



COVID- 19

Self-regulation Protocol signed on March 14th 2020 by Italian Social Parties

March 16th 2020

COVID 19

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Index

- FOREWORD
- 1. INFORMATION
- 2. METHOD OF ENTRY IN THE COMPANY
- 3. METHOD OF ACCESS OF EXTERNAL SUPPLIERS
- 4. CLEANING AND SANITIZATION IN THE COMPANY
- 5. PERSONAL HYGIENE PRECAUTIONS
- 6. PERSONAL PROTECTION EQUIPMENT
- 7. COMMON SPACE MANAGEMENT (CANTEEN, CHANGING ROOMS, SMOKING AREAS, BEVERAGE AND/OR SNACK DISTRIBUTORS...)
- 8. COMPANY ORGANIZATION (SHIFTS, TRAVEL AND SMART WORK, REORGANIZATION OF PRODUCTION LEVELS)
- 9. EMPLOYEE ENTRY AND EXIT MANAGEMENT
- 10. INTERNAL MOVEMENTS, MEETINGS, INTERNAL EVENTS AND TRAINING
- 11. MANAGEMENT OF SYMPTOMATIC PERSON IN THE COMPANY
- 12. HEALTH SURVEILLANCE / MEDICAL DOCTOR / UNIONS HEALTH REPRESENTATIVE
- 13. UPDATE OF THE REGULATORY PROTOCOL

COVID 19

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Foreword

- Companies are recommended to use as much as possible **agile working** methods for the activities that can be carried out at home or remotely;
- **Vacation and paid leave** for employees are encouraged as well as other instruments provided for by collective employment contract;
- The activities of the company **departments not indispensable** for production are suspended;
- Adopt **anti-contagion safety protocols** and, where not possible respect the interpersonal distance of one meter as the main measure of containment, with the adoption of personal protection devices;
- **Sanitization operations** in the workplace are encouraged, using also for this purpose forms of social safety nets;
- For only production activities, it is also recommended that the **movements within the sites** are limited to the maximum and access to common areas is subject to limitation;
- **Limited production activities**, agreements between employers and trade union organizations are favored;

COVID 19

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it is established that

Companies **adopt this regulatory protocol within their workplaces, in addition to the provisions of the in-force Laws and Decrees**, apply the further precautionary measures listed below - to be integrated with other equivalent or more detailed ones according to the peculiarities of their organization, **after consulting the Company Trade Union representatives** - to protect the health of the people inside the company and ensure the health of the work environment.

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

1. INFORMATION

The company, through the most suitable and effective methods, informs all workers and anyone who enters the company regarding the provisions of the Authorities, delivering and / or posting at the entrance and in the most visible places of the company premises, specific information **brochures**

In particular, the information concerns:

- the **awareness and acceptance** of the fact of not being able to enter or to be able to stay in the company and to have to declare it promptly where, even after entry, the conditions for danger exists (**symptoms of flu, temperature, coming from risk areas or contact with virus positive people in the previous 14 days, etc.**) in which the Authority's provisions require to inform the family doctor and the Health Authority and to remain at home
- the **commitment to respect** all the provisions of the Authorities and the employer in allowing access into the company (in particular, maintaining the safety distance, observing hand hygiene rules and maintain correct behave in terms of hygiene)
- the commitment to promptly and **responsibly inform the employer** of the presence of any flu symptoms during the performance of the work, taking care to remain at an appropriate distance from the persons present

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

2. METHOD OF ENTRY IN THE COMPANY

- Before entering the workplace, **staff may be subjected to body temperature control**₁. If this temperature is higher than 37.5 °C, access to the workplace will not be allowed. People in this condition - in compliance with the indications given in the note - will be temporarily isolated and equipped with masks, they must not go to the Emergency Room and / or to the infirmaries of the site, but they will have to contact as soon as possible their family doctor and follow his/her instructions
- The employer informs staff in advance, and who intends to enter the company, of the closure of access to those who, in the last 14 days, have had **contact with individuals who have tested positive for COVID-19 or come from areas at risk** according to the WHO guidance ₂

