

Covid 19 Safety Protocol for REMAK

With reference to the arrangement of the offices, the type of activity and the exposure to external contacts, the company's activity is considered low risk.

However, for the maximum protection of workers and external visitors it is necessary to observe the following rules:

- In presence of a feverish state above 37.5 °, or flu symptoms, the obligation to stay at domicile and notify the family doctor and health authorities.
- If these conditions arise during the presence in the company, it is mandatory to inform the employer, go home and contact a doctor and health authorities
- Commitment to respect the regulation of the health authorities, in particular by maintaining the safety distance, and observance of hand hygiene rules. It is always available at the entrance and in all services hygienic certified alcohol gel.
- Access to common areas (warehouse, kitchen, drink dispenser) is restricted by avoiding the presence of more people and in any case keep the minimum distance of 1m.
- While moving in the company, the use of protective masks is mandatory
- The company reserves the right to limit the simultaneous presence in the office according to working needs in a way such as to guarantee the minimum density of personnel compatible with the company activity.
- Domestic and international business trips are suspended, even if previously agreed.

Any exceptions must be authorized by the management based on proven customer needs and within the regulations of the authorities.

Entry procedure for external suppliers and visitors:

The access of external visitors must be authorized in advance by the company management.

The access rules applied to the company's workers also apply to external visitors.

External visitors are allowed access only to the periodically sanitized rooms, after using the sanitizing gel available at the entrance.

External visitors can only use the service dedicated to them, which cannot be used otherwise by company staff.

They are not allowed access to common areas (kitchen, warehouse, coffee dispenser recreation area etc.)

Transporters, who must remain in the external courtyard at 1 m distance, are not allowed.

Internal transfers, meetings, internal events and training workshops within the company must be limited to the minimum necessary and in compliance with the indications. Face-to-face meetings are not allowed. Where these are necessary and urgent, in the impossibility of remote connection, the necessary participation must be reduced to a minimum and, in any case, interpersonal distancing and adequate cleaning / ventilation must be guaranteed.

All internal events and all classroom training activities are suspended and canceled even if already organized.

It is however possible, if the company organization allows it, to carry out the distance training, also for workers in smart work.

Management of a symptomatic case

In the event that a person develops fever and symptoms of respiratory infection such as coughing, he must immediately report to the personnel office, his isolation and that of the others must be carried out immediately.

The company immediately notifies the competent health authorities and the Covid-19 emergency numbers supplied by the Region or the Ministry of Health. The company also collaborates for the definition of any close contacts.

A Committee for the application and verification of the rules of the protocol has been established in the company regulation with the participation of the company union representatives and the RIs.

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