

**Agreed protocol regulating measures to combat and contain the spread of the
COVID-19 virus in the workplace**

24 April 2020

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Introduction

This document, taking into account the various Government provisions and Italian Prime Ministerial Decree (DPCM) of 10 April 2020, as well as documents issued by the Italian Ministry of Health, contains guidelines agreed between the parties to assist companies in adopting anti-infection safety guidelines. This entails both a regulatory protocol to combat and contain the spread of the COVID-19 virus in the workplace and, specifically, the measures chosen and adopted by Independent Maritime Advisors Ltd. to protect their workers pursuant to DPCM 11/03/2020 and subsequent amendments and additions, and the *Agreed protocol regulating measures to combat and contain the spread of the COVID-19 virus in the workplace signed at the invitation of the Chair of the Council of Ministers, the Minister of the Economy, the Minister of Labour and Social Policies, the Minister of Economic Development and the Minister of Health* issued on 14/03/2020.

The first protection measure on which all the other measures depend is each person's SENSE OF RESPONSIBILITY. A circumstance like the current one has never happened and the protection is only effective if implemented by everyone. The guidelines below must be implemented by the whole staff, both those employed by the company and external personnel, at all Independent Maritime Advisors Ltd. premises.

The continuation of production activities can only go ahead under conditions that ensure adequate levels of protection for all workers. Failure to implement the protocol and therefore failure to ensure adequate levels of protection will result in the suspension of operations until safe conditions are restored.

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AGREED PROTOCOL REGULATING CONTAINMENT OF THE SPREAD OF COVID-19

The goal of this agreed protocol regulating containment is to provide operating instructions aimed at increasing the effectiveness of precautionary containment measures adopted to combat the COVID-19 epidemic in workplaces other than healthcare. COVID-19 presents a generic biological risk, which is why the same measures have to be adopted for the entire population. This protocol therefore contains precautionary measures that follow and implement the legislative provisions and guidelines from the Italian health authorities.

Notwithstanding all the obligations under the provisions issued for the containment of COVID-19 and on the understanding that the Italian Prime Ministerial Decree (DPCM) of 11 March 2020 sets out the observance until the end of the State of Emergency of restrictive measures, specific to contain COVID-19 throughout the country and that for production activities such measures recommend:

- Adoption of smart working with regard to tasks that can be carried out at home or remotely;
- Encouraging employees to take paid holidays and annual leave, as well as other collective bargaining tools;
- Suspending the work of company departments that are not essential to production;
- Adoption of anti-infection safety protocols and, where it is not possible, respecting the physical distance of one metre as the main containment measure, also adopting personal protective measures;
- Encouraging sanitisation operations in the workplace;
- For production activities only, it is also recommended that movement within sites should be limited as much as possible and access to common areas should be restricted;
- For all non-suspended activities, smart working is anyhow suggested;

It is established that

companies adopt this regulatory protocol within their workplaces, in addition to the provisions of the aforementioned decree, applying the additional precautionary measures listed below - to be supplemented with other equivalent or more relevant ones according to the specific requirements of their organisation, in order to protect people's health.

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1-INFORMATION

Staff are informed through:

- The dissemination of information from the institutions on detecting symptoms;
- Contact people's details should any hazardous conditions be found;
- Hygiene rules aimed at reducing the risk of spread, in particular within all hygiene departments, with ad hoc signage;
- Information relating to the small number of external colleagues still entering sites.

The information provided should particularly concern:

- the obligation to stay at home in the event of fever (temperature above 37.5°C) or other symptoms of the virus and to call their GP and the health authorities;
- knowledge and acceptance of the fact that they cannot enter or remain at the office and that they must promptly declare if, even after entering, dangerous conditions exist (flu-like symptoms, a temperature, having travelled from an at-risk area or having had contact with anyone who has tested positive for the virus in the last 14 days, etc.). If so, the authority's measures require individuals to inform their GP and the Italian Health Authority and to stay at home;
- the commitment to comply with all the provisions of the authorities and the employer when entering the company (in particular, to maintain a safe distance, to observe the rules of hand hygiene and to behave correctly in terms of hygiene);
- the commitment to promptly and responsibly inform the employer in the event of any flu-like symptoms whilst working, making sure to remain at a suitable distance from anyone else present.

The company provides adequate information based on the different roles and working contexts, particularly in relation to the set of measures adopted to which staff must adhere when it comes to correct use of PPE to help prevent any possible form of spread of the virus.

The content of this document is valid for as long as national or local emergency conditions continue and in any case unless otherwise communicated.

2-ENTRY IN THE COMPANY OFFICES

- Before entering the premises, the personnel are asked to undergo a body temperature check¹ by

¹ Real-time body temperature measurement constitutes the processing of personal data and as such must take place in accordance with the privacy regulations in force. To that end, the following suggestions are made: 1) Measure the temperature and do not record the data obtained. It is possible to identify the data subject and record a temperature in excess of the threshold only if it is necessary to document the reasons that prevented access to the company premises; 2) Provide notice on the processing of personal data. Please note that the notice may omit information that the data subject already has and may also be provided orally. In relation to the contents of the notice, with reference to the purpose of processing, the prevention of COVID-19 infection may be indicated. The legal basis may be given as the implementation of anti-infection safety protocols pursuant to Article 1(7)(d) of DPCM of 11 March 2020. In relation to the period of any data retention, reference may be made to the end of the state of emergency; 3) Define the appropriate safety and organisational measures to protect data. From an organisational point of view, it is necessary to identify the data processors and provide them with the necessary instructions. To

themselves self-certifying to be below 37.5°C. Should temperature be above 37.5°C, the member of staff will not be allowed to enter the premises. Individuals to whom this applies, in line with the footnote's guideline, will be temporarily isolated, may not go to A&E and/or to the on-site infirmary, but they should contact their GP or health authorities as soon as possible and follow their instructions.

