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DOCUMENT TITLE HSE PROCEDURE

COVID-19 EMERGENCY PREVENTION AND MANAGEMENT PROCEDURE - BUSSETO HEADQUARTERS

PREVENTION AND RISK MANAGEMENT SARS-COV-2

BUSSETO HEADQUARTERS

0904-SI-033

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1 INTRODUCTION

The respiratory disease COVID-19 - Corona Virus Disease 2019, caused by the virus SARS CoV-- 2 (short for severe acute respiratory syndrome coronavirus 2) has been detected for the first time in the city of Wuhan, China, in December 2019 On January 30, 2020, the WHO Director General stated that the current epidemic was a public health emergency of international concern.

The SARS-CoV-2 is a respiratory virus that spreads mainly through close contact with an ill person. The primary way is the breath droplets of infected people, for example through:

- saliva, coughing and sneezing;
- direct personal contacts;
- hands, for example by touching contaminated (not yet washed) mouth, nose or eyes;

For all information relating to COVID-19 (diffusion, prevention methods, symptoms, etc.), Sicim suggests consulting only the websites of the ministerial health authorities or the World Health Organization at the following links:

- <http://www.salute.gov.it/nuovocoronavirus>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

1.1 SCOPE AND PURPOSE

The purpose of this procedure is to define the prevention and control measures to prevent and contrast the spread of Covid-19 infections at the SICIM headquarters in via Consolatice Superiore 96/98 in Busseto (PR) during the so-called Phase 2 of the virus spread , or after the initial emergency phase and the partial lockdown of the activities .

This procedure is applicable to the SICIM headquarters in via Consolatice Superiore 96/98 in Busseto (PR).

The new provisions concern:

- Prevention and protection measures to prevent contagion;
- Check-up of daily symptoms;
- Treatment in case of flu symptoms;

All company provisions, aimed at contrasting the spread of Covid-19 infection, are taken into consideration by governmental provisions and by public health authorities and failure to implement these measures in case it does not guarantee adequate levels of protection determines the suspension of the activity until the safety conditions are restored .

2 REFERENCE DOCUMENTS

2.1 COMPANY DOCUMENTS

- 0904-SI-027 – Corporate risk assessment procedure
- 0901-SI-001 –HSE Policy
- 0904-SI-032 – Prevention and Management of COVID-19 Emergency
- 0904-SI-118 – Smartwork information



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2.2 REFERENCE REGULATIONS

The measures currently in force, approved by the Italian Government following the international health emergency, are the following (DECREASING ORDER):

DPCM April 26, 2020	Urgent measures to contain the COVID-19 infection Annex 6 - Shared protocol regulating measures to combat and contain the spread of the Covid-19 virus in the workplace between the government and the social partners
DPCM April 10, 2020 -	Further implementing provisions of the decree-law 25 March 2020, n. 19, containing urgent measures to face the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n.97 of 11-04-2020); Establishment of the Economic and Social Expert Committee
Ordinance Of The President Of The Regional Council 3 April 2020, N. 57	Ordinance pursuant to article 32 of the law of 23 December 1978, no. 833 on the subject of measures for the management of the health emergency linked to the spread of COVID-19 syndrome. Transport, waste and private health provisions
DPCM April 1, 2020	Implementing provisions of the decree-law 25 March 2020, n. 19, containing urgent measures to deal with the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n.88 of 02-04-2020);
Decree-law of 25 March 2020, no. 19	Urgent measures to deal with the epidemiological emergency from COVID-19 (OJ General Series n.79 of 25-03-2020);
Decree of the Minister of Economic Development 25 March 2020	Modification of the list of codes in annex 1 of the decree of the President of the Council of Ministers 22 March 2020 (OJ General Series n.80 of 26-03-2020);
Dpcm March 22, 2020	Further implementing provisions of the decree-law of 23 February 2020, n. 6, containing urgent measures regarding the containment and management of the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n.76 of 22-03-2020);
Order of the Minister of Health 20 March 2020	Additional urgent measures regarding the containment and management of the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n.73 of 20-03-2020);
Decree-law 17 March 2020 n. 18 "CuraItalia"	Measures to strengthen the national health service and economic support for families, workers and businesses related to the epidemiological emergency from COVID-19 (OJ 17 March 2020);
Ministry of the	Clarifications regarding the opening of markets and shopping centers on holidays and



