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## Contractor:

### **ANICA SERVIZI SRL**

Viale Regina Margherita, 286 00161  
Roma  
CF / P.IVA 05007041006

## Risk Assessment and Specific COVID-19 Safety Anti-Contagion Protocol

(pursuant to Prime Minister's decree of 14 July 2020 as amended and supplemented, Guidelines State-Regions Agreement, Lazio Region Decree and Technical Documentation INAIL)



Technical document of Analysis, Risk Assessment and Implementation of the legal provisions for the control and management of the COVID-19 pandemic relating to the activities to be carried out within the event:

### **“MIA 2020”**

**Scheduled on 14 to 18 October at  
Palazzo Barberini - Rome**

### **Date of drafting and updating**

31 July 2020 – first draft	
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	<b>MIA 2020</b>		
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# RISK ASSESSMENT AND SPECIFIC COVID-19 SAFETY ANTI-CONTAGION PROTOCOL

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## 2. FOREWORD

The Contractor, in relation to the dangers posed by the spread of COVID-19 and in compliance with the recent legislative provisions, will assess the specific risks and adopt all necessary measures to control and combat the spreading of the virus in the workplace and during the scheduled activities. The present document sets out all the Health and Safety measures that will be implemented to protect the personnel involved in "MIA 2020" and the guests attending the event.

The activities will take place at Palazzo Barberini in Rome, Via delle Quattro Fontane 13.

## 3. AIM OF THE DOCUMENT

The present document aims at ensuring the best possible protection of spaces and activities. Such protection has been developed through the following steps:

- Assessment of the risk-exposure following INAIL indications on Exposure,
- Onsite evaluation of collective and individual work stations, paths and all other structural elements,
- Preparation of a specific Protocol on control procedures in the workplace.

## 4. LEGISLATIVE REFERENCES

- Decree Law 17 March 2020, No18
- Joint Protocol on regulating measures to control and combat the spread of Covid-19 in the workplace - 14 March 2020
- DPCM 11 March 2020
- Decree law 23 February 2020, No 6
- DPCM 10 April 2020
- INAIL Technical document on the possible amendment of the control measures in relation to the contagion from SARS-CoV-2 in the workplace and prevention strategies April 2020
- DPCM 26 April 2020 with the new joint protocol of 24 April 2020
- Decree Law 16 May 2020, No 33
- DPCM 17 May 2020
- Order by the President of the Lazio Region 5 June 2020, No Z00046
- DPCM 11 June 2020
- Order by the President of the Lazio Region 13 June 2020, No Z00047
- Order by the President of the Lazio Region 2 July 2020, No Z00050
- DPCM 14 July 2020
- Decree Law 30 July 2020 (Art.1 paragraph 5)

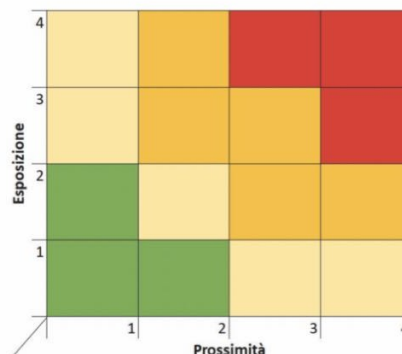
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## 5. RISK ASSESSMENT

On the basis of the indications contained in the INAIL Document " Technical document on the possible amendment of the control measures in relation to the contagion from SARS-CoV-2 in the workplace and prevention strategies April 2020" the specific risks linked to the three variables reported in the document have been assessed:

- EXPOSURE:** the probability to come into contact with contagious sources during specific working activities;  
Risk coefficients
  - 0 = low probability (ex. farmer);
  - 1= medium-low probability;
  - 2= medium probability;
  - 3= medium-high probability;
  - 4= high probability (ex. health worker).
- PROXIMITY:** working tasks which do not allow a sufficient social distancing during part of or the whole working time;  
Risk coefficients
  - 0= work carried out alone for nearly all the time;
  - 1= work carried out with other people but not close to them ( ex. private office);
  - 2= work carried out with other people in common spaces but with an appropriate social distancing;
  - 3= work that requires shared tasks only for part of the time (ex. assembly line);
  - 4= work carried out closely with other people for most of the time ( ex. dental clinic).
- GATHERING:** the kind of work that requires contact with other people besides the company's employees  
Risk coefficients
  - 1.00= limited or no presence of third people (ex- factories, industry, offices closed to the public);
  - 1.15 (+15%)= intrinsic presence of third people that can be managed at organisational level ( ex. retailers, personal services, public offices, bars, restaurants);
  - 1.30 (+30%)= gatherings that can be controlled through procedures ( ex. hospitals, schools, detention centres, armed forces, public transport);
  - 1.50 (+50%)= intrinsic gatherings that can be only partially controlled through procedures ( ex. shows, mass gatherings).

Such risk profiles can take on a different size but at the same time also a different modularity depending on the areas where production takes place, the organisational models and the specific prevention measures adopted.



Matrice di rischio: verde = basso; giallo = medio-basso; arancio = medio-alto; rosso = alto

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## SPECIFIC EVALUATION

<b>Activity</b>	Passage or temporary stay in common shared places
<b>Place</b>	Entrance, reception, bathrooms, shared paths
<b>Exposure</b>	1 medium low
<b>Proximity</b>	2 common spaces but with sufficient distancing
<b>Aggregation</b>	1.00 limited or no presence of third people
<b>RISK LEVEL</b>	<b>LOW</b>

### Protection Measures to Be Adopted:

Use of personal mask; hand sanitization through hand washing and sanitizers; use of disposable covers for surfaces, disposable paper towels and soap dispensers; alcohol solution sprays in bathrooms to sanitize toilets before and after use, disposable toilet seat cover; sanitization of common surfaces; people will access bathrooms one at a time.

<b>Activity</b>	Installation
<b>Place</b>	Internal areas on the first floor and external areas (garden)
<b>Exposure</b>	2 medium probability
<b>Proximity</b>	2 work with other people in shared settings but with an appropriate distancing
<b>Aggregation</b>	1.15 (+15%) intrinsic presence of third people but manageable from an organisational viewpoint
<b>RISK LEVEL</b>	<b>MEDIUM HIGH</b>

### Protection Measures to Be Adopted:

Ventilation of premises after work; regular sanitization of spaces; use of masks for shared equipment as an alternative to gloves (when the workers find it difficult to wear them) a sanitizing gel will be made available to use before and after touching the equipment; 1 meter distance among workers or, when distancing is not possible, workers will wear masks; in any case, an appointed officer from the company will supervise the implementation of the company's anti-contagion measures for the staff engaged in the activities ( body temperature, social distancing among employees and among them and other companies' staff, use of masks when a distance of at least one meter is not possible, use of gloves, hand sanitization, etc.)

<b>Activity</b>	warehouse activities
<b>Place</b>	warehouse
<b>Exposure</b>	1 medium low
<b>Proximity</b>	2 work with other people in shared spaces but with an appropriate distancing
<b>Aggregation</b>	1.00 limited or no presence of third people
<b>RISK LEVEL</b>	<b>BASSO</b>

### Protection Measures to Be Adopted:

Ventilation of premises after work; regular sanitization of spaces; use of masks for shared equipment as an alternative to gloves (when the workers find it difficult to wear them) use of sanitizing gel before and after moving the equipment in stock; staff members will stay in the area one at a time.

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<b>Activity</b>	Office activities in shared spaces
<b>Place</b>	meeting rooms, production offices
<b>Exposure</b>	1 medium low
<b>Proximity</b>	3 work that requires shared tasks to be carried out in proximity of other people for only part of the time
<b>Aggregation</b>	1.00 limited or no presence of third people
<b>RISK LEVEL</b>	<b>MEDIUM LOW</b>
<b>Protection Measures to Be Adopted:</b> individual and exclusive use of office equipment and equipment's sanitization after work; ventilation of premises after work; use of masks and gloves for shared equipment (ex. printer).	

#### Risk Assessment Summary Sheet:

TASK	AREA	EXPOSURE	PROXIMITY	AGGREGATION	RISK LEVEL
Fitters	event fittings	2	3	1.30	Medium High
Access control	Event fittings	2	2	1.30	Medium low
Event Production	Event fittings	2	2	1.15	Medium low
Catering	Event fittings	2	2	1.15	Medium low
Photographers	Event	2	2	1.15	Medium low
Video operators	Event	2	2	1.15	Medium low
Sound /light Production	Event	2	2	1.15	Medium low
Security	Event fittings	2	2	1.15	Medium low
Assistance Staff	Event	2	2	1.15	Medium low
AUDIENCE	Event	1	2	1.50	Medium

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## 6. Preventive Measures during Installation

### 6.1 CONTEXT AND APPLICABLE LAW

Installation activities will be regulated according to Title I of Legislative Decree 81/08, harmonized with Inter-ministerial Decree 22 July 2014 (Stages Decree). As to Covid-19 anti-contagion measures, all provisions envisaged for construction sites will be applied as requested by the document: "Shared regulating protocol for the containment of Covid-19 transmission".

