

	CORONAVIRUS PREVENTION AND PROTECTION MEASURES <small>(Section of CAP.37 Risk Assessment Document)</small>	Edition: 00	
		Rev.	Date
		03	27/02/2020

PREVENTION AND PROTECTION MEASURES TAKEN

In addition to the provisions drawn up by the Ministry of Health and the Higher Institute of Health collected in the document "new coronavirus - Ten behaviors to follow", the DDL, on the basis of the aforementioned risk assessment, establishes the following prevention and protection measures with immediate implementation:

COMPANY REFERENCES FOR INFORMATION AND UPDATES

- In order to standardize the information disseminated regarding the procedures and directives in place in order to limit the danger of contagion, a dedicated corporate work team is set up and composed as follows:

Dr. Giacomelli Federico (Personnel Manager)

Mr. Garatti Giovanni (RSPP)

Dr. Pontoglio Chiara (ASPP)

Mr. Roversi Massimo (incoming Employer)

Ing. Regosini Giuseppe (Employer)

Dr. Torri Daniele (competent doctor)

PRELIMINARY MEASURE: SELF-DECLARATIONS FOR RISK MAPPING

- It is envisaged to identify the subjects who could potentially be exposed to risk using the mandatory questionnaire in Annex 2.

Coronavirus COVID-19 "self-declaration" form.

This questionnaire identifies any stays in places deemed to be at risk or health conditions that may in some way be attributable to the infection.

The management and compilation of the form must take place through the following criteria:

For non-shift workers: the investigation must be carried out one-off with the obligation to promptly communicate any subsequent changes. The results will be collected by the DDL analyzed and discussed with the competent doctor.

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For employees who travel: the investigation will be carried out on the return of each trip. The results will be collected by the DDL analyzed and discussed with the competent doctor.

The last completed form, in an original copy, will be sent in advance to the customers covered by the next trip.

In addition, the service office will have to request from the host customers additional measures to be taken imposed by the same or by the countries they belong to in order to avoid unpleasant repatriation situations or unexpected quarantines.

For visitors: the form must be completed before each access; it will be administered and analyzed directly by the staff at the Reception after being trained on the precautions to be preserved. A different reallocation of the station cannot be excluded, improving the collective and individual protection system.

For contract workers: the investigation must be carried out for each worker sent to the office, before the start of the contract. The collection of the cards will be made by the employer of the company concerned and will be attached to the document for assessing the interfering risks. In this regard, a summary document will be drawn up with explanations concerning liability and how to fill it out.

These investigations will be managed with the criteria established by the current privacy rules.

INFORMATION

- Information to all workers on the risk, through widespread dissemination of the leaflet referred to in Annex 1 of this document;
- Posting, in one or more visible points of the workplace, as well as in the toilets and the 'decatalogue' which can be extracted from Annex 1 of this document. This document must be replaced when a similar is deemed to be more updated or more complete by the authorities.
- Posting, in one or more visible points of the workplace, of the mapping of the contagion in the Lombardy region with the municipalities identified as a red area highlighted.

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PERSONAL HYGIENE

With the aim of adding personal hygiene devices and collectors of potentially infected material, it is necessary to implement with:

- Equipped with dispensers of alcoholic hand sanitizer dispensers at company entrances, with sign indicating the need for hand disinfection at the entrance valid for all, employees and visitors.
- Preparation of dedicated baskets for the collection of disposable tissues and other similar used for the expulsion of biological liquids

CLOSE CONTACTS

In order to avoid the gathering of people as much as possible, you have:

- Restricting access to visitors by postponing activities that are not strictly urgent.
- Reduce the number of meetings to the minimum necessary by using alternative communication methods that do not require the presence of several people.
- Reduce the number of participants in meetings of all situations.
- Avoid gatherings in closed areas of common use such as refreshment areas, changing rooms, etc. For the internal dining area, behind the reception, it is recommended that no more than four people must be present at the same time.

ENVIRONMENT CLEANING

- The high risk surfaces have been identified and will be subjected to frequent washing by the contact cleaning company:

Handrails - Buttons for coffee / beverage dispensing machines including tables and surfaces under the windows - Handles - Plates, water taps and drainage leavers in the bathrooms - Electronic devices and shared use equipment (meeting room phones, printers, copiers) - Tables and shared desks (meeting rooms).

It is not considered necessary to provide additional ventilation of the premises as all systems guarantee the exchange of air according to the law.

ASSESSMENTS

The DDL with the competent doctor reserves the right to carry out a careful and timely evaluation of any further actions to be implemented for workers belonging to population groups

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sensitive to risk (workers over 60 years, workers with known immunodeficiency or who declare it for the first time, confirming it with documents). Pregnant women also fall into the category of sensitive groups, although there is currently no literature information indicating the incidence of the virus on the fetus.

In addition, the service department will take care of asking all customers, before the trip, to report any precautions or specific directives aimed at safeguarding the health of workers.

GENERAL RECOMMENDATIONS.

All workers will be given common rules of good practice by the reference managers, which are even more important today. As an example:

Order and cleanliness of desks and workbenches.

Use of personal stationery tools which must remain personal.

The obligation not to leave potentially contaminated objects such as coffee cups, cigarette butts, personal effects in general etc. in public places.

The obligation to use gloves in the production departments.

Avoid unconditional distribution of printed documents. Everyone must print only as much as he/she needs.

FINAL NOTES

It may be necessary for any worker manifesting symptoms similar to those of the coronavirus to immediately depart from work and not return until clarification with respect to the virus or a complete recovery. In this regards we invite the employees to behave with reasonable care and due diligence. This will help to avoid any unpleasant situations that may arise being necessary to guarantee the health and protection of the entire work force.

This document will be continuously updated as a function of the changing situation and the related national or regional directives.

Employer: Ing. Giuseppe Regosini

