

21.02.2020-13.03.2020

COVID-2019 - STRENGTHENING OF INTERNAL HEALTH ACTIONS

Introduction:

The management has taken steps to include certain preventive measures from the **beginning of February**, such as disinfectants and an adequate stock of masks and other measures, which have been progressively reinforced at the declaration of emergency. An internal circular about the Coronavirus has been provided to all staff, including the recommendations of the Ministry of Health and WHO the same day of the first case declared in the Country.

All employees were asked to give timely notice to their manager in case they show any flu symptoms (even mild ones) affecting their person and/or family members so that the company could evaluate the situation during the period of emergency decreed by the country.

Managerial actions by Emergency National status situation :

1. *Activation of an internal crisis committee;*
2. *Collection of all the necessary information, continuous monitoring of the evolution of the epidemic and establishment of contact with the various competent authorities;*
3. *Establishment of a bi-daily report of the crisis committee about activities in order to reduce the impact on its employees, company and customers due to the epidemic;*
4. *Establishment and implementation of new measure according to the new emergency local laws.*

- *Additional work for managers in charge of a department & Crisis Management Team*
- *Regular update about the situation (emergency country status, transport, staff, infrastructure, production , legal constraint,)*
- *Change of production planning → focus on strategic customers (Food-Pharma-...)*
- *Prepare for a long period of resilience with reduced staff (2-3 months)*
- *Change vision of Supply chain In and Out according to the strategy*
- *Rationalise the factory staff in view of a potential symptoms or positive case*
- *Communications to all customers about new strategy production orders*
- *External Support to Crisis members to maintain an adequate lucidity*
- *Difficult to collect Protection-Masks **due to market shortage!***

Strengthening some of the health actions undertaken:

General :

1. **Request to all employees to maintain a safe distance of 1.5 meters.**
2. Accurate hygiene measure , hand washing ... see poster **PLAQUETTE Health Minister**
3. Governmental Guideline implementation

COMMUNICATION :

4. Communication to all employees about measure implemented and recommendations
5. Ongoing sensibilization
6. Implementation of additional PAPER INFORMATION about recommendations and preventions, also in different place never used in the past for the communication

Additional Sanitary measure:

7. Cleaning team must wear PPE all the time during their duty. (Mask and glove at minimum)
8. Implementation of air filtration control systems, sanitizing all company toilets with disinfectant spray every 70 minutes.
9. Addition of further hand sanitizer distributors at several key points of the plant.
10. Distribution of bottles of disinfectant gel on all production lines.
11. Hygienics services , dressing rooms , cleaning 3 times a day. (WHOLE)
12. Canteen tables cleaning 3 times a day.
13. Changing of the cleaning product: in accordance with the directives of the Ministry of Health and in line with WHO.

Smart working

14. Activation of Smart Working, where possible by type of activity, redundancy staff.
15. New rules for smart workers , Prohibition to use Company pc for personal use.
16. Increase of Security IT due to Scam and Phishing linked to coronavirus

Access Visitors & key subcontractors

17. **NO More VISITORS Authorization only by committee Crisis Members.**
STRICT filter on VISITORS and key supplier that need access to the plant !
18. Purchase of a thermo detector to screen people arriving from outside (and if necessary internal staff).
19. Creation of a protocol for temperature screening with doctor support.
20. Addition among the incoming procedures of a self-certification about Coronavirus for visitors (written or verbal)
21. Supply of protective measures (masks) to all external key arrivals (maintenance workers, couriers, etc.).

Internal rules and areas:

Smokers :

22. **Review of the smoke permission inside the designated area but with appropriate winter clothing.**
23. **Review Smoking Area restriction numbers Rules and distance for SMOKERS ?**

OFFICES and area inside the plant :

24. **High visibility tape on the ground at entrance and offices to limit the distance entrance and numbers of employee access!**
25. ~~Issue of a special derogation to authorize internal transit to and from the canteen (with personal telephone) in order to protect the health of staff.~~
26. Request to all personnel not to take a break or pass through the company yard, to avoid catching cold.

DRESSING ROOM & Change shift

27. Dressing room contingency Managed by internal people to regulate the adequate staff number inside , distance between staff of 1.5 m minimum.
28. Permission granted to the staff to dress and undress uniforms and safety shoes at home, to avoid overcrowding and contagious situations in the locker rooms.
29. Request to all staff to follow the instructions of the Ministry of Health with particular attention to avoid closed and crowded places, if not strictly necessary.

Transport Personnel

- 30. All staff travelling by public transport are led by car both to and from work. Avoid to take public transportation !**

Transport and supply chain in-out:

31. Request to wear mask and gloves to all warehouse workers during loading and unloading operations with transporter.
32. Procedure to not exchange pen and avoid document of transportation circulation inside the plant. (Scanner & pocket for documents)
33. Supply of masks to staff who have recovered from previous illness (last week) or who are in contact with family members with fever.

Canteen

34. Move coffee and drink dispensers inside the plant , put high visibility tape on the ground to limit the distance between people

35. Forbidden to stay in the Canteen for break!

36. Staggering of canteen breaks to avoid overcrowding and contagious situations in the canteen:

Variant plan - Canteen 1

Employees: 1st and 2nd shift workers

Description: production stops 20 minutes before the 1st and 2nd shift to have lunch outside (e.g. at home). 3rd shift: staggered maximum 2 people per table.

Variant plan- Canteen 2

Employees: offices

Description: eat inside the offices and/or staggered at canteen with alternating distances on the table (no one in front of or next to each other).

Variant plan - Canteen 3

Employees: management members and key managers

Description: eat 3 at a time in the canteen direction