

## SAFETY PROTOCOL FOR COVID-19 MEASURES IN THE WORKPLACE

### SUMMARY



On March 14<sup>th</sup> trade unions and Embassies / companies, in accordance with the Italian Government, signed a Safety Protocol aimed at both safeguarding all employees' health and security due to the risk of contagion from Coronavirus and at ensuring healthiness to all work environments.

The Protocol was furtherly broadened on April 24<sup>th</sup> thus inserted as attachment n° 6 **IN THE PRIME MINISTERIAL DECREE DATED APRIL 26<sup>TH</sup>**.

**PLEASE NOTE: Every Embassy/institution must adapt the Protocol to its own internal needs and thoroughly list all implemented dispositions.**

The following are, in summary, the most important recommendations for Embassies/companies and their employees:

### Information

Each Embassy/company has the obligation to provide all its employees with the dispositions issued by governmental authorities, through whichever arrangement appears as more convenient. The latter companies must either deliver or put up specific brochures containing all necessary information, both at the entrance and in all places where these could be majorly visible to the public. To this regard, these should mention:

The obligation to stay at home in case of temperature over 37.5°C. If this were to be the case and/or in case of flu-like symptoms, the employee must stay home and call his/her general practitioner, alternatively to health authorities.

The acceptance of not being able to enter and to remain within the Embassy/company. The employer should be immediately informed of all experienced symptoms. In addition, this refers to the need for the employer to be informed of the employee's chance of having come from high-risk areas, of having been heavily exposed to the virus through close proximity with previously or currently infected individuals.

A commitment to comply with all dispositions provided by the Authorities and by the employer to administer access to the Embassy/company. More specifically, the obligation to keep the prescribed safe distance, abide by the rules of hand hygiene and behave very scrupulously in terms of overall hygiene.

The commitment to immediately and very responsibly inform the Embassy/employer in the case of experiencing symptoms during working hours, being very careful while maintaining greater safe distance with respect to other employees.

### **Means of access to workplaces: supervision at the Embassy/Company entrance**

All personnel, before entering the Embassy/company, could be subjected to a body temperature check. If this were to result higher than 37.5° C, access will be denied. Furthermore, employees experiencing such condition will be temporarily isolated and provided with masks. These must not go to the emergency room and/or to internal Health Units. On the contrary, these must immediately contact their General Practitioner and follow all prescribed instructions. The remaining personnel, along with any other individual wanting to access the Embassy/company, who has either had any contact with the infected Covid-19 employees or has come from the WHO indicated high-risk contagion areas, will not be allowed to access the Embassy/company buildings.

### **Means of access for visitors and suppliers**

Access to the Embassy/company for external suppliers must be regulated through specific procedures, in terms of access, transit and exit. Whenever possible, drivers of related vehicles must remain on board: the latter's access to the Embassy/company offices is prohibited by all means.

As far as the activities of loading and unloading goods are concerned, while carrying out such services the conveyor must observe the 1 meter safe distance. Employers must also elaborate adequate and specific hygiene products given the impossibility for the latter to use those employed by local staff. In addition, visitors must observe the same policies and procedure envisioned for external suppliers.

## **Cleaning and Sanitization procedures in the Embassy/Company**

The Embassy/company commits to assuring daily cleaning and regular sanitization of all workplace premises and shared leisure premises. If an infected individual were to have had access to such areas, the employer must proceed with additional sanitization and cleaning along with major ventilation, as prescribed by the administrative circular n° 5443 issued by the Ministry of Health.

At the same time, it must provide cleaning service at the end of each day's shift coupled with recurrent sanitization of keyboards, touchscreens and mouse using adequate cleansers both in offices and in productive premises.

In the geographical areas with higher endemic, as well as in Embassies/companies in which COVID-19 cases were registered, the employer must provide an additional sanitization of all premises, may these be leisure-based or workplace-based, along with ordinary cleaning, in conformity with the administrative circular n° 5443 issued on February 22<sup>nd</sup>.

## **Personal hygiene precautions**

It is mandatory for the working staff to observe all hygiene precautions, with particular attention to hand hygiene. Each Embassy/company provides its employees with adequate hand cleansers and strongly encourages frequent cleaning of the latter with water and soap.

The above-mentioned hand cleansers must be accessible to all employees through soap dispensers which should be located in easily identifiable spots.

## **Management of access to common spaces (canteens, changing rooms, smoking areas, vending machines etc.)**

Access to common spaces, here referred as canteens, smoking areas and changing rooms must be curtailed in addition to ensuring constant ventilation of all premises, spending minimum amount of time in the latter and the commitment to maintaining the 1 meter safe distance.

In order for the above-prescribed indications to be effectively carried out, employers must envision a newly set organization of all premises for these to fully observe all mandatory hygiene procedures.

Within the Embassy premises, canteens and vending machines' keyboards must undergo recurrent sanitization and daily cleaning with adequate cleansers.

## **Management of employees' entry and exit**

Staggered shifts must be favored in order to reduce contacts among employees especially in all common premises (entrances, changing rooms and canteens). Wherever possible, it is advisable to

arrange separate doors for the entry and exist along with positioning hygiene sanitizers next to the former.

### **Internal repositionings, meetings, internal events and traineeships**

Internal repositionings must be minimized and in line with the Embassy/company policies. In person meeting are strictly prohibited; if there were to be indispensable, in absence of remote connection, participation to such meetings must be limited and safe distance enforced along with thorough cleaning of all used premises. In addition, all internal events and in-person traineeships are suspended, as well as all mandatory training courses. However, the Embassy/company may still carry on with smart-working and distance training.

### **Handling a symptomatic employee**

In the event that an employee was to be infected and was to experience COVID-19 related symptoms, such as high temperature and/or heavy cough, he/she must immediately inform the human resources department. Consequently, the employee and those present at the premises must be isolated. Moreover, the Embassy/company is in charge of promptly informing all competent Local Sanitary Authorities and/or of getting in touch with the COVID related emergency numbers provided by either Regions or the Ministry of Health. Nonetheless, it will also aid in the profiling of all 'close contacts' encountered by the infected employee/s.

### **Competent doctor and Safety Worker Representative**

The competent doctor steadily cooperates with the Employer and/or with the Safety Worker Representative, known in Italian as *Rappresentante dei lavoratori per la sicurezza territoriale (RLS)* or *Rappresentante dei lavoratori per la sicurezza territoriale (RLST)*. The former also indicates possible pre-existing employees' pathologies in order for the Embassy/company to safeguard their privacy.

Once the resumption of regular activity has started, it appears extremely advisable for the competent doctor to be highly involved in the identification and management of those employees who are affected by pre-existing pathologies and/or appear as frailer from a medical point of view, in terms of reinstatement in the workplace, with special attention to those previously infected by COVID-19. Finally, a specific Committee, consisting of Trade Union and RLS representatives is set up for the implementation and verification of all prescribed measures.

**Source:** Ministero italiano della Salute <http://www.salute.gov.it/portale/nuovocoronavirus>

Date \_\_\_\_\_

Employees' signatures