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Interior circular of 14 March 2020 public holidays;

Dpcm 11 March 2020 Further implementing provisions of the decree-law of 23 February 2020, n. 6, containing urgent measures regarding the containment and management of the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n. 64 of 11/03/2020);

Dpcm March 9, 2020 Further implementing provisions of the decree-law of 23 February 2020, n. 6, containing urgent measures regarding the containment and management of the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n. 62 of 09/03/2020);

Decree-law 9 March 2020, n. 14 Urgent provisions for the strengthening of the National Health Service in relation to the COVID-19 emergency (OJ General Series n.62 of 09-03-2020);

Dpcm March 8 2020 Further implementing provisions of the decree-law of 23 February 2020, n. 6, containing urgent measures regarding the containment and management of the epidemiological emergency from COVID-19, applicable on the whole national territory (OJ General Series n.59 of 08-03-2020);

Decree-law 2 March 2020, n. 9 Urgent support measures for families, workers and businesses related to the epidemiological emergency from COVID-19 (OJ General Series n.53 of 02-03-2020);

Decree-law 23 February 2020, n. 6 Urgent measures regarding the containment and management of the epidemiological emergency from COVID-19 (OJ n.45 of 23-2-2020);

Resolution of the Council of Ministers January 31, 2020 Declaration of the state of emergency as a consequence of the health risk associated with the onset of pathologies deriving from transmissible viral agents (OJ General Series n.26 of 01-02-2020);

Ordinance of the Minister of Health 30 January 2020 Prophylactic measures against the new Coronavirus (2019 - nCoV) (OJ General Series n.26 of 01-02-2020).



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3 PREVENTION, PROTECTION AND CONTROL MEASURES

3.1 GENERAL

As indicated by the National Authorities, it is absolutely forbidden to go to the workplace for anyone with any of the following symptoms: 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.

The prohibition also applies to those who:

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

** *Note: definition of Suspected Case*

- *Person who in the previous 14 days developed above mentioned symptoms AND has been in close contact with probable case of crown 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.*

3.1.1 GENERAL PREVENTION MEASURES

For all workers are obligatory following these good practices :

- The masks must always be worn, except when working alone in closed environments which no one can access other than the person who works there.
- Each common / shared company area is equipped with a bottle of hand sanitizer and is regulated with regard to the simultaneous presence of personnel (see following chapters);
- Wash your hands often with soap and water for at least 20 seconds. When soap and running water are not available, use alcohol-based disinfectant cleaner with at least 60% alcohol (refer to the brochure attached to this procedure) ;
- Always wash your hands that are visibly dirty;
- Avoid touching the eyes, nose or mouth with unwashed hands;
- Avoid re 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.
- It is strongly recommended to limit the movement of each person: leaving the house only for work needs, health reasons or specific and urgent needs;
- For "fragile" subjects, that is having pre-existing or ongoing pathologies (cardiovascular, respiratory, with immunosuppression, neoplasms, diabetes, obesity) it is recommended to contact the competent doctor or request a medical examination (see § 3.2.11) .
- For a summary of the obligations against the spread of Covid infection, refer in addition to the measures mentioned in § 3 Prevention, protection and control measures also in annex 3 of this procedure.



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3.2 SPECIFIC PREVENTION AND PROTECTION MEASURES

3.2.1 METHOD OF ENTRY INTO THE COMPANY AND TEMPERATURE MEASUREMENT

The staff, before entering the workplace and after the lunch break (even if they have stayed in the company) will have to undergo body temperature control and then wash their hands with the detergents / disinfectants made available by the company . If this temperature is higher than 37.5 ° , access to the workplace will not be allowed. People in this condition will not be able to access the SICIM office, they will be provided with masks if they do not have it and they will be invited to return immediately to their home , they will not have to go to the Emergency Department and / or to the infirmaries of the headquarters, but will have to contact as soon as possible you can your own doctor and follow his directions . This measurement will be carried out:

1. at the reception of the registered office for employees who work in the offices and operating departments of the registered office , respecting the distances of at least 1 meter as indicated by the horizontal signs ;
2. at the expansion gatehouse for employees working in the extension offices and for workers in the operating departments , respecting the distances of at least 1 meter as indicated by the horizontal signs;

The real-time detection of body temperature constitutes a processing of personal data and, therefore, takes place in accordance with current privacy regulations. For this purpose, the acquired data will not be recorded if there is no exceeding of the temperature threshold. Otherwise, the interested party will be identified and the exceeding of the temperature threshold will be recorded as necessary to document the reasons that prevented access to the company premises .