- Should the staff need to access the offices outside of working hours and on Bank Holidays, the above-described procedure and all guidelines/measures set out in this protocol apply.
- The employer shall in advance inform staff and those who intend to enter the company premises, of prohibited access to those who, in the last 14 days, have had contact with anyone who has tested positive for COVID-19 or those who have travelled from areas at risk according to WHO guidelines:
(<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>)
For these cases, reference is made to Italian Decree Law no. 6 of 23/02/2020, Art. 1(h) and (i).
- Those entering the company must wear surgical masks.
- Signage is to be affixed at all access points.
- The obligation to comply with this document has been communicated to all suppliers by uploading it to the company website.
- Staff with a more vulnerable health condition must contact the doctor in order correct and appropriate management of their case (e.g. pregnant women, insulin-dependent diabetics, those who are immunosuppressed due to treatment/illness).
- The entry into the company offices of workers who have already tested positive for COVID-19 infection must be preceded by a prior communication with a medical certificate showing that their swab is now negative, in accordance with the procedures set out and issued by the relevant regional health department.
- If, in order to prevent outbreaks in the areas most affected by the virus, the competent health authority has specific additional measures in place, such as swabbing workers, the employer shall cooperate insofar as possible.

that end, please note that the data may be processed solely for the purposes of preventing COVID-19 spread and may not be disclosed or communicated to third parties outside the specific regulatory provisions (e.g. in the event of a request by the Italian Health Authority for reconstruction of the chain of any 'close contacts' of a worker who has tested positive for COVID-19); 4) In the event of temporary isolation due to exceeding the temperature threshold, ensure procedures to guarantee the confidentiality and dignity of employees. Such guarantees must be ensured also in cases in which an employee informs the relevant human resource manager of having had contact, outside of a company context, with anyone who has tested positive for COVID-19 and in the event of removal of a worker who develops fever and symptoms of respiratory infection during work, as well as their colleagues (see below).



3-ENTRY IN THE COMPANY OFFICES FOR NONEMPLOYEES

- Nonemployees are allowed to enter only if it is considered necessary and if entry cannot be postponed to a later date or done remotely.
- For any access of external personnel deemed necessary, they shall be subject to all company rules, including those to access the company premises referred to in Section 2 above, in order to reduce the opportunities of contact with personnel in the departments/offices involved.
- For external personnel, identify dedicated toilets, prohibit the use of these by employees and ensure adequate daily cleaning.
- Access to visitors will be reduced as far as possible; if external visitors (cleaning, maintenance staff, etc.) are required to access the offices, they shall be subject to all company rules, including those for access to company premises referred to in Section 2 above.
- In the case of workers employed by third-party companies operating in the same production/office site (e.g. companies and external consultants, maintenance workers, suppliers, cleaners or security staff) who test positive for COVID-19, they must immediately inform the company and both must cooperate with the health authority by providing useful information to identify any close contact they may have had with others.
- The company is required to provide the third party with full information on the contents of company protocol and must ensure that workers of the same or third-party companies operating in any capacity within the company perimeter fully comply with the provisions therein.

4-COMPANY CLEANING AND SANITISATION

- The company shall ensure the daily cleaning and extraordinary sanitisation of the premises, environments, workstations and common/relax areas before reopening.
- If a person with COVID-19 has been at the company premises, the premises must be cleaned and sanitised in accordance with the provisions of Circular no. 5443 of 22 February 2020 of the Italian Ministry of Health. They must also be ventilated.
- Products (disposable gloves, disinfectant and paper) are supplied in specific areas (office entrance and canteen areas) for the personnel sanitisation vehicles and workstations (in addition to the above, keyboards, touch screens and mouse will be sanitised, with appropriate detergents, at the end of each shift and, in case of shared use, before each use).
- Products (type):
 - Specific alcohol-based (e.g. saniman, prontosan, K7) or chlorine-based (e.g. <0.1% chlorine solution for floors and toilets) sanitation products or sanitary products (rifraxsan for surface cleaning);
 - Alcoholic-based hand cleansing gel (e.g. amuchina gel or similar, or anti-virus medical



products).

- Self-sanitisation: specific alcohol-based sanitisation products (e.g. saniman for meeting rooms) and paper.

5-INDIVIDUAL HYGIENE PRECAUTIONS

- It is mandatory that the people on site take all hygiene precautions, especially for their hands;
- The company shall provide suitable hand cleaning equipment;
- Frequent hand-washing with soap and water is recommended;
- The hand cleaning equipment mentioned above must be accessible to all workers through specific dispensers located in easily identifiable places;
- Workers should check their own body temperature before entering the premises;
- Physical contact is prohibited (e.g. hands-shaking);
- The redefined capacity of the premises must be respected;
- The minimum physical distance of one metre between individuals must always be respected, except where there are technical or production impediments, for which all compensatory measures must be taken (surgical masks, hand cleansing gel and sanitising products);
- Notify the employer of any requirements from the health authorities;
- It is mandatory for all staff to inform the employer of any flu-like symptoms that may appear during working hours;
- Always encourage web meetings, even between colleagues;
- Avoid touching your mouth, eyes and nose with your hands;
- Lifts should be avoided by all staff, except for those with disabilities.

