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(0)	-	-	0904	SI	032	02
DOCUMENT TITLE		Prevention and management of COVID-19 Emergency				

**CORPORATE HSE PROCEDURE**

# Prevention and management of COVID-19 Emergency

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Rev.	Description	Prepared (name & initials)	Checked (name & initials)	Approved (name & initials)	Date DD/MM/YY
02	Additional Prevention and protection measure for Covid-19 emergency	L. Santi HS	Dr. Ferroni Medical Doctor	F. Levati QHSSE	04/05/2020
01	Integration of personnel health monitoring	G. Soffiantini HS	Dr. Ferroni Medical Doctor	F. Levati QHSSE	16/03/2020
00	Issued for approval / Action	G. Soffiantini HS	Dr. Ferroni Medical Doctor	F. Levati QHSSE	12/03/2020

**DOCUMENT REVISIONS**

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### 1 FOREWORD

Coronavirus disease (COVID-19) was first detected in Wuhan city, China in December 2019. On 30 January 2020, the WHO Director General declared that the current outbreak constituted a Public Health Emergency of International Concern.

Current available evidence is that the COVID-19 virus is transmitted between people through close contact and droplets. People most at risk of infection are those who are in contact with a COVID-19 patient and/or who care for COVID-19 patients.

For all information related to COVID-19 (diffusion, prevention methods, symptoms, etc.), Sicim suggests to consult only websites of the ministerial health authorities or of the World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.

### 2 SCOPE AND PURPOSE

The scope of this procedure is to update prevention and control measures to counter the spread of Covid-19 infections.

New Sicim provisions are applicable to Sicim Head Quarter and to all Sicim subsidiaries and project sites.

New provisions are related to:

- Prevention measures for prevent Contagion;
- Daily Symptoms Check Up;
- Treatment in case of Symptoms;

All Corporate provisions, aimed at contrasting the spread of Covid-19 infection, are taken in consideration of governmental provisions and public health authorities.

### 3 PREVENTION MEASURES

#### 3.1 General

As indicated by International Authorities, it is absolutely forbidden for anyone with symptoms such as lack or strong reduction of taste (flavors), lack or strong reduction of smell (odors) dry cough, severe exhaustion, breathing difficulties, nasal congestion, headache, conjunctivitis, diarrhea, fever > 37.5 ° C to go to the workplace.

Prohibition is also valid for:

- who has been in close contact \* with people diagnosed with Covid-19 infection, or people under quarantine and who have developed above mentioned symptoms;
- who has been in close contact \* with "Suspected Cases" \*\* of COVID-19 infection.

*NOTE:*

*\* close contact means relating to an infected person at a distance of about 1.5 meters and for an extended period of time, about 15 minutes or more.*



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\*\* Suspected cases means:

- Person who in the previous 14 days developed above mentioned symptoms AND has been in close contact with a probable case of COVID-19 infection;
- Person who in the previous 14 days developed above mentioned symptoms AND worked or attended a health facility where patients with coronavirus infection were hospitalized.

### 3.2 Good Practices

For all workers it is always a good practice to:

- Frequently wash the hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol;
- Always wash hands that are visibly soiled;
- Avoid touching the eyes, nose, or mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Avoid physical contact with other workers, shake hands and maintain a safety distance of at least one (1) meter from each person.
- Ensure and increase adequate cleaning of part that can be touched by hands: handrail, taps, handles, pushbuttons, etc.;
- It's strongly recommended to limit the movement of each person: leave home only for work needs, health reasons or specific and urgent needs;
- Elderly people, anyone with compromised immune systems and/or with underlying medical conditions is strongly recommended to do not leave their home. Leave the home only in case of urgent situations and – in any case – avoid crowded places where it is not possible to keep a safety distance of at least of one (1) meter from other people.

