in the following paragraph and follow the instructions of the staff.

At each check-point a record is kept showing the reservations received in order to control the access of those who have the right to enter in a particular time slot.

#### **1.4.1. Temperature checks and/or Auto-certification**

Before accessing the teaching or study venues, those involved in the course activities are required to sign the "Temperature Detection/Autocertification Form - Covid-19 Health Emergency".

They may also be subjected to body temperature checks using non-invasive methods, by way of an infrared measurement device. The organization proceeds with this operation according to indications from the Data Controller, as these data are used on the basis of a higher public interest (protection of employees from mass contagion). The staff member shall take care to detect the temperature and not to record the acquired data, and to provide the required information on the processing of personal data (even verbally). Staff must refrain from requesting additional information about any person found to be positive, in order to avoid violating the privacy of the concerned individual.

In the event that the organization identifies a person with a temperature above 37.5°C, or receives statements on present symptoms that could be attributable to COVID-19, or other relevant information such as prior contact with persons found positive to SARS-CoV-2 in the last 14 days, they must deny access to the facility and provide information on the correct behavior to be maintained, while keeping the acquired information confidential.

*In the case that one should choose to refuse the temperature checks, neglect to provide the requested information, or refuse their consent with regard to the privacy policy, as specified below, access to use and remain on institutional premises shall be prohibited.*

#### **1.4.2. Management of Personal Data**

The organization, as Data Controller, will treat all personal data in compliance with the current legislation on Privacy. The processing of such data is justified by an order of public interest and public health, pursuant to art. 9 of the GDPR, so it may be necessary to transmit the document to the Health Authorities, responsible for the containment of the pandemic emergency. If any person wishes to have further information on the processing of data carried out by the Organization, he/she is invited to read the information on data processing, or request further information from the organization.

The data to be collected includes the following:

- **Body temperature taken in real-time**, without recording or data conservation, except for in the following case;

- Identifying data and recording of the instances where the temperature threshold has been exceeded, only if it is necessary to document the reason that an individual was denied access to or use of the organization's premises; and, in this case, the recording of data relating to temporary isolation, such as the time of exit and the circumstances reported by the person involved to justify the end of temporary isolation;
- **Situations with risk of Covid-19 contamination**, including health status data, such as body temperature/flu-like symptoms; origin/non-origin from epidemiological risk areas; presence/absence of contact, in the last 14 days, with subjects tested positive for COVID-19.

### **1.4.3. Information for Users**

In addition to what has already been indicated at the time of booking, at the entrance of and inside each facility, all users (including students and staff) can consult the safety measures and rules of conduct posted and/or scan a QR-code linking to the documentation online.

### ***1.5. General rules of conduct for those involved in educational activities***

The persons involved in the lesson are informed about the rules to be respected in order to guarantee their own safety and that of all the persons present within the premises, as described above.

Once inside the building, the subjects are expressly required to comply with the following general security measures (in addition to what is otherwise specified and provided for each specific type of activity, as reported in the following paragraphs of this protocol), of which the parties are made aware through the widespread presence of written and infographic information:

- submit to the measures for monitoring provided for and specified below;
- maintain the minimum interpersonal distance of 1 meter;
- wear, both in open and closed spaces, protective masks, at minimum surgical masks (except as specified below with regard to particular activities);
- frequently sanitise hands, by washing them or by using the sanitising gel provided;
- respect the obligation to stay on the premises only for the time strictly necessary to carry out the activities for which a reservation has been made (lessons, library services, etc.).

#### **1.5.1. Access to floors**

Individuals should always use the stairs as the preferred method for accessing the floors. It is recommended to keep to the right of the staircase while maintaining a safe distance.

In buildings where an elevator is present and in operation, its use is reserved exclusively for people with disabilities. It is obligatory to sanitize your hands before using the external elevator buttons and those of the push-button panel inside the lift.

### ***1.6. Administrative Offices and the Secretariat***

The rooms intended for administrative or secretarial activities have been redesigned to ensure the safety of workers, as follows:

- access, as indicated by appropriate signs, is forbidden to unauthorized persons;

- the workstations are arranged in such a way that workers maintain the interpersonal distance of at least one meter;
- the workstations are never arranged to be facing one another. Alternatively, physical plexiglass dividers are provided;
- the promiscuous use of workstations and desks is prohibited. Where this is not possible these are sanitized at each use as indicated in the appropriate paragraph;
- if it is not possible to comply with the above provisions, the scheduling of workers and the use of alternative forms of remote working (smart-working) is encouraged;
- a regular exchange of air by opening the windows is guaranteed.

#### **1.6.1. The Student Office (Segreteria Allievi)**

The Student Office is found on the ground floor of Palazzo Chigi Saracini.