At the first entry into the company after a period of illness or absence from the workplace for more than one working day, all employees must complete and sign the form 0906-SI-079_Autodeclaration for employees_Screening Corona Virus (see attachment 1 of this procedure) . This document was distributed by email to all employees and available at the reception of the registered office and at the guardhouse of the expansion. It is highly recommended to bring and deliver the form to the already completed guardhouse or company reception if possible. The form contains the mandatory prohibitions mentioned in § 3.1 and if the answer to one or more questions of the form should be positive, entry into the SICIM office is not allowed. If one of the conditions mentioned in the form and in § 3.1 occurs during normal work, the person concerned must not go to the workplace, if already present at the workplace he must immediately contact the HSE office.

3.2.2 WORKPLACE PREVENTION MEASURES

3.2.2.1 IN THE OFFICES

In any office shared by more than one employee, the use of the surgical mask / washable mask provided by the company is mandatory and in any case always keep at least 1 meter from other people during all work activities. Where the distance of at least one meter cannot be guaranteed to staff, the FFP2 mask will be provided.

In case of joint work on shared paper documents, disposable gloves must be used - available on request.

The installation of partitions between adjacent desks will be evaluated in order to further isolate the closest workers.



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Where there are windows it is mandatory to guarantee the exchange of air with the outside by opening them at least twice a day. It is forbidden to stay in rooms where air exchange is not possible or through windows or air exchange system.

It is mandatory for all department heads to distribute the staff in the various offices, distributing them on free desks in order to keep those present as far apart as possible and / or to use offices not in use .

The workstations are sanitized every evening by the cleaning staff, however it is mandatory to always use the same work station and the same tools (keyboard, mouse, etc.) . Means for cleaning and sanitizing work tools are also provided in all offices.

If a change of position is necessary, the new position must be sanitized with the aforementioned tools. If in doubt, contact the HSE office.

Limit all appointments to a minimum in order to reduce visitor entry;

3.2.2.2 WORKSHOPS AND WAREHOUSES

It is compulsory to use the FFP2 - FFP3 masks also in consideration of the additional risks to which the worker is exposed and in any case to maintain whenever possible at least 1 meter from other people during all work activities.

It is mandatory to guarantee the exchange of air with the outside by opening the doors and openings to the outside at least twice a day. It is forbidden to stay in rooms where air exchange is not possible or through windows or air exchange system.

The use of work gloves is always mandatory. Carefully avoid touching your face and eyes with work gloves.

The products for disinfection (wipes , detergents, sanitizing sprays, etc.) of shared work tools are available.

3.2.3 PREVENTION MEASURES IN COMMON PLACES

Everyone is obliged to respect the horizontal and vertical signs indicating access and distances to company spaces, as well as the following specific indications.

3.2.3.1 RESTAURANT AREAS FOR LUNCH BREAK

Access to the refreshment areas for the lunch break is limited with the obligation to sit one person at a table , with an opposite / non-contiguous arrangement , the tables will be arranged as far as possible from each other and the precise position will be indicated by an adhesive tape on the floor. It is necessary to follow the warnings present in each area and in particular to:

- the refreshment area of the registered office the maximum number of people who can access it at the same time is 5 people;
- the refreshment area of the expansion the maximum number of people who can access it at the same time is 8 people;

It is mandatory to use the hand sanitizer at the entrance and exit of the dining areas for lunch . If the presence of staff using the refreshment areas is greater than that indicated above, shift systems of 30 minutes of maximum use will be implemented.



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The use of all shared objects and equipment, including but not limited to cutlery, salt containers for pepper , toothpicks, is eliminated.

