

# SHARED PROTOCOL REGULATING MEASURES FOR THE CONTRAST AND CONTAINMENT OF THE SPREAD OF THE COVID-19 VIRUS IN WORKING ENVIRONMENTS

<b>Company</b>	<b>Fonderia D'Arte Massimo Del Chiaro snc</b>
<b>Registered Office</b>	<b>Via delle iare 26/B</b>
<b>Production Units</b>	Via delle iare 18/C, via delle iare 26/B, via delle iare 30/C

## ATTACHMENT M RULES FOR ENTRANCE INTO THE COMPANY PREMISES

The Legal Representative  
(Employer)



The Responsible for the  
Prevention and Protection Service  
Mr. Bertoni Giordano, Engineer

The Company Physician

The WSR







for consulting

04/04/2020	issue	0
Date	Description	Rev.



# STOP

## TO ALL SUPPLIERS/COURIERS- DELIVERY/CUSTOMERS

### RULES FOR ENTRANCE INTO THE COMPANY PREMISES

- OUR COMPANY IS IN ACTIVITY, BUT WITH CONTROLS ON ENTRANCE.
- IT IS MANDATORY TO MAKE AN APPOINTMENT, IN ORDER TO AVOID GATHERINGS OF VEHICLES AND PEOPLE, BY CALLING THE FOLLOWING TELEPHONE NUMBERS:

<b>MOBILE</b>	<b>+39 0584 792955</b>	<b>OFFICE</b>	<b>+ 39 393 9053178</b>
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- THE ENTRANCE GATE IS PERMANENTLY CLOSED AND IS OPENED ONLY FOR ACCESS INSIDE THE COMPANY FORECOURT AND ONLY AS A RESULT OF PRIOR TELEPHONE REQUEST. TO ACCESS, CALL THE TELEPHONE NUMBERS INDICATED OR RING THE DOORBELL OF THE INTERCOM AND WAIT FOR INSTRUCTIONS.
- ONLY ONE SUPPLIER, DELIVERY PERSONNEL, CUSTOMER AT A TIME IS ALLOWED ENTRY AND THEY ARE REQUIRED TO WEAR A PROTECTIVE MASK AND DISPOSABLE GLOVES.
- THE PERSON ANSWERING THE PHONE OR INTERCOM WILL PROVIDE SPECIFIC INFORMATION ABOUT:
  - ❖ WHETHER OR NOT YOU CAN ACCESS THE COMPANY PREMISES,
  - ❖ WAIT FOR THE ARRIVAL OF COMPANY PERSONNEL WHO WILL INDICATE THE AREA WHERE THE VEHICLE OR THE PERSON WILL HAVE TO STOP
- ONCE PERMISSION IS GRANTED TO ENTER, THE GATE WILL BE OPENED AND CLOSED IMMEDIATELY AFTER THE VEHICLE OR PERSON HAS BEEN ALLOWED ENTRY.
- FOR THE LOADING/UNLOADING OF THE MATERIALS, ANYONE WHO ACCESSES THE COMPANY PREMISES WILL HAVE TO PROCEED AT A WALKING PACE, GO TO THE PLACE INDICATED BY THE COMPANY'S PERSONNEL, GET OUT OF THE VEHICLE AND DELIVER THE FORMS, DELIVERY NOTES, INVOICES OR ANY OTHER DOCUMENT, IN THE MAILBOX OUTSIDE THE CORRIDOR FOR ACCESS TO THE OFFICE.
- ENTRY INTO THE OFFICE IS PROHIBITED.
- THE DRIVER WILL HAVE TO PREPARE THE VEHICLE FOR LOADING/ UNLOADING OPERATIONS AND DELIVERING/PICKING UP THE MATERIAL.

- DURING THE TIME ON THE GROUND, THE DRIVER IS REQUIRED TO WEAR PPE AND KEEP A DISTANCE OF OVER 2 METRES FROM ANY OTHER PEOPLE WHO MAY BE PRESENT OR IN TRANSIT.
- AFTER COMPLETING THE LOADING/UNLOADING THE DRIVER WILL RETURN TO THE VEHICLE'S CAB AND WAIT FOR INSTRUCTIONS FROM THE OFFICE.
- ANY COMMUNICATION DURING THE LOADING/UNLOADING PHASES WILL ALWAYS BE CARRIED OUT BY TELEPHONE/MOBILE PHONE OR GESTURE, THROUGH COMPANY PERSONNEL.
- AFTER THE LOADING/UNLOADING OPERATIONS, THE OFFICE ATTENDANT WILL PREPARE THE LOADING/UNLOADING DOCUMENTATION AND WILL DEPOSIT IT IN THE MAILBOX OUTSIDE THE CORRIDOR FOR ACCESS TO THE OFFICE WHERE HE WILL RETURN TO COMMUNICATE BY TELEPHONE, TO THE DRIVER OF THE VEHICLE, THE PERMISSION TO GET OUT OF THE CAB.
- THE DRIVER WILL GET OUT OF THE VEHICLE, TAKE THE PAPERWORK AND GO TOWARD THE EXIT WHERE THE GATE HAS BEEN OPENED IN THE MEANTIME.
- ONCE THE VEHICLE HAS EXITED, THE GATE WILL BE CLOSED.
- ACCESS WITHIN THE COMPANY PREMISES IS ALLOWED ONLY BY WEARING A PROTECTIVE MASK AND DISPOSABLE GLOVES, AND ONLY AFTER THE DETECTION OF BODY TEMPERATURE AND HAVING FILLED OUT THE TEMPERATURE SELF-DECLARATION FORM.
- IN THE BOX OUTSIDE THE CORRIDOR FOR ACCESS TO THE OFFICE WE PROVIDE SANITISER GEL, DISPOSABLE GLOVES AND PAPER TOWELS. SANITISE YOUR HANDS BEFORE WEARING DISPOSABLE GLOVES.
- ALL PAPER TOWELS, GLOVES, ETC., OF THE DISPOSABLE TYPE MUST BE PUT INSIDE THE BAG PLACED IN THE WASTE CONTAINER LOCATED NEAR THE TABLE.
- THE USE OF THE RESTROOMS INSIDE THE COMPANY PREMISES IS NOT ALLOWED.
- IT IS NOT PERMITTED TO ENTER THE COMPANY WHERE THERE ARE DANGEROUS CONDITIONS SUCH AS: SYMPTOMS OF FLU, BODY TEMPERATURE ABOVE 37.5° C, COMING FROM AREAS AT RISK OR CONTACT WITH PEOPLE WHO ARE POSITIVE FOR THE VIRUS IN THE PREVIOUS 14 DAYS.

- **ALL ARE REQUIRED TO COMPLY WITH ALL THE PROVISIONS OF THE AUTHORITIES AND THOSE PROVIDED BY THE COMPANY, IN PARTICULAR, KEEPING A SAFE INTERPERSONAL DISTANCE THAT IS GREATER THAN 2 METRES, COMPLYING WITH THE RULES OF HAND HYGIENE AND ADOPTING CORRECT BEHAVIOUR IN REGARD TO HYGIENE.**
- **COMPLY WITH ALL THE RULES AND INDICATIONS CONTAINED IN THE INFORMATION DOCUMENTS TRANSMITTED OR INDICATED BY THE SIGNAGE.**

## **THE MANAGEMENT**

Attachments: Floor plans with indication of the entrances, internal routes, stopping zones, loading/unloading zones, document delivery area

*(Note: these rules for access are forwarded to all customers/suppliers)*

## **FLOOR PLAN OF ACCESS ROUTES, ZONES FOR DELIVERY AND PICK-UP OF GOODS AND DOCUMENTS**

