

NOTICE ABOUT CONTAINMENT MEASURES

IED is preparing to gradually reopen its offices in Italy, after the lockdown due to the Covid-19 emergency. In the coming months, the distance learning will continue to be our main mode of operation, however, the staff necessary for the proper management of activities will be present at our locations.

This notice explains the safety procedures and obligations imposed for the containment of the infection, which everyone is required to observe closely and responsibly.

GENERAL PROTOCOL AND OBLIGATIONS

1. It is forbidden to enter/stay in IED facilities in any one of the following cases:
 - body temperature over 37.5°;
 - flu symptoms;
 - coming from any red areas identified by the WHO;
 - contact with Covid-19 positive individuals during the 14 days prior to returning to work (28 in the Lombardy Region).
2. Individuals who have been found to be positive for Covid-19 infection may only access IED after obtaining a medical certificate stating that they have tested negative for Covid-19 in accordance with the procedures provided for and issued by the relevant territorial prevention department. This certification must be delivered to the HR office for the staff and to your IED reference person for all the others.
3. If flu symptoms appear while in the premises, it is necessary to inform IED without delay, taking care to stay at a safe distance before being accompanied to a dedicated area. IED will notify the relevant Health Authorities and contact the emergency numbers for Covid-19.
If a Covid-19 positive case is found, IED will cooperate with the Health Authorities to identify the *close contacts* that have taken place within its locations. During the period of the investigation, IED may ask any possible *close contacts* to leave the school's premises as a precaution, according to the instructions of the Health Authority.
4. If any employees of third party companies operating at IED (e.g. maintenance workers, suppliers, cleaners or security staff) are found to be positive for Covid-19, the service contractor must immediately inform IED and both must cooperate with the Health Authorities providing useful information to identify any *close contacts*.
5. The drivers of suppliers must remain on board their own vehicles: access to the offices is not allowed for any reason. For the necessary loading and unloading activities, the haulier shall comply with the strict distance of 2 metres from any persons present.

The access to the IED facilities implies the knowledge and acceptance of the obligations listed above and in particular that you confirm not to have had any contact with people who tested positive to covid-19 in the 14 previous days. Besides, you must confirm you are not travelling from any of red areas identified by the WHO.

IED GUARANTEES THE FOLLOWING PREVENTIVE MEASURES TO CONTAIN THE INFECTION

- Remote working mode will continue for all locations until new instructions and only the necessary functions will be present at the locations;
- body temperature measurement for each person who wishes to access IED facilities;
- distribution of personal protective equipment to staff, students and any individuals without PPE who need to access IED;
- supply of hand sanitisers, accessible to everyone thanks to specific dispensers located in easily identifiable places;
- daily cleaning and periodic sanitisation of premises, rooms, workstations and communal and leisure areas;
- cleaning at the end of the day and periodic sanitisation of keyboards, touch screens and mouse devices with appropriate detergents in offices, laboratories, lecture rooms and all communal areas;
- distribution of specific detergents for user to sanitise their workstations;
- positioning of plexiglas protective barriers at reception desk and secretary offices;
- positioning of wall and floor-mounted signage with reminders of the preventive measures to be observed;
- sanitisation of air conditioning system terminals earlier than regular schedule;
- preparation of special bins for the disposal of disposable masks and gloves;
- setting up a dedicated room for the management of suspect Covid-19 cases;
- immediate cleaning and sanitisation of the IED offices and their ventilation if a Covid-19 case is identified, in accordance with the provisions of Circular No. 5443 of 22 February 2020 of the Ministry of Health;
- distribution to all staff, students and contractors of this notice containing the Company Protocol;
- supervision to ensure that the workers of contractors or third party companies operating in any capacity within the company facilities fully comply with its provisions;
- management of entry, transit and exit flows for each external supplier in order to reduce the opportunities for contact with the staff from the departments/offices involved.

REQUIREMENTS FOR INDIVIDUALS WHO NEED TO ACCESS IED FACILITIES

In addition to the obligations mandated by the Ministry and the preventive measures implemented by IED, to protect the safety of all, you are required to observe some simple rules for the containment of the spread of the Covid-19 virus in our facilities.

Please take note of these rules and adhere to them scrupulously.

- Sanitise your hands before sitting at the workstation/in the room and periodically clean them with soap and water and/or disinfectant during the day;
- maintain the minimum safety distance of 2 metres at all times;
- sanitise the soles of your shoes with the disinfectant spray made available by IED at the entrance of the locations;
- wear a mask before entering IED facilities;
- do not move between offices and premises;
- sanitise your workstation with sanitising wipes (before and after use);
- use the appropriate toilets designated for staff, students, lecturers, suppliers and visitors;
- avoid gathering in groups even on your lunch break. Staff are allowed to eat lunch at their workstations;
- do not move to other workstations and, in case of unavoidable necessity, always maintain the minimum safe distance of 2 metres;
- dispose of PPE in the appropriate bin;
- until further notice, fill in and sign the Attendance Register at the Reception Desk.

In addition to the above provisions applicable to everyone, the staff of the Logistics and IT Departments and Laboratory Assistants are required to observe these additional precautions and provisions:

- wear the FFP2 mask provided by IED;
- wear gloves.

Lastly, following is a reminder of the rules for students and teachers regarding the use of laboratories:

- wear a surgical mask and disposable gloves;
- sanitise your hands and shoe soles before entering;
- sanitise the workstation using sanitising wipes before starting work and when finished;
- sanitise your hands regularly during the day;
- maintain the minimum safety distance of 2 metres at all times;
- dispose of disposable mask and gloves putting them in the appropriate bin before leaving the laboratory.

COVID-19 DIFFUSION AND CORRECT PPE USE

We recommend watching the video prepared by Inail (Italian Workers' Compensation Authority) available at the [link](#) provided below, which offers general information on how Covid-19 spreads and potential risks of contagion. It also explains in detail how personal protective equipment (PPE) and disposable medical devices (MD), such as respiratory protection masks and disposable gloves help prevent infection, and their proper use: how to wear them and how to remove them.