### 6.2 GENERAL PROVISIONS REQUESTED BY THE IMPLEMENTED REGULATION

#### GENERAL MEASURES

- Companies should encourage agile working for the support activities to the installation work that can be done from home or remotely;
- Suspend the works that can be carried out differently through a re-organisation of the various steps in different moments, without prejudice to the works already carried out;
- to ensure a shift schedule for the production employees in order to reduce contacts and set up separate, autonomous and recognisable working groups;
- use the available social safety nets as a priority with due regard to the contract agreements aimed at allowing the abstention from work without loss of retribution;
- holidays and leaves are encouraged for employees as well as all the other tools provided for by the current legislation and collective bargaining for the support activities;
- all trips both nationally and internationally are suspended and cancelled, even when already agreed upon or organised;
- movements within and outside the construction site are minimized, access to common spaces will be restricted also though the reorganisation of tasks and working hours;

Working from home will be encouraged also during the gradual resumption of the work as it is a useful and adjustable prevention tool, provided that employers guarantee adequate support conditions to employees and their activities (assistance in the use of the equipment, adjustment of working hours and pauses).

It is necessary to respect social distancing even through a re-arrangement of the working spaces, according to the different production processes and the size of the site. When workers do not need any particular tools and/or equipment and they can work alone, during the transition period, new spaces could be arranged for them. In those spaces where more workers work at the same time anti-contagion protocols will be implemented, and when the distance among workers can't be respected due to the kind of work to be executed, individual protection devices will be necessary. The safety manager, when appointed under legislative decree 9 April 2008 No 81, will integrate the coordination and safety Plan and the relevant cost estimation. Contractors, with the help of safety managers, will verify the adoption of the safety measures on the sites.

Work can be differently organised, with different shifts in view of favouring social distancing and reducing the number of workers in a same place at a same time and avoiding gathering in and out the workplace.

It is fundamental to avoid social gatherings also when commuting, particularly when using public transports. That is why different forms of transports - such as private cars or shuttles - should be encouraged in order to allow distancing.

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Besides what provided for by DPCM of 11 March 2020, employers will adopt the present regulation protocol within the site and, in order to protect people's health and provide healthy spaces, they will apply the following precautionary measures - to which, when necessary, equivalent or stricter measures can be added, according to the typology, position and characteristics of the site and after consultation with the safety manager, company trade-union delegates, representatives from category trade unions RLST ( workers' representative for safety at work)



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## 1. INFORMATION

Employers, also with the help of the Bilateral Unified Body for training/safety in the building sector, through the most suitable and efficient methods, will inform all employees and all those entering the site about the provisions set out by the Authorities, by handling them directly to workers and /or posting up at the site's entrance and in the most attended places, some visible posters indicating the correct behaviours.

In particular, information will concern the following obligations:

- Workers will have their body temperature checked at the entrance. If their temperature exceeds 37.5 °, access will be denied. People in such a condition - in compliance with the indications reported in footnote 1 - will be temporarily isolated and provided with face masks; they will not go to First aid premises or company's infirmary but they will rather contact their family doctor straight away and follow his indications or those given by health authorities;
- workers will have to be aware of and accept the fact that they cannot enter or stay in the site and they must report it in due time even when, after accessing the site, they suffer from potentially dangerous conditions (flu symptoms, high temperature, coming from high risk areas, contact with positive people in the previous 14 days, etc.) in such cases Authorities demand to inform the family doctor and the health Authority and to stay home;
- workers are committed to complying with all the provisions given by Authorities and employers when accessing the site ( in particular: keep the safe distance, use the individual protection equipment made available during those activities which do not allow to keep a safe distance and keep correct hygienical behaviours); they also commit to promptly and responsibly informing the employer about the presence of any flu symptoms during work activities, taking care of remaining at an adequate distance from the people present.
- commitment to promptly and responsibly inform the employer of the presence of any flu symptoms during work activities, taking care of remaining at an adequate distance from others.
- The obligation for employers to previously inform workers and those wishing to enter the site, that access will be denied to those who, in the previous 14 days, have had contact with people that have been tested positive to COVID-19 or come from risk areas according to WHO indications.

## 2. ACCESS OF PREMISES FOR EXTERNAL SUPPLIERS

- For the access of external suppliers, entry, transit and exit procedures have been identified, using predefined methods, routes and timing, in order to reduce contacts with workers on site, with an integration in the appendix in the safety and coordination Plan;
- If possible, drivers must remain in their own vehicles: access to the offices is not allowed for any reason. For the necessary preparation of loading and unloading activities, the transporter must comply with the strict distance of one meter.

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- For suppliers/transporters and/or other external personnel, dedicated toilets have been identified/installed; it is forbidden to use those of employees and ensure adequate daily cleaning.
  - When transportation is organised by the employer, workers' safety shall be respect all along the way, even using a higher number of vehicles and/or providing flexible times for entry and exit or by granting special allowances, according to collective bargaining, for the use of private means. In any case, handlers and windows, steering wheels, shifts etc will be cleaned and sanitized with specific detergents and a correct ventilation will be maintained inside the vehicle.

### 3. SITE CLEANING AND SANITAZATION

- Employers will ensure the daily cleaning and the regular sensitization of changing rooms and common areas limiting temporarily access to these places; cleaning and sanitization procedures will concern also construction site vehicles. The same holds true for service vehicles and rented cars and other means such as cranes and other means operating in the site;
- employers will verify the correct cleaning of individual tools and forbid their use by more than one worker, and they will provide the specific detergent before, during and after the working activity;
- employers will verify the sanitization of all premises, even those out of the site but still used as well as all vehicles after each use both in the site and in the external areas used for site purposes;
- In case person with COVID-19 is present in the company premises, such spaces shall be cleaned and sanitized in accordance with the provisions set for in Circular no. 5443 of 22 February 2020 of the Ministry of Health and an appropriate ventilation will be ensured.
- the frequency of sanitization procedures will be decided by the employer depending on the characteristics and use of premises and means of transport, after consulting the company doctor and the person responsible for prevention and protection services, the representatives of workers for safety (RLS or RSLT)
- companies carrying out cleaning and sanitization operations will define specific intervention protocol must be defined in agreement with the representatives of workers for safety
- Cleaning and sanitization staff must be equipped with all necessary individual protection equipment;
- sanitization procedures must use products whose characteristics are indicated in circular letter No 5443 of 22 February 200 of the Ministry of Health.

### 4. PERSONAL HYGIENE PRECAUTIONS

- It is mandatory for the people present in the company to take all hygienic precautions, especially with regard to hands cleaning also when executing their tasks;
- to this end, employers will make available suitable hand detergents;

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## 5. INDIVIDUAL PROTECTIVE EQUIPMENT

- The adoption of hygienic measures and individual protection devices indicated in the present Regulating Protocol is of paramount importance;
- masks shall be used following the World Health Organisation; guidelines
- given the emergency situation, should supply problems arise and with the sole purpose to avoid the virus transmission, masks can be used of the type indicated by the health authority and the coordinator for the execution of works when appointed upon legislative Decree 9 April 2008, No 81. Access will be denied to any worker without a mask, the employer will make masks available whose type corresponds to the indications given by the health authority and the coordinator for the execution of works.
- Companies are strongly encouraged to provide detergents according to WHO guidelines (<https://www.who.int/gpsc/5may/Guide to Local Production.pdf>);
- If the work requires an interpersonal distance of less than one meter and other organizational solutions are not possible, all workers must wear masks and other protection devices (gloves, googles, overalls, caps, etc) compliant with the provisions issued by health and scientific authorities; in such cases, without appropriate PPE, working activities shall be suspended even through layoffs upon Decree Law No 18 of 17 March 2020, for the strict necessary time to find the suitable PPE;
- the coordinator for the execution of the works, when appointed upon legislative decree 9 April 2008, No 81, will supplement the safety and coordination Plan and the cost estimation with all devices deemed necessary; the safety coordinator, in the planning phase, with the involvement of the company Representative for workers' safety or, when not present, the local Representative for workers' safety, will adapt the site design to the measures of the present protocol, ensuring their implementation;
- the employer will renew all work clothes for workers and distribute all individual protective devices, included disposable overalls;
- The employer will ensure that in every site with more than 250 workers an infirmary will be set up, and when mandatory, a medical service and a first aid service; for all other sites, such activities will be carried out by first aid operators, after they receive an appropriate training and all necessary equipment with regard to the measures to contain the spread of COVID-19