 1) 2) PRIVACY AND PERSONAL DATA PROCESSING

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

3. **METHOD OF ACCESS OF EXTERNAL SUPPLIERS**

- For access by external suppliers, **identify entry, transit and exit procedures, using predefined methods, routes and timelines**, in order to reduce opportunities for contact with staff in the departments/offices involved
- If possible, transport **drivers must remain on board** their own vehicles: access to the offices is not allowed for any reason. For the necessary loading and unloading activities, the transporter will have to respect to the strict distance of one meter.
- For suppliers/carriers and/or other external staff to **locate/install dedicated toilets**, foresee for the prohibition of the use of those of the company employees and ensure adequate daily cleaning
- Access to **visitors should be reduced as much as possible**; If external visitors (cleaning company, maintenance) are required to enter, they will have to submit to all the company rules, including those for access to the company premises mentioned in previous paragraph 2
- Where there is a **transport service organized by the company**, the safety of workers must be guaranteed and respected during each movement.
- The rules of this **Protocol extend to contractors** who can organize permanent and temporary sites and construction sites within sites and production areas

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

4. **CLEANING AND SANITIZATION IN THE COMPANY**

- The company ensures the **daily cleaning and periodic sanitization** of the premises, environments, workstations and common and break areas.
- **In case of the presence of a person with COVID-19** inside the company premises, the aforementioned are cleaned and sanitized according to the provisions of Circular 5443 of 22 February 2020 of the Ministry of Health and are ventilated
- it is necessary to ensure the cleaning at the end of the shift and the periodic **sanitization of keyboards, touch screens, mouse** with appropriate detergents, both in the offices and in the production departments
- The company, in accordance with the instructions of the Ministry of Health in the manner considered most appropriate, can **organize specific/ periodic cleaning interventions using social safety nets** (even in derogation)

5. **PERSONAL HYGIENE PRECAUTIONS**

- it is mandatory for people in the company to take **all hygiene precautions**, especially for the hands
- the company provides suitable **cleaning means for the hands**
- **Frequent hand cleaning** with soap and water is recommended

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

6. **PERSONAL PROTECTION EQUIPMENT**

The adoption of the hygiene measures and personal protection equipment outlined in this Regulatory Protocol is essential and, given the current emergency situation, is clearly linked to the commercial availability. For these reasons:

- a) **Masks should be used** in accordance with World Health Organization guidelines.
- b) Given the emergency situation, in case of supply difficulties and with the sole purpose of preventing the spread of the virus, **masks whose type corresponds to the indications from the Health Authority** may be used
- c) it is encouraged the preparation by the company of the **detergent liquid** according to WHO's guidance.
(https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)

If the **job requires working at an interpersonal distance less than one meter** and no other organizational solutions are possible, the use of masks and other personal protective devices (gloves, glasses, suits, earplugs, lab coats, etc.) is still necessary compliant with the provisions of the scientific and Health Authorities.

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

7. COMMON SPACE MANAGEMENT

(CANTEEN, CHANGING ROOMS, SMOKING AREAS, BEVERAGE AND/OR SNACK DISTRIBUTORS...)

- The **access to common spaces**, including company canteens, smoking areas and changing rooms is contingent, with the provision of continuous ventilation of the premises, a reduced break time within these spaces and with the maintenance of the safe distance of 1 meter among the people who occupy them.
- it is necessary to provide the organization of the spaces and the sanitization of the **changing rooms** to leave for the availability of workers places for the storage of work clothes and to ensure them proper sanitary hygienic conditions.
- periodic sanitization and daily cleaning with special detergent of the **canteen premises**, the keypads of beverage and **snack distributors** must be ensured

COVID 19

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8. COMPANY ORGANIZATION (SHIFTS, TRAVEL AND SMART WORK, REORGANIZATION OF PRODUCTION LEVELS)

Limited to the emergency period due to COVID-19, companies will be able, with reference to the Local national contracts and thus favouring agreements with the company's trade union representatives:

- **arrange the closure of all departments** other than production or, in any case, of those of which it is possible to operate through the use of smart work, or at least remotely
- It is possible to proceed with a **re-adjustment of the production levels**
- ensure a **shift plan for employees dedicated to production**, with the goal of minimizing contacts and creating autonomous, distinct and recognizable groups
- use **smart working** for all those activities that can be carried out at the home or by distance, if social safety nets are used, even in derogation, always evaluate the possibility of ensuring that they concern the whole company structure, if necessary also with appropriate rotations
- use as a priority the **social safety nets available in compliance**
- of contractual institutions (par, rol, bank hours) generally aimed at allowing **absence from work without loss of wages**
- if the use of the institutions referred above is not sufficient, **previous and unused vacation** will be used
- all domestic and international **business trips/travel**, even if they have already been agreed or organized, are suspended and cancelled.

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

9. **EMPLOYEE ENTRY AND EXIT MANAGEMENT**

- **Staggered entry/exit times** are encouraged to avoid contact in common areas as much as possible (entrances, changing rooms, canteen room)
- where possible, it is necessary to **dedicate an entrance door and an exit door** from these premises and ensure the presence of detergents marked by special indications

10. **INTERNAL MOVEMENTS, MEETINGS, INTERNAL EVENTS AND TRAINING**

- **Movements within sites** must be limited to the bare minimum and in accordance with company guidance
- **Meetings are not allowed in presence**. If the same were characterized by the nature of need and urgency, in the impossibility of remote connection, then the needed participation must be minimized and, in any case, interpersonal distance and adequate cleaning/ventilation of the premises must be guaranteed.
- all **internal events and training activities in classroom**, even mandatory, are suspended and cancelled, even if they are already organized; It is still possible, if the company's organization allows it, to carry out distant training, even for workers in smart work
- Failure to complete the professional and/or enabling training update within the deadlines for all business roles/functions in matters of health & safety in the workplace, due to the ongoing emergency and therefore due to force majeure, does not mean that it is impossible to continue the specific role/function (for example: the **emergency worker**, both firefighting and first aid, may continue to intervene in case of need; the **forklift driver** can continue to operate as forklift driver)

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

11. MANAGEMENT OF SYMPTOMATIC PERSON IN THE COMPANY

- If a person present in the company **develops fever and respiratory infection symptoms** such as coughing, he/she must immediately report it to the personnel office, his/her isolation as well as the isolation of the other people present in the premises must be made according to the provisions of the health authority, and the company immediately proceeds to notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.
- The company works with the Health Authorities to **define possible "close contacts"** of a person present in the company who has tested positive for the COVID-19 test.
- This is to allow the Authorities to apply the necessary and **appropriate quarantine measures**. During the investigation period, the company may ask to any possible close contacts to leave the plant as a precaution, according to the Health Authority

COVID 19

Protocol signed on March 14th 2020 by Italian Government and Social Parties

12. HEALTH SURVEILLANCE / MEDICAL DOCTOR / Unions Health Representative

- Health surveillance must continue in accordance with the hygiene measures contained in the Ministry of Health's guidelines (so called decalogue)
- in this period, **preventive visits, on-request visits** and return visits from illness must be privileged.
- **Periodic health surveillance** should not be interrupted, because it represents a further measure of prevention of a general nature: both because it can intercept possible cases and suspected symptoms of contagion, and for information and training that the medical doctor can provide to workers to prevent the spread of contagion
- In integrating and proposing all COVID-19 regulatory measures, the relevant medical doctor **works with the employer and Unions Health Representative**
- The medical doctor notifies the company of **situations of particular fragility** and current or previous pathologies of the employees and the company provides their protection in respect of the privacy, the medical doctor will apply all the directions of the Health Authorities

13. UPDATE OF THE REGULATORY PROTOCOL

- A Committee for the Enforcement and Verification of **Regulatory Protocol Rules** is set up in the company with the participation of the corporate Union representatives and the Unions Health Representative.