*NOTE: in the event of a pandemic, it is often difficult to find hand sanitizer on the market. This is why the World Health Organization has decided to divulge the formula to prepare this precious detergent at home (refer to attachment 3 - WHO-recommended Handrub Formulations).*

### 3.3 Offices

- Fill in and deliver to Sicim personnel the appropriate form “Self-Declaration for Sicim Employees – Screening Covid-19” – Attachment 1;

*Note: the form shall be filled in at the beginning of the week or during the first entrance after more than a day of absence;*

- It is mandatory to undergo regular health checks of staff at the entrance of Sicim premises: temperature check in the morning and after lunch break. This also applies to those who have lunch in the company premises. The checks shall be verified and counted. When temperature > 37,5°C or symptoms defined in §3.1 are detected, access is not granted;
- Meetings are limited to cases of strict necessity, privileging where possible the shared video conferences / calls. Where the meeting is actually necessary, always preserve a free chair between one occupant of the room and the other – minimum free front distance of 1



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meter– it is mandatory to define max contemporary presence and sign to show max contemporary presence at each meeting room;

- Limit to minimum all appointments in order to reduce visitors entrance;
- All employees who work in offices are required to ventilate the offices at least 2 times a day;
- Limit/cancel non-essential work travel.

### 3.4 Canteen

- Access to the canteen rooms will be limited with the obligation to sit one per table and not contiguously or to preserve a free sit between occupants – with a free front distance of at least 1 meter– it is mandatory to define max contemporary presence and sign to show max contemporary presence at each canteen;
- Canteen catering staff must wear the following PPE as a minimum: surgical mask, disposable sterile gloves, face mask.
- Evaluate the installation of insulating/segregation barriers between the catering staff and diners. It is mandatory to use hand sanitizer at the entrance and exit of the canteens.
- The use of all shared items and equipment including but not limited to cutlery, bread scoops, salt shakers, toothpicks should be eliminated. These tools must be for single use only and / or delivered by the catering staff in order to eliminate the risks of cross contamination. (example: disposable plastic cups, disposable sachet of salt and pepper condiment, cutlery contained in paper cases).
- All rooms and common areas must have an air exchange ventilation system or the exchange of air must be guaranteed at least twice a day.

### 3.5 Coffee Room and other common areas

- Access to the coffee rooms and refreshment points will be limited to one at a time, with the request to avoid prolonged stops and gatherings. It is required to use hand sanitizer before and after the coffee break;
- Breaks shall be organized in order to minimize the presence of the personnel in common spaces at the same time– it is mandatory to define max contemporary presence and sign to show max contemporary presence at each common space;
- It is mandatory to use hand sanitizer at the entrance and exit of the common spaces.
- All rooms and common areas must have an air exchange ventilation system or the exchange of air must be guaranteed at least twice a day.

### 3.6 +Dressing Room

- Access to changing rooms will be limited to minimum people at the same time - shifts will be organized accordingly – it is mandatory to define max contemporary presence and sign to show max contemporary presence at each changing room;
- It is mandatory to use hand sanitizer at the entrance and exit of the changing rooms.



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- All rooms and common areas must have an air exchange ventilation system or the exchange of air must be guaranteed at least twice a day.

### 3.7 Transportation And Common Equipment

In the event that a company vehicles and/or means of transport and/or heavy equipment are not for the exclusive use of a single officially authorized and identified driver / operator, the following prevention and protection measures must be implemented:

For motor vehicles and other means of transport:

- it is mandatory to wear disposable gloves and masks when the activity is not carried out alone, and where possible the second passenger must sit in the back seat; In any case, the rule of greatest possible distance between passengers must be maintained.
- suitable products must be available (cleaning wipes, spray packs, etc.) for cleaning with common detergents. At the start and the end of use, a disinfection must be carried out, paying particular attention to the steering wheel, the handles, the gearbox, the fabrics (seats) and anything else that can be touched while driving.
- in the case of passenger transport, when the equipment is considered for non-exclusive use, the measures indicated above must be adopted.