## 6. COMMON AREAS (CANTINES, CHANGING ROOMS)

- Access to common spaces, including canteens and changing rooms, is limited, and a regular ventilation of premises is required; workers will remain in such spaces for a limited period of time, always respecting a 1 meter distance among them; when activities do not require the use of dressing rooms, it is preferable not to use them in order to avoid any contact among workers; when the use of dressing rooms is mandatory, the coordinator of the works, when appointed upon legislative Decree 9 April 2008, No. 81, will integrate the safety and coordination Plan also with further shifts of workers according to the works to be carried out in the site;
- The employer shall proceed to the daily sanitization of the premises and the arrangement of spaces for the canteen and the dressing rooms so that workers will have spaces to leave working clothes in the best possible health and hygienic conditions;
- A regular sanitization and daily cleaning operations must be ensured with adequate detergents, also for key boards and drink dispensers;

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## 7. ORGANIZATION OF THE CONSTRUCTION SITE (ROTATION, RESCHEDULING OF WORK ACTIVITIES)

With reference to DPCM 11 March 2020, item 7, during the period of emergency due to COVID-19, the company may request, also upon what provided for by CCNL (national collective agreements) and in agreement with the company's trade union representatives, or category local representatives, to reorganise the construction site and the work schedule, also through different work shifts, with the aim to reduce contacts, create independent groups, and different working hours for entry, stay and exit.

## 8. MANAGING A PERSON WITH SYMPTOMS IN THE SITE

- In the event that a person present on the site has fever and respiratory infection symptoms such as coughing and sneezing, such person must immediately report to the employer or the site's coordinator; they will proceed to isolation according to the provisions of the health and local authorities. The company will immediately proceed to notify the competent health authorities and, when appointed, the coordinator of the works. and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health.
- The company collaborates with the health authorities for the definition of any "close contact" of any person present in the company who has been tested positive to COVID-19. This why authorities will be able to apply the necessary and appropriate quarantine measures. During the investigation period, the company may ask workers who might have come into close contact with the person tested positive to leave the building as a precaution, according to the guidelines by the Health Authority.

## 9. HEALTH SURVEILLANCE/COMPETENT DOCTOR/HSR

- Health surveillance will comply with the hygienic measures contained in the guidelines of the Ministry of Health (the so-called Decalogue);
- Preference should be given, during this period, to preventive checks, visits on request and visits upon return from illness;
- Periodic health surveillance will not be interrupted, since it represents a further prevention measure: both because it can intercept possible cases or suspect symptoms of transmission and also for the information and training the competent doctor can provide to workers in order to avoid the transmission of the virus;
- when integration and proposing new regulating measures linked to COVID-19, the competent doctor collaborates with the employer and the RLS/RLST as well as with the site's director and the coordinator for the execution of the works, when appointed upon legislative Decree 9 April 2008, No 81;
- the competent doctor will notify the employer specific vulnerable situations as well as past and present pathologies of workers and the employer will protect them in compliance with confidentiality rules; the competent doctor will follow the guidelines provided for by the Health Authorities;

## 10. UPDATE OF THE REGULATORY PROTOCOL

- A committee for the application and verification of the rules of the regulatory protocol has been set up in the company with the participation of company union representatives and RLS.
- When, committees can't be set up for single sites, due to a particular typology of the site and the system of trade union relations, a Territorial Committee will be set up composed of Joint Bodies for safety and health, with the participation of RLS and social partners' representatives.
- At local or sectorial level, upon initiative of the signatories of the present Protocol, committees for the Protocol's purposes can be created, also with the involvement of local health authorities and

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other institutional bodies participating in the initiatives to combat the spread of COVID-19.

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In any case, the inspection functions of INAIL and the single Agency for work , " National Work Inspectorate" will be unchanged, and in some exceptional cases, the intervention of Local Police agents can be requested.

#### **DISCLAIMERS CONCERNING ON SITE ACTIVITIES, PENALTIES OR REVOCATIONS LINKED TO DELAYS OR UNFULFILLED OBLIGATIONS**

The following examples represent a conventional definition of the provision contained in article 91 of decree law 17 March 2020, No18, according to which the compliance with the containment measures adopted to combat the COVID-19 pandemic is always assessed in order to exempt debtors from liabilities, also for what concerns possible revocations or penalties related to delays or non-fulfilments, according to articles 1218 and 1223 of the civil code.

- 1) The work to be carried out in the site requires to work at less than 1 meter distance, no other solutions are possible there is no availability of masks or other protective equipment (gloves, googles overalls, caps, etc.) compliant with the provisions by scientific and health authorities ( the order of the material is documented, as well as the fact it has not arrived): consequent work suspension
- 2) the access to common spaces, for example the canteen, cannot be organised with a continuous ventilation of the premises, a limited stay in such spaces and the social distancing of at least 1 meter; it is not possible to ensure a different organisation due to a lack of restaurants or bars near the site, no hot meals are available to be consumed at the appropriate distance: consequent work suspension
- 3) When a worker is tested positive to COVID-19; the need to put on quarantine all workers who have come into contact with the colleague; it is not possible to reorganise the site and the work schedule: consequent work suspension;
- 4) if workers stay for the night and the dormitory does not have the characteristics of safety required and/or no other solution is possible, due to the lack of premises: consequent work suspension.
- 5) lack of supply material, means, equipment and workers for the specific activities of the site: consequent work suspension

When such events occur, the safety manager for the execution of works who has drafted the safety and coordination Plan will certify them.

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### 6.3 PROTECTIVE MEASURES ADOPTED

#### GENERAL PROVISIONS

The installation activities under the present protocol are aimed at the preparation of a private event that will take place in the first floor's premises of Palazzo Barberini and the external garden. A general description of the installations is given below:

#### EXTERNAL GARDEN

- gazebos for catering purposes
- furnishings (seats, tables, sun shades) to administer food and drinks

#### INTERNAL AREAS

- installation and arrangement of sound, video and light equipment both on ground and on stands
- settings such as furnishings, stands with a metallic structure, polycarbonate walls and plasterboard or other sound absorption infills, adhesive graphics
- installation of the accreditation area with furnishings

The companies involved in the activities will take shifts in order to guarantee the requested distancing, working time flexibility and avoid the overlapping of activities. To this end, a detailed production plan has been prepared which highlights the presence of the various companies and their respective working areas. All companies will use their own means to reach the site.

Each company will be asked to implement its own corporate anti Covid-19 protocol. Pursuant to DPR 445/2000 a declaration will be prepared on the compliance with the anti-contagion rules. Such declaration is reported on the following page:



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**DECLARATION ON COVID-19 ANTI-CONTAGION PROTOCOL FOR THE EVENT "MIA 2020" TO BE HELD AT PALAZZO BARBERINI FROM 14 TO 18 OCTOBER 2020**

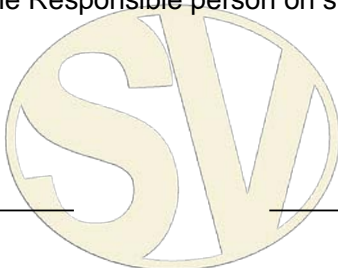
The under signed xxxxxxxxxxxxxx, born in xxxxxxxxxxxxxx on xxxxxxxxxxxxxx, resident in xxxxxxxxxxxxxx Via xxxxxxxxxxxxxx, Tax Code xxxxxxxxxxxxxx, as legal representative and employer of the company xxxxxxxxxxxxxx with registered office in xxxxxxxxxxxxxx, Via xxxxxxxxxxxxxx, Tax Code xxxxxxxxxxxxxx and Vat Number xxxxxxxxxxxxxx

BEING AWARE OF THE CRIMINAL LIABILITIES CONTAINED IN ART. 76 OF D.P.R. 445/2000 AS UPDATED AND AMENDED AND THE PROVISIONS CONTAINED IN LEGISLATIVE DECREE 81/08 AS UPDATED AND AMENDED

DECLARES THAT

- the company has adopted its own internal protocol, as laid down in DPCM 14 July 2020 as updated and amended. through the document "shared INAIL Protocol of 24 April 2020" and will send a copy to the Contractor;
- all the materials that will be used for the scheduled activities will be sanitized before being brought into the working spaces;
- the Company is aware that its staff will undergo a body temperature check by the event organisers, in order to be allowed access to the workplace;
- all personnel that the Company will employ for the event will use all necessary individual protective equipment (masks, gloves, etc.) and will regularly sanitize their hands;
- all the company staff are informed about the general anti-contagion measures (for example gathering interdiction, minimum distancing, hand hygiene, use of bathrooms, etc.);
- all personnel will comply with the protection signage present in the internal spaces and more in general with any anti-contagion provision requested by the Contractor;
- the Company will collaborate with the Contractor for the management and resolution of any critical situation that would arise during the activities;
- The Company has informed its staff about the content of the document for the management of anti-contagion provisions specifically prepared for the event and denominated "Risk Assessment and Specific Safety COVID-19 Anti-Contagion Protocol"
- the rules contained in the protocol will be applied and verified by the Representative of Workers for Safety and by the Responsible person on site.

