



Dr. Ing. Leonardo Bonini INGEGNERIA della SICUREZZA, AMBIENTE e della QUALITA'



BULLETTIN N.1/2020

Occupational safety in Covid-19 time

Below is the regulatory protocol for measures to combat and contain the spread of the Covid-19 virus in the workplace ". Signed by the president of Confindustria Vincenzo Boccia to ensure that factories continue to work in the service of the country.

SHARED REGULATORY PROTOCOL FOR THE CONTAINMENT OF THE COVID DIFFUSION –19

The objective of this shared regulatory protocol is to provide operational guidelines aimed at increasing, in non-healthcare work environments, the effectiveness of the precautionary containment measures adopted to combat the COVID-19 epidemic. COVID-19 represents a risk generic organic, for which equal measures must be taken for the whole population. This protocol therefore contains measures that follow the logic of the precaution and follow and implement the prescriptions of the legislator and the indications of the Health Authority. Without prejudice to all obligations under the provisions issued for the containment of COVID-19 and provided that the Prime Ministerial Decree of 11 March 2020 provides for the observance until 25 March 2020 of restrictive measures in the entire national territory, specific for the containment of COVID –19 and that for production activities these measures recommend:

- maximum use is made by companies of agile working methods for activities that can be carried out at home or remotely;
- leave and paid leave for employees as well as other instruments provided for in collective bargaining are encouraged;
- the activities of company departments not indispensable for production are suspended;
- adopt anti-contagion safety protocols and, where it is not possible to respect the interpersonal distance of one meter as the main containment measure, with the adoption of individual protection tools;
- sanitization operations in the workplace are encouraged, also by using forms of social safety nets for this purpose;
- for production activities only, it is also recommended that movements within the sites are limited and access to common areas is limited;
- they favor, limited to production activities, agreements between employers' and trade unions organizations;
- for all non-suspended activities, maximum use of agile working methods is requested

It is established that and companies adopt this regulatory protocol within their workplaces, in addition to the provisions of the aforementioned decree, apply the additional precautionary measures listed below - to be integrated with other equivalent or more incisive ones according to the peculiarities of their organization, after consulting the company union representatives - to protect the health of the people



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inside the company and ensure the health of the work environment.

1-INFORMATION

- The company, through the most suitable and effective methods, informs all workers and anyone who enters the company about the provisions of the Authorities, by delivering and / or posting information brochures at the entrance and in the most visible places of the company premises.
- In particular, the information concerns the obligation to remain at home in the presence of fever (over 37.5 °) or other flu symptoms and to call your family doctor and the health authority for awareness and acceptance of the fact of not being able to enter or to remain in the company and to have to declare it promptly where, even after entry, the dangerous conditions exist (symptoms of flu, temperature, origin from areas at risk or contact with people positive to the virus in 14 days precedents, etc.) where the Authority's provisions require that the family doctor and the Health Authority be informed and that the commitment to comply with all the provisions of the Authorities and the employer in accessing the company remains at home (in particular, keep a safe distance, observe the rules of hand hygiene and maintain correct hygiene behaviors etc) the commitment to promptly and responsibly inform the employer of the presence of any flu symptoms during the performance of the work performance, taking care to remain at an adequate distance from the people present

2-METHOD OF ENTRY IN THE COMPANY

- Before entering the workplace, staff may be subjected to body temperature checks¹. If this temperature is higher than 37.5 °, 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 must not go to the Emergency Department and / or to the infirmaries at their headquarters, but they must contact your doctor as soon as possible and follow his instructions
- The employer informs the staff in advance, and those who intend to enter the company, of the foreclosure of access to those who, in the last 14 days, have had contacts with subjects tested positive for COVID-19 or come from risk areas according to WHO indications²
- For these cases, reference is made to Law Decree no. 6 of 23/02/2020, art. 1, lett. h) and i)