For lifting equipment and other heavy equipment:

- it is mandatory to wear disposable gloves and masks when the activity is not carried out alone;
- At the start and end of use, a disinfection must be carried out, paying particular attention to the steering wheel, handles, gearbox, fabrics (seats) and anything else that can be touched while driving.

### 3.8 The same measures must be adopted for non-exclusive equipment and tools (e.g. portable ladders, ...).**Visitors**

All visitors entering Sicim premises must:

- Fill in and deliver to Sicim personnel the appropriate format “Visitors Information Questionnaire – Screening Covid-19” – Attachment 2;
- Be subject to a fever check at each entrance; When temperature  $> 37,5^{\circ}\text{C}$  or symptoms defined in §3.1 are detected, access is not granted;
- Use hand sanitizer at the entrance;
- Minimize the time of the visit and the movements within SICM premises and work areas.

### 3.9 Project Sites

- Personnel transportation to/from project sites: all drivers & occupants must ensure distance of more than 1 meter and continuous ventilation, if these measures cannot be maintained wear masks throughout the journey and clean the hands with hand sanitizer before entering the vehicle (refer also to § 4.23.7);
- Frequently wash the hands with soap and water for at least 20 seconds or with hand sanitizer;



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- Toolbox talks are suspended if there is not enough room to guarantee safe distance between workers – 1 meter;
- Immediately notify the direct supervisor in the event of any symptoms defined in §3.1; the direct supervisor shall inform the HSE/HR department (refer also to § 4.2).

### 4 DAILY SYMPTOMS CHECK UP

#### 4.1 Offices

All SICIM staff will be subject to a fever check in the morning and after the lunch break. The absence of symptoms defined in §3.1 will also be checked. If any symptom appears, access to Sicim premises is not permitted.

#### 4.2 Site

All staff entering on site (SICIM and Subcontractor) will be subject to a fever check in the morning. The absence of symptoms defined in §3.1 will also be checked. None presenting any symptom shall be permitted to enter worksite.

### 5 TREATMENT IN CASE OF SYMPTOMS

#### 5.1 Measures to be taken in case of symptoms

In case of SICIM personnel presenting symptoms defined in §3.1 the following measure must be taken:

- call first aid workers to assist the worker
- isolate the worker in the accommodation to prevent the possible spread of the virus. Alternatively it can be isolated in a designated area as the site infirmary (isolation room).
- provide the same with a type II surgical mask (if not already in possession),
- contact the Competent Health Authorities and wait for instructions from them;
- collaborate with the Health Authorities in order to identify, in the event of the subject's positivity, any "close contacts" with which he came into contact;
- disinfect the premises, vehicles and company equipment used by the positive worker at Covid-19.
- Daily contacts to be reduced to minimal (health check, food delivery in room, cleaning) by medical personnel.
- Segregated persons will be equipped with a mask (without a vent valve). Mask to be used during all daily contacts.
- In case of isolation, HSE / HR project personnel will remotely monitor the temperature and condition of the patient at least twice a day.
- Health personnel will assess the length of the isolation period case by case.



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### 5.2 Patient Transfer

If symptoms persist even on the day after the symptoms appear, the worker will be transferred to the nearest approved clinic/hospital or as defined with Sicim Medical Assistance Service (ref. 5.3) Transportation of the patient shall be performed by medical services.

### 5.3 Fiduciary Isolation

The people for whom the Local Public Health Authority ascertains the need to start health surveillance and fiduciary isolation must:

- i. Maintain the state of isolation for fourteen (14) days from the last exposure;
- ii. Avoid all social contacts and having visitors to the home: these are prohibited;
- iii. Have supplies delivered to home;
- iv. Prevent any travel (stay at home!);
- v. Stay at home, reachable for surveillance activities.

In the event that the public health local authority does not carry out periodic checks, the HSE / HR project personnel will remotely monitor the temperature and general condition of the patient at least twice a day and will record the absence of symptoms. If case of any symptoms, immediate notification must be made to the local Health Authority or to the Sicim Medical Assistance Service.