Place, date



Stamp and signature



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## 1. INFORMATION

Prior information will be given directly by Employers of the involved companies, as required by the Law. Information signage for workers will be placed in proximity of the entry areas of the site. Further measures will be visible in the working areas through signage, particularly in the most critical areas (entry, bathrooms, etc.)

### ***Taking the temperature before entering the site***

In order to optimize the body temperature checks, a common place has been identified when entering the internal areas of Palazzo Barberini, that will be directly managed by resident staff. These are the main characteristics of the check point:

- Located at the entrance of Palazzo Barberini, via XX September.
- Managed by control personnel that will have a list of the authorised workers. The control staff will verify that workers have individual masks, will ask them to sanitize their hands, will check their badges that authorise them to enter the premises, will check their body temperature by using a thermo-scanner or infrared thermometer, will ask workers to read the information posted at the entrance.
- the check point will have signage to keep the correct distance while waiting for the operations to be completed
- all the activities at the check point will be carried out wearing surgical masks, such obligation being valid both for the controller and the worker.

### ***Use of masks and distancing***

- All workers are requested to carry out their activities at a distance of at least one meter from other workers. In the event such distance can't be maintained, the use of a surgical mask or higher protection mask (according to companies' specific protocols) is mandatory.
- masks are mandatory also in all common areas (bathrooms and dressing rooms), independently from the distancing and the presence of other workers.

## 2. ACCESS OF EXTERNAL SUPPLIERS

In case of material deliveries by external suppliers unloading times will be planned, specific parking areas will be identified and drivers will not be allowed to working areas. Specific information for suppliers will be posted in the loading and unloading area. Suppliers entering Palazzo Barberini external areas will have their body temperature checked.

## 3. CLEANING AND SANITIZATION OF SPACES

The main installation areas are both inside and outside the building. For internal areas, regular sanitization operations will be carried out by the personnel of Palazzo Barberini. The mixed used of working means with driver's cabin is not foreseen. Every Employer will be responsible for the sanitization of corporate means. Mixed use of individual tools is forbidden and a regular sanitization of the tools is requested. In the event a person with COvid-19 is present in the area, all internal common spaces (bathrooms and dressing rooms) will be immediately sanitized and cleaned, and possible tools and contact surfaces will be sanitized; further sanitization operations on means and spaces will be carried out by the Employer of the infected worker. For simpler installations in internal areas resident cleaning and sanitization procedures will be applied.

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#### 4. PERSONAL HYGIENIC PRECAUTIONS

In the installation areas workers are asked to frequently clean their hands; to this end, sanitising gels will be available, as well as signage. Hand sanitization will be particularly important and thus mandatory, before entering internal common spaces, bathrooms, or when using common equipment.

All Employers are asked to increase the number of sanitizers' dispensers for the exclusive use by their own working staff.

#### 5. INDIVIDUAL PROTECTIVE EQUIPMENT

Employers will provide workers with surgical face masks (or having a greater protection) and will verify, with the help of their own staff, the correct use and necessary replacement. In the event of an infringement of the mask use or maintenance, workers will temporarily be sent away from the working area by the appointed personnel and/or the Safety manager and the employer will be informed in order to solve the problem.

#### 6. MANAGEMENT OF COMMON SPACES (CANTEEN, DRESSING ROOMS, PRODUCTION OFFICES)

The installation area is not equipped with a canteen, each company will arrange for meals in nearby restaurants.

The main common spaces are the following:

- **Entrance check point:** whose management is illustrated in item 1. information
- **Common bathrooms:** workers will use resident bathrooms that will be equipped with hand detergents. These bathrooms will be cleaned and sanitized by the resident personnel.

***ATTENTION: All Employers are asked to provide disposable toilet covers.***

- **Production offices :** for the whole duration of the activities a production office will be set up. Within these spaces DPCM 14 July 2020 and s.m.1. will be adopted, together with the INAIL guidelines referred in "shared regulating protocol to combat and contain the spread of Covid-19 spread in the workplace - 14 March 2020". Employees working in such premises will have their body temperature checked at the entrance checkpoint. The office spaces will have working stations at a minimum distance of 1 meter. Access, transit and more in general the stay in common areas will require the use of a face mask.

In all the above-mentioned common areas hand sanitization and face masks are mandatory.

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## 7. SITE ORGANISATION ( SHIFTS, REORGANISATION OF WORKING SCHEDULE)

As already mentioned in the General Provisions, the production plan will avoid overlapping of companies and workers.

All the activities will be constantly under the control of the onsite personnel / Safety manager and coordinators from the individual companies. If an activity can expose workers to particular dangers activities will be suspended as long as the problem is solved.

When entering the site for the first time, workers will attend a meeting during which information and communication will be given on the site's protection measures.

## 8. MANAGING A PERSON WITH SYMPTOMS ON THE SITE

- In the event a person has a body temperature higher than 37.5° and symptoms of respiratory infections such as coughing, he will be temporarily isolated, the employer will be notified so that he will follow the procedures requested by the Order of the Lazio Region's President of 2 July 2020 No Z00050 (Notification to the competent doctor, Notification to the competent health authorities);
- The worker's Employer will collaborate with health Authorities to track the possible "close contacts" of the person present in the installation area who has been tested positive to COVID-19 swab. the Authority will the apply the necessary and appropriate quarantine measures. During the investigation phase, the employer can ask workers who had close contacts with the positive person to temporarily leave the area according to indications received by the health Authority.

## 9. HEALTH/MEDICAL SURVEILLANCE7COMPETENT DOCTOR/RLS OR LOCAL RLS

The implementation of the company health surveillance will be verified before workers access the installation area, through the request of a Technical Professional Verification.

**Each company will verify the collaboration with its own Workers' Representative for Safety and Competent Doctor.**

## 10. UPDATING OT THE REGULATIN PROTOCOL

A committee is set up for the application and verification of the rules contained in the protocol. The involvement of the Representatives of workers for safety will take place with the support of every Employer and the responsible persons will be asked to implement the necessary and specific surveillance for each company. The Verification Committee can intervene and update the protocol in the event of substantial changes to the installation and dismantling activities.