¹Real-time detection of body temperature constitutes a processing of personal data and, therefore, must take place in accordance with current privacy regulations. To this end, it is suggested to: 1) detect the temperature and not record the purchase data. It is possible to identify the interested party and record the exceeding of the temperature threshold only if it is necessary to document the reasons that prevented access to company premises; 2) provide information on the processing of personal data. Remember that the information may omit the information of which the interested party is already in possession and can also be provided orally. As for the contents of the information, with reference to the purpose of the treatment, the prevention of contagion from COVID-19 may be indicated and with reference to the legal basis, the implementation of the anti-contagion safety protocols may be indicated in accordance with art. art. 1, no. 7, lett. d) of the Prime Ministerial Decree of 11 March 2020 and with reference to the duration of any data retention, reference can be made to the end of the state of emergency; 3) define the appropriate security and organizational measures to protect data. In particular, from an organizational point of view, it is necessary to identify the subjects in charge of the treatment and provide them with the necessary instructions. To this end, please note that the data can be processed exclusively for the purpose of preventing contagion from COVID-19 and must not be disclosed or communicated to third parties outside the specific regulatory provisions (e.g. in the event of a request from the Health authority for the reconstruction of the supply chain of any "close contacts of a worker who tested positive for COVID-19); 4) in the event of temporary isolation due to exceeding the temperature threshold, ensure methods that guarantee the confidentiality and dignity of the worker. These guarantees must also be ensured in the event that the worker notifies the personnel department of having had contacts, outside the company context, with subjects who have tested positive for COVID-19 and in the case of removal of the worker who during the work activity develops fever and symptoms of respiratory infection and his colleagues (see below) .² If a declaration is requested certifying that it does not come from the areas at risk of epidemiology and the absence of contacts, in the last 14 days, with subjects positive results for COVID-19, please remember to pay attention to the regulation on the processing of personal data, since



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the acquisition of the declaration constitutes data processing. To this end, the indications referred to in the previous note no. 1 and, specifically, it is suggested to collect only the necessary, adequate and relevant data with respect to the prevention of COVID-19 infection. For example, if you request a statement on contacts with people who tested positive for COVID-19, you should refrain from requesting additional information about the person who tested positive. Or, if a declaration is requested on the origin from areas at epidemiological risk, it is necessary to refrain from requesting additional information regarding the specificities of the places.

3-METHOD OF ACCESS OF EXTERNAL SUPPLIERS

- For the access of external suppliers, identify entry, transit and exit procedures, using predefined methods, paths and timelines, in order to reduce the opportunities for contact with the staff in force in the departments / offices involved
- If possible, the drivers of the means of transport must remain on board their vehicles: access to the offices is not allowed for any reason. For the necessary preparation of loading and unloading activities, the transporter must comply with the strict distance of one meter
- For suppliers / transporters and / or other external personnel, identify / install dedicated toilets, provide for a ban on the use of employees and guarantee adequate daily cleaning
- Access to visitors should be reduced as far as possible; if the entry of external visitors is necessary (cleaning, maintenance ...), they must comply with all the company rules, including those for access to the company premises referred to in paragraph 2 above
- Where a transport service organized by the company is present, worker safety must be guaranteed and respected anoint every move.
- the rules of this Protocol extend to contracted companies that can organize permanent and temporary offices and construction sites within the sites and production areas

4-CLEANING AND SANITIZATION IN THE COMPANY

- the company ensures daily cleaning and periodic sanitization of the premises, environments, workstations and common and leisure areas
- in the case of a person with COVID-19 inside the company premises, the aforementioned are cleaned and sanitized according to the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health and their ventilation
- cleaning at the end of the shift and periodic sanitization of keyboards, touch screens, mice with suitable detergents must be guaranteed, both in the offices and in the production departments
- the company, in compliance with the indications of the Ministry of Health according to the methods deemed most appropriate, can organize particular / periodic cleaning interventions using social safety nets (also by way of derogation)

5-PERSONAL HYGIENE PRECAUTIONS

- it is mandatory that the people present in the company take all hygienic precautions, especially for the hands
- the company provides suitable hand cleaning means
- frequent hand cleaning with soap and water is recommended

6-INDIVIDUAL PROTECTION DEVICES

- the adoption of the hygiene measures and individual protection devices indicated in this Regulatory Protocol is fundamental and, given the current emergency situation, is clearly linked to availability on the market. For these reasons:



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- a. the masks must be used in accordance with the provisions of the World Health Organization.
- b. given the emergency situation, in case of supply difficulties and for the sole purpose of avoiding the spread of the virus, masks may be used whose type corresponds to the indications from the health authority
- c. the preparation by the company of the cleaning liquid according to WHO indications is favored (https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)

- if work requires working at an interpersonal distance of less than one meter and other organizational solutions are not possible, the use of the masks, and other protective devices (gloves, goggles, overalls, headphones, gowns, etc ...) compliant with the provisions of the scientific and health authorities.