6-PERSONAL PROTECTIVE EQUIPMENT

- The adoption of the hygiene measures and personal protective equipment indicated in this Regulatory Protocol is fundamental and, given the current emergency situation, is clearly linked to market availability. Therefore:
 - a. masks should be used in accordance with World Health Organization guidelines.
 - b. given the state of emergency, in the event of supply difficulties and for the sole purpose of preventing the spread of the virus, masks of the type indicated by the health authority may be used.



- c. the preparation by the company of detergent liquid according to WHO guidelines ([https://www.who.int/gpsc/5may/Guide to Local Production.pdf](https://www.who.int/gpsc/5may/Guide%20to%20Local%20Production.pdf)) is encouraged.
- At present, Independent Maritime Advisors Ltd. has adopted the of the following PPE (regularly delivered to workers in adequate numbers) to perform daily activities:
 - Medical face masks [UNI EN 14683:2019].
 - Disposable latex gloves [UNI EN 388].
- Should the staff need to work closer than one metre and no other organisational solutions are possible, masks and other protective equipment (gloves, etc.) must be used in accordance with the provisions of the scientific and health authorities.
- In adopting the protocol measures within the workplace on the basis of the risks assessed and, as a result of mapping the various company activities, the appropriate PPE will be used. For all workers who share common areas (including open plan office areas), the use of a surgical mask is required, as also set out in Italian Decree Law DL no. 9 Art. 34 in conjunction with DL no. 18 Art. 16(c)(1).

7-MANAGING COMMON AREAS (CANTEEN, CHANGING ROOMS, SMOKING AREAS, DRINKS AND/OR SNACK DISPENSERS...)

- Access to common areas, including company canteens, smoking areas and changing rooms is restricted, with continuous ventilation of the premises, reduced time spent in these spaces and maintenance of a safety distance of one metre between individuals occupying such spaces.
- Spaces need to be reorganised and changing rooms sanitised in order to leave places for workers to store their work clothes and guarantee suitable hygiene and sanitary conditions.
- Extraordinary sanitisation and daily cleaning must be guaranteed, with special detergents for refreshment areas.
- ENTRY: At the time of entry, all people are informed of the rules to be observed within the company perimeter. There will also be thorough checks to ensure that all individuals comply with the obligation to wear the prescribed masks.
- REFRESHMENT AREAS IN THE OFFICE The maximum number of people present at the same time is set at two. The simultaneous use of all the chairs and tables in any area of the office for refreshment is prohibited in order to reduce possible sources of direct contact and prolonged rest, encouraging more fluid use. Disposable gloves are provided for typing and for picking up drinks. Collective breaks are prohibited. The water dispensers located in company areas have been removed in order to avoid any indirect contact.
- CHANGING ROOMS: To reduce flow issues, entrances and exits have been arranged to create unidirectional flows where possible. In order to reduce the time spent and possible cross-flows,



workers are asked to limit their use of showers. Offsetting shift patterns reduces the possibility of groupings. In order to further reduce the possibility of crowding, we ask that locker rooms are only used by those who perform particular tasks.

- **MEETING ROOMS:** Surface sanitising equipment (disinfectant and paper) is always available. The use of microphones or other shared use devices is prohibited (microphones may only be used for individual stations dedicated to each participant). Where possible, the room must be adequately ventilated before, during and after the meeting. If this is not possible, mechanised ventilation is always guaranteed to ensure air exchange. If food and beverage are supplied (by catering or in other forms), it is essential that all food or beverage items are packaged at origin to avoid their possible contamination and that serving staff are provided with surgical masks and gloves. Hot and cold beverages must not be available in self-service mode. If cutlery and crockery are used, preference must be given to disposable ones, delivered in a sterile bag. Waste must be properly separated and promptly removed and stored in areas equipped for this purpose.

8-COMPANY ORGANISATION (SHIFTS, TRAVEL AND SMART WORKING, REMODELLING OF PRODUCTION LEVELS)

With reference to Italian Prime Ministerial Decree of 11 March 2020, point 7, during the COVID-19 state of emergency, companies will be able to refer to the provisions of the CCNL (Collective National Labour Agreement):

- Use smart working for all activities that can be carried out at home or remotely. Where social security cushions are adopted, even as an exception, always consider the possibility of ensuring that they affect the entire company, if necessary with appropriate rotations.
 - a. use as a priority the social security cushions available in compliance with the contractual institutions (PAR [annual paid leave], ROL [leave through reduced hours], TOIL [time off in lieu]) generally aimed at allowing abstention from work without loss of pay.
 - b. if the use of the institutions referred to in point (a) is not sufficient, any holiday periods in arrears not yet taken should be used.
 - c. all national and international travel/business trips not authorised by the Company, even if already agreed or organised, are suspended and cancelled.
- Smart working continues to be encouraged even in the phase of progressive reactivation of work as a useful and modular prevention tool, without prejudice to the need for the employer to guarantee adequate support conditions for workers.
- It is necessary to respect physical distancing, including through redesigning work spaces compatible with the nature of production processes and company spaces. In the case of workers who do not need special tools and/or work equipment and who can work alone, they could, for the transitional period, be stationed in spaces obtained for example from unused offices and meeting rooms.



- For environments where several workers work at the same time, solutions can be found, such as repositioning workstations spaced adequately apart from one another or similar solutions.
- It is essential to avoid social gatherings, including when commuting to and from work, with particular reference to the use of public transport. The company therefore suggests choosing methods of transport to the workplace that allow suitable distance between travellers, and the use of private means of transport.

