

**To be added to the Guidi
Security Plan,
COVID-19 emergency**

Back to workplaces procedure

To be added to the set of rules to contain and stop Covid-19 spreading in workplaces, agreed between Italian Government and Social Parties on April 24th 2020.

Regarding the current sanitary situation, we hereby inform all employees on rules set for their coming back to workplaces. These are mandatory for all workers until situation will be back to normal.

All workers must read and understand this before accessing the company workplaces and to respect what is stated by the protocol dated April 24th.

Factory access

Before accessing the factory building, **every worker will be temperature checked**. In case of high temperature (above 37.5°C) or presence of other flu symptoms, reference person inside the Company and family physician will be both informed.

A **mask must be worn before getting inside Company limits**, before temperature check. **Mask must be kept until leaving the Company** and thrown into designated bins.

Access will be denied to those workers with high temperature or flu symptoms or those ones who were in contact with people positive to COVID-19.

During first access to workplace after reopening **it is mandatory to read all warnings and leaflets available in all work and service places**, in order to observe all indications given by Sanitary Authorities and to participate to the training on “how to use” personal protection systems.

Access will be denied to all visitors except for those authorized by General Direction for urgencies. Necessary accesses, for general cleaning or maintenance companies, will be done following internal Company rules.

Working shift start

Before starting their shift, workers will go to the **locker room and wear working clothes**. Maximum **two people will access** the room at the same time, with a **minimum distance of 2 meters** between each others.

Working clothes (shoes included) must be stored in the room, inside personal locker. At the end of the working shift everybody will leave working clothes in lockers **to wear personal clothes just before leaving**.

Company physician suggests **washing all working clothes at home**, with **separate dedicated machine wash**.

Main measure to contain the risk is to be careful and **keep a distance of minimum 2 meters from others**.

Correct behaviors and use of personal protection devices

Only additional protection devices supplied on top of the standard ones will be **masks**, given out on regular basis and always available, just like all other devices.

Gloves must be worn as usual and in those cases when it is not possible to avoid contact with contaminated surfaces or touched by others during the day.

Single use disposable **cleaning cloths** will be available as usual, together with **bottles of alcohol base cleaners**, all around the factory plan.

At the end of every working shift **masks and gloves must be thrown away in the designated bins placed around the factory**. **Single use disposable cleaning cloths will be disposed in destinated containers for special waste**.

Workers are supposed **to respect hygienic norms at their home and, during their working shift, to wash their hands very often** with “soap and water” or alcohol base solution for 40-60 seconds, as stated in the indications given by Sanitary Authorities placed around the factory.

Canteen will be closed for now. Access to this place will be organized in the future by Direction in shifts to grant minimum distance among people present at the same time.

During daily breaks it will be possible to access washrooms and locker rooms one worker at the time only.

Hands must be washed before and after using the washrooms (single use cloths are available).

Coffee and vending machines will not be available at least during the first reopening period.

Having a **snack** (fruits, sweet or salty bites, juices, not alcohol) once every working shift

will be possible, inside and outside Company building but **without gathering with colleagues.**

Smoking and e-cigarettes will be allowed outside Company building but not in groups (entrance and parking lot). It is a general good hygienic norm not littering with cigarette butts but disposing in general waste, being sure they are duly extinct.

At the end of working shift working place and equipment, in both manufacturing and offices, is supposed **to be well cleaned by employee.** Every working place will be **equipped with cleaning and sanitizing kits.**

Office desks must be well organized and cleared from papers in order to allow daily cleaning.

During working day **all common use equipment, such as telephones, remote controls, etc... must be sanitized at every use.**

Locker rooms and washrooms **will be cleaned by professional personnel** with cleaning products in compliance with Government norms.

Work is organized so that, inside each working area, **one person only will be moving around to provide material to different working stations.** Displacement of employees around the factory will be minimized as much as possible.

Ventilation with fresh air of working places is highly recommended.

Sanification of the whole Company building was done on March 24th and 31st, 2020.

Drivers of outsourced delivery services will have to wait on their vehicle at the charging station. Drivers must wear mask and gloves. Shipping documents will be forwarded by e-mail and by not signed paper copy. .

Application of above norms will be duly checked and those employees not observing, in respect and protection of everybody else, will be subject to official penalty.

Emergencies due to COVID-19 contamination

In case an employee should be positive to COVID-19, he/she is supposed to inform the Company.

All colleagues in contact will be placed in quarantine, as stated by internal physician (duly informed by the Company), waiting for indication from the Sanitary Authority.