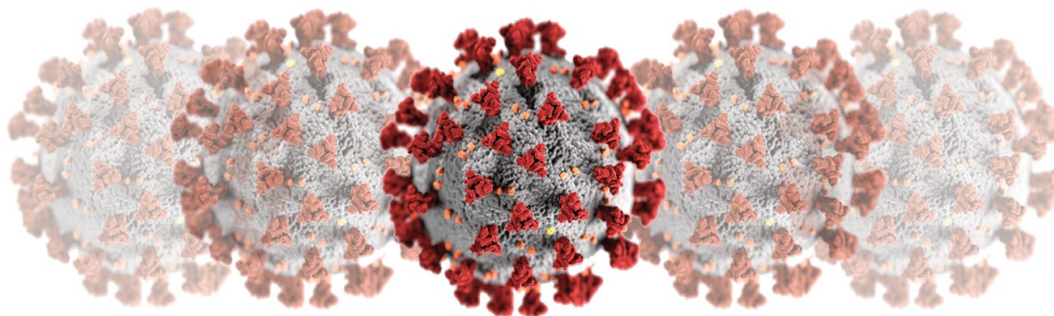


## Preventive measures COVID-19



**D.&L. Impianti srl Unipersonale** Via Borzoli, 93C / 93D – 16153 Genova (GE)

Amministratore    Sig.ra Iolanda Nocerino  
RSPP                Sig. Carmine De Mai  
Medico Competente    Dott. Alessandro Berveglieri  
RLS                 Sig. Piemontese Giovanni  
                         Sig. Nocerino Domenico

### Tabella delle revisioni

Data	Revisione	Natura della modifica
16.04.2020	I revisione	Prima emissione

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## Introduction

This document, following the protocol issued by the Italian Department of Health, contains the guidelines to be followed by D&L to prevent the spread of Covid-19 in the workplace. The activities in such environment can be carried out only if high levels of protection for the employees are met. Therefore, the involved Parties agree that the reduction or suspension of the working activities or the need of social safety net are applicable measures that can guarantee the safety of the working environment.

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## Preventive measures

The aim of the present procedure is to give the guidelines to be followed to guarantee the effectiveness of the preventive measures to be adopted to fight the epidemic of Covid-19.

Covid-19 is a generic biological hazard that can be prevented by following the rules listed below, and they are also included in the DPCM dated April 10th:

- Allow smart working where doable
- Encourage to use up holidays or paid leave
- Suspension of activities not essential for the production
- Follow the anti-infection guidelines and provide individual protective equipment where the distance of 1 meter from other people cannot be guaranteed
- Encourage disinfection of working stations
- Control and reduce access to communal places

As for what concerns our Company, all preventive measures mentioned above will be followed to guarantee a safe working place for our employees. A committee, whose representatives are listed below, will verify that such rules are followed:

Iolanda Nocerino (Datore di Lavoro)

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Carmine De Mai (RSPP)

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Giovanni Piemontese (RLS)

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On a daily basis, the Committee will verify that the personnel in the office is complying with the preventive measures indicated. The Committee will also be responsible of amending the present document when needed, to ensure that the latest updates are implemented.

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## Operational procedures

### INFORMATION

D&L Impianti will inform all employees and external visitors about the Authority's regulations by using informative boards:

- 1) In case a person has a temperature above 37.5 degrees or shows any flu like symptoms, they will be required to stay at home and to inform their family doctor / healthcare system
- 2) If showing any of the above mentioned symptoms or if coming from a "red zone" or if contact has been made with people tested positive to Covid-19 in the previous 14 days, access to work place will be denied and a doctor must be contacted
- 3) When entering the workplace, all instructions concerning social distance and hygiene must be respected
- 4) If showing any flu like symptoms whilst at work, contact the employer immediately and keep distance from other colleagues

### MEANS OF ACCESS TO THE WORKPLACE FOR EMPLOYEES

When entering the workplace, employees' temperature will be checked:



1. If temperature is above 37.5 degrees, access will be denied. The employee will be isolated and will be provided with a mask. They will have to get in touch with their family doctor and follow their instructions (do not go to the first aid center)
2. The employer preemptively informs the personnel and visitors that access will be denied to those people that visited an area considered dangerous by the OMS or that had contact with people that tested positive to Covid-19 in the last 14 days
3. These cases refer to Legislative Decree no. 6, dated 23/02/2020

### MEANS OF ACCESS TO THE WORKPLACE FOR VISITORS

Visitors and external personnel will have to follow the following procedure:

- The unloading of material will be planned on a weekly basis, to avoid having 2 suppliers at the same time in the premises;
- The suppliers will be identified through CCTV at the main gate, to prevent them from getting off the vehicle;
- The driver will have access to the warehouse area only, without entering the office area;

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- The D&L logistic personnel will check that the driver is wearing the appropriate PPEs (mask, gloves, safety shoes etc.) and give the ok to unload the goods. If possible, the driver should not get off the vehicle unless strictly necessary;
- Digital documentation is preferred over a hard copy;
- Use personal pens to sign documents;
- The driver will leave without entering the office area;



When loading or unloading material, the driver must keep at least 1 meter distance from other people



**WC clienti**

It is forbidden for suppliers/visitors/external personnel to use employees' restrooms



Try to limit the access of visitors. In case of a cleaning company working in the premises, they have to respect the Company rules explained in the previous paragraph.