9-RELOCATION WITHIN THE OFFICE, MEETINGS, INTERNAL EVENTS AND TRAINING

- Relocation within the company site must be limited to those which are strictly necessary and following the company's instructions.
- Face-to-face meetings are not allowed. Should they be necessary and urgent, if it is not possible to web meet, the necessary participation must be reduced to a minimum and physical distancing and adequate cleaning/ventilation of the premises must always be guaranteed.
- All internal events and classroom training activities are suspended and cancelled, even the mandatory ones and even if already organised. It is however possible, if the company organisation allows it, to conduct remote learning sessions, even for those working in smart work mode.
- Failure to complete the updating of professional and/or qualifying training within the deadlines set for all company roles/functions regarding health and safety in the workplace due to the emergency in progress and therefore due to *force majeure*, will not mean that employees cannot continue to perform that specific role/function (by way of example: emergency officers, both fire-fighting and first aid, may continue to intervene in case of need).

10-WHAT TO DO WHEN THERE IS A SYMPTOMATIC PERSON ON THE PREMISES

- In the event of an individual at the company developing a fever and symptoms of respiratory infection such as a cough, they must immediately report it to the RLS (Workers' Safety Representative) and to the employer (who shall inform the occupational doctor and the RSPP [Health and Safety Manager]). They must then proceed to isolate themselves in accordance with the provisions of the health authority from others on the premises. The company shall immediately notify the competent health authorities and the COVID-19 emergency numbers provided by the region or the Italian Ministry of Health.
- The company shall collaborate with the health authorities to identify any 'close contacts' the person who has tested positive for COVID-19 may have had at the company. This is to enable the authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the company may ask any possible close contacts to leave the premises as a precaution, according to the indications of the Health Authority.
- At the time of isolation, the worker must be immediately provided with a surgical mask, if not



already provided.

- Risky cases are defined as those who, without the use of protective equipment and compliance with anti-infection procedures, have come into close contact in the last 14 days with a possible or confirmed case.

Definition taken from the Circular of the Italian Ministry of Health of 27/02/2020.

A close contact with a possible or confirmed case is defined as:

- A person living in the same house as a COVID-19 case;
- A person who has had direct physical contact with a COVID-19 case;
- A person who has had unprotected direct contact with the secretions of a COVID-19 case;
- A person who has had direct (face-to-face) contact with a COVID-19 case, at a distance of less than two metres and lasting longer than 15 minutes;
- A person who has been in an enclosed environment (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case for at least 15 minutes, at a distance of less than two metres;
- A healthcare professional or other person providing direct assistance to a COVID-19 case or laboratory personnel handling samples from a COVID-19 case without using the recommended PPE or whilst using unsuitable PPE;
- A person who has travelled seated in the two seats adjacent, in any direction, to a COVID-19 case on an aircraft, their travelling companions or caregivers and crew members in the section of the aircraft where the case in question was seated (if the case has severe symptoms or moved within the aircraft, resulting in increased passenger exposure, consider all passengers seated in the same section of the aircraft or in the aircraft as a whole as close contacts).
- A person who used the same work equipment as the COVID-19 case.

11-HEALTH SURVEILLANCE/OCCUPATIONAL DOCTOR/RLS (WORKERS' SAFETY REPRESENTATIVE)

- Health surveillance must continue in compliance with the hygiene measures contained in the Italian Ministry of Health guidelines (so-called handbook);
- During this period, priority should be given to preventive appointments, appointments on request and appointments on returning from illness;
- Periodic health surveillance should not be interrupted because it represents a further preventive measure of a general nature: both because it might intercept possible cases and possible symptoms of infection and because of the information and training that the occupational doctor can provide



workers to prevent the spread of infection;

- In integrating and proposing all regulatory measures related to COVID-19, the occupational doctor cooperates with the employer and the RLS;
- The occupational doctor informs the company of particularly vulnerable situations and employees' current or past pathologies and the company shall ensure their protection in terms of privacy;
- The occupational doctor shall apply the indications of the Health Authorities. The occupational doctor, in view of their role in risk assessment and health surveillance, may suggest adopting any diagnostic means if deemed useful for the containment of the spread of the virus and the health of workers;
- When activities are resumed, it is appropriate for the doctor responsible for identifying individuals in particularly vulnerable situations to be involved, as well as when it comes to reintegrating into work individuals who have had COVID-19 infection;
- It is recommended that health surveillance should pay particular attention to those who are vulnerable, including in relation to age;
- For the progressive reintegration of workers after COVID-19 infection, the occupational doctor, on presenting certification that the swab result is now negative according to the procedures laid down and issued by the occupational regional health department, conducts a medical assessment prior to resuming work, following absence for health reasons lasting more than sixty days continuously, in order to check suitability for the job. (Italian Legislative Decree 81/08 and subsequent amendments and additions, Art. 41(2)(e-ter)), also to assess specific risk profiles and regardless of the length of absence due to illness).