Two workstations are provided, adequately protected by glass/plexiglass breather. Students are invited to submit their requests or book an appointment by email ([allievi@chigiana.it](mailto:allievi@chigiana.it)) or by contacting the number 0577220943/35, in order to avoid unnecessary queues and gatherings.

#### **1.6.2. Artist Office (Segreteria Artistica) for instructors**

The Artist Office is located on the first floor of Palazzo Chigi Saracini for the reception of instructors. They are invited to contact the secretariat in advance by contacting the number 0577.220948.

### **1.7. Library**

For all users, access to the library is by appointment, to be requested by email to the Library staff member ([biblioteca@chigiana.it](mailto:biblioteca@chigiana.it)).

The premises of the Library have been reorganized in order to comply with the following measures:

- The consultation of books and documents within the library must be made using of disposable gloves provided by the institution;
- it is compulsory to sanitise your hands before and after putting on the gloves; under no circumstances may any library materials be handled without perfectly dry disposable gloves;
- the consultation stations have been reorganized in order to guarantee the minimum safety distance avoiding facing positions; according to this reorganization a maximum number of two users is allowed;
- It is only permitted to remain inside the library for the time strictly necessary to consult the materials;
- it is understood that it will be possible to consult archival documents and volumes to carry out research and studies of an **extremely urgent and imperative nature, justified by objective reasons**. Such study sessions must be agreed upon in advance with the Library Officer;
- The **digital document delivery** service will be the preferred mode of use, while respecting the rules of authorization for access to archive and library material, established by the Archival and Bibliographic Superintendence of Tuscany.

- A regular exchange of air is guaranteed by opening the windows.

The delivery and return of the documents consulted on site or borrowed are made by contacting the Library Manager.

For the loan and return of library materials, a temporary front office has been set up at the entrance to the facilities; in fact, users are prohibited from entering the library spaces. The front office point ensures appropriate distancing in accordance with this protocol.

The library staff is authorized to collect and deliver the documents requested on loan or for consultation, while wearing disposable gloves after sanitizing their hands.

At the time of the return of materials, in order to guarantee safety as indicated by the MIBACT (Ministry of Cultural Heritage and Activities and Tourism) Guidelines, the materials will be placed in a precautionary "quarantine" for a period of 10 days: inserted into special containers for the indicated time. At the end of this period they will be placed on the appropriate shelves with the use of sanitized disposable gloves, after which they will become available for new consultations or reservations. The same treatment will be reserved for any other material intended for the library (magazines, CDs, new volumes purchased or received as gifts ...).

## 2. SPECIFIC MEASURES FOR INDIVIDUAL LESSONS

In addition to what has already been indicated in the previous chapters, additional security measures are provided for the activities specified in this section to ensure that the teaching activities are carried out safely.

For didactic workshops and practical exercises, it is the prerogative of the organization to favor, where possible, activities that foresee the simultaneous presence of only one student per lesson. The possibility of allowing the presence of more than one student in particularly spacious classrooms will be evaluated, in compliance with the spacing measures and while always wearing a surgical mask.

According to **Appendix 5 of the Ordinance of the Region of Tuscany of 27/05/2020** (Regional Guidelines for the prevention and reduction of the risk of contagion to be adopted in the field of vocational training and training in occupational safety and health), the following general rules are applicable:

- The spaces intended for the activity must be organized in such a way that the recommended **distance of 1.80 meters** is observed, and specifically that **at least 1 meter of separation** between users is maintained; this distance can only be reduced by using appropriate physical barriers to prevent infection by droplets.
- **All users** (teachers, students, classroom tutors, etc.), considering the prolonged sharing of the same environment, **must wear a mask to protect themselves and others** for the entire duration of the activities. Frequent hand hygiene with hydro-alcoholic solutions is recommended. For teachers, it is possible to use a transparent visor. It is understood that in practical activities, if foreseen, ordinary personal protective equipment associated with the risks of the individual activity should be used.
- The **regular cleaning and disinfection of the environments** must be guaranteed, especially at the end of each activity of a group of users (...), taking particular attention to sanitize the most frequently touched surfaces, toilets and common areas;
- **Any instruments and equipment must be cleaned and disinfected at each change of user**; in addition, adequate disinfection must be guaranteed at the end of each day. If the specific activity [or instrument] involves frequent and shared use by several people, frequent cleaning and disinfection of hands or gloves will be necessary;
- **Air exchange will be encouraged in indoor environments**. For air conditioning systems, it is mandatory, if technically possible, to completely exclude the air recirculation function; if this is not technically possible, the measures for natural air exchange must be further strengthened. The cleaning, when the system is stopped, of the recirculation air filters must be guaranteed in order to maintain adequate filtering/removal levels, according to the technical indications of the document of the Institutes of Health.



