



## RISKS RATING DOCUMENT

Health and safety protection in workplaces

(Artt. 17 e 28, D.Lgs 9 aprile 2008 n. 81)

### Integration in relation to "coronavirus" risk

### PROTOCOL RELATING TO THE MANAGEMENT OF PROTECTIVE MEASURES FOR COMBATING AND CONTAINING THE SPREAD OF COVID-19 WITHIN THE WORKPLACE

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ATTACHMENT G – ACCESS REGISTER

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ATTACHMENT I – DISINFECTION REGISTER

ATTACHMENT L – DESIGNATION MODEL FOR RECEPTIONIST

## REVISION HISTORY

REV	DATE	OBJECT
01	22-02-2021	Update about access check
00	04-05-2020	Issue

## INTRODUCTION

With the circular dated 3 February 2020 n. 3190 (in Gazzetta Ufficiale no. 44 – 22<sup>nd</sup> February 2020), the Ministry of Health has issued instructions for operators of services and activities in direct contact with people for prevention to the "coronavirus" risk.

Due to the worsening of the epidemiological situation in Italy, also according to the latest provisions in force (DPCM 8<sup>th</sup> March 2020, DPCM 9<sup>th</sup> March 2020, DPCM 11<sup>th</sup> March 2020, Circular issued by the Cabinet of the Interior Ministry no. 15350/117(2)/Uff. III - Prot. Civ. - 12/03/2020, Protocol about the regulation of measures to contrast and contain the spread of the Covid-19 virus in workplaces – 14<sup>th</sup> March 2020, DPCM 22<sup>nd</sup> March 2020, DL no. 19 - 25<sup>th</sup> March 2020, DPCM 10<sup>th</sup> April 2020, DPGR no. 43 – 13<sup>th</sup> April 2020 from the Piedmont Region, DPCM 26<sup>th</sup> April 2020, "Technical document about the possible remodulation of contagion containment measures for SARS-CoV-2 in workplaces and prevention strategies" [INAIL, April 2020]), it is deemed necessary to integrate the DVR with the inclusion of this regulatory protocol.

- This document integrates and does not replace the current revision of the DVR.

## GENERAL INFORMATION

### *Virus and disease*

Coronaviruses are a large family of viruses known to cause diseases ranging from the common cold to more serious diseases such as the Middle Eastern Respiratory Syndrome (MERS) and the Severe Acute Respiratory Syndrome (SARS).

The new Coronavirus (nCoV) is a new coronavirus strain that has never previously been identified in humans. In particular, the **SARS-CoV-2** (previously 2019-nCoV), has never been identified before being reported in Wuhan, China, in December 2019.

The virus, causing the current coronavirus epidemic, has been called "Severe Acute Respiratory Syndrome coronavirus 2" (SARS-CoV-2).

The disease caused by the new Coronavirus is called "**COVID-19**" (in which "CO" is for corona, "VI" for virus, "D" for disease and "19" is the year of its manifestation).

### *Symptoms*

The **most common symptoms** of COVID-19 are: fever (37.5° C and above), tiredness and dry cough. Some patients may have soreness and muscle pain, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are generally mild and begin gradually.

In the **most serious cases**, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. Older people and those with underlying conditions, such as hypertension, heart problems or diabetes, and immunosuppressed patients (for congenital or acquired pathology or being treated with immunosuppressive, transplanted) have more chance to develop more serious forms of the disease.

Finally, it should be noted that there is a small percentage (about 5%) of infected cases resulted asymptomatic, that is, positive patients but with mild or zero symptoms; the vast majority, however, have clear symptoms.

### *How the virus is transmitted*

Human coronavirus are transmitted from an infected person to another one through:

- saliva, coughing and sneezing
- direct contacts
- hands, for example by touching mouth, nose or eyes with contaminated (not yet washed) hands
- fecal contamination (rarely).

**Respiratory diseases usually are not transmitted with food**, which however must be handled respecting the good hygiene practices.

In this perspective, it is clear how hygiene and in particular a careful hand washing assume great importance because if an infected person coughs or sneezes and puts his hand in front of his mouth and then does not wash it, he can spread the virus. Hence the recommendation to cough and sneeze inside the crease of the elbow.

The Istituto Superiore della Sanità claims that – based on current available data – the WHO (World Health Organization) reiterates that **contact with symptomatic cases** (people who have contracted the infection and have already manifested the symptoms of the disease) is the main key of transmission of the new coronavirus 2019-nCoV.

**WHO is aware of a possible transmission of the virus from infected but still asymptomatic people and underlines its rarity.** Based on what is already known about coronaviruses (for example MERS-CoV), we know that asymptomatic infection could be rare and the transmission of the virus from asymptomatic cases is very rare. Based on these data, the WHO concludes that probably the transmission from asymptomatic cases is not one of the main keys of transmission of the new 2019-nCoV coronavirus.

The **incubation period** is estimated on average between 2 and 14/21 days (maybe even 28 days).

### ***Pets***

At the moment there is no scientific evidence that pets, such as dogs and cats, have contracted the infection or can spread it.

It is recommended to wash hands frequently with soap and water or using alcoholic solutions after contact with animals (source: Ministry of Health).

### ***Note about the flu vaccine***

The flu and the virus that causes COVID-19 are two different viruses, and **the seasonal flu vaccine does not protect against COVID-19.**

The flu vaccine is strongly recommended because it makes the differential diagnosis (the distinction between the two infections) easier and faster, leading to isolation eventual coronavirus cases earlier.

### ***Duration of the virus outside the human body***

Preliminary information suggests that the virus can survive from several hours to several days, even if it is still under study.

The use of simple disinfectants is able to kill the virus by annihilating its ability to infect people, for example disinfectants containing 75% alcohol (ethanol) or 1% chlorine (bleach).

Therefore, always disinfect frequent-use objects (mobile phone, earphones or microphone) with a cloth moistened with alcohol-based products or bleach (taking into consideration the indications provided by the manufacturer) it is a very good practice! (Source: Istituto Superiore della Sanità).

### ***Definition of close contact***

The European Center for Disease Prevention and Control defines close contact:

- a) a person living in the same house of a COVID-19 case
- b) a person who had direct physical contact with a COVID-19 case (for example handshake)
- c) a person who had direct unprotected contact with the secretions of a COVID-19 case (for example, touching used paper tissues with hands)
- d) a person who had direct contact (face to face) with a COVID-19 case, at a distance of less than 2 meters and lasting longer than 15 minutes
- e) a person who has been in a closed place (for example classroom, meeting room, waiting room of the hospital) with a COVID-19 case for at least 15 minutes, at a distance of less than 2 meters

f) a sanitary operators or another person who provides direct assistance in a COVID-19 case or laboratory staff handling samples of a COVID-19 case without the use of recommended DPI or through the use of unsuitable DPI;

g) a person who has traveled by plane, by sitting in the two adjacent seats, in any direction, with a COVID-19 case, travel companions or assistance persons and crew members assigned to the section of the aircraft where the index case was seated (if the index case had a severe symptomatology or had made movements inside the aircraft, causing a greater exposition to passengers, consider as close contacts all passengers seated in the same section of the aircraft or in all of it).

The epidemiological link may have occurred within a period of 14 days before or after the onset of the disease in the case under consideration.

## DEFINITIONS AND SPECIFIC INFORMATION

For the purposes of this document, the following definitions are assumed

### ***Cleaning activity***

They are procedures and operations whose purpose is the removal of dirt, unwanted materials present on surfaces, objects, closed places and relative areas.

They include dusting, floor cleaning, surface cleaning, emptying of baskets (including replacing the bag), emptying of ashtrays, washing of furnishings, washing of sanitary ware, etc.

The activity must also ensure adequate air exchange in closed places.

**PRODUCTS:** water and general detergents are used to carry out these activities.

### ***Periodic sanitation and disinfection activity***

They are procedures and operations whose purpose is the disinfection of closed spaces and relative areas through the destruction or deactivation of pathogenic microorganisms.

**These activities must be carried out after the cleaning activities.**

A surface can be considered sanitized when, through the use of products designed to ensure a reduced presence of germs, there is no evidence of dirt, the surface is not greasy to the touch, passing a paper tissue this maintains its original color.

The activity must also ensure adequate air exchange in closed places.

**PRODUCTS:** bleach/chlorine products, solvents, 75% ethanol, peracetic acid and chloroform are used to carry out these activities

### ***Disinfection***

They are procedures and operations whose purpose is the disinfection of closed spaces and relative areas through cleaning, disinfection and sanitization if there is a confirmed case of COVID-19.

A surface can be considered sanitized when through the use of products designed to ensure the elimination of the presence of germs, there is no evidence of dirt, the surface is not greasy to the touch, there is no unpleasant smell, passing a paper tissue maintains its original color, the water passed on the surface flows uniformly.

***The sanitization of workplaces must be carried out by specialized cleaning service suppliers.***

**PRODUCTS:** The procedures and products to be used are defined in specific protocols prepared by the cleaning service providers. Suppliers must certify that they have carried out all the activities indicated above through specific documents also in compliance with the indications of the competent authorities.

### ***Additional information for workers***

Based on the instructions of the DPCM 26<sup>th</sup> April 2020 and the attachment *Protocol about the regulation of measures to contrast and contain the spread of the Covid-19 virus in workplaces* – 14<sup>th</sup> March 2020, the staff of the company is informed about:

- 1) **the obligation to stay at home in the presence of fever (equal or higher than 37.5°C) or other flu symptoms** and to call the family doctor and the Health Authority
- 2) the awareness and acceptance of **not being able to enter or stay in the company and having to declare it promptly** where, even after entry, the dangerous conditions exist (symptoms of flu, temperature, provenance from areas in risk or in contact with people positive to the virus in the previous 14 days, etc.) in which the Authority's provisions require the family doctor and the Health Authority to be informed and to remain at home.
- 3) **the commitment to comply with all the provisions of the Authorities and those reported here** during the access into the company (in particular, maintaining the safety distance, observing hand hygiene rules and maintaining correct hygiene behaviors)
- 4) the commitment to promptly and responsibly inform its representatives of the presence of any flu symptoms during the work performance, taking care to remain at an adequate distance from other people.



