

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

Security loading/unloading goods procedure

Measures to be observed in order to prevent COVID-19 spreading during loading/unloading goods, for all transport companies and suppliers, service requested internally or by other parties.

Procedure effective since February 25th, 2020:

1. Trucks and/or vans checking-in **will be waiting at loading/unloading stations** (as requested by sign posted on Guidi warehouse, Via delle Acacie 2)
2. Drivers will wait outside, as it **is denied access** inside the building
3. Drivers will **ring the warehouse bell**. In case of electronic booking for pick-up they will show the screen to the camera and wait for the gate to open
4. Personal **contact is to be avoided** (no handshake, 2 meters distance)

Procedure effective since April 24th, 2020:

1. Respect of **all procedures above**
2. In case another vehicle is loading or unloading, **please wait by keeping the distance**
3. Drivers will **stay on their vehicle waiting** for their turn at the charging station
4. Drivers must wear **mask and gloves**
5. Shipping documents will be forwarded by **e-mail and by not signed paper copy**
6. In case of need of **washrooms** please ask our personnel in the warehouse (our washrooms are daily cleaned and sanitized)