### 5.4 Emergency Management Procedure

Evaluate and implement the following changes to the site / industrial base emergency management procedure.

Each first aid kit box shall be equipped with two protection kits for two first aider containing:

- Additional disposable gloves
- Face shield
- FFP3 mask
- Surgical mask for the rescued person

Prepare the necessary adaptation of the emergency management procedure by providing:

- Increasing of muster points outside the structure and assigning the department / work area for each muster point, in order to guarantee the distance between workers;
- a distance of at least two meters between the different areas that identify the muster points;
- the signs indicating the new muster points and the associated departments;
- Whenever possible, identify escape routes that are additional to the normal routes used, and divide people on all routes.

5.5 Integrate the emergency management plan with the specific procedure, defined before the start of the activity, to isolate possible workers who may experience CIVID-19 symptoms o. The area identified for the isolation of the person must also guarantee confidentiality and dignity to the worker (refer also to § 5.1). **Sicim Medical Assistance Service Contact**

In case of emergency, it is necessary to contact Intana, Sicim medical assistance service, at the following number:

+44(0)2079027405





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Covid-19 symptoms may evolve very quickly, timely emergency reaction can be critical, therefore each Country, in accordance with available medical resource and facilities, must define the symptoms for which it is necessary to contact Intana.

### 5.6 Waste Management In Case Of Suspected Infection

In the event of suspected or full-blown contagion, the waste produced by cleaning and disinfection operations as well as the PPE used by company personnel who intervened to manage the specific case (illness of a worker or suspected COVID-19), require dedicated management methods in order to mitigate the risk for both workers and for those who will dispose of them.

These materials will be disposed in accordance with current legislation in the country of operations and must always be packed in at least a double bag, both sealed.

In the case of PPE, the same will be inserted after their use and when the worker is undressed, in a first bag, once sealed, it will be inserted in the second bag together with the gloves (last aid to be removed) and then sealed in the second bag.

- 6 The double bag will then be placed in a last (third) bag for storage in a specific area, protected from meteorological events and signalled for temporary interdiction, where it must be left for at least 72h of quarantine before sending to disposal.

For all information related to COVID-19, HSE staff and HR staff are available.

Toolbox talk – email – notice board and any means of communication is encouraged to increase knowledge and awareness about COVID-19 and concerned preventive measures.

For all information, consult the website:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### 7 CHRONIC PATHOLOGIES AND IMMUNODEPRESSION CONDITIONS

For purely indicative purposes, are following mentioned the chronic pathologies and conditions of congenital or acquired immunosuppression that can configure a condition of greater sensitivity to infection are reported

- chronic diseases of the respiratory system (including severe asthma, bronchopulmonary dysplasia, cystic fibrosis and chronic obstructive bronchopathy-COPD)
- diseases of the cardiovascular system, including hypertensive heart disease and congenital and acquired heart disease diabetes mellitus and other metabolic diseases (including obesity with BMI > 30)
- chronic renal / adrenal insufficiency
- diseases of the hematopoietic organs and hemoglobinopathies
- tumors
- congenital or acquired diseases involving poor antibody production
- drug or HIV induced immunosuppression
- chronic inflammatory diseases and intestinal malabsorption syndromes
- pathologies associated with an increased risk of aspiration of respiratory secretions (e.g. neuromuscular diseases)
- chronic liver disease, hepatitis B / C / D



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- pathologies for which important surgical interventions are planned
- patients who have undergone organ transplants
- patients being treated with antiretroviral, chemotherapy and / or radiotherapy and / or
- immunosuppressants / immunomodulators
- patients with multi morbidity (multiple coexisting pathologies
- patients with autoimmune diseases;
- pregnant women.