The company does not supply equipment for the consumption of food which must be used and managed independently by the workers, guaranteeing the utmost scrupulousness to leave their own material to avoid health and hygiene risks.

At the end of the shift, all non-corporate material will be removed.

It also remains mandatory for all employees to empty the refrigerators placed in the refreshment areas for a lunch break at the end of the day. All food or drinks supplied inside should not be loose but placed in containers.

3.2.3.2 REFRESHMENT AREAS FOR COFFEE BREAK

Access to the refreshment areas for coffee breaks is limited to one person at a time, with the request to avoid long stops and meetings, as indicated by the notices posted in each coffee room and by the horizontal signs placed at the entrances of each area .

It is mandatory to wear a mask and use hand sanitizer at the entrance and exit of the refreshment areas for coffee breaks.

Breaks must be organized in order to minimize the turnout of staff in the refreshment areas at the same time .

Where there are windows it is mandatory to guarantee the exchange of air with the outside by opening them at least twice a day. Instead, for all areas without windows at the end of the working day, a complete disinfection will be carried out by the external company DSM Industrial and civil cleaning.

3.2.3.3 CHANGING ROOMS

Access to the changing rooms is limited to the minimum number of people able to guarantee at least a meter of distance between the occupants at the same time. The rounds will be organized accordingly based on the capacity of the locker room, the layout of the cabinets and the amount of personnel . A scheme indicating the shift time to access the changing rooms for each worker must be posted inside the room

It has defined the maximum simultaneous presence of:

- 11 people for the changing room of the extension used for the mechanical workshop and carpentry departments ;
- 4 people for the locker room of the registered office used for the Warehouse, Yard and Automatic Welding departments .

It is mandatory to wear a mask and use hand sanitizer at the entrance and exit of the changing rooms.

3.2.3.4 TOILETS

Access to the toilet rooms is limited to one person at a time.

It is mandatory to wear a mask and use hand sanitizer at the entrance and exit of the premises.



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3.2.4 MEANS OF TRANSPORT AND WORK

In the event that company vehicles (cars, trucks and articulated lorries) and other work vehicles (forklifts, telescopic handlers, mobile cranes etc.) are not for the exclusive use of a single officially authorized and identified driver / operator, the following prevention and protection measures:

- Each vehicle / work vehicle must be equipped with suitable products for disinfection (cleaning wipes, sanitizing sprays, etc.) inside the passenger compartment. At the beginning and end of use, it is necessary to carry out a disinfection, paying particular attention to the steering wheel, the handles, the gearbox, the fabrics (seats) and anything else that can be touched while driving.
- It is mandatory to wear disposable gloves and surgical mask when the activity is not carried out alone and, where possible, the second passenger must sit in the back seat. The maximum number of passengers allowed on a car that guarantees 5 seats will instead be 4 seats and the staff must be as far away from each other as possible.

3.2.5 PPE MANAGEMENT AND DISTRIBUTION

The use of the surgical mask or mask washable is mandatory for those who remain in the common rooms with continuity and masks FFP2 / 3 for those engaged in work activities where the minimum distance of 1 m can not be guaranteed. Therefore, in each office where more than one employee resides and when traveling within the company, it is necessary to wear this PPE.

It is also mandatory for workers to use the mask constantly as the minimum safety distance is not always guaranteed due to the dynamism and high frequency of movements during work.

Workers will be provided with a surgical mask or an FFP2 / 3 mask a day depending on their business needs.

Employees will be provided with one surgical mask per day or 3 washable masks per month. In summary:

Type of worker	Respiratory protection type
Employees	Daily surgical mask / Washable Masks
Workers	Daily mask FFP2 / FFP3 according to working needs
Receptionist / Guardiola	Daily mask FFP2 / FFP3
Personnel engaged in activities with interpersonal distance <1 meter	Daily mask FFP2 / FFP3
Personal emergency personnel	Mask FFP3

The reference persons within the company for the delivery of masks are :

- Ballotta Filippo for the employees of the registered office and for the heavy spare parts warehouse, apron and automatic welding departments.
- Cardillo Francesco / Scichili Antonio for the employees of the expansion and for the mechanical workshop, carpentry and painting departments.



