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“COVID-19 - health and hygiene measures in the Italian jurisdiction”

On Saturday 14 March 2020 a document named "*Protocol of regulation of measures to combat and contain the spread of the Covid-19 virus in the workplace*" was signed.

In addition to the provisions of Decree of 11 March 2020, the Protocol regulates the measures to be implemented in the workplace.

In particular, the Protocol specifies that production activities can only take place in conditions that ensure adequate levels of protection for employees.

In essence, companies must adequately reorganize work, encourage smart working and paid leave, and suspend all activities of those departments that are not necessary for production.

The Protocol guidelines are summarized as follows:

- 1) **Obligation to Inform:** all employees must be made aware of current regulations by providing informational brochures and affixing posters regarding the rules within the company;
- 2) **Access to company premises:** staff may be subjected to body temperature checks (which must be below 37.5);
- 3) **Access by suppliers:** the establishment of entry and exit procedures requiring, where possible, drivers to remain in their vehicles;
- 4) **Cleaning and sanitization:** all rooms, workstations and common areas must be cleaned and sanitized as established by the Ministry of Health;
- 5) **Personal hygiene precautions:** the obligation to adopt all hygiene measures including making available hand cleansers;
- 6) **Personal protective equipment:** supplying suitable masks and gloves if work imposes a distance of less than one meter and other organizational solutions are not possible.
- 7) **Regulation of common areas:** limited access to common areas.

- 8) Company organization: closure of all departments other than production, rearrangement of production, opting for “smart working” where possible, favoring staggered entry and exit times, ensuring a shift schedule for employees dedicated to production; suspension and cancellation of all domestic and international business trips.
- 9) Employee entry and exit regulations: encourage staggered entry/exit times and (where possible) dedicate an entrance door to, and an exit door from, the premises, providing cleansers with indications/instructions.
- 10) Internal movements, meetings, internal events and training: limit internal movements to a minimum. No face-to-face meetings - such meetings only to be held “remotely”. Where this is not possible, the numbers of participants should be reduced to a minimum; interpersonal distancing, and adequate cleaning/ventilation of the premises must be also guaranteed.
- 11) Management of a symptomatic person in the company: promptly inform the health authorities and collaborate with them for decisions regarding any direct contact.
- 12) Health surveillance / competent doctor / RSL (person in charge of employee safety): continue health surveillance and involvement of the competent doctor and RSL to facilitate proposals and integrations in relation to the health protocol.
- 13) Updating the regulatory protocol: set up a committee within the company to verify the protocol rules.

Please do not hesitate to contact us for any further clarification you may need.

Best regards.