



(Unità produttiva)

QUESTIONNAIRE FOR THE ASSESSMENT OF PRECAUTIONAL MEASURES IMPLEMENTATION (SHARED PROTOCOL OF REGULATION) FOR THE CONTRAST AND CONTAINMENT OF SARS-CoV-2 VIRUS INTO EXTERNAL UNIVERSITY WORK PLACES (THIRD-PARTY ACTIVITIES)

This sheet and the linked questionnaire are intended to verify the implementation of the requirements for the contrast and containment of the spread of the SARS-CoV-2 virus to protect the university staff and the equivalent workers who carry out activities in contact with private individuals or with public sector staff during external activities.

HOST ENTITY (Body/Company/other)	
Name	
Tax Code	VAT number
Type of activity	ATECO code
Legal headquarters (street, zip code, city)	
Headquarters (street, zip code, city)	
Phone number	mail
Employer (name, surname)	
Competent physician (name, surname)	
Head of prevention and protection service (name, surname)	
Workers Safety Representative (name, surname)	

The host, for the above purposes, is committed to:

- immediately suspend the frequency of University workers at its facility, should there be or assume cases of SARS-CoV-2 infection at its site;
- communicate in a timely manner to the University the occurrence of these conditions and any other circumstance that may have led to "close contacts" among infected individuals and the workers of the University in their own area.

(place and date)

The host

(Employer digital signature)

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SECTION	DESCRIPTION OF THE MEASURES PROVIDED IN THE ANTI-CONTAGION PLAN PREPARED BY THE HOST	IMPLEMENTED	IMPLEMENTED NOT	MENTED PARTIALLY	NOTES
INFORMATION	The company, through the most suitable and effective ways, provides to inform all workers and anyone entering the site about the provisions of the Authorities by handing over or publishing, at the entrance and in the most visible places of the company common spaces, the needed information leaflets				
	L'azienda ha informato i propri lavoratori in merito all'obbligo di rimanere al proprio domicilio in presenza di febbre oltre 37,5 ° o altri sintomi influenzali e dell'obbligo, in questi casi, di chiamare il proprio medico di famiglia e l'Autorità sanitaria.				
	The company has informed its workers of the obligation to stay at home in the presence of fever with a temperature over the value of 37.5 celsius, or other flu symptoms, and the obligation, in these cases, to call their family doctor and the Health Authority.				
	The company has informed its workers of the interdiction to enter or remain at the site and to have to declare it in a timely manner where, even after entry, any dangerous conditions should present (flu symptoms, temperature raise, coming from risky areas or contact with people virus positive in the previous 14 days, etc.) where the authorities' measures require the family doctor and the Health Authority to be informed and stay at home.				
	The company provides adequate information on the basis of the tasks of the working contexts, on the whole of the measures taken by the staff and in particular on the correct use of personal protective equipment to help prevent any possible form of spread of contagion.				
SITE ADMISSION POLICIES	All accesses to the site and isolated buildings are checked.				
	Staff is subjected to body temperature assessment before entering the workplace ; if that temperature is above 37.5 degrees, access to the workplace will not be allowed. People in such conditions will be temporarily isolated and provided with masks, they will not have to go to the emergency room or infirmaries but will have to contact their doctor as soon as possible and follow his directives.				
	The site admission of workers who have already tested positive for SARS-CoV2 infection must be preceded by a prior communication with the subject medical certification showing that the testing swab is negative, according by guidelines provided the Department of Territorial Prevention.				
EXTERNAL SUPPLIERS POLICIES	For the admission of external suppliers, entrance, transit and exit procedures have been identified, using predefined route modes and timing, in order to reduce opportunities for contact with staff in the departments/offices involved. Therefore, suppliers will be provided with the necessary informations.				
	Transport drivers, if possible, are asked to stay on board their vehicles; access to the offices is not allowed for any reason. For the necessary loading and unloading activities, the transporter adheres to the strict distance of 1 meter.				
	Dedicated toilets have been identified/installed for suppliers/carriers and/or other external staff ensuring adequate daily cleaning : the use of those of the employees is forbidden				
	The safety of workers on the move is guaranteed and respected, in the presence of transport service organized by the company.				
	The rules of the Company Protocol are also extended to companies in procurement that can organize permanent and temporary sites and construction sites within one of the working areas.				
	In the case of employees from third-party companies operating in the same production site (example maintainers, suppliers, cleaners and security) who tested positive for the swab, the contractor immediately informs the customer and both will cooperate with the Health Authority and provide useful elements to identify any "close contacts".				
	L'azienda committente trasmette all'impresa appaltatrice completa informativa dei contenuti del Protocollo aziendale e vigila affinché i lavoratori della stessa o delle aziende terze che operano a qualunque titolo nel perimetro aziendale ne rispettino integralmente le disposizioni.				
	The contractor provides to the customer complete information of the contents of the Company Protocol and supervises that the workers of the same or third-party companies operating in any capacity in the company perimeter fully comply with the directives.				