12-UPDATING THE REGULATORY PROTOCOL

An internal team is established to continually define, implement and monitor the actions resulting from development of the emergency. The team is made up of:

- Marco Pastorino, Managing Director – mpastorino@imaholding.com
- Roberto Bruzzone, COO (in contact with PMs and Senior Directors) – rbruzzone@imaholding.com
- Massimo Ruga, CFO – mruga@imaholding.com
- Giulia Brambilla, Executive Assistant (in contact with Coordinating Occupational Doctor and RLS for monitoring of actions implemented) – gbrambilla@imaholding.com



Sheet 1 – COVID-19 ENTRY SIGNAGE

It is forbidden for the following people to enter or remain at company premises:

- All those who have travelled from at-risk areas according to WHO guidelines or who have had contact with anyone tested positive for the virus in the last 14 days. Please remember that it is the responsibility of the individual concerned to contact the competent authorities and to observe compliance with the restrictions imposed.
- All those who show cold symptoms (as a precautionary measure, fever above 37°C associated with: sore throat, cough, loss of taste or smell, joint pain, stuffed and blocked nose, sneezing, headache, tiredness, cold) are required to contact their GP or the health authorities and not to go to work, informing their supervisor.

It is mandatory for all personnel accessing company premises to:

- Promptly inform their employer of any requirements imposed by the health authorities (self-isolation, swab request, etc.).
- Promptly inform the employer in the event of any flu-like symptoms whilst working, making sure to remain at a suitable distance from anyone else present.
- Immediately follow all the provisions of the authorities and the employer (in particular, keeping a safe distance, observing hand hygiene rules and behaving correctly, avoiding crowding and respecting the maximum capacity of the premises).

For the protection of the company community, employees and any person entering the office are asked to undergo a body temperature check by themselves in the designated area and self-certify having a body temperature below 37,5°C. It is recommended that everyone wear a mask at all times. In the event of a fever (temperature above 37°C), it is advisable to contact your GP/occupational doctor in order for an appropriate certificate of absence from work to be issued.

By accessing the company premises, you accept the above.

Coronavirus emergency toll-free numbers: Tel. 1500 – National

MANAGEMENT



Sheet 2 – IMA LTD COVID-19 STAFF

DESCRIPTION: Implementation of guidelines to minimise the risk of contracting the virus.

WHO: All personnel.

WHEN: During work activities and at all times within the company perimeter. It is recommended that the guidelines are also followed in daily life.

HOW: It is forbidden for individuals with a fever and those travelling from areas considered at risk by the WHO or those who have had contact with anyone tested positive for the virus in the last 14 days to enter. Observe the obligation to always wear a disposable surgical mask covering mouth and nose at company sites. Wear a face mask on the way to and from work. Report immediately to the RLS (Workers' Safety Representative) and to the employer any symptoms that may appear during your time at the company. Staff with a more vulnerable health condition must contact the occupational doctor in order for correct and appropriate management of their case (e.g. pregnant women, insulin-dependent diabetics, those who are immunosuppressed due to treatment/illness). Always respect the physical distance of at least one metre from others (in particular whilst queueing, in changing rooms, in refreshment areas, along routes). Always respect the physical distance of at least one metre even when performing work. If this is not possible for organisational or technical reasons, the compensatory measure already implemented is the obligation to wear a face mask and increase the frequency of self-sanitising hands and work tools. At the beginning of the shift and each time you deem it necessary, clean any keyboards, touch screens and any other work tools that have been used by other personnel, using the equipment provided (paper, disposable gloves and disinfectant). The shared use of personal devices, in particular telephones, is forbidden; it is advisable to use them in hands-free mode, not to place them (mobile phone or handset) on the table or other surfaces. If this happens, the surface and the phone must be sanitised. Observe the maximum capacity of premises. Wash your hands often and always after blowing your nose, before and after eating or drinking, using the toilet, using a mask or touching your face. Notify your direct supervisor of any requirements issued by the health authorities or if you or anyone you live with has tested positive for the virus. If you need to sneeze or cough, do so into a disposable tissue or using a flexed elbow and immediately dispose of used tissues in an enclosed bin, then wash your hands with soap and water or using alcohol gel. Arrange remote meetings. Keep doors open (to avoid lots of people touching the handle). Correctly use exits and entrances to changing rooms, refreshment areas, etc. Use only the assigned company entrance to enter and exit the office. When using company vehicles, observe the distance of one metre and disinfect them before and after use. Avoid moving around within the company perimeter. It is obligatory to use only the refreshment area and toilets closest to your workstation. Use the lifts only if you have a personal condition that prevents you using the stairs and there should always only one person in a lift at a time.



WASH YOUR
HANDS OFTEN



AVOID COMING
TOO CLOSE TO
OTHERS



DON'T TOUCH
YOUR EYES, NOSE
AND MOUTH WITH
YOUR HANDS



COVER YOUR
MOUTH AND NOSE
WHEN SNEEZING
OR COUGHING



CLEAN SURFACES
WITH CHLORINE
OR ALCOHOL-
BASED PRODUCTS



ALWAYS WEAR A
FACE MASK
COVERING YOUR
NOSE AND MOUTH

Sheet 3 – COVID-19 FILTER MASKS

In line with the 'Agreed protocol regulating measures to combat and contain the spread of the COVID-19 virus', the distribution of masks is guaranteed in all cases where the workplace does not guarantee a physical distance of one metre between individuals. Given the ubiquitous nature of the risk associated with the spread of the virus, as the most protective measure for the entire community, the company shall distribute protective masks to all personnel, according to the following classification.

DESCRIPTION

There are various types of masks, with the main ones of interest being:

- Washable face masks: together with other measures, they avoid the dispersion of the virus and, if used by the community, generate a system of mutual protection;
- Surgical disposable face masks: together with other measures, they avoid the dispersion of the virus and, if used by the community, generate a system of mutual protection;
- FFP2/3: together with all other measures, such as visors/glasses, disposable gloves and protective clothing, they protect against contact with the virus.