## COMPANY IDENTIFICATION DATA

company data and names of those who have security-related functions

(Art. 28, comma 2, lettera e), D.Lgs. 9th April 2008, no. 81)

This chapter includes the company identification data, the company name, information about the Managing Director, collaborators and the figures designated or appointed for the corporate security.

### COMPANY

Business name:	<b>IDROSFER - NEGRI S.r.l.</b>
Address:	<b>Via Giacomo Matteotti n° 145/D</b>
Postal Code:	<b>28077</b>
Country:	<b>Prato Sesia (NO)</b>
Telephone:	<b>0163.852716</b>
E-mail:	<b>info@idrosfer.it</b>
PEC:	<b>idrosfernegrisrl@pcert.it</b>
VAT Number:	<b>01778680031</b>
Fiscal Code	<b>01497770022</b>

### MANAGING DIRECTOR

Name and Surname:	<b>Maria Elena Negri</b>
Fiscal Code:	<b>NGR MLN 78T44 B019J</b>
Telephone:	<b>0163.852716</b>
E-mail:	<b>info@idrosfer.it</b>

### OTHER COMPANY FIGURES

Below, the name of figures included in art. 28, comma 2, lettera e) del D.Lgs. 81/2008.

#### R.S.P.P.:

Name and Surname:	<b>Diego Debernardi</b>
Title:	<b>Eng.</b>
Position:	<b>external</b>
Address:	<b>via C. Cavour n° 1</b>
Country:	<b>Grignasco</b>
Postal Code:	<b>28075</b>
Telephone/Fax:	<b>0163.418056</b>
E-mail:	<b>mail.elledi@gmail.com</b>

#### Competent Doctor:

Name and Surname:	<b>Mauro Lorenzon</b>
Title:	<b>Doct.</b>
Position:	<b>external</b>
Address:	<b>via Sforzesca n° 10/E</b>
Country:	<b>Novara</b>
Postal Code:	<b>28100</b>
Telephone/Fax:	<b>349.6497052</b>
E-mail:	<b>mauro.lorenzoni31@gmail.com</b>

#### Elected Workers' Representative for Safety [RLS]:

Name and Surname:	<b>Emanuele Roncari</b>
Position:	<b>Internal</b>
Telephone/Fax:	<b>0163.852716 – 333.7860511</b>
E-mail:	<b>nicola@idrosfer.it</b>

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**First Aid Officers:**

Name and Surname:	<b>Emanuele Roncari</b>
Name and Surname:	<b>Marco Negri</b>

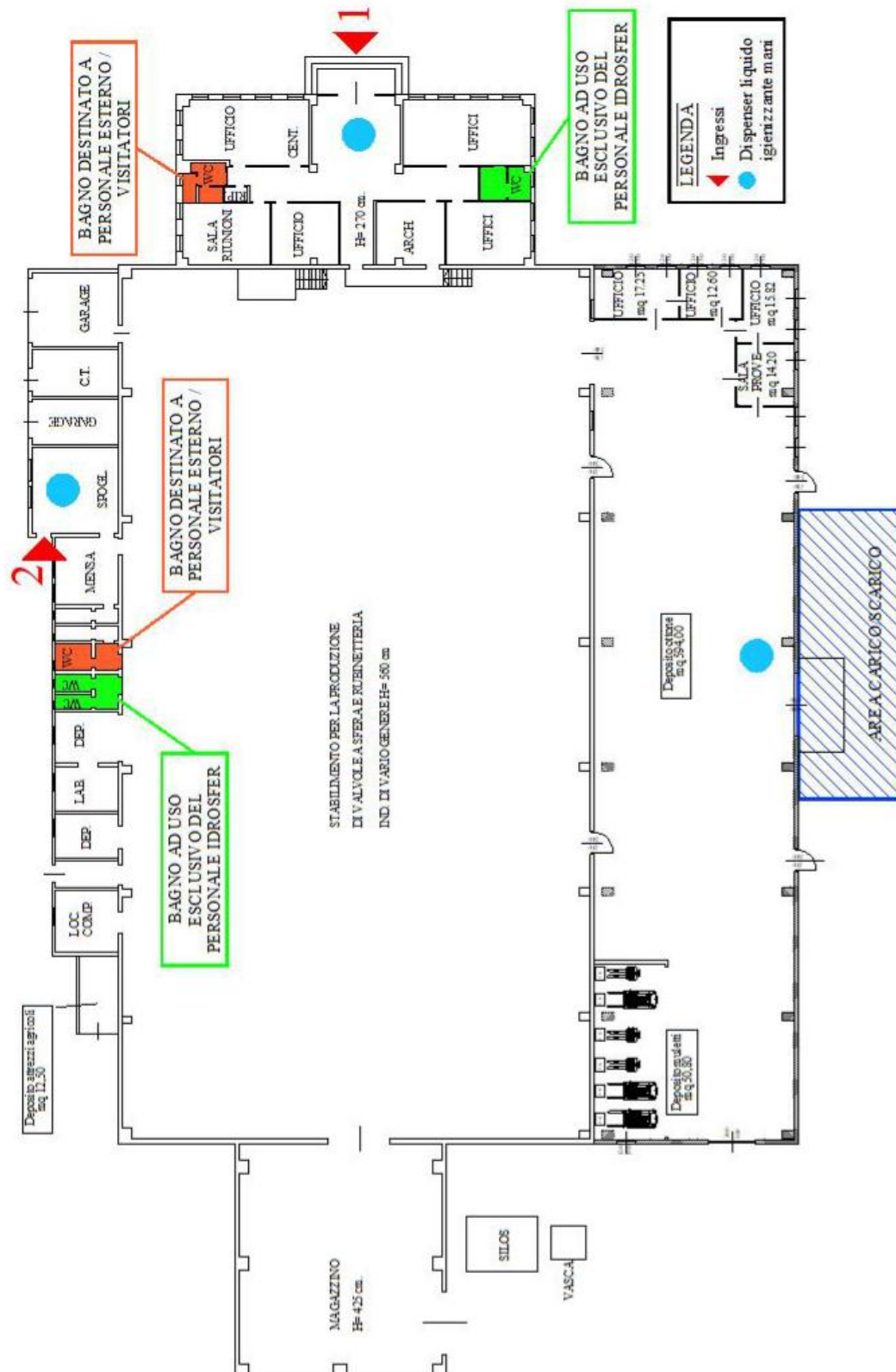
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**Fire Prevention and Evacuation Officers:**

Name and Surname:	<b>Emanuele Roncari</b>
Name and Surname:	<b>Christian Viazzo</b>

## DESCRIPTION OF WORKPLACES

The headquarters and the production plant of the company occupy an industrial structure with annexed offices in accordance with below:

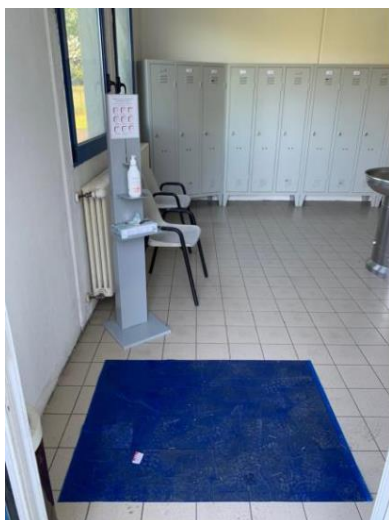


For all spaces it is possible to guarantee a suitable natural aeration and in particular we can identify:

A. **ENTRANCE 1:** it is the main entrance of the Company and it is intended for access of employees, customers and occasional access for suppliers and contractors; a column with hand sanitizing gel dispenser is installed.



B. **ENTRANCE 2:** located on the back, you can access into the staff changing rooms. This entrance is intended for the access of workers, cleaners and occasional access for suppliers and contractors; a column with hand sanitizing gel dispenser is installed. There is also a sink.



The entrance was equipped with a column for automatic temperature detection.

C. **CANTEEN**: this room is intended for the consumption of meals during breaks. There are windows to ensure adequate ventilation and the room is equipped by a dispenser of hand sanitizing liquid and products for disinfecting surfaces.

The use is restricted and access is allowed to a maximum of 2 people at the same time.



The seats are positioned in such a way that a distance of at least 1 m between those present is guaranteed and so that during the consumption of meals it is not possible to position oneself face to face on the two sides of the table, as shown in the following diagram.