**8 ATTACHMENT**

- 7.1 - Attachment 1 – Self-Declaration for Sicim Employees – Screening Covid-19
- 7.2 - Attachment 2 – Visitors Information Questionnaire – Screening Covid-19
- 7.3 - Attachment 3 – WHO-recommended Handrub Formulations



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**8.1 Attachment 1 – Self-Declaration for Sicim Employees – Screening Covid-19**

**SELF-DECLARATION FOR SICIM EMPLOYEES –  
SCREENING COVID-19**



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DOCUMENT TITLE Sel-Declaration for Sicim Employees

## SELF-DECLARATION FOR SICIM EMPLOYEES – SCREENING COVID-19

**With the aim of ensuring a safe and healthy work environment for all Sicim workers and all staff present, we ask every employee who has access to Sicim workplaces to carefully complete this self-declaration under their own responsibility.**

**Every person who accesses Sicim workplaces MUST complete the questionnaire.**

**Where you could not / would not fill in the questionnaire, access will not be allowed for any reason.**

- Have you been in close contact \* with people diagnosed with Covid-19 infection, or people under quarantine and who developed symptoms as: lack or strong reduction of taste (flavors), lack or strong reduction of smell (odors) dry cough, severe exhaustion, breathing difficulties , nasal congestion, headache, conjunctivitis, diarrhea , fever > 37.5 ° C?  
 YES  NO

\* **Note:** close contact means relating to an infected person at a distance of about 1.5 meters and for an extended period of time, about 15 minutes or more.

- Have you been in close contact \* with "Suspected Cases" \*\* of COVID-19 infection?  
 YES  NO

\*\* **Note:** Suspected Cases definition:

- Person who in the previous 14 days developed above mentioned symptoms AND has been in close contact with a probable case of COVID-19 virus infection;
- Person who in the previous 14 days developed above mentioned symptoms AND worked or attended a health facility where patients with coronavirus infection were hospitalized.

- Do you have symptoms such as : lack or strong reduction of taste (flavors), lack or strong reduction of smell (odors) dry cough, severe exhaustion, breathing difficulties , nasal congestion, headache, conjunctivitis, diarrhea , fever > 37.5 ° C?  
 YES  NO

**If even one of above answers is YES, access to Sicim workplaces is not allowed.**

Name, Surname

Date

Signature

\_\_\_\_\_

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**8.2 Attachment 2 – Visitors Information Questionnaire – Screening Covid-19**

**VISITORS INFORMATION QUESTIONNAIRE –  
SCREENING COVID-19**



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DOCUMENT TITLE Sel-Declaration for Sicim Employees

## SELF-DECLARATION FOR SICIM EMPLOYEES – SCREENING COVID-19

**With the aim of ensuring a safe and healthy work environment for all Sicim workers and all staff present, we ask every Visitor / third party who should access Sicim workplaces to carefully complete this information questionnaire under their own responsibility.**

**Every person who accesses Sicim workplaces MUST complete the questionnaire.**

**Where you could not / would not fill in the questionnaire, access will not be allowed for any reason.**

- Have you been in close contact \* with people diagnosed with Covid-19 infection, or people under quarantine and who developed symptoms as: lack or strong reduction of taste (flavors), lack or strong reduction of smell (odors) dry cough, severe exhaustion, breathing difficulties , nasal congestion, headache, conjunctivitis, diarrhea , fever > 3 7.5 ° C?  
 YES  NO

\* Note: close contact means relating to an infected person at a distance of about 1.5 meters and for an extended period of time, about 15 minutes or more.

- Have you been in close contact \* with "Suspected Cases" \*\* of COVID-19 infection?  
 YES  NO

\*\* Note: Suspected Cases definition:

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- Do you have symptoms such as : lack or strong reduction of taste (flavors), lack or strong reduction of smell (odors) dry cough, severe exhaustion, breathing difficulties , nasal congestion, headache, conjunctivitis, diarrhea , fever > 3 7.5 ° C?  
 YES  NO

**If even one of above answers is YES, access to Sicim workplaces is not allowed.**

Name, Surname

Date

Signature

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**8.3 Attachment 3 – WHO-recommended Handrub Formulations**

**WHO-RECOMMENDED HANDRUB FORMULATIONS**