WHO

- Surgical: all personnel;
- FFP2/3: healthcare personnel, those coming into contact with a confirmed or suspected case and hygiene department cleaning staff.

Face masks should be used in conjunction with all the other measures set out.

WHEN

- Washable mask: It is recommended to use it on the journey to and from work and when you consider it appropriate in your personal life;
- Surgical mask: Its use is prescribed whilst within the company perimeter or for travel or during the preparation and supply of food and drink;
- FFP2/3: Its use is prescribed to healthcare personnel and those coming into contact with a suspected or confirmed case and to cleaning staff when sanitising toilets.

Face masks should be used in conjunction with all the other measures set out.

HOW

- Before putting on a mask, wash your hands;
- Cover your mouth and nose with the mask, making sure that it is intact and that it fits snugly against your face;
- Avoid touching the inside of the mask while you are wearing it;
- To remove the mask, take it by the elastic and do not touch the front of the mask. When you are done, wash your hands;
- Dispose of disposable surgical or FFP2/3 masks in the appropriate container;

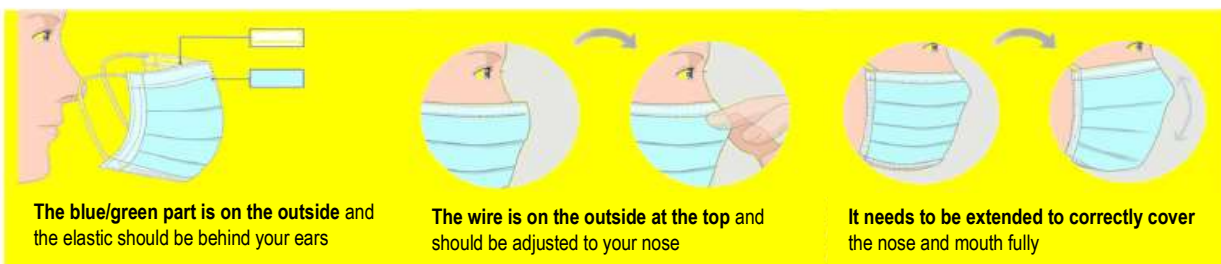


- Disposable surgical mask: At the end of the day, dispose of it in the appropriate container (at the company) or in general waste (outside the company);
- Washable mask: wash (at low temperature - maximum 50°C - with water and detergent and never using spin cycle or with other items) or sanitise them (with alcohol-based products at 70°C) a maximum of 100 times, unless they remain intact and undamaged.

It should be noted that in the current emergency situation, masks should be used for the entire life stated by the manufacturer in order to reduce consumption and produce less waste.

You must avoid placing the mask:

- on your head or hair. If it is to be removed for short periods, place the mask under your chin;
- on other surfaces (e. g. on a workbench or desk). After use, put it back in the appropriate bag.



STORAGE

Reusable masks should be stored in a clean, dry and watertight pack. They should not be exposed to direct sunlight or sources of heat. Face masks are strictly personal and may not be used for purposes other than those for which they were provided.

PLEASE BE REMINDED OF YOUR CIVIC DUTY IN CORRECT USE OF MASKS AND IN LIMITING CONSUMPTION OF SANITARY MATERIALS AND MASKS AS MUCH AS POSSIBLE

Sheet 4 - HANDWASHING - COVID-19 HEALTHY HYGIENE MEASURE

DESCRIPTION It is important to wash your hands frequently and carefully to eliminate any virus that may be present.

WHO Everyone

WHEN

Frequently and always:

- before and after eating or drinking;
- before and after putting on or taking off a mask;
- before and after touching shared-use items;
- before and after using the toilet.

HOW

In all toilets there is running hot drinking water, soap and suitable means to dry your hands. If it is not possible to go to the toilets, you can use the alcohol hand cleansing gel found at several points within the company.



Ministero della Salute

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Sheet 5 – COVID-19 SELF-SANITISATION

Who: All staff must sanitise using the equipment provided in the specific areas according to the cases indicated below.

A - Telephones and bundles of keys

When: before using phones and keys previously used by other people.

What: Landlines, mobile phones, bundles of keys.

B - Workstation with physical distance <1 metre or where alternating with other members of staff

When: At the beginning of the shift and whenever the equipment is used by other staff.

What: Desks and meeting tables, work equipment and touch screens.

C – Vehicle

When: Before and after using vehicles used by others.

What: external and internal handles, steering wheel, controls, sticks and any touch screens.

D - Video terminal and photocopying machines

When: At the beginning of the shift and whenever the equipment is used by other staff.

What: keyboard, mouse and any touch screens.

How:

- A. Wash your hands
- B. Wear gloves
- C. Take some paper
- D. Spray disinfectant directly on the surfaces
- E. Wipe with paper to clean
- F. Repeat with fresh paper until the paper is completely clean after wiping
- G. Put the disinfectant back
- H. Dispose of paper and gloves in the bin
- I. Wash your hands







ALCUNE SEMPLICI RACCOMANDAZIONI PER CONTENERE IL CONTAGIO DA CORONAVIRUS

- LAVATI SPESSO LE MANI CON ACQUA E SAPONE O USA UN GEL A BASE ALCOLICA
- EVITA CONTATTI RAVVICINATI MANTENENDO LA DISTANZA DI ALMENO UN METRO
- NON TOCCARTI OCCHI, NASO E BOCCA CON LE MANI
- EVITA LUOGHI AFFOLLATI
- EVITA LE STRETTE DI MANO E GLI ABBRACCI FINO A QUANDO QUESTA EMERGENZA SARÀ FINITA
- COPRI BOCCA E NASO CON FAZZOLETTI MONOUSO QUANDO STARNUTISCI O TOSSISCI. ALTRIMENTI USA LA PIEGA DEL GOMITO