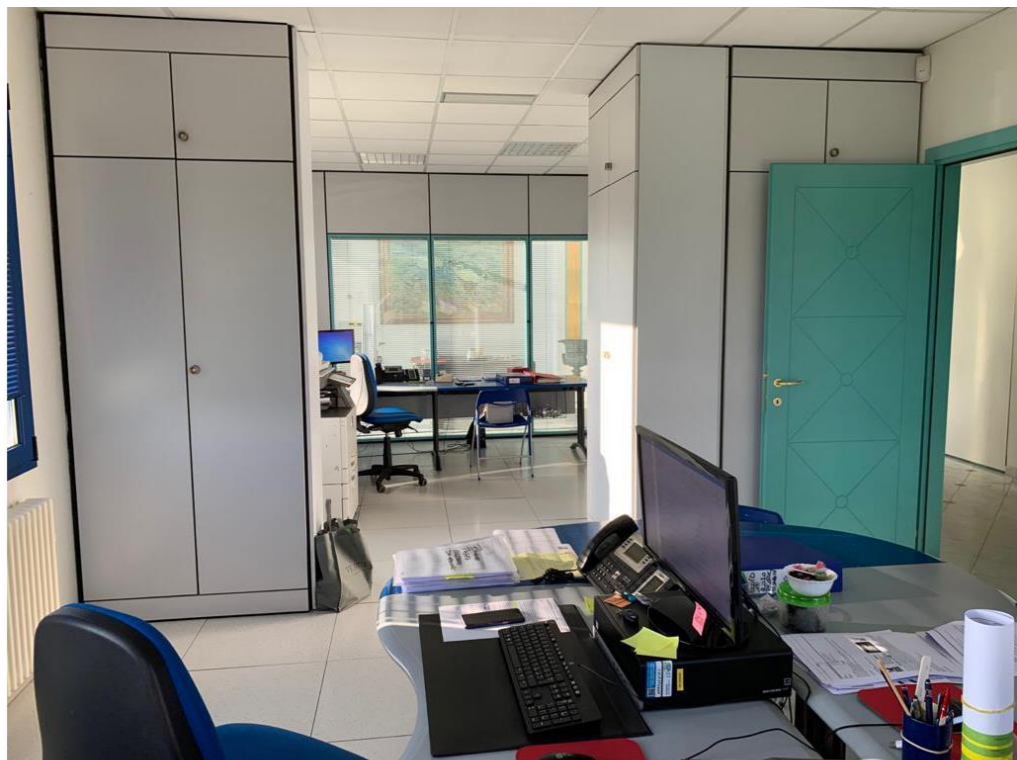
D. **BREAK AREA**: there is a small area, equipped with a coffee machine, where the staff can spend their breaks. This area is also equipped with hand sanitizing gel dispensers and products for sanitizing surfaces are made available to workers.



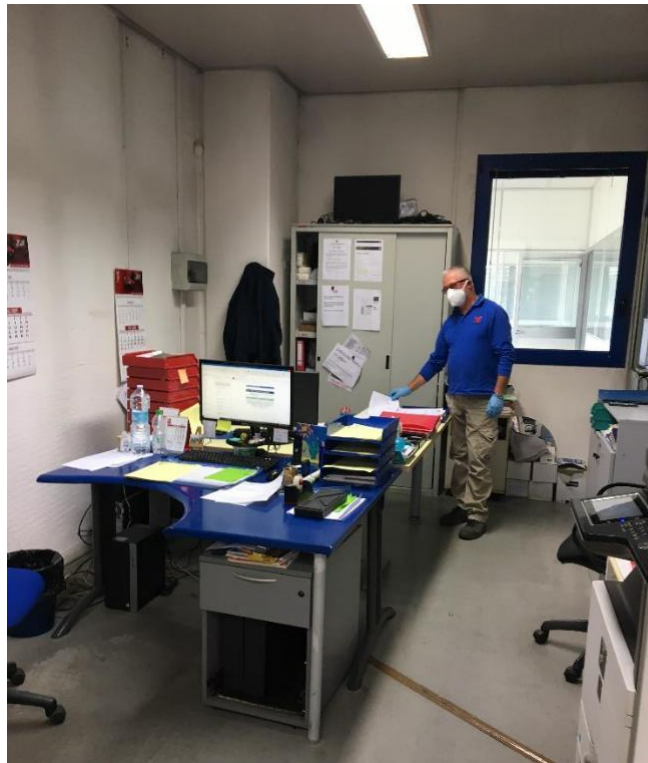
E. **LOADING/UNLOADING AREA:** area outside the building for the loading and unloading of the goods, supplies, etc.; as usual, suppliers are not authorized to leave this area; near the access to the brass deposit, a column with hand sanitizing gel dispenser is installed.



F. **OFFICE NEAR THE ENTRANCE 1:** there are 3 workstations, but one of them has been suppressed up to new provisions (the safety distance between the two remaining workstations is largely guaranteed).



**G. OFFICE IN THE "BRASS DEPOSIT" AREA NEAR THE ACCESS OF THE PRODUCTION DEPARTMENT:** there are 2 workstations, but one of them has been suppressed up to new provisions.

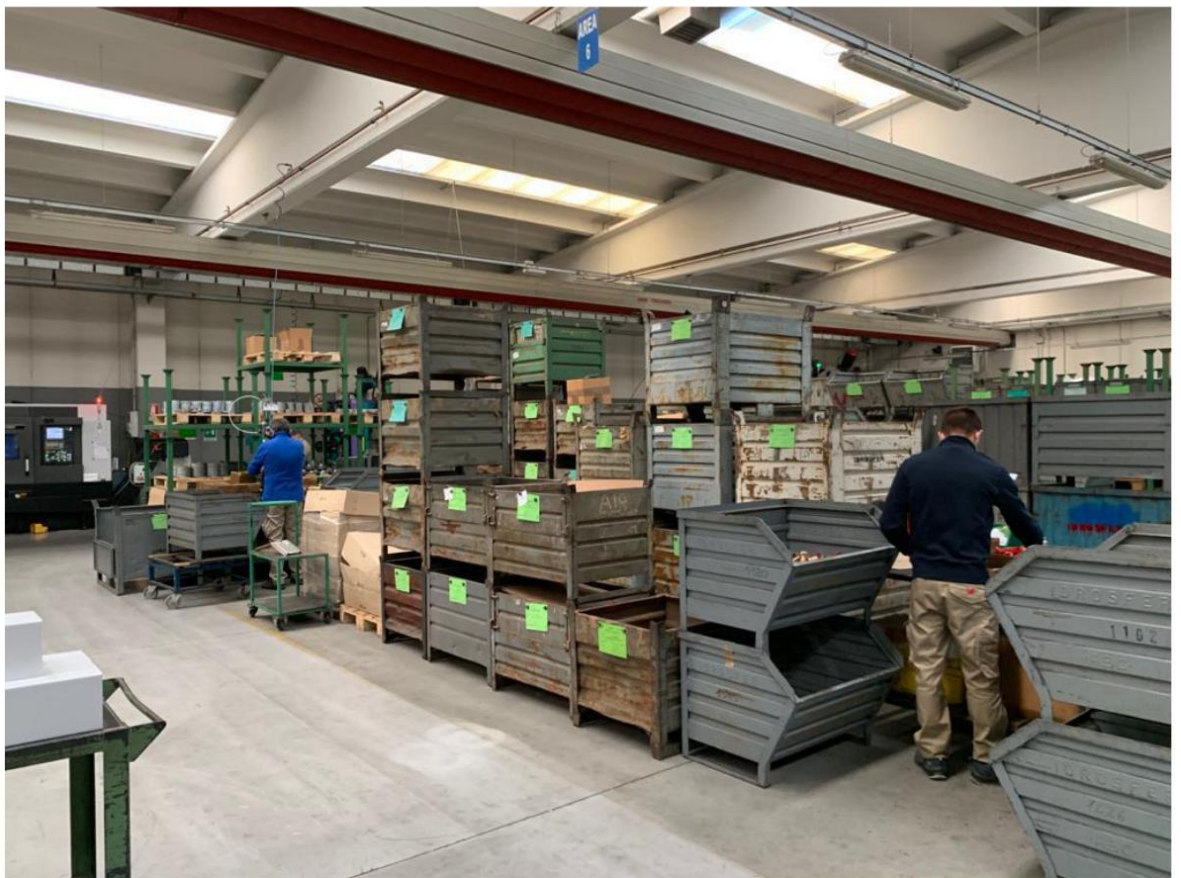


**H. OTHER OFFICES:** there is only one workstation per room.





I. **PRODUCTION DEPARTMENT:** there are fixed workstations which largely guarantee the respect of the minimum safety distance between workers.





J. **WAREHOUSES AND OTHER DEPOSITS**: in these places, only occasional staff presence is expected; spaces guarantee that the activities can be carried out in compliance with the safety distances.



K. **BATHROOMS FOR EXCLUSIVE USE OF STAFF**: they are intended to this purpose one bathroom in the offices and one bathroom in the production department (indicated in green in the previous plan); the use of these is reserved only to the company's staff (the use of external visitors, customers, suppliers, subcontractors, etc. is prohibited).

L. **BATHROOMS INTENDED FOR EXTERNAL PEOPLE/VISITORS**: they are intended to this purpose one bathroom in the offices and one bathroom in the production department (marked in orange in the previous plan); the use of these is reserved only to external visitors, customers, suppliers, subcontractors, etc. (the use of the company staff is prohibited).

## RISK ASSESSMENT CRITERIA

criteria adopted for the assessment of safety risks and health  
(Art. 28, comma 2, lettera a), D.Lgs. 9th April 2008, no. 81)

The risk assessment was carried out according to the instructions provided by INAIL in "Technical document about the possible remodulation of the containment measures for SARS-CoV-2 contagion in workplaces and prevention strategies" (April 2020).

With reference to this, the risk of SARS-CoV-2 contagion at work can be classified according to three variables:

- **Exposure:** the probability of coming into contact with sources of contagion in work activities (for example health sector, management of special waste, research laboratories, etc.);
- **Proximity:** the intrinsic characteristics of carrying work that do not allow enough social distances (for example specific tasks in assembly line) for a part of the working time or for almost all;
- **Aggregation:** the type of work that involves contact with other subjects in addition to the workers of the company (for example catering, retail, entertainment, hotels, education, etc.).

