

**COVID-19 HEALTH & SAFETY PROTOCOL  
WORKERS' EXPOSITION BIOLOGICAL RISK ASSESSMENT  
PREVENTIVE AND PROTECTIVE COUNTERMEASURES**

Considering:

- Health emergency, which is involving the whole Italian territory, needs the adoption of several preventive countermeasures in order to prevent infections; these are mandatory to limit COVID-19 spread, especially within close and crowded areas
- Since COVID-19 is a generic biological risk, not specific to Cantine Settesoli workers' tasks, and therefore the countermeasures Cantine Settesoli has to put in place towards its workers are the same as for the rest of the population

This document provides the last review of the countermeasures Cantine Settesoli is taking in order to manage COVID-19 emergency and keep as low as possible infection risk among its workers. One of these is, obviously, the general respect of the personal hygienic measures, as specified in different official legislations from February the 8th, 2020 up to April the 26th, 2020 (issued by the Italian Health Ministry, National Government in accordance with National Unions, and Sicilian Region), by all the workforce.

**CANTINE SETTESOLI S.C.A. - S.S. 115, MENFI (AG)  
ADOPTS THE FOLLOWING MANAGEMENT PROTOCOL  
TO LIMIT COVID-19 SPREAD**

**1. INFORMATION**

- Cantine Settesoli informs all its workers, and all the people entering its premises, on the Public Authorities indications through posting 5 different types of official information posters at all the premises entrances and at the most visible places of the various company areas

In details, all workers are informed on the following points:

- **Stay home in case of fever (above 37.5°C) or other flu symptoms, and call personal doctor and Public Health Authority**
- **It is strictly forbidden to enter the company premises, or to stay inside them, whether flu symptoms are present**
- **It is mandatory to immediately communicate to the company employer whether, after entering company premises, dangerous conditions arise** (such as flu symptoms, high temperature, coming from high risk areas or contact with COVID-19 positive people in the previous 14 days, and so on), and call personal doctor and Public Health Authority while maintaining a safety distance from the rest of the people
- **Respect all Public Authority and company instructions when entering company premises** (especially, keep safety distances, follow hand washing/sanitizing rules and respect other hygienic behaviours)

**2. ENTERING COMPANY PREMISES**

- **Cantine Settesoli, before people enter workplace, can check body temperature of its workers/suppliers/visitors<sup>1</sup>. If body temperature exceeds 37,5°C, access to company premises will**

<sup>1</sup> Real time body temperature check represents personal information and, therefore, it has to be managed in accordance with current privacy regulation. Briefly: 1) just check the temperature without recording the data, unless access to company

be denied. People will be temporary isolated and provided with face masks, they cannot go to First Aid and/or company medical rooms, but only immediately call their personal doctor and follow her/his instructions

- **Access to company premises for workers, previously COVID-19 positive, must be authorized through a preventive medical certification** concerning swab negativity issued by Local Prevention Department
- It is strictly forbidden to enter company premises for those people who, in the previous 14 days, have entered in contact with COVID-19 positive people or are coming from high risk areas as currently defined by WHO, National Government and Sicilian Region

### 3. SUPPLIERS' ACCESS

- In order to minimize contact between external suppliers and internal workers, **internal contact person must schedule deliveries/services with dedicated timings and routes**. Whether, during deliveries, 1 meter safety distance cannot always be guaranteed between suppliers' operators and internal workers, all of them must always wear proper face masks
- **Depending on the type of delivery, whether applicable, drivers should stay inside their own vehicles: it is strictly forbidden to enter offices for any reason**. During the preparation activities of loading/unloading, driver must respect 1 meter distance. Whether not feasible, see previous point
- **Dedicated restrooms (with daily cleaning) will be identified for suppliers/drivers and/or other external personnel**, with no access to internal personnel's restrooms
- **Visitors' access must be minimized as much as possible**; whether external visitors' access is needed (for instance, maintenance contractors), they must follow all Cantine Settesoli rules, including wearing face masks if 1 meter safety distance cannot always be kept
- **Cantine Settesoli Health and Safety Manager must taking into account COVID-19 risk between company and contractors/sub-contractors while assessing interferential risks among them**
- **In case external contractors workers, which operate inside Cantine Settesoli sites, such as maintenance technicians and suppliers, turn out to be positive to COVID-19 swab, contractor must immediately inform the company (its contact person) and both of them will have to collaborate with Public Health Authority**
- **Cantine Settesoli will provide contractors with this Protocol and monitor (through contact persons) both its own and external workers fully respect it while inside company premises**

### 4. COMPANY CLEANING AND SANIFICATION

- **Cantine Settesoli guarantees daily cleaning and periodical sanification activities of all the areas, workplaces and common rooms**
- **In case of the presence of a COVID-19 positive person inside the company areas, Cantine Settesoli guarantees their cleaning, sanification and ventilation**

premises is denied (in this case, it is possible to record both person's identity and temperature threshold excess); 2) provide people with personal data management information (which specifies data will be kept up to the end of the emergency scenario); 3) define proper safety and organizational measures to protect such data (properly trained people appointed to manage them, in order to prevent personal data are spread and communicated to third parties for aims different from COVID-19 infection prevention); 4) in case of temporary isolation of a person, due to temperature threshold excess or other health reasons, guarantee her/his privacy and dignity.