SE HAI SINTOMI SIMILI ALL'INFLUENZA RESTA A CASA, NON RECARTI AL PRONTO SOCCORSO O PRESSO GLI STUDI MEDICI, MA CONTATTA IL MEDICO DI MEDICINA GENERALE, I PEDIATRI DI LIBERA SCELTA, LA GUARDIA MEDICA O I NUMERI REGIONALI

Logos: Ministero della Sanità, Protezione Civile, SALUTE.GOV.IT/NUOVOCORONAVIRUS, Ministero della Salute

Italian	English
Lavati spesso le mani con acqua e sapone o usa un gel a base alcolica	Wash your hands often with soap and water or use an alcohol-based gel
Evita contatti ravvicinati mantenendo la distanza di almeno un metro	Avoid coming too close to people, stay at least one metre away
Non toccarti occhi, naso e bocca con le mani	Don't touch your eyes, nose or mouth with your hands
Evita luoghi affollati	Avoid crowded spaces
Evita le strette di mano e gli abbracci fino a quando questa emergenza sarà finita	Avoid shaking hands and hugging until the state of emergency is over
Copri bocca e naso con fazzoletti monouso quando starnutisci o tossisci, altrimenti usa la piega del gomito	Cover your nose and mouth with a disposable tissue when you sneeze or cough, otherwise use your bent elbow
Se hai sintomi simili all'influenza resta a casa, non recarti al pronto soccorso o presso gli studi medici, ma contatta il medico di medicina generale, i pediatri di libera scelta, la guardia medica o i numeri regionali	If you have flu-like symptoms, stay at home, do not go to the hospital or a clinic. Contact your GP, a paediatrician of your choice, duty doctor or regional contact numbers