These risk profiles can take on a different entity but at the same time modularity in consideration of the areas in which the production sites operate, the methods of work organization and the specific preventive measures adopted.

In accordance with what is proposed in the INAIL document, a risk matrix elaborated on the basis of the comparison of risk rating attributable for each production sector for the first two variables with the related scales<sup>1</sup> is illustrated below:

### EXPOSURE

- 0 = low probability (eg. agricultural worker)
- 1 = medium-low probability
- 2 = medium probability
- 3 = medium-high probability
- 4 = high probability (eg healthcare professional).

### PROXIMITY

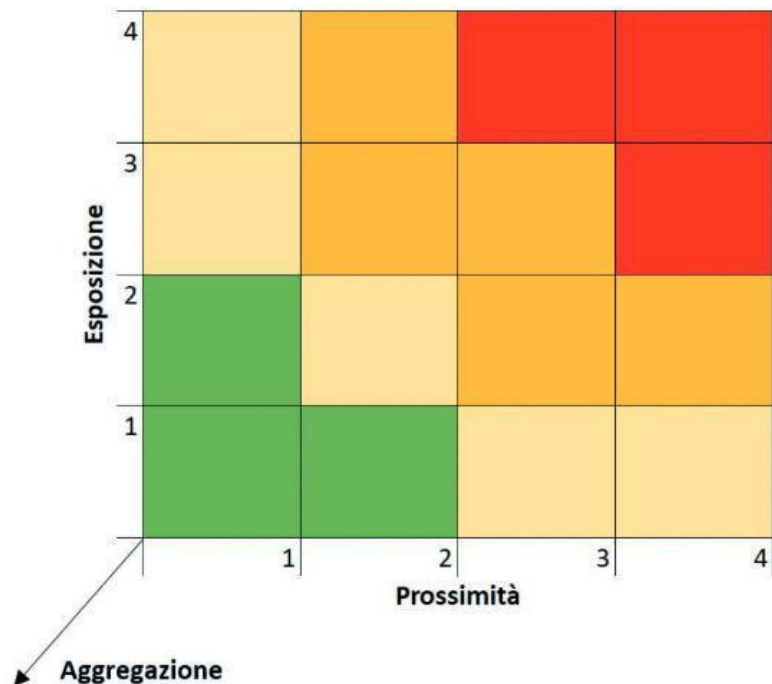
- 0 = work carried out alone for almost all the time
- 1 = work with others but not in close proximity (eg private office)
- 2 = work with others in common spaces but with adequate distance (eg shared office)
- 3 = work that involves common tasks in close proximity to others for a non-predominant part of the time (eg assembly line)
- 4 = work carried out in close proximity to others for most of the time (eg dental practice).

The score resulting from this combination is adjusted with a factor that takes into consideration the third scale:

### AGGREGATION

- 1.00 = limited or no third-party presence (eg manufacturing sectors, industry, offices not open to the public)
- 1.15 (+15%) = intrinsic presence of third parties but which can be controlled organizationally (eg retail trade, personal services, offices open to the public, bars, restaurants)
- 1.30 (+30%) = controllable with procedures aggregations (eg health, schools, prisons, armed forces, public transport)
- 1.50 (+50%) = intrinsic aggregations that can be controlled with very limited procedures (eg shows, mass events)

The final result determines the attribution of the level of risk with its color code for each production sector within the following matrix:



Matrice di rischio: verde = basso; giallo = medio-basso; arancio = medio-alto; rosso = alto

#### **RISK MATRIX:**

*GREEN = LOW*

*YELLOW = MEDIUM-LOW*

*ORANGE = MEDIUM-HIGH*

*RED = HIGH*

The detail of the production sectors with the attribution relating to the social aggregation dimension and the integrated average risk class is shown in Annex 1 of the INAIL document for the first two levels of ATECO classification in force (table 1), integrated with an detail analysis about the third level for sector G (table 2) in order to offer a greater specific analysis of the sector in relation to the different commercial activities; please refer to this document for details.

According to what is indicated in the adopted model, it is specified that the attribution of the risk classes for the production sectors identified is to be considered as a guideline to bring out an integrated awareness of the current health emergency scenario.

## RISK ANALYSIS AND ASSESSMENT

analysis and evaluation of all risks to workers' health and safety

(Artt. 17, comma 1, lettera a) and 28, comma 1, D.Lgs. 9th April 2008, no. 81)

*Risk factor: **Exposure to "coronavirus"***

The primary activity of the company is classified according to the following ATECORI - 2007 code:

**28.14 - Production of other taps and valves.**

In addition, the Company carries out also the following secondary activity:

47.91.1 - retail sale of any type of product via internet

According to what is indicated in Annex 1 of the "Technical document about the possible remodulation of the containment measures for SARS-CoV-2 contagion in workplaces and prevention strategies" (April 2020) published by INAIL, the following risk profile is detected:

ATECO 2007	DESCRIPTION	SOCIAL AGGREGATION CLASS	RISK CLASS
28	PRODUCTION OF MACHINERY AND NCA TOOLS	1	LOW
47	RETAIL (EXCLUDING AUTOMOTIVE AND MOTORCYCLES)	2*	MEDIUM-LOW

## IMPLEMENTED PREVENTION AND PROTECTION MEASURES

The prevention and protection measures described on the following pages are adopted.

### PRELIMINARY INFORMATION

Before restarting the activity, information is guaranteed to staff (internal and external) and to suppliers through the information package included here (see Attachments).

This package includes the measures and rules implemented in the Company spaces, it will be sent by email. For internal staff and collaborators, it will also be transmitted and made available in the workplace by paper (in individual workstations or in designated places, in accordance with the type of information as described in the attached documents).

### PERSONAL PROTECTIVE EQUIPMENT

The following protective equipment is made available to the staff:

- Disposable protective face mask (FFP2);
- Disposable surgical face masks;
- Disposable nitrile gloves;
- Safety goggles;
- Non-slip and waterproof footwear
- Disposable waterproof gown
- Liquid sanitizer dispenser: at the main entrance, at the changing rooms entrance and at the access to the loading/unloading area;
- Products suitable for sanitizing surfaces.

## ***LIMITATION OF ACCESS AND CONTACT***

- 1) Access to external persons without authorization from the Management is prohibited.
- 2) All activities with external personnel (e.g. suppliers) are carried out remotely (telephone, teleconferencing, etc.).
- 3) The bathrooms and the dining area are accessible to a maximum of 1 person at a time.
- 4) The changing rooms and the canteen are accessible only to a maximum of num. 2 people at a time. In the canteen it is allowed to remove the mask only when seated at the table; the mask must be worn every time you get up from the table (to go to the bathroom, to use an appliance, etc.).
- 5) in the Switchboard / office environment near Entrance 1 there are no. 3 workstations: until needs ceased, one of the office workstations was suppressed, while the safety distance between the remaining two is fully guaranteed;
- 6) In the office in the "Brass Warehouse" area near the access to the production plant, there are 2 workstations: until needs cease, one of the office workstations is suppressed.
- 7) In all the other offices there is only one workstation per room.

## ***CLEANING AND SANITIZATION***

All ordinary cleaning and sanitation activities of the premises of the structure will be carried out according to the procedures described in the chapter DEFINITIONS AND SPECIFIC INFORMATION on page. 8 by the local staff.

This personnel, before starting the cleaning and disinfection activities must wear the following d.p.i.:

- nitrile gloves;
- FFP2 masks;
- non-slip and waterproof footwear;
- disposable waterproof gown;
- safety goggles;



1. **ALL ENVIRONMENTS**: unless otherwise specified below, all environments will be cleaned and sanitized once a day; particular attention will be paid to common areas and surfaces touched most frequently (handrails, light switches, door and window handles, etc.).

2. **OFFICES**: daily cleaning and sanitizing of the workstation is foreseen; in particular, sanitation of the desk, keyboard, mouse and telephone is provided at least twice a day with the products made available; furthermore, upon the exit of any occasional visitor (however previously authorized by the Management), the surfaces he has been in proximity to (desk, back of chairs, etc.) will be disinfected with the appropriate products provided.

3. **SHARED SPACES AND COMMON USE OBJECTS**: sanitize surfaces (tables, chairs, shelves, etc.) and objects of use at least twice a day. The common areas in particular, at the end of each shift of use, must be ventilated and sanitized.

4. **CHANGING ROOMS**: the changing rooms will be cleaned and sanitized once a day. At the end of each shift of use, each worker will sanitize the surfaces with which he came into contact (handles, switches, benches, etc.) with the products made available.

5. **CANTEEN**: sanitize the table, the backs of the chairs and in general the surfaces with which you have come into contact at the end of each shift of use;

6. **RESTAURANT AREA**: from the refreshment area each worker must sanitize the surfaces with which he has come into contact (switches, handles, coffee machine button panel, etc.).

7. **RECEIPT OF MATERIALS, WAREHOUSES, PRODUCTION**: periodic cleaning and sanitization is carried out once a week by the sector manager. Each worker at the end of the day must sanitize the surfaces with which he has come into contact (keyboards, controls, etc.)

A register of the sanitizations carried out will be kept (Annex I).

---

## **VENTILATION**

Adequate ventilation must be guaranteed in all rooms:

1. Where possible, the windows and other openings to the outside will always be kept open;
2. If it is not possible to keep it open constantly (for example in winter), the ventilation of the premises will be guaranteed by opening the windows for at least 10 minutes every hour (it is better to air the premises for short periods but several times during the day rather than airing a few times for a long time);
3. Air the offices with single workstations for at least 2 times a day (at the lunch break and at the exit) for at least 10 minutes;
4. Air the offices with more than one workstation and the entrance at least once an hour for a duration of at least 10 minutes;
5. At the end of each shift of use, the changing rooms and canteen must be ventilated for at least 10 minutes before the entrance to the next shift;
6. Bathrooms, warehouses and production areas must be kept constantly ventilated.
7. During the cleaning and sanitizing activities, the premises will be kept constantly ventilated.