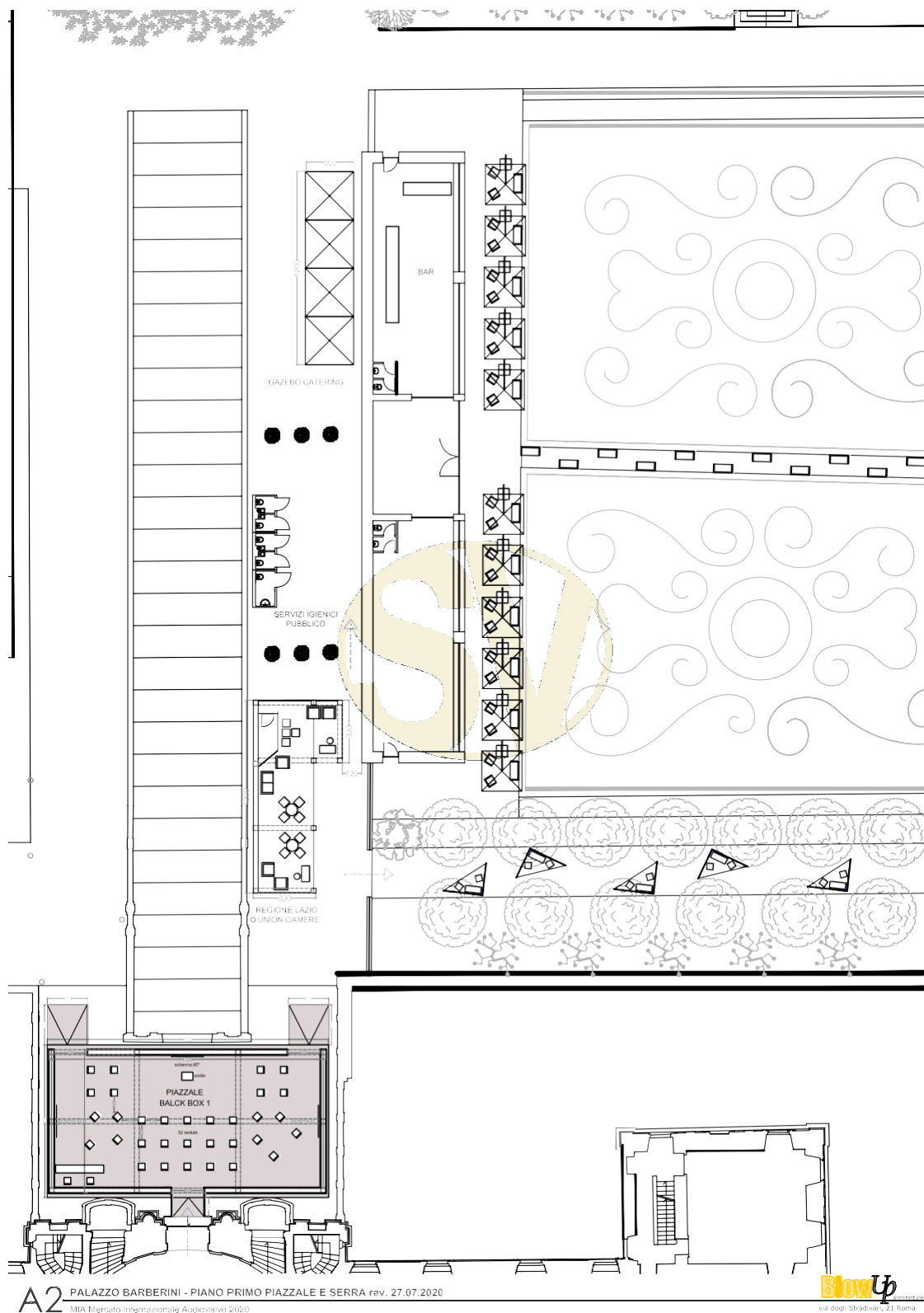
### **Members of the Verification Committee INSTALLATION PHASE**

- Safety manager : Stefano Valsecchi 333.2608888 (SV Srl)
- Assistant to the Safety manager: Fabio Rega 329.3321872 (SV Srl)
- Assistant to the Safety manager: Federico Mirri 333.4377337 (SV Srl)
- Employers, competent doctors, Representatives of workers for Safety and responsible persons from the companies involved in the activities.



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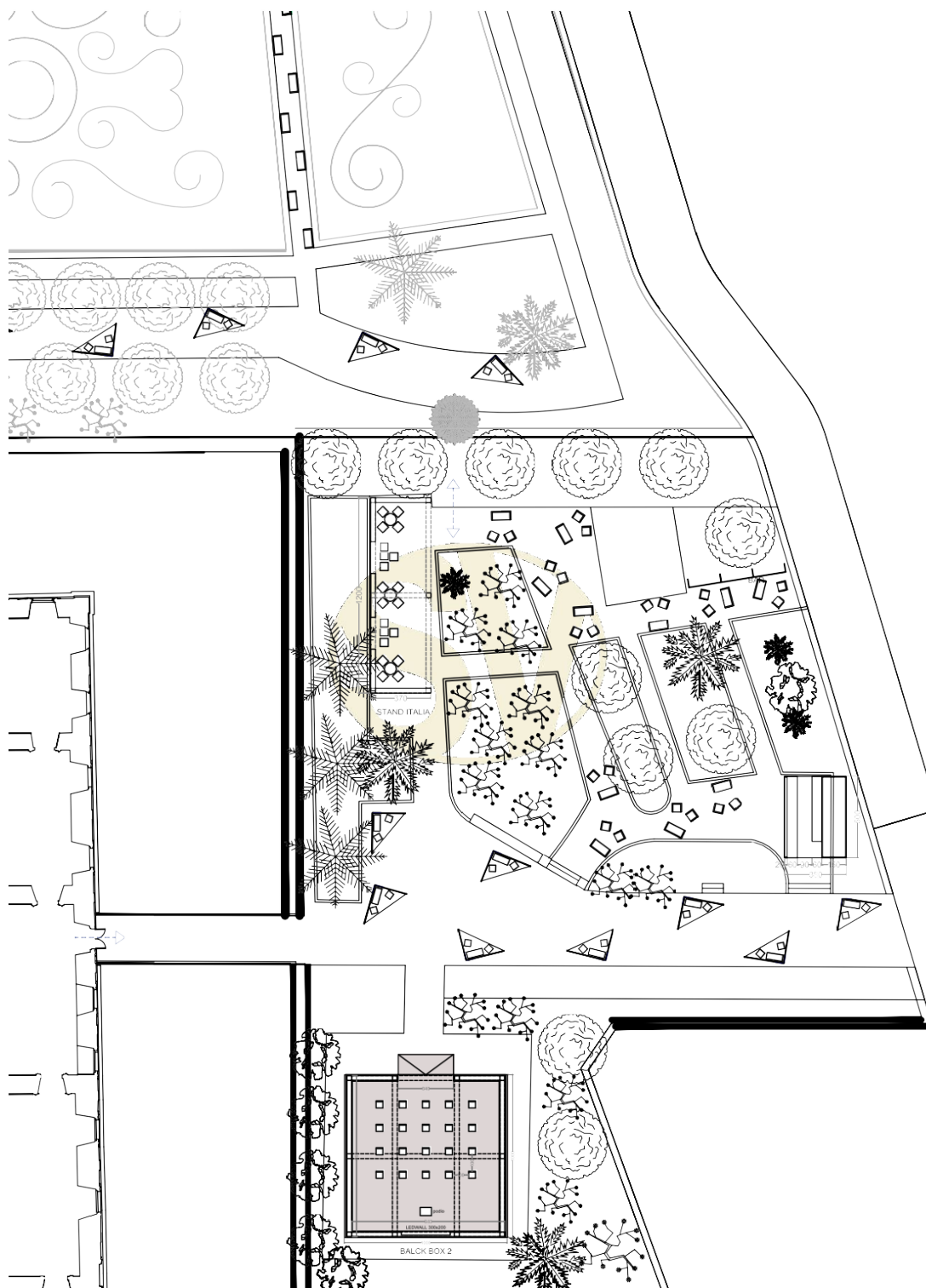
## Esterno 1





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## Esterno 2



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MIA Mercato Internazionale Audiovisivo 2020

**blowUp**  
via degli Stradellieri, 21 Roma  
tel/fax 06 4543 3762  
info@blowup srl

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## 7. PROTECTIVE MEASURES FOR CATERING ACTIVITIES

### 7.1 BACKGROUND AND APPLICABLE LAW

In application of the Decree of the President of the Council of Ministers of July 14, 2020, and subsequent amendments, the measures required by the document “Shared regulatory protocol for the containment of the spread of COVID-19” will be implemented.

- Catering activities refer to the Presidential Order of the Lazio Region of July 2, 2020, n. Z00050.

### 7.2 GENERAL PROVISIONS REQUIRED BY THE APPLICABLE LAW

- Providing adequate information on the preventive measures to be respected during the event (also understandable for participants of other nationalities).
- Keeping the list of participants for a period of 14 days.
- Before accessing the workplace, the body temperature of the staff must be measured and, if it is higher than 37.5°C, the worker will not be allowed to enter or stay at the workplace and will therefore be temporarily placed in isolation with related reporting to the local Health Protection Agency. Similarly, steps will be taken if during the activity the worker exhibits symptoms of COVID-19 respiratory infection (e.g. fever, cough, cold, conjunctivitis).
- Before accessing the affected areas, the guests' body temperature must be measured; if this temperature is higher than 37.5°C, access will not be allowed and the guest will be informed of the need to contact their doctor.
- It is necessary to make hand sanitizing products available for customers and staff even in different areas of the venue, in particular at the entrance and near the toilets, which must be cleaned several times a day.
- Reorganizing the spaces, to ensure access to the event venue in an orderly manner, so as to avoid gatherings of people and to ensure the distance of at least 1 meter between people. If possible, organizing separate routes for entry and exit.
- The tables must be arranged in such a way as to ensure the maintenance of at least 1-meter distance between the guests, with the exception of people who, according to the provisions in force, are not subject to interpersonal distancing. This last aspect refers to individual responsibility.
- Where possible, favouring the use of outdoor spaces (e.g. gardens, terraces), always respecting the distancing of at least 1 meter.
- Ensuring adequate cleaning and disinfection of internal environments and any equipment before each use.
- Guests must wear a mask (when not seated at the table).
- The service personnel in contact with guests must use a mask and carry out frequent hand hygiene with sanitizing products.
- The self-service buffet is not allowed. It is possible to organize a buffet mode through administration by personnel in charge, excluding the possibility for guests to touch what is exposed and providing in any case, for guests and staff, the obligation to maintain the distance and the obligation to use a mask to protect the respiratory tract. The self-service mode may possibly be allowed for buffets made exclusively with single-dose packaged products. In

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particular, the distribution of food must take place with organizational methods that avoid the formation of gatherings, also through a reorganization of spaces in relation to the size of the premises. Appropriate measures must also be assessed (e.g. signs on the ground, barriers, etc.) to ensure interpersonal distancing of at least one meter when people stand in line to access the buffet.

