



CORONAVIRUS COVID-19 - OPERATIONAL GUIDELINES FOR COMPANIES

Necessary protective measures for business management

At this stage it is recommended:

Introduce an access ban to the company for all people residing in quarantine areas. Furthermore, this precautionary measure must be applied to all other people whom have been in touch with a potential carrier of the virus in the previous two weeks such as:

- Travelers who have returned from China or have transited in the airport (the reason of travel is not relevant);
- People who have close relationships with relatives/acquaintances or more generally with people who have recently returned from China; and
- People who have close personal relationships with relatives/acquaintances or with people who have been exposed to the virus and who have not completed the precautionary isolation period.

To encourage smart (remote) working methods to avoid contacts with the other employees. This working method can be implemented for the management of any people/employees in the areas subject to quarantine or potentially exposed to contagion risk.

Reinforce the controls on access to the offices of non-employed staff. This includes, limiting to the company's premises by external employees, checking the provenance of the employees - if found to be from an area subject to quarantine then the access will be prohibited.

Cancel all activities such as corporate events or meetings.

Avoid the use of common areas such as meeting rooms or cafeteria.

In the case of a cafeteria, it is advisable to avoid simultaneous access by large groups of employees. These should be divided into small groups.

Prohibit travel for the corporate staff to/from areas under quarantine.

Limit the transfers/trips of company staff to and from areas adjacent to quarantine areas.

In case the company has not activated an effective Travel Risk Policy, it is advised to provide, specific procedures for the management/approval of travel to areas potentially at risk for company staff. Confindustria Emilia is available to assist with this task.

Management of incoming products/goods

The World Health Organization confirmed that incoming products from China are not subject to the contamination. The people who receive goods from China can not be affected by the new coronavirus

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because it is unable to survive on surfaces for a long time. To date, there is no evidence of produced goods in China transmitting the new coronavirus (SARS-CoV-2).

Direct measures to manage the hygiene aspect

Promote an enhanced state of hygiene and cleanliness of the premises with particular attention to common areas and areas accessible to the public by using bleach / chlorine-based disinfectants, solvents, 75% ethanol, peracetic acid and chloroform as recommended by the Ministry of Health and ISS.

Necessary protective personal hygiene measures

Wash your hands often with soap and water for at least 20 seconds.

Use hand sanitizers when soap and water are not readily available.

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing, sneezing or having a fever.

Avoid touching your eyes, nose and mouth.

Practice respiratory hygiene This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Use the mask only if you care for sick people or if you suspect you are sick.

In case of symptoms such as fever, cough, breathing difficulties, muscle pain, tiredness associated with a potential source of contamination (trip from/to China or contact with potentially infected people), please contact toll-free number 1500 of the Ministry of Health in order to get the first aid information or contact 118 toll-free number that will be activated shortly by the Emilia-Romagna Region.

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