

Riese Pio X, 30 April 2020

Comaccio Srl COVID-19 requirements

The content of this document is to advise the procedures that have been implemented by Comacchio Srl relating to the ongoing Covid-19 situation, based on the Agreement signed between the Italian Government and social partners on 24 April 2020.

It is required that all employees/customers/suppliers adhere to the guidelines listed in this document.

Procedures for entering the company: employees/clients/suppliers must refrain from attending Comacchio premises in case they have fever or other viral symptoms and in case they are contacts of someone tested positive for Covid-19. The body temperature of every person entering the Comacchio premises will be checked by our authorized personnel.

All employees/customers/suppliers in the company must take **personal precautions:** respect social distancing (1 meter), wear face masks and gloves, as well as personal protective equipment (PPE). Employees and visitors are asked to wash hands or/and use hands sanitisers. Hands sanitiser dispensers are available throughout areas within the building and offices.

Access for customers/suppliers is kept to the minimum necessary. Suppliers/truck drivers /curriers must reduce contact with employees, wear face masks and respect social distancing during loading/unloading operations. If possible, drivers must remain on board their vehicles.

Cleaning of desktops and all relevant objects and surfaces is carried once a day. **Sanitization** of all the areas within the building and offices is carried out twice a week.

Company organization: staggered start times and alternate-day schedules have been adopted to avoid overcrowding; shifts, breaks and working hours have been rearranged in order to guarantee social distancing. Access to common areas (coffee machines, changing rooms, smoking rooms etc.) is limited in order to maintain social distancing. Smart working is used for all those activities that can be carried out remotely. All business trips and visits are suspended. All events, including training are cancelled. All meetings are held by video conferencing.

Any person who becomes **symptomatic** during working hours will be isolated and a notification sent to the competent health authorities. The rooms will be sanitized and persons who have come into contact with that person will be advised of the appropriate measures. Should that person test positive, all employees will be asked to work remotely (where possible) and guidance will be provided on the execution of tests, the management of the quarantine, and the identification of contacts.

This document will be updated as and when required.