- Promoting ventilation in indoor environments. Due to the overcrowding and the time spent by the participants, the effectiveness of the air systems must be checked to ensure the adequacy of the external air flow according to current regulations. In any case, crowding must be related to the actual flow of outdoor air. For air conditioning systems, it is mandatory, if technically possible, to totally exclude the air recirculation function. In any case, the measures for natural air exchange and/or through the system must be further strengthened, and the cleaning of the recirculating air filters must be guaranteed, when the system is in downtime, to maintain adequate filtration/removal levels. If technically possible, the recirculation filtering capacity must be increased, replacing the existing filters with higher-class filters, guaranteeing the maintenance of the flow rates. In the toilets, the air extractor must be kept in continuous operation.
- At the end of each table service, all the usual surface cleaning and disinfection measures must be taken, avoiding as much as possible reusable tools and containers (saltshakers, cruets, etc.). For menus, facilitating online consultation on mobile phones, or preparing menus in plasticized printing, and therefore disinfected after use, or disposable paper.
- For any musical performances by professionals, please refer to the instructions contained in the specific sheet. In any case, activities and opportunities for aggregation that do not allow the maintenance of the interpersonal distance of at least 1 meter must be avoided.

### 7.3 PROTECTIVE MEASURES APPLIED

The catering activities will take place in the garden of Palazzo Barberini.

The provision of food and drink by the guests will take place through table service and carried out by the staff of the company in charge of this task. The food will be served in single-portion sealed packages and brought by personnel with the necessary PPE.

Guests must wear the mask for the entire route and can only remove it at the table.

The reception and security staff present will be informed and will help ensure compliance with this requirement.

Crockery, cutlery and glasses will be sanitized before and after use, and for the exclusive use of the guest.

The room staff will ensure constant hand sanitation and/or use of protective gloves.

Once the table is cleared, the cleaning staff will carry out the cleaning of the area and will sanitize both the table and the seats using sanitizing wipes without dispersion of spray liquids.



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## 8. PROTECTIVE MEASURES FOR GUESTS

### 8.1 BACKGROUND AND APPLICABLE LAW

- Application of the Decree of the President of the Council of Ministers of July 14, 2020, and subsequent amendments, and Presidential Order of the Lazio Region of July 2, 2020, n. Z00050. The event will be private and by invitation. Guests will be able to access the venue only after having been accredited.

### 8.2 GENERAL PRESCRIPTIONS REQUIRED BY THE APPLICABLE LAW

- The maximum number of participants in the event must be assessed by the organizers based on the capacity of the spaces identified, in order to reduce crowding and ensure interpersonal distancing.
- Reorganizing the spaces, to ensure access in an orderly manner, in order to avoid gatherings of people and to ensure the maintenance of a distance of at least 1 meter between the guests, with the exception of people who, according to the provisions in force, are not subject to interpersonal distancing. This aspect relates to individual responsibility. If possible, organizing separate routes for entry and exit.
- Preparing adequate information on preventive measures, understandable also for customers of other nationalities, both through the aid of specific signs and posters and/or audio-video systems, and by resorting to any personnel assigned to monitor and promote the compliance with preventive measures also referring to the visitor's sense of responsibility.
- Promoting the use of digital technologies in order to automate organizational and participatory processes (e.g. booking system, payment of tickets, compilation of forms, printing of recognition systems, entry registration system, carrying out evaluation and satisfaction tests, delivery of attendance certificates) so as to avoid foreseeable gatherings, and in respect of privacy, keeping an attendance register for a period of 14 days. The workstation dedicated to the secretariat and reception, where not already equipped with physical barriers (e.g. screens), must possibly be adapted. Allowing access only to properly registered users.
- Before accessing the workplace, the body temperature of the staff must be measured and, if it is higher than 37.5°C, the worker will not be allowed to enter or stay at the workplace and will therefore be temporarily placed in isolation with related reporting to the local Health Protection Agency. Similarly, steps will be taken if during the activity the worker exhibits symptoms of COVID-19 respiratory infection (e.g. fever, cough, cold, conjunctivitis). Body temperature measurement is also strongly recommended for customers/visitors/users.
- In the cloakrooms, clothing and personal items must be placed in special garment bags.
- It is necessary to make hand hygiene products available for users and staff in several parts of each area (e.g. ticket office, halls, meeting rooms, toilets, etc.), and to promote their frequent use.
- In the meeting rooms, ensuring the occupancy of the seats in order to favour the minimum distancing of at least 1 meter; this distance can only be reduced by resorting to adequate physical barriers to prevent contagion through droplets. The speakers' table and the podium for presentations will have to be rearranged to allow a safety distance that allows speakers/moderators to intervene without the use of a mask.
- Devices and equipment available to speakers, moderators and listeners (e.g. microphones, keyboards, mouses, laser pointers, etc.) must be disinfected before initial use, verifying that they are disconnected from the electrical connection. Subsequently, they must be protected from possible contamination by a film for food or clinical use to be replaced, if possible, for each user.
- All auditors and assistance staff (e.g. staff dedicated to reception, technical staff, room

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tutors), given the prolonged sharing of the same environment, must wear a mask to protect the respiratory tract for the entire duration of the activities and carry out frequent hand hygiene with sanitizing solutions.

- In the poster areas, reorganizing the spaces in such a way as to favour respect for interpersonal distancing, evaluating the contingency of access, and promoting the remote use of the material by the participants. Any informative and scientific materials may be made available preferably in self-service displays (which the visitor accesses after hand sanitization) or using digital systems.
- In the exhibition areas, reorganizing the spaces between the areas of the individual exhibitors so as to favour respect for interpersonal distancing, evaluating the quota of accesses to the various stands. Any information, promotional materials or gadgets can be made available preferably in self-service displays (which the visitor accesses after hand sanitization) or using digital systems.
- The regular cleaning and disinfection of the environments must be guaranteed, in any case at the end of each activity of a group of users, with particular attention to the surfaces most frequently touched, to the toilets and to the common areas (e.g. refreshment areas, keypads of vending machines for drinks and snacks).
- Promoting air exchange in indoor environments. Due to the overcrowding and the time spent by the participants, the effectiveness of the air systems must be checked to ensure the adequacy of the external air flow according to current regulations. In any case, crowding must be related to the actual flow of outdoor air. For air conditioning systems, it is mandatory, if technically possible, to totally exclude the air recirculation function. In any case, the measures for natural air exchange and/or through the system must be further strengthened, and the cleaning of the recirculating air filters must be guaranteed, when the system is in downtime, to maintain adequate filtration/removal levels. If technically possible, the recirculation filtering capacity must be increased, replacing the existing filters with higher-class filters, guaranteeing the maintenance of the flow rates. In the toilets the air extractor must be kept in continuous operation.