Whether Cantine Settesoli requests a declaration on the fact that a person is not coming from a high risk area and she/he has not entered in contact with COVID-19 positive people in the previous 14 days, this kind of declaration has to be managed in accordance with personal data policy. Hence, only strictly necessary information to prevent COVID-19 infection will be recorded.

- Cantine Settesoli guarantees end-of-shift cleaning and periodical sanitification of all the keyboards, touchscreens, mouses with proper detergents
- Employees who use company vehicles, at the end of the shift, must clean, using proper chemicals, gearshift, steering wheel, hand-break, armrest, dashboard, handles

#### 5. PERSONAL HYGIENIC CAUTIONS

- All people inside the company must follow hygienic instructions, especially regarding hand washing/sanitizing
- Cantine Settesoli installed dedicated hand sanitizers, located in easily visible places and marked with specific signs on how to use them, and suggests their frequent use
- Cantine Settesoli will provide each of its vehicles with proper cleaning chemicals to be used at the end of the shift (on gearshift, steering wheel, hand-break, armrest, dashboard, handles)
- While using Cantine Settesoli vehicles, with additional people on top of the driver, since 1 meter distance cannot be respected face masks must be worn all the time. Moreover, adequate air change must be guaranteed using vehicle windows
- People do not have to touch their own eyes, nose and mouth with their hands to minimize potential infection
- Physical contacts such as handshakes and hugs are forbidden
- When 1 meter safety distance (first preventive option) cannot be respected, wearing face masks is mandatory

#### 6. PERSONAL PROTECTIVE EQUIPMENT

- Due to potential lack of PPEs availability on the market:
  - Face masks (surgical or similar) must be worn only when 1 meter distance cannot be guaranteed
  - While several workers are sharing common areas (entrances, meal rooms, locker rooms), they all must wear surgical, or similar, face masks
- PPEs, such as FFP2 or FFP3, must be worn for workers' protection from occupational risks (all the workers who, during their working activities, may be exposed to Dusts/Aerosols, rather than all those workers who, at work, can enter in direct contact with people presenting respiratory symptoms or with COVID-19 positive people, even suspect, or with people on quarantine

ALL THE INSTRUCTIONS ON PPEs USE DUE TO COMPANY RISK ASSESSMENT FOR WORKERS' PROTECTION DURING SPECIFIC TASKS HAVE TO BE CONSIDERED STILL IN PLACE

#### 7. COMMON AREAS (MEAL ROOMS, LOCKER ROOMS, SMOKING AREAS, DRINK/SNACK DISPENSERS)

- Access to common areas, such as locker rooms, restrooms, meal rooms, snack areas, must prevent gathering and must have a continuous ventilation. Waiting time in such areas must be minimized and 1 meter safety distance among people must be guaranteed; surgical face masks must anyway be worn in these areas
- These areas must be cleaned daily, using proper detergents, and sanitized periodically
- At common spaces, such as corridors and entrances, where presence of several people occurs, or may occur, surgical face masks must be worn all the time

- Meal rooms, as well as snack/drink dispensers, must be sanitized daily, especially dispenser keyboards

**8. COMPANY ORGANIZATION (SHIFT, BUSINESS TRIPS, EXTERNAL ACTIVITIES, SMART WORKING, PRODUCTIVE VOLUME MODIFICATION)**

- When feasible, smart working keeps being supported as useful preventive measure. Hence, smart working is used for all those activities which can be performed from home or remotely
- When smart working cannot be applied for specific working needs, contact minimization is ensured setting offices with workstations assuring at least 1 meter distance between people
- Vacations are encouraged for all employees
- All business trips are suspended or cancelled both at national and international level
- In case of workers who do not need specific equipment and/or tools and can work alone, based on space availability, in order to reduce number of people in each office and as a temporary measure, they may be moved to unused offices or meeting rooms
- Face-to-face workstations are forbidden or, where they cannot be modified, plastic shields are installed
- Maintenance technicians, before entering offices/plants/production areas/construction sites, must wear face masks in order to prevent any potential contact with other people when 1 meter distance CANNOT be respected
- Workers, while passing through buildings/production areas/other site places, in order to perform activities even in common areas where contact with other people is possible must keep wearing proper face masks when 1 meter distance CANNOT reasonably be respected
- Workers, when staying at meal rooms, restrooms, and generally in company common areas, must wear proper face masks
- During working activities, crowd scenarios must be avoided
- Workers in potential contact with associates during grape harvest, must wear proper face masks during unloading activities
- Associates' access to offices and company premises for grape unloading is forbidden whether proper face masks are not worn
- Proper scheduling of associates' access to the company offices in order to avoid crowd
- Proper scheduling, during grape harvest, of number of associates present at the same time in order to avoid crowd and line at unloading tanks
- Workers (winemakers and technicians), before entering vineyard when other people are present, must wear face masks
- Workers can perform inspection only if even external personnel (associates or different contractors) is wearing face masks
- Whether workers feel flu symptoms before coming to work, they must avoid to come to work and contact employer, their personal doctor, and Public Authority
- Whether workers feel flu symptoms during working activity at external sites (vineyards or customers) they must contact employer and communicate it to the site where they are at the time through their contact person, and they must follow instructions they receive
- Physical contacts, such as handshakes and hugs, are forbidden
- Frequent hand washing must be performed using available antiseptic detergents
- During use of vehicles, when more than one person is present, face masks and protective gloves must be worn and continuous air change must be guaranteed using windows

