

Regulatory protocol
for the containment of the spread of COVID-19 in the
premises of the Western Ligurian Sea Port Authority

1) The Western Ligurian Sea Port Authority adopts the shared protocol of 14 March 2020 for the regulation of the measures to contrast and contain the spread of the Covid-19 virus in the workplaces as referred to in Annex 1) with the following and further precautionary measures;

2) Information.

All personnel are obliged:

- To stay at home in the presence of fever (higher than 37.5°) or other flu symptoms and to contact their family doctor and the health authority, as well as to inform the Administration;
- Not to enter or stay at the workplace and immediately declare any dangerous condition, even while at work (flu symptoms, fever, any travel to areas at risk or contact with people tested positive for the virus within the preceding 14 days, etc.) as far as the Authority provisions require to inform the family doctor and the health authority and to remain at home;
- To respect all provisions of the Authorities and the Administration in accessing the workplace (in particular, maintaining the safety interpersonal distance, observing the rules of hand hygiene and maintaining correct hygiene behaviours);
- To inform the Administration of the beginning of any flu symptoms while at work, taking care to remain at an adequate interpersonal distance;

3) Entry rules for all personnel:

- Access is prohibited for those who have had contacts with persons tested positive for COVID-19 within the preceding 14 days or who come from risk areas according to WHO indications;

4) Access rules for external suppliers/users:

- The mail addressed to the offices is deposited in a special desk near the porter's lodges and any access to the offices and/or contact with the personnel of the Western Ligurian Sea Port Authority and concierge is avoided;
- It is forbidden to enter the Western Ligurian Sea Port Authority offices for those who do not belong to the

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Administration, except for the personnel of the cleaning, maintenance and essential supplies companies, for whom the current precautionary provisions apply;

- The Port Registry Office suspends the release of any permit for fishing activities. With regard to the release of the other permits, only one user can access the "ex Posta" office at a time. Special signs are located outside the Office to indicate the interpersonal distance of one meter. Adequate information is displayed to users outside the Office.

5) Cleaning and disinfection rules

- The daily cleaning/disinfection of the premises and offices of the Western Ligurian Sea Port Authority in Genoa and Savona is performed with 0.1% hypochlorite or 70% ethanol-based medical-surgical devices, as required by the Ministry of Health on 22 February 2020 in the Communication no. 5443, including office tools and touch displays of food and drink vending machines;
- An adequate supply of hand antiseptic gel is available in the premises of the Western Ligurian Sea Port Authority;
- An extraordinary disinfection of the offices is disposed with nebulized hydrogen peroxide;
- An extraordinary disinfection of all company vehicles is disposed with nebulized hydrogen peroxide;
- A hygiene kit is available in every company vehicle, consisting of hand antiseptic gel, antiseptic product for the surfaces of the vehicle which are subject to hand contact, disposable towels and disposable gloves;

6) Personal hygiene precautions:

- All personnel are obliged to take all the hygienic precautions suggested by the health authorities, especially for hands;
- Frequent hand washing with soap and water is recommended;
- Before using the Authority's vehicles, the personnel are recommended to use the disinfectant product on parts which are subject to hand contact. Vehicle ventilation is also recommended;

7) Behaviours and personal protective equipment:

- All personnel are obliged to strictly maintain the so-called droplet safety distance (at least 1 meter) with colleagues and/or external users and to avoid direct contact (e.g. handshake);
- Only one person is allowed to use company vehicles at a time;
- Where necessary, the placement of dividing panels is disposed in the concierge and other offices of the Western Ligurian Sea Port Authority;
- The supply of disposable gloves is disposed for all personnel undertaking external services;
- Given the contingent difficulty in the supply process, the Administration confirms its commitment to find an adequate quantity of protective masks. In the event of particular and unavoidable operational needs in which the use of a suitable mask is indispensable, it can be used and will be supplied within the

availability limits of the moment;

8) Company organization:

- *Smart working* is the ordinary working system;
- If *smart working* cannot be implemented because of the work task and the presence at the workplace can be postponed, leave of absence is compulsory for the personnel;
- The turnover principle should be adopted in accessing the offices where a physical presence is necessary;
- Business trips are not allowed;
- Offices providing services to the public should offer them digitally, as far as possible;
- Only unpostponable and urgent activities can be carried out in the area outside the Western Ligurian Sea Port Authority;

9) Internal movements, meetings, internal events and training:

- All authorizations to move between the offices of Genoa and Savona are suspended, except for extraordinary cases assessed by the Secretary General;
- It is forbidden to attend meetings for unpostponable and urgent cases. Meeting attendance will in any case be reduced to a minimum and people will take care to keep the interpersonal distance of at least one meter;
- Tele/videoconference is the ordinary way to organize a meeting;
- All employees with a laptop and a VPN connection are required to activate a Skype account;
- All internal events and all classroom training activities are suspended, including mandatory ones;

10) Management of a symptomatic person in the premises of the Western Ligurian Sea Port Authority:

- Following the indications of the National Protocol of 14 March 2020, if a person develops fever and symptoms of respiratory infection, such as cough, at the workplace, s/he should immediately declare it to the Personnel Department, in order to proceed with the isolation protocol on the basis of to the provisions of the health authority as well as for the other people in the premises, the company immediately proceeds to notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health;
- The company collaborates with the health authorities for the definition of any "close contact" of the person who has been tested positive for COVID-19 at the workplace. This is necessary to allow authorities to apply the necessary and appropriate quarantine measures. During the testing period, the company may ask any possible close contact to leave the premises as a precaution, according to the indications of the Health Authority;
- All personnel placed in isolation by the Health Authority because of contact with a patient affected by COVID-19 are required to inform the Personnel Department which will implement the procedures

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provided by the Health Authorities. All personnel who work in the same location as the quarantined person is precautionarily allowed to perform *smart working* or to take leave of absence or will be allowed to access any other contractual tool and will not be able to access the workplace for the following 14 days;

- Organizational measures will be taken for the personnel, where possible, to avoid opportunities of interpersonal contact, for example when changing shifts, in order to apply the provisions referred to in the previous point;

11) The Committee for the application and verification of the rules of this protocol is set up and includes the Secretary General, the Director of the Personnel Department, the RSPP (Head of the Prevention and Protection Service), the competent doctor, the RLS (Worker safety representative) and a representative chosen by each trade union.