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### 8.3 PROTECTIVE MEASURES APPLIED

- Adequate information on preventive measures will be prepared, understandable also for customers of other nationalities. This information will be posted at the entrance to the spaces and will also be contained in the information letter given to participants in the invitation.
- The event spaces will be organized to guarantee access in an orderly manner, in order to avoid gatherings of people and to ensure the maintenance of at least 1 meter of distance between users, with the exception of members of the same family or cohabiting or for people who, according to the provisions in force, are not subject to interpersonal distancing. This aspect relates to individual responsibility. Separate routes for entry and exit will be organized.
- Upon accreditation, guests will be given a kit containing:
  1. No.4 KN95 masks
  2. No.1 protective glasses
  3. No.4 pairs of gloves
  4. No.1 bottle of sanitizing liquid/gel
- The list of invitations will be kept for a period of 14 days.
- Before accessing the premises, the guests' body temperature will be measured by means of a thermo-scanner; if this temperature is higher than 37.5°C, access to the site will not be allowed and the interested party will be informed of the need to contact their doctor. A sanitizing mat will also be placed at the entrance.
- Hand hygiene products will be made available for the public and staff in several points of the event area, especially at the entrance, as well as in toilets and catering area.
- Chairs will be available for seating, in order to ensure a minimum spacing between one guest and the other, both front and side, of at least 1 meter. This measure is not applied to families, cohabitants and people who, according to the provisions in force, are not subject to interpersonal distancing (the latter aspect refers to individual responsibility). For these subjects there is the possibility of sitting next to each other, guaranteeing the distance between them and the other spectators of 1 meter.
- Suitable airway protection devices will be required for personnel in shared spaces and/or in contact with the public.
- Frequent cleaning and disinfection of all environments in common areas and surfaces touched more frequently will be guaranteed.
- There will be no cloakrooms, but if introduced at a later time, clothing and personal items will be placed in special disposable garment bags or in any case not in direct contact with each other.
- In case of catering for guests, the protective measures referred to in chapter 7 of this document will be applied.
- The necessary prescription signs will be posted in the areas.
- With regard to the sanitation of internal areas, a continuous sanitation system will be implemented which will ensure constant monitoring of air sanitation. The main characteristics of the selected equipment are shown below:

Air care equipment coverage proportion diagram

	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>
<b>Measure</b>	1 Air care	1 Air care	2 Air care	2 Air care
<b>Disinfection</b>	2 Device	2 Device	3 Device	4 Device
<b>Visualization</b>	3 Device	1 Device	1 Device	1 Device
	<b>Up to 50sqm</b>	<b>Up to 100sqm</b>	<b>Up to 150sqm</b>	<b>Up to 200sqm</b>

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## Air care Features

Whatever your indoor environment, Air care can quickly be part of it

- Wireless, reduced installation time and costs (less than 2 minutes)
- Rechargeable battery (3-6 months duration)
- Brandable display with company logo
- Dedicated platform to monitor and manage data

### AIRCARE

We measure your indoor well-being  
aircare.it

## Air care monitors 3 indoor key factors

### Air quality

Volatile Organic Compounds  
Air Quality Index  
Fine Particulate Matter (PM10)  
Fine Particulate Matter (PM2.5)  
CO2  
CO2 Equivalent

### Environmental Comfort

Sound Pressure  
Temperature  
Humidity  
Ambient light  
Atmospheric pressure

### Electro smog

Wi-Fi (Level)  
Wi-Fi (Networks)  
High Frequency  
Low Frequency

## Disinfection



### How does it work?

1. The air is sucked in by a fan on the bottom of the device.
2. The air circulates through the pre-filter, trapping larger particles such as pollen and dust.
3. A chemical reaction is carried out of a ceramic filter, treated with titanium dioxide, activated by UV light.
4. In this way, harmful indoor pollutants such as viruses, bacteria, PM, etc. are eliminated... They are dispersed into the environment.

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## INFORMATION SHEET FOR GUESTS

**DEAR GUEST, WE ARE PLEASED TO WELCOME YOU TO OUR EVENT GUARANTEEING YOU THE BEST COVID-19 ANTI-CONTAGION PROTECTIVE STANDARDS. FOR THIS PURPOSE, WE INFORM YOU THAT ANICA SERVIZI SRL HAS PREPARED A SPECIFIC ANTI-CONTAGION SECURITY PROTOCOL THAT WE ASK YOU TO SUPPORT, FOLLOWING THE INFORMATION AND PRESCRIPTIONS REPORTED HERE:**

- The spaces dedicated to the event will be organized to guarantee access in an orderly manner, to avoid gatherings of people and to ensure the maintenance of at least 1 meter of distance between guests, with the exception of members of the same family or cohabiting or for people who, according to the provisions in force, are not subject to interpersonal distancing. This aspect relates to individual responsibility. Separate routes for entry and exit will be organized.
- At the entrance you will be welcomed by our staff and will be able to consult further information useful for your safety and health protection within the areas.
- Before accessing the places, your body temperature will be detected and if this temperature is higher than 37.5°C you will not be allowed access. You will be supported by our staff and informed of the need to contact your doctor.
- Upon accreditation, you will be given a kit containing:
  1. No.4 KN95 masks
  2. No.1 protective glasses
  3. No.4 pairs of gloves
  4. No.1 bottle of sanitizing liquid/gel
- For the entire stay in the areas you will be asked to wear a mask. In case you lose it or break it, please report your need immediately and we will support you by giving you a new one.
- Inside the event area, hand hygiene products will be available in different areas such as the entrance and toilets. We ask you to sanitize your hands frequently.
- The areas have been designed in order to guarantee the minimum distancing of 1 meter required by the law, in the case of presence of several guests we ask you to follow the distancing signs for seating, which you will find directly applied to the seats.
- We ask you not to touch other people's technical equipment and seats, always keeping a minimum distance of 1 meter from any other guest, both during the journey towards your reserved seat and during the event phase.
- We would like to point out that all the rooms in the common areas, the toilets and the surfaces touched most frequently are subjected to constant cleaning, sanitation and disinfection.
- The necessary prescription and route signage are posted in the areas. We ask you to respect all the indications and prescriptions reported.
- For any need, our staff is at your disposal. We wish you a pleasant experience.

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## 9. UPDATING OF THE PROTOCOL AND REGULATION

### GENERAL PROVISIONS

Given the type of activity and the limited time period of the event, a Supervisory Committee has been established with the main purpose of verifying the correct implementation of the protective measures governed by this protocol. Any need to update the document will be linked to any modification of the event activities and any reports from the Employers/company supervisors, upon acknowledgment of the content thereof.

### IMPLEMENTATION FORM

<i>Supervisory Committee</i>	<b><i>Participants in the Event Audit Committee</i></b> <ul style="list-style-type: none"> <li>• Production Manager Matteo Nardini +39339.1547115</li> <li>• Safety Manager: Stefano Valsecchi +39333.2608888 (SV Srl)</li> <li>• Employers, Competent Doctors, Workers' Safety Representatives and Supervisors of the notified Companies</li> </ul>
<i>Protocol update</i>	<ul style="list-style-type: none"> <li>• Based on the evolution of national and regional epidemiological data.</li> <li>• Linked to future promulgations of specific laws and directives.</li> <li>• In case of changes to the activities planned for the event.</li> </ul>

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## 10. INFORMATION MATERIAL TO WORKERS

### INFORMATION TO WORKERS ON SEVERE ACUTE RESPIRATORY SYNDROME CORONAVIRUS 2 (COVID-19): EMERGENCY

Milan, date.....

#### To all workers

The COVID-19 virus (Coronavirus disease 2019) represents a biological risk for which preventive measures of a general nature must be adopted for the entire population, and of a particular nature in the workplace, in compliance with the Safety Protocol of March 14, 2020, and the Legislative Decree n. 81/2008.

The most common symptoms of COVID-19 infection are fever, fatigue, and dry cough. Some patients may experience muscle aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. In severe cases, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death (Ministry of Health).

This information therefore contains precautionary measures that follow and implement the prescriptions of the legislator and the indications of the Health Authority, and which decline the requirements of the Safety Protocol for Companies.

Within the event areas, everyone is obliged to strictly comply with the following provisions, in accordance with the disciplinary system of their company, and in order not to violate the law and prevent the spread of the infection.

The worker is obliged to stay at home in case of fever (over 37.5°C) or other flu symptoms and must call their family doctor and health authority.

It is forbidden to enter the workplace or remain in it and it is mandatory to promptly declare where, even after entry, the dangerous conditions exist (symptoms of fever, temperature, coming from areas at risk or contact with people positive to the virus in the 14 previous days, etc.) for which the Authority provisions require you to inform the family doctor and the Health Authority and to stay at home.

It is mandatory to comply with all the provisions of the Authorities and the employer when accessing the company (in particular, keeping a safety distance: at least 1 meter, observing the rules of hand hygiene and maintaining correct behaviour in terms of hygiene).

It is forbidden to go to crowded places where it is not possible to maintain the interpersonal safety distance of at least one meter.

It is mandatory to promptly and responsibly inform your employer of the presence of any flu symptoms in the workplace, always taking care to remain at an adequate distance from other people (one and a half meters in this case).