## 2.1. INDIVIDUAL COURSES

### 2.1.1. Piano and similar instruments

In individual classroom courses for piano and similar instruments, the following safety measures are provided for the entire duration of the activity:

- It is compulsory to use hand sanitizer when entering the classroom, and continue to use it several times during the lesson. A sanitizing gel dispenser placed will be placed in each structure;
- the keyboard shall be carefully sanitized before the beginning of each activity, as well as at the end of it;
- the rooms are frequently ventilated;
- **the teacher and the student must always wear a surgical mask and keep a minimum distance of 1 meter;**
- in cases where the safety distance cannot be guaranteed (e.g. use of the "4-handed" instrument), the instructor shall wear an FFP2 face mask without valve (or higher);
- the teacher shall, as much as possible, avoid approaching the student during the exercise;
- The teacher or the appropriate cleaning staff at the end of the lesson will sanitise the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.), with particular reference to the instruments used.

**Activities involving the use of the piano or similar instruments in accompaniment to other instruments may be carried out in accordance with the provisions described for the particular instrument category with regard to safety distances and the use of protective devices. The above provisions are applied whenever a piano or similar instrument is used, whether used singly or in accompaniment.**

### 2.1.2. String Instruments

In the individual classroom courses for stringed instruments, the following safety measures are provided for the entire duration of the activity:

- It is compulsory to use hand sanitizer when entering the classroom, and additionally several times during the lesson. A sanitizing gel dispenser placed will be placed in each structure;
- where possible, all the instruments used are the property of the user;
- if not owned by the user, the instruments are carefully sanitized before the beginning of each activity, as well as at the end of it;
- the rooms are frequently ventilated;
- the teacher and the learner always wear a surgical mask and keep a minimum distance of 1 meter;
- in cases where the safety distance cannot be guaranteed, the instructor wears an FFP2 face mask without valve (or higher);
- the teacher avoids, as much as possible, approaching the student during the exercise;
- any cleaning operations of proprietary instruments are carried out avoiding any kind of contact with room surfaces. The instrument is immediately placed in its case and any surfaces that come into contact with it are sanitized at the end of the lesson;

- At the end of the lesson, the teacher or the appropriate cleaning staff will sanitize the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.), with particular reference to the instrument used.

### **2.1.3. Wind Instruments**

In the individual classrooms for courses of wind instruments, there is an obligation to use the one's own instrument only. It is therefore absolutely forbidden to exchange instruments between different persons. For the entire duration of the activity, the following safety measures are provided:

- It is compulsory to use hand sanitizer when entering the classroom, and additionally several times during the lesson. A sanitizing gel dispenser placed will be placed in each structure;
- the rooms are frequently ventilated;
- the instructor wears an FFP2 face mask without valve (or higher);
- the student shall be provided with an FFP2 face mask to wear while the instructor is playing the instrument;
- the teacher avoids, as much as possible, placing themselves directly in front of the student during the exercise;
- where it is necessary for the specific instrument used to use a saliva expulsion vent, this operation must be carried out with the use of a personal cloth made of absorbent fabric. At the end of this operation, the cloth must be immediately placed in the instrument case, taking care not to let it come into contact with other surfaces;
- the necessary assembly/disassembly/cleaning operations of the instrument shall be carried out avoiding any kind of contact with surfaces in the room. The instrument must be immediately placed in its case and any surfaces that may come into contact with it will be sanitized at the end of the lesson;
- At the end of the lesson, the teacher or the appropriate cleaning staff will sanitize the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.).

### **2.1.4. Voice / Singing**

- The **singers** must maintain a lateral interpersonal distance of at least 1 meter (1.80 m. recommended) and at least 2 meters from other people in the classroom.
- These distances can only be reduced by using physical barriers, including mobile ones, suitable for preventing infection by droplets.
- **All other individuals** present in the classroom will be required to wear the surgical mask.
- In cases where the safety distance cannot be guaranteed, the teacher will wear the FFP2 face mask without valve (or higher);
- The teacher or the cleaning staff will sanitize the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.) at the end of the lesson.

## **2.2. GROUP COURSES**

These courses involve the presence of an orchestra, choir or ensemble with several students/teachers/assistants/collaborators:

- |                         |                        |
|-------------------------|------------------------|
| ● Orchestral Conducting | Teatro dei Rinnovati   |
| ● Choral Conducting     | Chiesa di S. Agostino  |
| ● Percussion            | Chiesa di S. Agostino  |
| ● Composition           | Palazzo Chigi Saracini |

For all group courses, the following safety measures are provided for the entire duration of the activity:

- The participants involved in the lesson (students, orchestras, choristers, teachers and assistants) must use the surgical mask for the entire duration of the teaching activity, respecting the minimum safety distance of 1 meter;
- Throughout the session, doors and/or windows shall be kept open, as far as possible, to allow adequate and continuous ventilation of the premises;
- If it is necessary to use the accompanying piano, it will be placed at a safe distance and the pianist will take care to wear the surgical mask for the whole duration of the lesson;
- The collective sessions, carried out in the above mentioned closed rooms, must, as a rule, have a maximum continuous duration of 2 hours; between one session and another it is recommended to leave the rooms free and ventilated for at least 20 minutes.
- The teacher and any assistants are responsible for regulating the entrance and exit phases of the premises, ensuring that the safety distance of 1 meter is respected, and avoiding crowding.
- Students are duly informed of the obligation to occupy the position assigned by the teacher as soon as they enter the premises.
- It is obligatory to use hand sanitizer when entering the classroom and it is recommended to do so several times during the lesson;
- Any cleaning operations of proprietary instruments shall be carried out while avoiding any kind of contact with the surfaces of the room. The instrument shall be immediately placed in its case and any surfaces that may come into contact with it must be sanitized at the end of the lesson.

### ***In the case of concerts or performances***

- **Entrance and exit from the stage/place of performance must always take place wearing the mask, which can be removed during the performance of the artistic performance if the interpersonal distances are maintained, and in an orderly manner, giving priority to those who will have to position themselves in the positions furthest from the access (when exiting the stage, the reverse order will be used).**
- **The use of mixed dressing rooms should be avoided. It is preferred that the artists arrive at the venue already dressed for the performance.**

## **ADDITIONAL MEASURES specific to certain group courses**

### **2.2.1. Choral Conducting Course**

- The course will take place at the Chiesa di S. Agostino with Check Point at the entrance of the ISSM Franci (CP\_C).
- The singers and/or choir members must maintain a lateral interpersonal distance of at least 1 meter and at least 2 meters between any rows of the choir and other people on stage or within the spaces used. These distances can be reduced by using physical barriers, including mobile ones, suitable to prevent contagion through droplets, which will be decided and provided by the Academy.
- At the end of the lesson, the teacher or cleaning staff will sanitise the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.).

### **2.2.2. Orchestral Conducting Course**

- The course will take place at the Teatro dei Rinnovati, with Check point at the entrance of the theatre itself (CP\_B).
- Entrance and exit from the stage must be made while wearing a mask, which will be maintained during the lesson;
- Orchestra members must maintain an interpersonal distance of at least 1 meter; for the conductor (pupil), the minimum distance to the first row of the orchestra must be 2 meters.
- The same applies to the Teacher, who will maintain a distance of at least 1 meter from the Pupil and 2 meters from the first row of the orchestra.
- These distances can only be reduced by using physical barriers, including mobile ones, suitable to prevent contagion by droplets.
- The **singers** (Master course) must maintain a lateral interpersonal distance of at least 1 meter and at least 2 meters from the other people on stage. These distances can only be reduced by using physical barriers, including mobile barriers, suitable for preventing infection by droplets.
- It will not be possible to use shared dressing rooms, so the orchestra members and students are invited to arrive in the theatre ready for the lesson.
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### **2.2.3. Percussion Course**

- The course will take place at the Chiesa di S. Agostino with Check Point at the entrance of the ISSM Franci (CP\_C).
- It is obligatory to use hand sanitizer when entering the classroom and it is recommended to do so several times during the lesson;
- The instruments, if not the property of the student, are carefully sanitized before the beginning of each activity, as well as at the end of it;
- Wherever possible, each participant shall use their own the drumsticks/hammers for percussion;
- the teacher and the students must always wear surgical masks and keep a minimum distance of 1 metre;

- in cases where the safety distance cannot be guaranteed, the instructor shall wear FFP2 face mask without valve (or higher);
- the teacher shall, as far as possible, avoid approaching the students during the exercise;
- At the end of the lesson, the teacher or the cleaning staff will sanitise the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.), with particular reference to the instruments used.

#### **2.2.4. Composition Course**

- The course will take place at Palazzo Chigi Saracini, with associated Checkpoint (CP\_A) with a final workshop for the performance of the new scores by the ensemble in Residence (Quartetto Prometeo + Matteo Cesari, flute and Paolo Ravaglia, clarinet).
- It is obligatory to sanitize the hands, by means of sanitizing gel dispensers placed in each structure, when entering the classroom and in any case several times during the lesson;
- The instruments, if not owned by the user, will be carefully sanitized before the beginning of each activity, as well as at the end of it;
- the teacher, the ensemble and the students must always wear surgical masks and keep a minimum distance of 1 meter;
- in cases where the safety distance cannot be guaranteed, the instructor shall wear an FFP2 facial mask without valve (or higher);
- the teacher shall, as far as possible, avoid approaching the students during the exercise;
- At the end of the lesson the teacher or the cleaning staff will sanitise the surfaces involved during the activity (e.g. chairs, lecterns, handles, etc.), with particular reference to the instruments used.

*Should any discrepancy arise in the translation, the Italian version shall prevail.*