7. COMMON SPACE MANAGEMENT (CANTEEN, CHANGING ROOMS, SMOKING AREAS, BEVERAGE AND / OR SNACK DISTRIBUTORS ...)

- access to common areas, including company canteens, smoking areas and changing rooms is contingent, with the provision of continuous ventilation of the premises, reduced parking time within these spaces and keeping the distance of 1 meter safety among the people who occupy them.
- the organization of spaces and the sanitation of the changing rooms must be provided in order to leave places for the storage of work clothes available to the workers and guarantee them adequate sanitary conditions.
- periodic sanitization and daily cleaning must be guaranteed, with special detergents in the canteen, on the keyboards of the vending machines for drinks and snacks.

8-COMPANY ORGANIZATION (TURN, TRANSFERS AND SMART WORKS, REMODULATION OF PRODUCTION LEVELS)


With reference to the Prime Ministerial Decree of March 11, 2020, point 7, limited to the period of the emergency due to COVID-19, the companies will be able, having as reference the provisions of the CCNL and thus favoring agreements with company union representatives:

- order the closure of all departments other than production or, in any case, those whose operation is possible through the use of smart work, or in any case remotely
- It is possible to proceed with a re-adjustment of production levels
- ensure a shift plan for employees dedicated to production with the aim of minimizing contacts and creating autonomous, distinct and recognizable groups
- use smart working for all those activities that can be carried out at home or remotely if social safety nets are used, even by way of derogation, always evaluate the possibility of ensuring that they concern the entire company structure, if necessary also with appropriate rotations
- a. use as a priority the social safety nets available in compliance with the contractual institutions (par, rol, bank hours) generally aimed at allowing the abstention from work without loss of salary
- if the use of the institutes referred to in point c) is not sufficient, the periods of vacation arrears and not yet used will be used
- all national and international business trips / trips are suspended and canceled, even if already agreed or organized

9-ENTRANCE AND EXIT OF EMPLOYEES

- Staggered entry / exit times are encouraged in order to avoid contacts in the common areas as much as possible (entrances, changing rooms, canteen)



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- where possible, it is necessary to dedicate an entry door and an exit door from these rooms and ensure the presence of detergents indicated by specific indications

10-INTERNAL MOVEMENTS, MEETINGS, INTERNAL EVENTS AND TRAINING

- Movements within the company site must be limited to the minimum necessary and in compliance with company instructions
- face-to-face meetings are not allowed. Where these are characterized by the need and urgency, in the impossibility of remote connection, the necessary participation must be minimized and, in any case, interpersonal distancing and adequate cleaning / ventilation of the premises must be guaranteed
- all internal events and all classroom training activities, even mandatory, even if already organized, are suspended and canceled; it is however possible, if the company organization allows it, to carry out remote training, even for workers in smart work
- 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, does not imply the impossibility of continuing the performance of the specific role / function (for example: the emergency, fire and first aid officer, can continue to intervene in case of need; the forklift driver can continue to operate as a forklift driver)

11-MANAGEMENT OF A SYMPTOMATIC PERSON IN THE COMPANY

- in the event that a person present in the company develops fever and symptoms of respiratory infection such as cough, he must immediately declare it to the personnel office, he must proceed with his isolation according to the provisions of the health authority and that of the others present from the premises, the company immediately proceeds to notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health
- the company collaborates with the Health Authorities for the definition of any "close contacts" of a person present in the company who has been found to be positive with the COVID-19 buffer. This is to allow authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the company may ask any possible close contacts to leave the plant as a precaution, according to the indications of the Health Authority

12-HEALTH SURVEILLANCE / COMPETENT DOCTOR / RLS

- Health surveillance must continue respecting the hygiene measures contained in the indications of the Ministry of Health (so-called decalogue)
- during this period, preventive visits, visits on request and visits to return from illness should be preferred periodic health surveillance must not be interrupted, because it represents a further general preventive measure: both because it can intercept possible suspected cases and symptoms of infection, and for the information and training that the competent doctor can provide to workers to avoid the spread of the infection
- in integrating and proposing all the regulatory measures related to COVID-19, the competent doctor collaborates with the employer and the RLS / RLST.
- The competent doctor informs the company of situations of particular fragility and current or previous employee pathologies and the company ensures their protection in respect of privacy. The competent doctor will apply the indications of the Health Authorities.



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13-UPDATE OF THE REGULATORY PROTOCOL

- A Committee for the application and verification of the rules of the regulatory protocol with the participation of the company union representatives and the RLS is established in the company.

The purpose of this mine is to give it maximum diffusion

Studio **Dr. Ing. Bonini Leonardo** is available for clarification

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