People over the age of 65 or suffering from chronic diseases or with multi-morbidity or with states of congenital or acquired immunodeficiency, are recommended to avoid leaving their home or abode if not strictly necessary and to avoid crowded places in which it is not possible to maintain the interpersonal safety distance of at least one meter.

All subjects who manifest symptoms of Covid-19 contagion must immediately contact their doctor, who can give specific indications, through a medical certificate, to the company and to the company



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Competent Doctor, so that they can take the most appropriate protective measures.

Help us to always ensure adequate air exchange in work environments by opening the windows.

It is mandatory for all people present in the event area to take all possible hygiene precautions, especially for the hands:

- It is mandatory for all people present in the event area to take all possible hygiene precautions, especially for the hands:
- Using the hand cleaning means provided
- Frequent hand washing with soap and water is mandatory
- It is mandatory to use the required PPE: mask in common shared areas
- It is mandatory to use the surgical mask, or FFP2 without valve or higher types, gloves (EN374), glasses, caps, etc. in shared spaces and in cases where it is impossible to maintain interpersonal safety distances, in accordance with the specific indications received from your Company.

### **Criminal penalties**

From March 26, with the entry into force of the decree-law of March 25, 2020, n. 19, the sanctions were made more severe and immediate. In general, for those who violate the containment measures of the epidemic, a pecuniary penalty is foreseen (from 400 to 3,000 euros).

If the violation occurs through the use of a vehicle, the penalties can reach up to 4,000 euros. In addition to this, in the event of violation of the containment measures envisaged for public establishments, sporting, recreational or entertainment activities, business or professional and commercial activities, the immediate suspension of the activity can be imposed for up to 30 days. In case of reiteration, the pecuniary penalties are doubled (therefore from 800 to 6,000 euros, or 8,000 euros if committed through the use of a vehicle), while the accessory one is applied to the maximum extent.

Failure to comply with the quarantine by those who tested positive for Covid-19, on the other hand, entails criminal penalties: arrest from 3 to 18 months and payment of a fine from 500 to 5,000 euros, without the possibility of cash settlement. In any case, if in the conduct of the person committing the violation of the aforementioned containment measures, the elements of a crime are also found, the criminal responsibility for this more serious crime remains. So, for example, making false declarations in the self-declarations delivered to the police during any checks is a crime, which involves immediate reporting. Or, violating the quarantine and, having contracted the virus, leaving the house spreading the disease can lead to reporting for serious crimes (epidemic, murder, injury), punished with severe penalties, which can reach up to life imprisonment.

Place, date

Worker's signature for receipt\*



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## ALLEGATO 16 DPCM 29 GIUGNO 2020

### Hygiene and Health Measures

1. Frequent hand washing. The availability of hydroalcoholic detergents is strongly recommended in all public places, fitness centres, supermarkets, pharmacies and others;
2. Avoid any close contact with people suffering from severe respiratory infections;
3. avoid hugs and hand-shakings;
4. keep an interpersonal distance of at least one meter when in social contexts
5. practice respiratory hygiene (use a Kleenex when sneezing or coughing and avoid hand contact with respiratory secretions);
6. avoid the mixed use of bottles and glasses, particularly during sport activities;
7. do not touch eyes, nose and mouth with your hands;
8. cover your mouth and nose when sneezing or coughing;
9. do not take any anti-viral drugs or antibiotics, unless they are prescribed by a doctor;
10. clean surfaces with alcohol or chlorine detergents;
11. in all social contexts, it is strongly recommended to use protections for the respiratory tract as a further measure to the other measures adopted.

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## **INFORMATION TO THIRD PARTIES ON SEVERE ACUTE RESPIRATORY SYNDROME CORONAVIRUS 2 (COVID-19): EMERGENCY**

**To all those who access the  
dedicated areas at Palazzo Barberini**

The COVID-19 virus (Coronavirus disease 2019) represents a biological risk for which preventive measures of a general nature must be adopted for the entire population, and of a particular nature in the workplace, in compliance with the Safety Protocol of March 14, 2020, and the Legislative Decree n. 81/2008.

The most common symptoms of COVID-19 infection are fever, fatigue, and dry cough. Some patients may experience muscle aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. In severe cases, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death (Ministry of Health).

This information therefore contains precautionary measures that follow and implement the prescriptions of the legislator and the indications of the Health Authority, and which decline the requirements of the Safety Protocol for Companies.

In company areas (including common areas) everyone is obliged to strictly comply with the following provisions, in accordance with the law and prevent the spread of the infection.

Everyone is obliged to stay at home in the presence of a fever above 37.5°C or other flu symptoms and must call their family doctor and health authority.

It is forbidden to enter company areas (including common areas) and it is mandatory to promptly declare where, even after entry, the dangerous conditions exist (symptoms of fever, temperature, coming from areas at risk or contact with people positive to the virus in the 14 previous days, etc.) for which the Authority provisions require you to inform the family doctor and the Health Authority and to stay at home.

It is mandatory to comply with all the provisions of the Authorities and the employer when accessing the company (in particular, keeping a safety distance: at least 1 meter, observing the rules of hand hygiene and maintaining correct behaviour in terms of hygiene).

It is forbidden to go to crowded places where it is not possible to maintain the interpersonal safety distance of at least one meter.

It is mandatory to promptly and responsibly inform the employer of the presence of any flu symptoms in the workplace, always taking care to remain at an adequate distance from other people (one and a half meters in this case).

People over the age of 65 or suffering from chronic diseases or with multi-morbidity or with states of congenital or acquired immunodeficiency, are recommended to avoid leaving their home or abode if not strictly necessary and to avoid crowded places in which it is not possible to maintain the interpersonal safety distance of at least one meter.

All subjects who manifest symptoms of Covid-19 contagion must immediately contact their doctor, who can give specific indications, through a medical certificate, to the company and to the company Competent Doctor, so that they can take the most appropriate protective measures.

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Where entry into the company is permitted, it is mandatory to comply with all possible hygiene precautions, especially for the hands:

- The company provides suitable cleansing means for hands
- Frequent hand washing with soap and water is mandatory
- It is mandatory to use the required PPE: gloves and mask in common shared areas
- It is mandatory to use the surgical mask, or FFP2 or higher types, gloves (EN374), glasses, caps, etc. in shared spaces and in cases where it is impossible to maintain interpersonal safety distances, in accordance with specific company indications, which will be delivered to all interested parties. In case of lack of the necessary PPE, due to objective and documented difficulty of finding them on the market, the activities, which do not allow compliance with this distance, will be reorganized to obtain the safety distance, or interrupted.
- The company has identified a toilet for exclusive use equipped with disposable tablet covers, disposable paper towels, soap and disinfectant spray to be used before and after using the toilet.
- The company has identified an exclusive entrance and an obligatory path, by means of signs on the ground.

### **Criminal penalties**

From March 26, with the entry into force of the decree-law of March 25, 2020, n. 19, the sanctions were made more severe and immediate. In general, for those who violate the containment measures of the epidemic, a pecuniary penalty is foreseen (from 400 to 3,000 euros).

If the violation occurs through the use of a vehicle, the penalties can reach up to 4,000 euros. In addition to this, in the event of violation of the containment measures envisaged for public establishments, sporting, recreational or entertainment activities, business or professional and commercial activities, the immediate suspension of the activity can be imposed for up to 30 days. In case of reiteration, the pecuniary penalties are doubled (therefore from 800 to 6,000 euros, or 8,000 euros if committed through the use of a vehicle), while the accessory one is applied to the maximum extent.

Failure to comply with the quarantine by those who tested positive for Covid-19, on the other hand, entails criminal penalties: arrest from 3 to 18 months and payment of a fine from 500 to 5,000 euros, without the possibility of cash settlement. In any case, if in the conduct of the person committing the violation of the aforementioned containment measures, the elements of a crime are also found, the criminal responsibility for this more serious crime remains. So, for example, making false declarations in the self-declarations delivered to the police during any checks is a crime, which involves immediate reporting. Or, violating the quarantine and, having contracted the virus, leaving the house spreading the disease can lead to reporting for serious crimes (epidemic, murder, injury), punished with severe penalties, which can reach up to life imprisonment.

Date:

Signature \*

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## 11. SIGNAGE

Please find below the signage for the implementation of the Protocol; it can be printed and used according to the different needs.

The proposed signage is the following:

- External information signboard
- Sanitize surfaces
- Social distancing
- No gatherings
- Hand sanitization coffee dispenser area
- Mask required
- sanitize hands
- hand sanitization before reaching the work station
- toilet cleaning
- obligations for suppliers
- information to workers