---

## **GENERAL CODE OF CONDUCT**

Workers must comply with the following general code of conduct:

1) **WASH HANDS FREQUENTLY**: washing and disinfecting hands are important to prevent the infection. Hands should be washed with soap and water for at least 40-60 seconds or, if clean, sanitize them with the special disinfectant liquid supplied (see procedure below). In particular:

All workers: wash their hands or sanitize them on arrival at the company (in the morning and after the lunch break), after the coffee break and after having done any work that could lead to an increase in bacteria right on the hands. Hands must be sanitized at the end of the meeting with any occasional visitors authorized to enter.

2) **AVOID CLOSE CONTACT WITH OTHER PEOPLE**: do not shake hands with customers and **keep at least 1 m away from other people**, especially when they cough and sneeze or have a fever, because the virus is contained in saliva droplets and can be transmitted at close range; in particular:



- a) in the **Switchboard/office near the access 1** there are 3 workstations: up to new instructions, one of the office workstations has been suppressed, while the safety distance between the two remaining is largely guaranteed.
- b) In the office in the "**Brass Warehouse**" area near the access to the production plant, there are 2 workstations: up to new instructions, one of the office workstations is suppressed.
- c) In all the **other offices** there is only one workstation per area.
- d) Access to offices is limited to strictly necessary staff.

3) **AVOID TOUCHING EYES, NOSE AND MOUTH WITH OWN HANDS:** the virus is mainly transmitted by the respiratory tract, but it can also enter the body through the eyes, nose and mouth.

4) **COVER MOUTH AND NOSE WHEN SNEEZING OR COUGHING:** if affected by an acute respiratory infection, close contact with other people should be avoided, wear a face mask and wash hands in order to prevent the spread of the disease.

5) **AVOID TAKING ANTIVIRAL OR ANTIBIOTIC DRUGS IF NOT PRESCRIBED BY DOCTOR:** at present there is no scientific evidence that antiviral drugs prevent SARS-CoV-2 infection. In addition, antibiotics do not work against viruses but only against bacteria.

6) **CONTROLLED USE OF THE FACE MASK:** the **surgical face mask** must be worn only when the minimum safety distance cannot be respected (even if only for a short time) and in the presence of external staff (for example it must be worn by the staff in the presence of an occasional authorized visitor, if for unavoidable needs he has to enter a room with other people, if the production distance of 1 m cannot be guaranteed, etc.).

The **FFP2 protection face mask** must be worn only in the presence of people with suspicious symptoms and by the staff in charge of the periodic sanitation activities.

No need to wear multiple overlapping masks.

7) **CLEAN SURFACES WITH DISINFECTANTS:** periodically clean the surfaces with bleach/chlorine-based disinfectants, solvents, 75% ethanol, peracetic acid and chloroform.

**Collaborators in the office:** sanitize desk, keyboard, mouse and phone at least 2 times a day with the provided products; after the exit of an eventual **occasional visitor** (however previously authorized by the Management), disinfect the surfaces (reception desk, desk, back of chairs, etc.) with the appropriate products provided.

**Shared spaces and common objects:** sanitize surfaces (tables, chairs, shelves, etc.) and everyday objects at least 2 times a day. The common areas in particular, at the end of each shift of use, must be ventilated and sanitized.

**Canteen:** sanitize the table, the back of the chairs and in general if surfaces with which you came into contact at each end of use.

**Changing rooms:** sanitize all surfaces after workers access.

**Goods receipt, warehouses, production department:** periodic cleaning and sanitizing is carried out once a week by the sector operator.

8) **AERATE THE PREMISES:** all premises must be adequately ventilated; in particular:

- ventilate the **offices with a single workstation** for at least 2 times a day (at lunchtime and before leaving) for at least 10 minutes
- ventilate the **offices with more than one location** and the **entrance** at least once an hour for at least 10 minutes
- ventilate the **changing rooms** for at least 10 minutes at the end of the workers' entry and exit phase
- ventilate the **canteen** for at least 10 minutes at the end of each shift of use
- keep the **toilets** and **warehouses** constantly ventilated.

9) **ACTIONS TO BE TAKEN IN THE EVENT OF SYMPTOMS:** those who have flu symptoms or respiratory problems must immediately inform the Managing Director. In particular, people with symptoms of respiratory infection and fever (higher than 37.5° C) must remain at home and contact their doctor: the person **must not go to the Emergency Room, neither call 112** (except for serious reasons). For general information call 1500 (the public utility number activated by the Ministry of Health).

#### 10) BEHAVIORS TO BE TAKEN IN THE EVENT OF CONTACT WITH A SUSPECTED CASE OF CONTAGION:

- Avoid close contacts with the infected person (uninvolved staff must remain in own office or in any case keep as far away as possible from the suspect).
- Immediately notify the First Aid Operators to carry out the emergency procedure.
- Wash/sanitize the hands carefully.
- Pay much attention to body surfaces that could come into contact with the fluids of the suspected infection.
- Ventilate the premises.
- The staff in charge will sanitize the involved areas: the activities must be interrupted until the end of the sanitation.

### ***ACCESS VERIFICATION METHOD***

1 According to law, access to the company is forbidden to anyone who has **symptoms of flu, temperature above 37.5° C**, that **comes from risk areas** (according to WHO indications) or who has been to **close contact** with infected people in the previous 14 days.

2) Before entering, **body temperature verification** is envisaged with the use of an infrared thermometer. For this purpose, the company identifies the **person in charge of the reception** (see the model shown in Annex L), who will wear disposable gloves and FFP2 protection face mask.

3) The person in charge of the reception makes sure that whoever has access to the company **has been duly informed** on the provisions of this document and on the behavior to be followed in all areas of this company (see Annex A and Annex B) and that has received the information about the **privacy policy** (see Annex F) regarding data as body temperature and information regarding close contacts at high risk of exposure, in the last 14 days, with suspected or positive people to COVID -19.

4) Without flu symptoms who must access the company and, verified what reported in the previous point 3, the person in charge of the reception **proceeds to check the body temperature**.

5) For **body temperatures below 37.5° C**, the person in charge of the reception provides gloves and a face mask to enter (only if they do not have one) and notes the access on the appropriate Access Register (Annex G) requiring the sign who enters.

For the protection of privacy, each page of the register refers to the access data of a single person: the person in charge of the reception must make sure that everyone views and signs his own page only.

6) For **body temperature higher than 37.5° C or in the presence of flu symptoms**, the person in charge of the reception will immediately notify the emergency staff who will activate the Procedure for **TREATING SUSPECTED INFECTION CASES** of page 31.

The person in charge of the reception will therefore not have to fill in the Access Register referred in the previous point, but will fill in the form set out in Annex H and give a copy to him before he goes away. The person in charge of the reception must also promptly inform the Managing Director about the event (if the suspected case of infection is a worker of this company she must notify it to the Competent Doctor and, in general, to the Application and Verification Committee of this Regulatory Protocol for COVID-19).



## ***ACCESS METHOD FOR WORKERS***

According to the provisions of the DPCM of 14/01/2021 and the instructions provided by the attached *Protocol about the regulation of measures to contrast and contain the spread of the Covid-19 virus in workplaces*, the following access methods are defined:

- 1) Access to the company is prohibited to people with **flu symptoms, temperatures above 37.5° C**, who **comes from risk areas** (according to WHO indications) or who have been in **close contact** with positive people to virus in the previous 14 days.
- 2) Employees access from **ENTRANCE 1** (main entrance).
- 3) Workers and cleaners staff access from **ENTRANCE 2** (changing room entrance).
- 4) During the phases of access and exit from the company, the staff must comply with the **GENERAL CODE OF CONDUCT** (page 20), maintaining the safety distances.
- 5) **Body temperature** will be checked with an infrared thermometer for all workers **both entering in the morning and after the lunch break by a scanner**.
- 6) If a **body temperature higher than 37.5° C** is detected or **in presence of flu symptoms**, the person in charge of the reception will immediately notify the emergency staff who will activate the Procedure for TREATING SUSPECTED INFECTION CASES of page 31. The Competent Doctor must also be promptly informed about it.  
The person in charge of the reception will fill in the form in Annex H and give a copy to him before he goes away.
- 7) As soon as access to the company is obtained, each worker will have to **sanitize his hands** with the appropriate disinfectant liquid provided at the entrances.  
If the hands are dirty, the worker must not use the sanitizing liquid, but he has to go to the toilet reserved for the staff and proceed to wash his hands according to the procedure in this document.
- 8) The reintegration to work of workers tested as positive for COVID-19 infection must be preceded by a prior communication with the medical certification which proves the "occurred negative" of the swab according to the methods provided and issued by the prevention territorial jurisdiction department.

## ***ACCESS METHOD OF VISITORS***

The access of visitors (customers, technicians, sale representatives, etc.) to the company will follow the following provisions:

- 1) Entrance to offices or to other areas not open to the public to external users (customers, sale representatives, etc.) or in any case to subjects not previously authorized by the Management is prohibited.  
In particular, access to the company will not be authorized to anyone who has **symptoms of flu, temperature above 37.5° C**, who **comes from areas at risk** (according to WHO indications) or who has been in **close contact** with people positive to virus in the previous 14 days.
- 2) External users and third parties authorized to access offices and areas not open to the public must wear gloves and individual respiratory tract devices (surgical face masks) and must comply with the **GENERAL CODE OF CONDUCT** (page 23).
- 3) **Body temperature** will be checked with the use of an infrared thermometer scanner.
- 4) If a **body temperature higher than 37.5° C** is detected or in the presence of **flu symptoms**, the person in charge of the reception will immediately notify the emergency staff who will activate the Procedure for TREATING SUSPECTED INFECTION CASES of page 31. The person in charge of the reception will fill in the form in Annex H and give a copy to the subject before he goes away.