<p>CONDIZIONI NECESSARIE PER L'ACCESSO ALLA SEDE</p> <p>ALLA LUCE DELL'EMERGENZA CAUSATA DALLA DIFFUSIONE DEL NUOVO CORONAVIRUS COVID-19, I REQUISITI PER L'INGRESSO IN SEDE SONO:</p> <ul style="list-style-type: none"> • INDOSSARE UNA MASCHERINA PROTETTIVA DI TIPO CHIRURGICO (O SUPERIORE) • NON AVERE SINTOMI INFLUENZALI, NON ESSERE ENTRATI IN CONTATTO CON PERSONE POSITIVE AL COVID-19 NEI 14 GIORNI PRECEDENTI, NON PROVENIRE DA ZONE A RISCHIO • SOTTOPORSI ALLA MISURA DELLA TEMPERATURA CORPOREA • AVERE UNA TEMPERATURA INFERIORE A 37,5°C <p>L'ACCESSO ALLA SEDE SARÀ NEGATO ANCHE IN ASSENZA DI UNO SOLO DEI SOPRA ELENCATI REQUISITI</p> <p>NECESSARY CONDITIONS FOR THE HEADQUARTER ENTRY</p> <p>IN LIGHT OF THE EMERGENCY CAUSED BY THE SPREAD OF THE NEW CORONAVIRUS COVID-19, THE REQUIREMENTS FOR ACCESS HEADQUARTER ENTRY ARE:</p> <ul style="list-style-type: none"> • TO WEAR A SURGICAL PROTECTIVE MASK (OR SUPERIOR TYPE) • TO HAVE NO FLU SYMPTOMS, NOT TO HAVE BEEN IN CONTACT WITH PEOPLE POSITIVE FOR COVID-19 IN THE LAST 14 DAYS, NOT COMING FROM HIGH-RISK AREAS • TO UNDERGO A BODY TEMPERATURE READING • TO HAVE A TEMPERATURE LOWER THAN 37.5°C <p>THE ACCESS TO THE HEADQUARTER WILL BE DENIED EVEN IN THE ABSENCE OF ONE OF THE ABOVE MENTIONED REQUIREMENTS</p>	<p>PERMANENZA GIORNALIERA ALL'INTERNO DELLA SEDE</p> <p>ALL'INTERNO DELLA SEDE DEVE ESSERE SEMPRE INDOSSATA LA MASCHERINA DI TIPO CHIRURGICO, PENA L'ALLONTANAMENTO DAL SITO</p> <p>LE MASCHERINE DI TIPO SUPERIORE (FFP2/FFP3) SONO NECESSARIE SOLO PER LE MANSIONI INDICATE NEL PROPRIO DOCUMENTO DI VALUTAZIONE DEI RISCHI</p> <p>SARANNO FORNITE DUE MASCHERINE COME DOTAZIONE PERSONALE GIORNALIERA</p> <p>CONTENITORI SISTEMATI AD OGNI PIANO DELLA SEDE (APPOSITAMENTE IDENTIFICATI) DOVRANNO ESSERE UTILIZZATI QUALI PUNTI DI CONFERIMENTO DELLE MASCHERINE A FINE UTILIZZO</p>  <p>DAILY STAY INSIDE THE HEADQUARTER</p> <p>INSIDE THE HEADQUARTER YOU MUST ALWAYS WEAR THE SURGICAL MASK, ON PAIN OF THE REMOVAL FROM THE HEADQUARTER.</p> <p>SUPERIOR TYPE MASKS (FFP2/FFP3) ARE REQUIRED FOR SPECIFIC TASKS ONLY, IN ACCORDANCE WITH OWN RISK ASSESSMENT DOCUMENT</p> <p>THREE MASKS WILL BE SUPPLIED AS DAILY PERSONAL EQUIPMENT</p> <p>SPECIFICALLY IDENTIFIED BINS LOCATED ON EACH FLOOR INSIDE THE HEADQUARTER SHOULD BE USED FOR MASKS DELIVERING AT THE END OF USE</p> 	<p>REGOLE PER I TRASPORTATORI (TR, BILICI, ecc.)</p> <p>I CONDUCENTI DEI MEZZI IN ACCESSO ALLA SEDE DEVONO SEMPRE INDOSSARE UNA MASCHERINA PROTETTIVA ALMENO DI TIPO CHIRURGICO, SE DEVONO SCENDERE DAL MEZZO DEVONO SOTTOPORSI ALLA MISURAZIONE DELLA TEMPERATURA, IN CASO DI RIFIUTO NON SARÀ CONSENTITO L'ACCESSO IN SEDE</p> <p>I CONDUCENTI DOVRANNO ATTENERSI SCRUPolosAMENTE ALLE INDICAZIONI STRADALI DELLA SEDE</p> <p>RULES FOR TRUCK DRIVERS (TR, TRUCKS, etc.)</p> <p>DRIVERS OF VEHICLES ACCESSING THE HEADQUARTER MUST ALWAYS WEAR A PROTECTIVE MASK OF SURGICAL TYPE AT LEAST, IF THEY MUST GET OFF THE VEHICLE THEY MUST UNDERGO A BODY TEMPERATURE READING, IN CASE OF REFUSE CANNOT BE AUTHORISED THE ACCESS TO THE HEADQUARTER</p> <p>DRIVERS MUST FOLLOW STRICTLY THE DRIVING DIRECTIONS OF THE HEADQUARTER</p>
<p>COMPORTEMENTI PERSONALI</p> <p>PERSONAL CONDUCT</p> <ul style="list-style-type: none"> • RIMANGI A CASA IN PRESENZA DI FEBBRE (OLTRE 37,5 °C) O ALTRI SINTOMI INFLUENZALI, CHIAMA IL TUO MEDICO ED INFORMA IL TUO DATORE DI LAVORO • STAY AT HOME IF YOU HAVE FEVER (HIGHER THAN 37.5 °C) OR OTHER FLU SYMPTOMS, CALL YOUR DOCTOR AND INFORM YOUR OWNER • LAVATI LE MANI SPESSO (CON ACQUA E SAPONE PER ALMENO 40-60 SECONDI) E USA IL GEL DISINFETTANTE DISPONIBILE NEI DISPENSER PRESENTI IN SEDE • WASH FREQUENTLY YOUR HANDS (WITH SOAP AND WATER FOR AT LEAST 40-60 SECONDS) AND USE THE SANITIZING HANDRUB AVAILABLE BY DISPENSERS LOCATED IN THE HEADQUARTER • NON TOCCARTI OCCHI NASO E BOCCA CON LE MANI • AVOID TOUCHING EYES, NOSE AND MOUTH WITH HANDS • COPRI BOCCA E NASO SE STARNUTISCI O TOSSISCI ED UTILIZZA FAZZOLETTI USA E GETTA • COVER YOUR MOUTH AND NOSE WHEN YOU COUGH OR SNEEZE AND USE DISPOSABLE TISSUE • EVITA LE STRETTE DI MANO E GLI ABRACCI • AVOID HANDSHAKES AND HUGGING • SEMPRE LA MASCHERINA • WEAR ALWAYS THE MASK 	<p>COME LAVARSI LE MANI CON ACQUA E SAPONE</p> <p>HOW TO WASH YOUR HANDS WITH SOAP AND WATER</p> <p>Durata dell'intera procedura / Duration of the entire procedure: 40-60 sec.</p>  <p>COME SI INDOSSA LA MASCHERINA</p> <p>HOW TO WEAR THE MASK</p> <p>MASCHERINA TIPO CHIRURGICO – SURGICAL MASK</p> <p>COME SI INDOSSA - HOW TO WEAR IT</p> <p>Usa prima per gli elastici senza toccare la mascherina e deve coprire naso e bocca aderendo al viso</p> <p>Pick it up by the rubber bands without touching the mask and make it cover nose and mouth and adhere to the face</p> <p>COME SI TOGLIE - HOW TO TAKE IT OFF</p> <p>Usa prima dell'elastico, spingilo su se stessa senza toccare l'esterno e buttarla negli appositi contenitori presenti in Sede</p> <p>Take it by the rubber bands, find it on itself without touching the external surface and throw it in the specific bins available inside the Headquarter</p> 	



Sheet 7 – HOW TO SAFELY REMOVE DISPOSABLE GLOVES COVID 19



Italian	English
Pizzica il giunto al polso. Sfila il guanto.	Grasp the palm of one glove near your wrist. Carefully pull the glove off, turning it inside out.
Tieni il guanto nel palmo della mano con il guanto. Infila le dita nel secondo guanto.	Hold the glove in the palm of the still-gloved hand. Slip two fingers under the wrist of the remaining glove.
Getta i guanti in sicurezza.	Dispose of the gloves safely.
Lava sempre le mani una volta rimossi i guanti e prima di toccare qualsiasi oggetto o superficie. I guanti potrebbero avere dei buchi troppo piccoli per poterli vedere.	Always wash your hands after removing the gloves and before touching any object of surface. Gloves may have holes in them that are too small to be seen.

A handwritten signature in black ink, appearing to be 'LUR'.