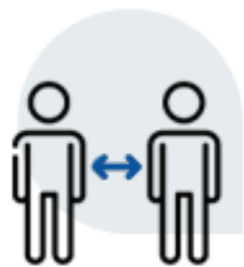


# COVID 2020

## Guidance on infection prevention

# Basic hygiene rules



Avoid **close contact** with people suffering from acute respiratory infections



Cover your mouth and nose if you sneeze and/or cough. **Sneeze and/or cough** into a handkerchief avoiding hand contact with respiratory secretions



Avoid **hugs** and **handshakes**



Do **not share** glasses, cutlery, bottles with others



**Air** in the rooms often, opening the windows but paying attention to avoid drafts



Do not touch your **eyes, nose** and **mouth** with unwashed hands



# Prevent infections with proper hand washing



**1.** Use **soap** (liquid soap is better) and running water, preferably hot



**2.** Apply the soap to both palms of your hands and rub over the back, between the fingers and into the space underneath the nails for at least **40-60 seconds**



**3. Rinse** your hands thoroughly with running water



**4.** If possible, dry your hands with disposable **paper**, with a clean personal **towel** or with a hot air device



Alternatively you can use a **hydroalcoholic solution**. In this case it takes **30 seconds**.



# It is mandatory to sanitize your hands

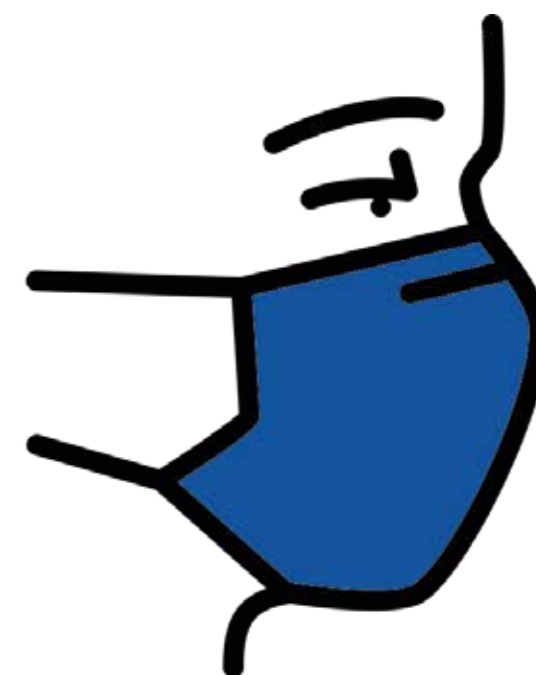
- “ Before visiting shared workspaces and before exiting them
- “ Before using objects/work equipment shared with other colleagues
- “ Before putting on the mask/gloves and after taking them off
- “ Before and after preparing/receiving packages, envelopes, etc
- “ Before using coffee dispensers, drinks, snacks, etc
- “ Before consuming food and drink
- “ After sneezing or coughing





## When should a mask be used?

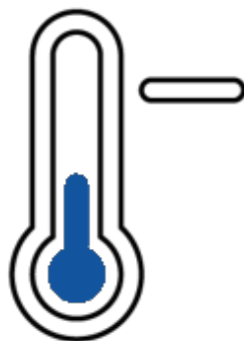
- “ Throughout the working day, even at an interpersonal distance  $>1\text{m}$
- “ In closed and confined public spaces, with little air exchange, in presence of several people
- “ While using elevators
- “ It is strongly recommended in all social situations: using a respiratory protection is an additional measure to other sanitation measures
- “ If you experience symptoms of COVID during work
- “ If you are assisting a person with COVID symptoms (FFP2 mask)



**When you have to dispose of a mask, make sure you throw it in the unsorted bin - taking care first to reseal the used mask in a closed plastic bag.**



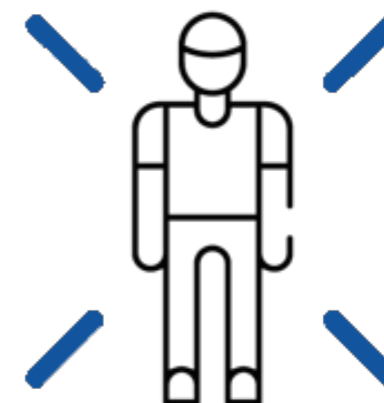
## Access to confined indoor places is not allowed if:



You have a body temperature > 37.5 ° C or other flu symptoms.

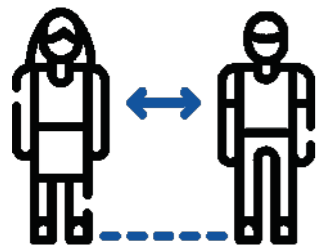


You had close contact with people who are COVID positive (or presumed to be) or from areas declared "at risk" in the previous 28 days.