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3.2.6 INTERNAL MOVEMENTS, MEETINGS, INTERNAL EVENTS AND TRAINING

Displacements within the company must take place only if strictly necessary, during the movement not being able to always guarantee the safety distance it is mandatory to use the surgical mask.

Meetings should be limited to cases of absolute necessity, privileging where possible video conferences / shared calls. Where the meeting is actually necessary, book the largest room available through the company website <https://meetingroom.sicim.eu/> and respect the safety distance of at least 1 meter between the participants, scrupulously following the instructions described in the notices posted in each meeting room. The use of surgical masks is mandatory throughout the meeting.

Classroom frontal training events are allowed only if the abovementioned prevention and protection measures are kept for the meetings. For certain training needs, the option to perform them in E-learning will be assessed.

The Toolbox talks normally mandatory at the beginning of the work shift and the safety incentive system for workers in the operating departments are temporarily suspended with a date to be assigned, as they are unable to maintain the correct safety distance.

3.2.7 HOME MOVEMENT (COMMUTING)

It is essential to avoid social aggregations also in relation to commuting to reach the workplace and to return home (commuting), with particular reference to the use of public transport. For this reason, it is not recommended for all employees to use public transport or other methods of sharing travel such as car pooling (shared car), opting for the single use of private vehicles.

3.2.8 STAFF PRESENTING INFLUENTIAL SYMPTOMS AND/OR TEMPERATURE EQUAL TO OR HIGHER THAN 37,5 °C

In the event that SICIM personnel experience flu or fever symptoms during working hours, the following measures must be taken:

Management of the person who has fever at the checkpoint measurement or who complains of fever while at work

- the person with a temperature equal to or higher than 37.5 ° C but asymptomatic or without obvious disturbances is invited to return immediately to their home and contact their general practitioner, after supplying a surgical mask ;
- For the feverish and symptomatic person (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) year implement the following:
 - call the first aid worker to assist the worker; the first aid officer (s) must wear an FFP3 mask and latex gloves.
 - isolate the worker in the infirmary to prevent the possible spread of the virus;
 - provide the same with a 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 case of the subject's positivity, any "close contacts" with which he came into contact;
 - consider the worker as positive to Covid-19 and then disinfect the premises, vehicles and company equipment used by him.



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3.2.9 RETURNING TO COMPANY AFTER DISEASE

Following a period of illness, each employee must proceed as follows:

1. For subjects with COVID-19 confirmed infection, regardless of the duration of absence, it is mandatory to present the negative swab documentation to the competent doctor before returning; the competent doctor will inform the company to schedule the medical examination.
2. For "fragile" subjects, that is having pre-existing or ongoing pathologies (cardiovascular, respiratory, with immunosuppression, neoplasms, diabetes, obesity) it is recommended to contact the competent doctor or request a medical examination .
3. " Fragile " subjects over 55 years of age will be subject to a COVID-19 risk assessment by the competent doctor and employer.
4. For subjects who have been ill for non-COVID19 reasons, the certificate of the treating person applies, therefore at the end of the period of illness they can return without a visit with the competent doctor if they have not exceeded 60 days otherwise they must carry out the return visit (art . 41 Legislative Decree 81/08).

The email address to contact for the subjects referred to in points 1 and 2 is: claudioferroni.pr@gmail.com .

3.2.10 WASTE MANAGEMENT MODE

All waste related to protection from Covid-19 or masks for the protection of the respiratory tract, disposable gloves and any handkerchiefs for personal hygiene must be disposed of in appropriately marked bins. These materials will be managed as waste similar to municipal waste belonging to the undifferentiated fraction and must always be packaged at least in 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, this bag will be inserted in the second bag together with the gloves (last aid to be removed) and then sealed in the second bag taking care not to press such waste to avoid the escape of air from the bag.

The location of the bins for this waste will be at the reception and at the heavy spare parts warehouse for the registered office and at the guardhouse and at the workshop for the extension.

4 TRAINING

All SICIM staff and collaborators are subject to the following training:

- Generic training on the risk of SARS-CoV-2 infection
- Information on the provisions to be taken against the spread of Covid-19 through company e-mails, information posted in all company common areas
- Frontal/remote training about the required specific corporate prevention procedures.