- **At the end of working activity at third parties' sites, workers must properly clean used equipment and vehicle** (gearshift, steering wheel, hand-break, armrest, dashboard, handles) with adequate chemicals
- **During working activity at third parties or associates' sites, lunch break cannot be done inside third parties' areas**

#### 9. EMPLOYEES' ENTRY AND EXIT

- **In order to minimize contacts in common areas among workers, entry to workplace occurs in a lapse of time long enough to avoid gathering**
- **At entrance areas presence of detergents marked by dedicated signs is guaranteed**

#### 10. INTERNAL MOVEMENTS, MEETINGS, INTERNAL EVENTS AND TRAINING

- **Movements inside Cantine Settesoli are limited as much as possible** and following company rules
- **Presence meetings are not allowed.** Whether some of these are needed and urgent, without possibility of remote connection, participation must be minimized and, in any case, safety distances and proper room cleaning/ventilation must be guaranteed, and surgical face masks must be worn all the time
- **All internal events are suspended or cancelled as well as all training activities into rooms, even if mandatory,** and already organized; anyway it is allowed, in case Cantine Settesoli agrees with it, to perform e-learning training, for smart working workers too

#### 11. SYMPTOMATIC PERSON IN THE COMPANY

- **In case a person, at work, feels fever and respiratory infection symptoms, such as cough, must immediately communicate it to HR Dept.,** the person must be isolated according to Public Health Authority instructions (including, in case, other people present in the same areas), Cantine Settesoli will immediately contact National and Local Public Health Authorities
- **Cantine Settesoli will work together with Public Health Authorities in order to define potential "close contacts"** of any person, at work, found positive at COVID-19 swab. This in order to allow Public Authorities to start proper quarantine measures. During investigation lapse of time, Cantine Settesoli can ask potential close contacts to leave workplaces, according to Public Health Authority instructions
- **Worker, at the beginning of isolation, will be immediately provided with surgical face mask**

#### 12. MEDICAL CHECK/OCCUPATIONAL DOCTOR/SAFETY WORKERS' REPRESENTATIVE

- **Medical check must continue respecting hygienic measures indicated by Health Ministry**
- **Preventive medical checks, medical checks requested by workers and medical checks after long illnesses must be preferred,** in this moment
- **Periodical medical check cannot be stopped,** since it is an additional general preventive measure: it can stop potential infection cases, and occupational doctor can provide workers with information in order to avoid infection spread
- **While adding and suggesting all the COVID-19 measures, occupational doctor collaborates with employer and safety workers' representative**
- **Occupational doctor, after medical check requested by workers, communicate to Cantine Settesoli specific critical situations and current/previous diseases of its employees and Cantine Settesoli**

protect them in accordance with its privacy policy; occupational doctor will apply instructions provided by Public Health Authority

- **When workers come back to work, occupational doctor identifies people with particular critical situations, even related to their age**, as well as for people previously COVID-19 positive who come back to work
- **For people previously COVID-19 positive who come back to work**, occupational doctor must receive a negative swab certificate issued by Local Prevention Department, after this she/he can perform medical check before worker can start her/his activity again in order to ensure her/his task suitability, regardless absence duration

### 13. PROTOCOL UPDATE

- At Cantine Settesoli a dedicated Committee in order to guarantee proper respect and verification of Protocol rules has been created, including safety workers' representative.

Committee is composed by:

- **COVID-19 management system supervisors:** employer, H&S Manager, occupational doctor; they must specify Protocol rules and verify proper countermeasures application by direct supervisors
- **COVID-19 countermeasures direct supervisors:** company middle management who must monitor, check and report to management system supervisors non conformities

### 14. CONCLUSIONS

Cantine Settesoli, through the application of the above-mentioned measures, and counting on the high professionalism and awareness on rule respect of its employees, assesses, expect for unpredictable external situations and conditions, **COVID-19 exposition risk in its workplaces as LOW.**

THIS ENGLISH VERSION OF THE ORIGINAL ITALIAN DOCUMENT "2020.04.28 - SETTESOLI - PROTOCOLLO COVID-19 e VDR" REPRESENTS A TRUTHFUL SUMMARY OF ITS MAIN POINTS

Menfi (AG), 30/04/2020

Quality Assurance Manager

Davide Tommasi

  
**Cantine Settesoli S.C.A.**  
**Assicurazione Qualità**