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SECTION	DESCRIPTION OF THE MEASURES PROVIDED IN THE ANTI-CONTAGION PLAN PREPARED BY THE HOST	IMPLEMENTED	IMPLEMENTED NOT	IMPLEMENTED PARTIALLY	NOTES
CLEANING AND SANITATION	L'azienda assicura la pulizia giornaliera e la sanificazione periodica dei locali, degli ambienti, delle postazioni di lavoro e delle aree comuni e di svago.				
	The company ensures the daily cleaning and periodic sanitization of the premises, environments, workstations and common areas and recreation.				
	In the case of the presence of a person with COVID-19 inside the company premises, the company proceeds to the preventive prohibition of the places and the subsequent cleaning and sanitization according to the directives of the circular of the Health Ministry, as well as their ventilation				
	At the end of the shift, screen, touch, mouse keyboards cleaning is guaranteed with appropriate detergents.				
PERSONAL PRECAUTIONS	The company carried out an extraordinary sanitization of the environments, workstations and common areas before reopening, under the directives of the circular 5443 of 22/02/2020 of the Ministry of Health (valid for companies located in geographical areas with greater endemia or in which there were suspicious cases from COVID-19), in addition to the normal cleaning activity				
	The company provides suitable cleaning products and alcohol-based disinfectants for hand hygiene.				
(PPE) PERSONAL PROTECTIVE EQUIPMENT	The hand cleaners above reported are accessible to all workers and visitors with specific dispensers placed in easily detectable places, located by special signs.				
	The company has ordered the use of masks and other personal protective equipment (gloves, overalls, white coats, earmuffs, goggles, and so on) according the Scientific and Health Authorities directives (any other type provided PPE must be reported in the notes), for the activities for which the interpersonal distance of 1 meter cannot be guaranteed, whereas no other workflow solutions are possible.				
	For all workers who share common spaces, the company has made arrangements for the use of a surgical mask as regulated by Decree 9/20 (Art. 34) in combination with Decree No 18/20 (Article 16) paragraph 1, and their subsequent changes and additions.				
	PPE were provided to all workers.				
	PPE were provided only in cases of 1 meter distance non-compliance.				
MANAGEMENT OF COMMON AREAS (canteen, changing rooms, etc)	PPE are CE branded.				
	Access to common spaces, including company canteens, smoking areas and changing rooms, is regulated by providing continuous ventilation of the premises, a reduced time of idling within these spaces and keeping the safe distance of 1 meter between the transiting people.				
	The locker room spaces, once reorganized and sanitized, have been assigned to workers as work clothes store places, thus ensuring suitable sanitary conditions.				
CORPORATE ORGANIZATION (el, etc.)	Periodic sanitization and daily cleaning of the common spaces, canteen rooms, beverage and snacks distributors keypads is carried out with special detergents				
	The distribution of people in the premises is checked to avoid possible crowds.				
	The shift/rotation of production personnel has been planned with the aim of reducing contacts to the minimum and creating autonomous, distinct and recognizable groups.				
MANAGEMENT OF INGOING AND OUTGOING PERSONNEL	The company has suspended/cancelled all domestic and international business trips, even if they have already been approved or organized.				
	Staggered ingoing and outgoing hours are encouraged to avoid contact in the common areas as much as possible (entrance, changing rooms, canteen room, etc.).				
	Routes and accesses were organized using, where possible, an entrance door and an exit door from the premises ; the presence of detergents reported by specific indications was assured in their positions.				

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	The safe use of stairs, elevators and common facilities has been managed with special signs.				
INTERNAL TRANSFERS, MEETINGS, INTERNAL EVENTS AND TRAINING	Internal transfers has been adjusted and minimized, providing all workers with specific directives.				
	Attendance meetings are not allowed. In case of necessity and urgency, attendance must be minimal and, in any case, distance must be always guaranteed.				
	Face-to-face internal events and training activities, even mandatory, have been suspended/cancelled, even where scheduled.				
ONSITE MANAGEMENT OF A SYMPTOMATIC WORKER	The company has developed procedures coping for fever, coughing and respiratory infection symptoms cases. The worker will immediately wear a surgical mask.				