You are subjected to isolation by the competent authorities

# Good rules of conduct in the workplace

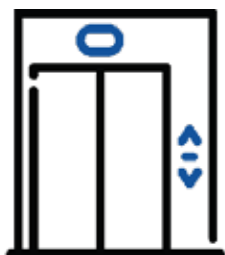


Maintain **interpersonal distance**  $>1\text{m}$ .  
If, for work needs, you operate at distances  $<1\text{m}$ :

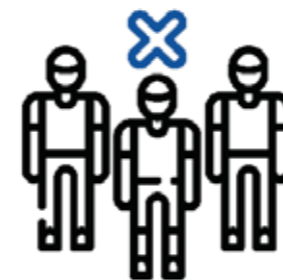
- wear the mask
- sanitize your hands often
- use the other dpi (glasses, gloves, etc.) that your manager has provided you



Disinfect surfaces and everyday objects. At the end of the working day, each worker must **sanitize the equipment and surfaces** used in sharing with other colleagues



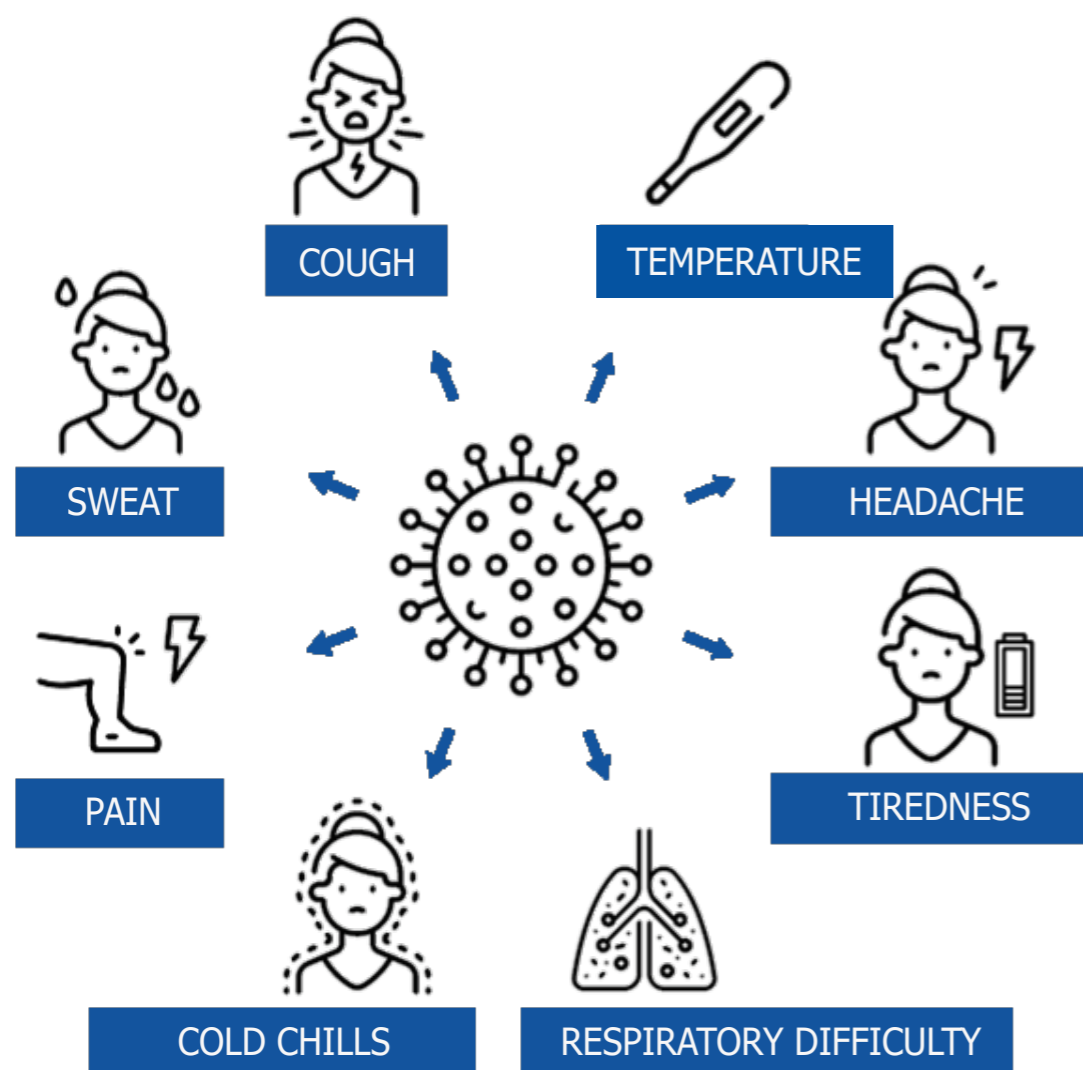
Access to the **lift** is granted to **one person at a time**. Pregnant mothers and people with mobility difficulties have the priority



**Avoid crowds.** The time spent in the common areas (break areas, bars, gardens, etc.) must be as short as possible



# If you are at your workplace and have Covid symptoms:



- 1.** Notify your manager and employees by phone to get support and help
- 2.** Put on a face mask immediately, remain isolated and follow the instructions of the first aid staff
- 3.** If other people are present in the room, they must wear a mask too, remain isolated in the room and follow the instructions of the person in charge
- 4.** Work with the SPP and your manager to identify close contacts in the workplace and do not return to work until you are negative



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