5) As soon as access to the company is obtained, each visitor **must sanitize his hands** with the special disinfectant liquid provided at the entrances in the appropriate dispensers.  
If the hands are dirty, the visitor will not have to use the sanitizing liquid, but will be accompanied by the staff in charge of the visitors to the toilet and will have to wash their hands according to the procedure indicated later in this document.

6) Visitors and third parties are prohibited from using the toilets for the exclusive use of the company staff.

7) In the event that an external user is positive for the **COVID-19 swab**, he must immediately inform the Management, in order to collaborate with the health authority to provide the elements to identify any eventual close contacts.

### ***ACCESS METHOD FOR SUPPLIERS***

Access for suppliers will follow the following provisions:

1) **Access to offices is not allowed for any reason.**

2) Access to other areas not open to the public for suppliers or in any case for subjects not previously authorized by the Management is prohibited.

In particular, access to the company will not be authorized to anyone who has **symptoms of flu, body temperature above 37.5° C**, who comes from areas at risk (according to WHO indications) or who has been in **close contact** with people positive to virus in the previous 14 days.

3) Supplies must be agreed with the company staff; upon arrival, the suppliers will remain outside the plant, in the square in front of them and the doorbell of the main entrance will ring to warn of their presence, getting back on the vehicle immediately. Once the entrance gate is open, the supplier must only drive the vehicle in correspondence with the loading/unloading area identified alongside the building.

4) During the loading/unloading phases, the suppliers must not get off the vehicle unless strictly necessary; to get out of the vehicle, suppliers must be provided with a surgical face mask and gloves.

5) Take the delivery documents keeping the safety distances.

6) Suppliers authorized to access areas not open to the public must wear gloves and individual respiratory tract devices (surgical face masks) and must comply with the **GENERAL CODE OF CONDUCT** (page 23).

7) Before authorizing the access to the company plant, the **body temperature** will be checked with the use of an infrared thermometer. The measurement will be carried out by a scanner.

8) If a **body temperature higher than 37.5° C** is detected or in the presence of **flu symptoms**, the person in charge of the reception will immediately notify the emergency staff who will activate the Procedure for TREATING SUSPECTED INFECTION CASES of page 31. The person in charge of the reception will fill in the form in Annex H and give a copy to the subject before he goes away.

9) As soon as access to the company is obtained, the supplier will have to **sanitize their hands** with the special disinfectant liquid provided at the entrances in the appropriate dispensers.

If the hands are dirty, the visitor will not have to use the sanitizing liquid, but will be accompanied by the person in charge to toilet and will have to wash their hands according to the procedure indicated later in this document.

10) Suppliers are prohibited from using the toilet for the exclusive use of company staff.

11) To reach the bathrooms for visitors (in the production department), the instructions of the company staff must be followed, who will lead the supplier through an outside passage up to ENTRANCE 2 and then to the Toilet.

12) In the event that the supplier, entered in this plant, results **positive for the COVID-19 swab**, the supplier company must immediately inform the Management, in order to collaborate with the health authority to provide the useful elements to the identification of any eventual close contacts.

### ***ACCESS METHOD FOR CONTRACTORS***

Access for contractors will follow the following provisions:

1) Access to office or to other areas not open to the public for contractors if not previously authorized by the Management is prohibited.

In particular, access to the company will not be authorized to anyone who has **symptoms of flu, body temperature above 37.5° C, who comes from areas at risk** (according to WHO indications) or who has been in **close contact** with people positive to virus in the previous 14 days.

2) Contract activities must be agreed with the company staff.

3) Contractors authorized to access areas not open to the public must wear gloves and individual respiratory tract devices (surgical face masks) and must comply with the **GENERAL CODE OF CONDUCT** (page 23).

4) Take the delivery documents keeping the safety distances.

5) Before authorizing the access to the company plant, the **body temperature** will be checked with the use of an infrared thermometer by a scanner.

6) If a **body temperature higher than 37.5° C** is detected or in the presence of **flu symptoms**, the person in charge of the reception will immediately notify the emergency staff who will activate the Procedure for TREATING SUSPECTED INFECTION CASES of page 31. The person in charge of the reception will fill in the form in Annex H and give a copy to the subject before he goes away.

7) As soon as access to the company is obtained, the contractor will have to **sanitize their hands** with the special disinfectant liquid provided at the entrances in the appropriate dispensers.

If the hands are dirty, the visitor will not have to use the sanitizing liquid, but will be accompanied by the person in charge to toilet and will have to wash their hands according to the procedure indicated later in this document.

8) The staff of the contracting companies are prohibited from using the toilets for the exclusive use of the company's staff.

9) If the contractor is operating inside the premises of the company, to reach the bathrooms for visitors, the instructions of the company staff must be followed, who will lead the contractor's staff to the specific bathroom in the area (offices/production dept.).

10) If the contractor is operating outside the premises of the company, to reach the toilets for visitors (in the production department), the instructions of the company staff must be followed, who will lead the contractor through an outside passage up to ENTRANCE 2 and then to the toilets.

11) In the event that the staff of the Contractor company that has operated in this plant results **positive for the COVID-19 swab**, the Contractor company must immediately inform the Management, in order to collaborate with the health authority to provide the useful elements to the identification of any eventual close contacts.

## ***CLEANING AND SANITATION OF WORKPLACES***

**Cleaning** and **sanitizing** activities are carried out in all workspaces according to the methods described in the chapter named "DEFINITIONS AND SPECIFIC INFORMATION" at page. 7.

The areas to be cleaned and sanitized will be all the premises, in particular:

- workstations, meeting rooms, offices, reception (daily sanitization)
- toilets (daily sanitization)
- changing rooms (daily sanitization)
- relax area, distributors machines, canteen (daily sanitization)
- production department and warehouses (weekly sanitization)
- service vehicles, company carts, etc. (daily sanitization)
- air conditioners and fan coil (periodic sanitization according to current regulations)

- 1) Access to the company is prohibited to staff who exhibit **flu symptoms, temperature above 37.5° C, who come from risk areas** (according to WHO indications) or who have been in **close contact** with people positive to virus in the previous 14 days.
- 2) All operators who will have access to the offices must be equipped with suitable protective devices:
  - nitrile gloves
  - protection face mask
  - safety goggles
  - protective clothing
  - waterproof non-slip shoes
- 3) In order to avoid interference and prevent the possibility of contagion, the cleaning and sanitization activities will be performed outside the opening hours or during lunch breaks, however in the absence of the company staff.
- 4) Spaces and all surfaces must be cleaned and sanitized with the use of 0.1% sodium hypochlorite. For surfaces that can be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent. During cleaning activities with chemical solvents, **ensure ventilation of the rooms**.
- 5) Comply with the GENERAL CODE OF CONDUCT of page 20 with particular reference to the maintenance of safety distances.
- 6) The operators of cleaning and sanitization services are prohibited from using the toilets for the exclusive use of Company staff.
- 7) In the event that the staff of the Cleaning and Sanitization Service company, that has operated in this plant, results positive for the COVID-19 swab, the Cleaning and Sanitization Service company must immediately inform the Management, in order to collaborate with the health authority to provide useful information for identifying any eventual close contacts.

## ***USE OF MACHINERY***

- 1) Each vehicle must be used primarily by one person at a time.
- 2) Should the same vehicle be used by more than one person at a time, the following must be respected:
  - maximum two occupants for each vehicle;
  - the occupants must wear gloves and a surgical mask for the entire time spent on board the vehicle;
  - the ventilation of the vehicle must be guaranteed by keeping the windows partially open;
  - at the end of each individual section, the driver must immediately proceed to sanitize the dashboard and all parts of the vehicle with which the occupants have come into contact (steering wheel, handles, gearbox, etc.) using the products made available .
- 3) All parts of the vehicle with which you come into contact must be sanitized with the products made available at least twice a day.
- 4) All work equipment must be sanitized at the end of the working day with the products made available.