5 MEDICAL COUNSELING

The Competent Doctor is available to staff for clarifications, doubts and medical counseling relating to the business risk of contagion from COVID-19 and can be contacted:

- By email at: claudioferroni.pr@gmail.com .
- By appointment, every Monday morning following professional fitness visits. For an appointment, contact the HSE office.



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6 MANAGEMENT OF EXTERNAL STAFF

Premising that for the entire duration of the period in which the prevention and protection measures against the Covid-19 emergency are in force, the company activities must be planned in order to limit as far as possible the movements and entry into the company of external personnel not essential, opting for other communication methods or interfaces.

Visitors, suppliers, drivers and subcontractors must also comply with the prevention and protection rules mentioned in this procedure. In particular they will:

- To have and wear the surgical mask ;
- fill in and sign the form in Annex 2 of this procedure Visitors Questionnaire_Screening Coronavirus following the prevention and protection measures mentioned in § 3.2.1 . the first entry into the company and after a period of illness or absence from the workplace for more than one working day;
- minimize the time of the visit / activity to be conducted and limit travel within the company to the bare minimum .
- The toilets available for external drivers are located near the heavy spare parts warehouse.

It is mandatory for third-party companies that work in SICIM SpA buildings to inform SICIM's HSE office as soon as possible if Covid-19 swabs are found positive and to cooperate with SICIM and with the Local Health Authority by providing elements useful for identifying any contacts.

7 LEANING AND SANITIZATION OF THE COMPANY

The cleaning activities of the work premises by the external cleaning company are carried out on a daily basis from 6 PM onwards, moreover the cleaning of the common areas and access to all the offices has been intensified (door and handle sanitation etc ..) throughout the day. There is a continuous employee in charge of cleaning handles, push-button panels, handrails and other points of possible mutual contact.

Sanitization with a specific bactericidal and virucidal product was carried out in all work environments on a weekly basis starting on 16 March using the disinfectant of the company NEWPHARM Amminorex, as well as the sanitation of all the fan coil and air conditioning / heating cassettes through the company ACCLEANER.

In the event that a case of positivity to COVI D-19 is detected within the company, specific containment and sanitization measures will be envisaged, assessed together with the doctor and the competent authorities.

7.1.1 MANAGEMENT OF AIR RECIRCULATION SYSTEMS, AIR CONDITIONER

As a precaution in order to reduce the spread of aerosol, in the workplace it must be :

- kept the Air Treatment Unit (AHU) system on and in good working order ;
- air circulation in AHU systems closed / bypassed ;
- alternatively to the continuous use of AHU, ensure adequate ventilation of the common areas with the continuous presence of staff through continuous window opening;
- for all common areas , offices and work areas such as warehouses and workshops, the exchange of ambient air was carried out by opening the windows / doors at least twice a day for a time sufficient to guarantee the exchange of the air volume.



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DOCUMENT TITLE			HSE PROCEDURE			

COVID-19 EMERGENCY PREVENTION AND MANAGEMENT PROCEDURE - BUSSETO HEADQUARTERS

8 COMPANY ORGANIZATION

The smart working for employees , compatibly with work needs and according to specific company planning , is the preferred way of reducing Covid-19 risk. In order to help minimize the contacts between staff is in place the differentiation of working hours for employees and workers.

Furthermore, the management and reorganization of the workstations must be carried out with the aim of maximizing the interpersonal distance between the workers.

9 CHRONIC PATOLOGIES AND IMMUNODEPRESSION CONDITIONS

The main chronic pathologies and conditions of congenital or acquired immunosuppression that can configure a condition of greater sensitivity to infection are reported:

- chronic respiratory diseases (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
- 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 immunosuppressant / immunomodulatory therapies
- patients with multimorbidity (multiple coexisting pathologies)
- patients with autoimmune diseases;
- pregnant women.

10 ATTACHMENTS

1. **0906-SI-079_Autodeclaration for employees_Screening Corona Virus**
2. **0906-SI-078_Visitors Questionnaire_Screening Coronavirus**
3. **Summary of obligations against contagion from Covid-19**
4. **Covid-19 Prevention and Protection Policy**
5. **Instructions on the use of masks**