In case of employees travelling together (e.g. on a bus), social distance must be respected

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## COMPANY CLEANING AND DISINFECTION

The Company ensures daily cleaning and scheduled disinfection of offices and communal areas.



- If a case of Covid-19 is detected in the workplace, a deep disinfection will take place according to the communication no. 5543 dated 22/02/2020 by the Health Ministry
- Disinfection of desktops and working stations must be carried out on a daily basis at the end of the working shift
- The Company can schedule deep cleaning and disinfection activities when needed with the financial support of social safety net

## PERSONAL HYGIENIC PRECAUTIONS



- All personnel are required to follow all hygienic precautions, especially regarding disinfecting hands
- The Company will provide adequate hand cleansing products
- It is strongly recommended to wash hands often

## PERSONAL PROTECTIVE EQUIPMENT



Face mask FFP2 or FFP3



Disposable nitrile gloves

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Disposable lab coat



Disposable shoe covers



Hand sanitizer dispenser located in key locations (entrance /exit, restrooms, loading area)



Digital thermometer for temperature check. Each employee will have its temperature tested before accessing the work station

## Basic rules to be followed

- 1) It is suggested to use small water bottles (50cl) to be provided to each individual worker for strictly personal use
- 2) After using the restroom, each employee will have to sanitize toilet and sink (using a sanitizing solution made of 75% alcohol or 1% chlorine). It is suggested to use an alcohol based solution as it evaporates and does not require washing and drying
- 3) Inform the personnel to not come to work if any flu like symptoms arise
- 4) Wash hands frequently with hot water and soap or a sanitizing lotion with 60% alcohol:
  - Before wearing gloves
  - After using the restroom
  - After touching banknotes
  - After coughing or sneezing
  - After eating, drinking or smoking
- 5) Use clean gloves and dispose them:
  - After touching raw food
  - Before touching cooked food or food ready to be eaten
  - After touching waste or waste bins
  - After cleaning
  - After coughing or sneezing
- 6) Open windows to allow air circulation every hour

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## COMPANY ORGANIZATION (TURNOVER, TRAVELLING, SMART WORKING)

With reference to the DPCM dated 11/03/2020, paragraph 7, for the period of time limited to the Covid-19 emergency and according to the CCNL, Companies will be allowed to:



Use smart working for those activities that can be carried out at home

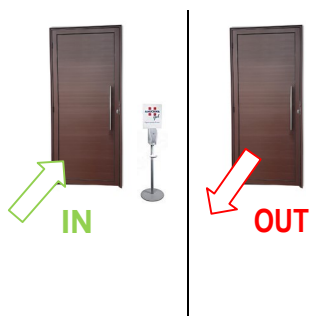


Plan personnel turnover to decrease the possibility of contacts between people and to create small groups that can easily be monitored



All travel in Italy and abroad are suspended, those already planned must be cancelled

## MANAGEMENT OF ACCESS AND EXIT OF EMPLOYEES



- It is suggested to modify the entry and exit times for the personnel to avoid having too many people in the common areas at the same time
- Where possible, use a door for the entry and a different one for the exit
- Locker rooms can be accessed by one person at the time. Personal items including shoes must be stored in the personal locker

## MEETINGS, INTERNAL EVENTS AND TRAINING



Moving inside the Company site should be limited to a minimum, the usage of the phone is strongly suggested

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Meetings are not allowed (unless over internet/skype). If a meeting must be organized and it is not possible to do it over the internet, the number of participants has to be reduced to a minimum, social distance of at least 1 meter has to be guaranteed and the room has to be cleaned and sanitized.



All training activities are suspended until further notice, unless they are held over the internet. If an update of professional training for health and safety cannot take place before a specific deadline due to the current COVID-19 restrictions, the person whose training expired will be allowed to continue to perform his duties in case of emergency. For example, the person in charge of first aid will be able to assist should the need arise.

## MANAGEMENT OF POSITIVE CASES IN THE COMPANY



In the event of a person showing symptoms like fever or chest inflammation and coughing, they must be isolated from the others and the relevant Health Authority must be informed

The Company cooperates with the Health Authority to establish how many people were in contact with the person that tested positive (if that is the case) and to put them in quarantine. If needed, the employees that have had contact with the infected person may be asked to leave the premises.

## SURVEILLANCE OF HEALTH AUTHORITY / DOCTOR / RLS

The medical surveillance continues, as per guidance given by the Health Ministry.

- Preventive visits and medical visits after illness are suggested
- Medical surveillance is a preventive measure to monitor the spread of the virus
- A strict collaboration is needed between the doctor, employer and RLS/RLST
- The doctor can inform the employer about actual or previous pathologies of an employee, to guarantee their safeguard by implementing the measures given by Health Authority.

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