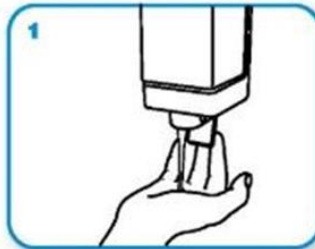
## CORRECT HAND WASHING PROCEDURE



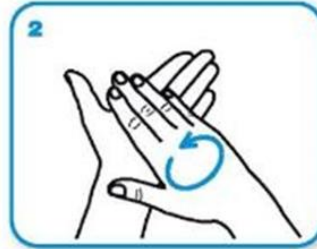
**Duration of the whole procedure: 40/60 seconds**



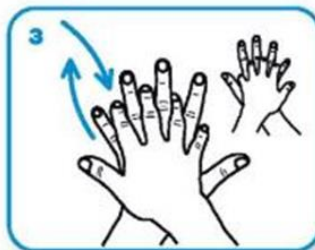
**Wet the hands with water**



**Apply enough soap to cover the whole surface of the hands**



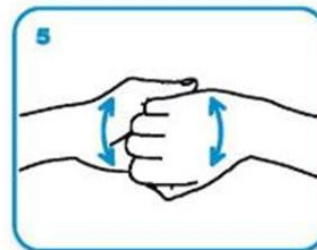
**Rub the hands - palm to palm**



**Right palm on left back  
Intertwining fingers  
and vice versa**



**Palm to palm  
intertwining fingers**



**Fingers back to the opposite  
palm keeping fingers tight**



**Rotational friction of the left  
thumb tight in the right palm  
and vice versa**



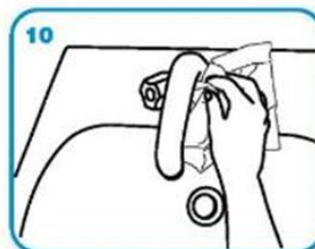
**Rotational friction, forward  
and backward, with right hand  
fingers tight in the left palm  
and vice versa**



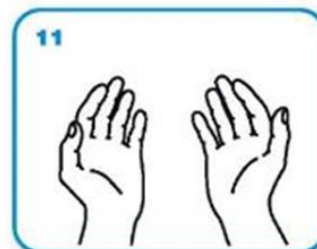
**Rinse the hands with water**



**Dry carefully with a disposable  
towel**



**Use the towel to turn off the tap**

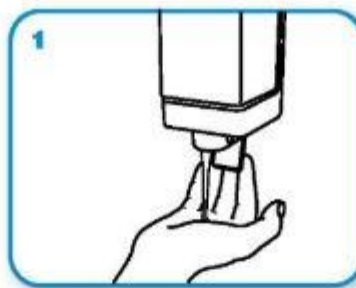


**Once dry, your hands are safe!**

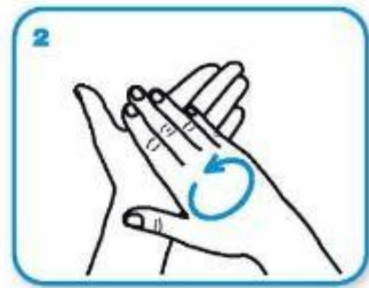




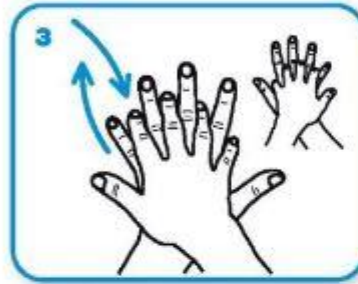
Wet the hands with water



Apply enough soap to cover the whole surface of the hands



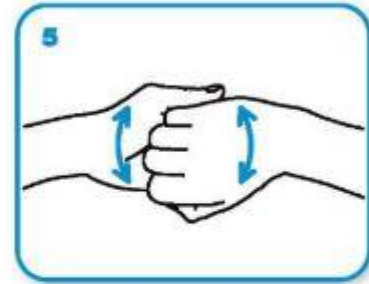
Rub the hands - palm to palm



Right palm on left back intertwining fingers and vice versa



Palm to palm intertwining fingers



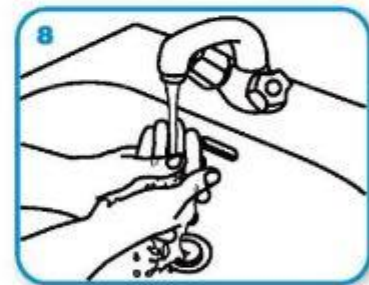
Fingers back to the opposite palm keeping fingers tight



Rotational friction of the left thumb tight in the right palm and vice versa



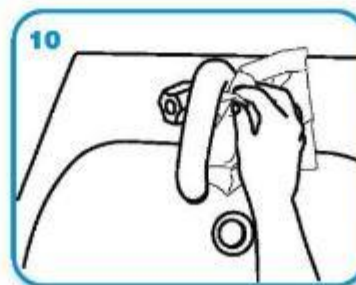
Rotational friction, forward and backward, with right hand fingers tight in the left palm and vice versa



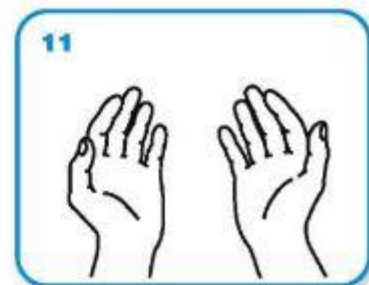
Rinse the hands with water



Dry carefully with a disposable towel



Use the towel to turn off the tap



Once dry, your hands are safe!

NG)

It is possible to disinfect the hands with the use of the only sanitizing liquid provided **only if the hands are not dirty**. If clean, hands should be washed following the procedure described in the previous paragraph.

## ***CORRECT USE OF GLOVES***

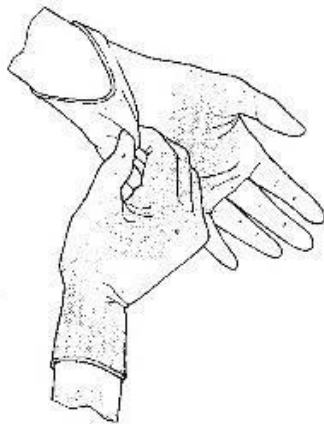
The gloves are disposable and in nitrile. They must be replaced at each intervention.

As they are not sterile, the **procedure for wearing gloves** does not require any particular caution. Wear them completely taking care of:

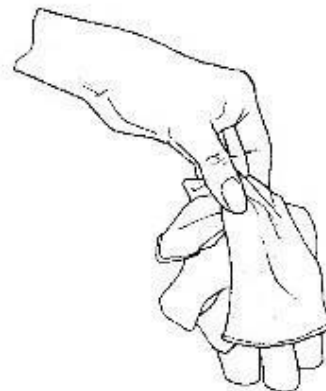
1. make sure that the glove adheres to the hands by interlacing the fingers and pressing the hands with small movements;
2. make sure that the wrist cover does not remain rolled even partially.

The **removal of the gloves** must instead be carried out according to the following procedure:

1. Start by grasping the glove to be removed on the outside under the wrist area:
2. Remove the glove by pulling it towards your hand in order to turn the internal part towards the outside:



3. Keep the glove removed with the hand still gloved and insert two fingers of the glove-free hand inside the other glove at the wrist (taking care not to touch the outside of the glove):
4. Remove the second glove by pulling it downwards, reversing it on the first glove without touching the external part; put the two gloves in the appropriate container:



At the end of the operations, proceed with washing or disinfecting the hands with the special sanitizing liquid provided.

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## ***CORRECT USE OF FACE MASKS***

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### ***DISPOSABLE SURGICAL FACE MASK***

This type of face mask is essentially designed to filter the exhaled air, i.e. to avoid the spread and contagion of pathogens, particles, bacteria or viruses to surrounding people.

**They do not serve to protect the wearer, but surrounding people.**

#### **MUST BE WORN:**

- By the **staff of the company** when the minimum safety distance cannot be respected (even if only for a short time) and in the presence of external personnel (for example it must be worn by the staff in the presence of an authorized occasional visitor, if for imperative reasons needs to enter into a room with other people, etc.)
- To **external personnel authorized** to access the company.



### ***RESPIRATORY TRACTIVE MASK (disposable FFP2 - FFP3)***

These safety devices are designed to filter the inspired air, with the aim of preventing particles, bacteria or viruses from invading our body. Some kinds of these self-filtering face masks include an exhalation valve to reduce the humidity and the heat inside. They cannot guarantee the correct filtering of the exhaled air.

**They are used to protect the wearer, but not surrounding people:**  
**MUST BE WORN BY STAFF.**

#### **MUST BE WORN:**

- By the **staff in charge of the reception** during the access verification.
- By the **staff of the company** only in the presence of people with suspicious symptoms.
- By the **staff in charge of carrying out the cleaning and sanitizing**.

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## ***HOW TO WEAR AND REMOVE THE FACE MASK CORRECTLY***

1. Before wearing the mask, wash the hands with soap and water or with an alcoholic solution.
2. Cover the mouth and nose with the face mask making sure that it is intact and that it adheres well to the face.
3. Avoid to touch the mask while wearing it; if the mask is touched, wash the hands immediately.
4. When the mask becomes wet, replace it with a new one and do not reuse it (as it is a single-use mask)
5. Remove the face mask by taking it from the elastic and do not touch the front of the mask; put the face mask in a closed bag and wash the hands or disinfect them with an alcoholic solution.

**NOTE:** More face masks must not be worn one above the other.



# Emergency procedure to contrast and contain the contagion of SARS-CoV-2 virus

## Instructions and behaviors to be adopted for the management of company-specific emergencies

This chapter defines the operating instructions and the procedure to be used by all people involved, a different title, in the management of the emergency.

Besides the Emergency and Evacuation Plan, the **specific procedures for treating suspected cases of SARS-CoV-2 infection** are listed below.

The correct execution of the instructions and procedures is fundamental for the protection of the health and safety of the people present in the company

## Procedure for TREATING SUSPICIOUS CASES OF INFECTION

### ISTRUCTIONS FOR FIRST AID STAFF

The procedure to be followed in case of contact with a suspected person of contagion are:



#### 1. Contact health services immediately

The operator **immediately contacts the external emergency medical units** by calling the emergency number of his region (Regione Piemonte **800.19.20.20**, Regione Lombardia **800.76.96.22**) or, **for the most serious cases the number 112** and informing about the following message:

**<< EMERGENCY IS REQUIRED AT IDROSFER – NEGRI S.R.L. VIA GIACOMO MATTEOTTI N ° 145 / D FOR THE PRESENCE OF A SUSPECT CASE OF INFECTION FROM SARS-CoV-2. OUR TELEPHONE NUMBER IS 0163.852716 >>**

During the wait of sanitary service, proceed as described below.

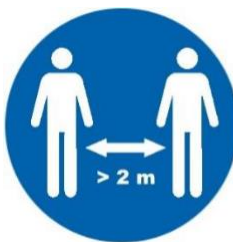


#### 2. Wear safety devices

**Before approaching the suspected person**, the emergency management operator must wear:

- nitrile gloves;
- FFP2 face masks;

Please, refer to the general procedures described above.



#### 3. Move away present people and keep safe the area

The operator will have to move away the present people from the sick person and avoid the formation of gatherings (a minimum distance of 2 m must still be guaranteed, around the subject suspected of being infected).



#### 4. Provide a surgical face mask to the infected person

**If the suspected person is conscious**, the emergency operator must provide him with a disposable surgical face mask, giving him the appropriate instructions to wear the face mask.

**If the suspected person is NOT conscious**, no mask should be worn.

## 5. Follow the instructions from the health service operator

Follow the instructions from the health service operator as below:

- 1) move away the suspected case;
- 2) Wait for the arrival of the rescue.



## 6. Dispose of infected material

In case of rescue, remove the used paper handkerchiefs in a waterproof bag directly from the suspected person.

~~Otherwise, prepare a double plastic bag in which the handkerchiefs used must be thrown directly by the suspected person and in which the emergency management personnel (and possibly the personnel in charge of the reception) must throw away used gloves and face masks; the carefully-closed double bag must be disposed of in the recycling bin.~~

**This bag must be disposed of by the rescue personnel.**



## 7. Removal of safety devices and disinfection of the hands

Once the emergency is over, the operator must remove gloves and face mask worn following the instructions about general procedures and wash their hands carefully, paying particular attention to the body surfaces that have possibly come into contact with the fluids (respiratory secretions, etc.) of the sick person.

*Following the discovery at the company's premises of a **subject with a well-known case of COVID-19**, it will be necessary to **CLEAN AND SANITIZE the premises** in which the suspected person has passed by applying the procedure described below, **as well as their ventilation**.*

## Procedure for CLEANING and SANITATION

According to *Circolare no° 5443 - 22/02/2020 of the Ministry of Health* about the non- sanitary premises cleaning, the cleaning instructions below are to be followed:



### 1. Wear safety devices

**Before starting the sanitization**, the emergency operator must be equipped by:

- nitrile gloves
- FFP2 face masks
- safety goggles

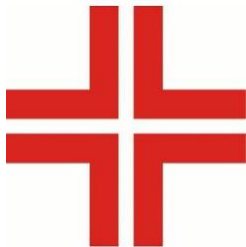
*Refer to the general procedures described above.*



### 2. PREMISES CLEANING

Where possible, keep the room airy.

Places and areas probably contaminated with SARS-CoV-2 **must be thoroughly cleaned with water and common detergents** before being used again.



### 3. SANITATION

After cleaning, proceed with decontamination with the use of 0.1% sodium hypochlorite. For surfaces that can be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent. During cleaning with chemicals, **ensure the ventilation of the rooms.**



### 4. Removal of safety devices and disinfection of the hands

Once the sanitization is completed, the operator must remove his safety devices following the general procedures and wash the hands carefully, paying particular attention to the body surfaces that could come into contact with the patient's fluids (respiratory secretions, etc.).

After use, disposable PPE should be thrown into a double plastic bag and disposed of in unsorted waste.

**WARNING!** All frequently touched surfaces must be cleaned with particular care, such as walls, doors and windows surfaces, toilet and sanitary surfaces.

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## Procedure for PROVEN CASES OF INFECTION

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In case of subject **positive to COVID-19** has been confirmed in the company (a collaborator or an external people):

1. **All activities are suspended** and staff must be removed from the company until sanitation of the workplace is carried out.
2. The premises will be immediately sanitized by a specialized company (see it in the *Sanitization activities* paragraph on page 7).
3. The **movements of the subject** must be studied to identify any other probably **close contacts** (see it in the *Definition of close contact* paragraph on page 6).
4. The **provisions to access the workplace will be redefined** based on what has been pointed out in the previous point.
5. After the sanitizing and, verifying the authorization to access the workplace, the Management will authorize the **resumption of activities**.

## SIGNS

### ACCESS TO LOADING / UNLOADING AREA



## **SPOGLIATOI, BAGNI, MENSA E AREA RISTORO**

### **AREA CONTINGENTATA**



**E' CONSENTITO L'ACCESSO A MASSIMO  
\_\_\_ PERSONE ALLA VOLTA**

**IGIENIZZARE LE SUPERFICI CON CUI SI E'  
ENTRATI IN CONTATTO**

**AERARE IL LOCALE DOPO AVERVI  
SOGGIORNATO**

## **BAGNI AD USO ESCLUSIVO DEL PERSONALE DELLA DITTA**

### **BAGNI AD USO ESCLUSIVO DEL PERSONALE DELLA DITTA**



**E' PROIBITO L'UTILIZZO DEL BAGNO A  
PERSONALE ESTERNO O A VISITATORI**

## **BAGNI AD USO ESCLUSIVO DEI VISITATORI**

### **BAGNI AD USO ESCLUSIVO DEI VISITATORI E PERSONALE ESTERNO**



**E' PROIBITO L'UTILIZZO DEL BAGNO AL  
PERSONALE DELLA DITTA**

**IL PERSONALE DELLA DITTA POTRA'  
ACCEDERE SOLO PER LE ATTIVITA' DI  
PULIZIA E SANIFICAZIONE**





## **HEALTH SURVEILLANCE ROLES, THE COMPETENT DOCTOR AND RLS**

- 1) Health surveillance continues by respecting the hygiene measures included in the indications of the Ministry of Health.
- 2) Preventive visits, visits on request and visits to return from illness are preferred during this period.
- 3) In order to find possible cases / suspected symptoms of contagion and for the information and training that the Competent Doctor can provide to workers to avoid the spread of the contagion, periodic health surveillance continues in accordance with the company health protocol.
- 4) The measures identified in this document are integrated and proposed in collaboration with the Competent Doctor and the RLS.
- 5) In carrying out its functions, the Competent Doctor reports to the company situations of particular vulnerability and existing or past workers pathologies. The company must ensure the safeguard of privacy.
- 6) In carrying out its functions, the Competent Doctor will apply the indications of the Health Authorities.
- 7) In carrying out its functions and in consideration of his role in risk assessment and health surveillance, the Competent Doctor suggests the adoption of any diagnostic means if deemed useful in order to contain the spread of the virus and protect workers' health.
- 8) For the resumption of the company's activities, the Competent Doctor was involved in the identification of subjects with particular situations of fragility, also in relation to age. The related health reports and indications are produced in respect of workers' privacy.
- 9) For the progressive reintegration of workers after the infection with COVID-19, the Competent Doctor, upon presentation of certification of the swab negative effect according to the procedures provided for by the competent territorial prevention department, performs the medical examination before the return to work, following absence for health reasons lasting more than sixty continuous days (Legislative Decree 81/2008 and subsequent amendments, art.41, c. 2, letter e-ter) in order to check suitability for the job, also to assess specific risk profiles, and in any case regardless of the duration of absence due to illness.



## COMMITTEE FOR THE APPLICATION AND VERIFICATION OF THE PROTOCOL RULES

The Committee for the Application and Verification of the Protocol Rules is composed by the following subjects:

- *Mrs. Maria Elena Negri (Managing Director)*
- *Eng. Diego Debernardi (R.S.P.P.)*
- *Dr. Mauro Lorenzon (Competent Doctor)*
- *Mr. Emanuele Roncari (R.L.S.)*

The committee has the aim to verify the validity of what is reported in this Protocol Rules based on the evolution of the risk situation and regulatory developments.

Its components, each within its competence and capacity, contributes to the identification of the measures reported in this document and their updating, modification or integration, also based on the work and organizational company needs.

In particular, the Managing Director, with the help of the R.L.S.:

1. verifies the correct application of the provisions contained herein by company and external staff
2. disseminates the necessary information reported herein to company and external staff, keeping the forms duly signed by the recipients
3. verifies, directly or by hiring another worker, the access requirements to the company according to the procedures described herein and keep the registers updated about it
4. gives prompt notification to the Committee of the possible presence in the company of suspected contagion subjects or confirmed COVID-19 subjects, immediately starting the specific emergency procedures
5. gives prompt notification to the Committee of any discrepancies or problems detected against the instructions of this Regulatory Protocol (such as inadequate or lack of products for cleaning, sanitizing, disinfection or safety devices, unexpected reactions of staff to products used for sanitization, serious and iterated defaults by company or external staff to the provisions of this Regulatory Protocol, etc.).

Based on the above, the Managing Director (after checking with the Committee) will provide the necessary instructions.

The information and reports of the Managing Director will be taken into consideration by the Committee during the update phase of this Protocol.

This Protocol Rules is an integration of the DVR and the corporate DUVRI and is immediately applicable.

## **INFORMATION and TRAINING**

### **Information and specific training for the management of the emergency**

The company staff information, induction and practical training program is carried out according to the provisions of articles 36 and 37 of Legislative Decree 9 April 2008, no. 81.

The staff of the company, in the context of specific duties and competences, receives continuous and adequate information and training on procedures about first aid, firefighting, evacuation of the workplace, on the names of the staff responsible for applying the measures ref. articles 45 and 46 of Legislative Decree 9 April 2008, no. 81.

### **Information**

Company staff is trained to manage:

- Exposure risk to SARS-CoV-2 ("coronavirus") with particular reference to close contact with suspected cases
- General Code of Conduct;
- Access method;
- Location of the supplied protection equipment

### **Induct Training**

Company staff is trained about:

- General procedures
- Use of safety devices

### **Practical training**

The training is completed by practical exercises as current laws, with specific reference to:

- General procedures
- Use of safety devices