

# - Covid-19 - phase 2 @ Zobe

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Trento – May 4<sup>th</sup> 2020

- Phase 2 at Zobebe premises represent an important challenge that shall be faced keeping in mind:
  - employees safety
  - business continuity
- Phase 2 will be characterized by a holistic approach to protect the health of our employees in every main phase of their life:
  - At work
  - During transportation
  - At home

The “**safe@work - safe@transportation - safe@home**” approach

## Safe@work

- At work and in our plants, there is the need to respect some specific requirements provided by the local governments as well as other additional initiatives defined by our good practices across the Group:
  - control of the access to company's premises
  - respect social distance
  - the availability and use of protection tools for workers and employees
  - high level of hygiene in the work environment
  - information
  - training
  - medical surveillance
  - insurance

- On the base of the knowledge as of today in the following pages are set the **minimum standards** to be respected in each Group site. Local possible adjustments and adaptations will be always possible if driven by making the situation safer for our employees in line with local authority prescriptions.
- The full implementation of these actions shall be under the responsibility of the **plant GM and local HR Managers**.
- It is mandatory to **involve employees or employees' representatives** in the definition of possible additional protective actions to put in place. Proper "suggestion boxes" or "proposal campaign" should be organized in each site (and output evaluated and wherever possible implemented and shared within the Group) under the responsibility of the local HR manager, with the objective to have our employees to feel involved, heard and protected.

Access to the company premises will continue to occur under a strict control both for employees and external persons.

- **Employees**

- No employee can access the company in the event he/she shows symptoms that can be referred to Covid-19.
- **Fever checking** must continue in every site: above 37.5C the employee is not allowed to enter the site. Installation of **thermo-scanners** can be evaluated.
- At entrance is mandatory to **disinfect hands accurately** at the hand-sanitizing distribution stations available and to **wear the disposable mask** provided by the company.
- Workers' access / exit **flow** shall **avoid crowding**. Wherever it is possible the entrance and the exit should be from two different doors.
- All **new employees** are required to fill-in a **health self declaration and to go through required medical examination**.

- **External visitors:**

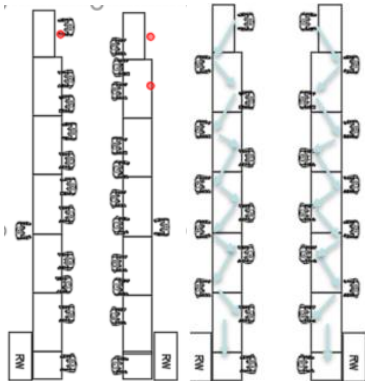
- External visits (consultants, suppliers, etc) should be avoided as much as possible and replaced with remote meetings.
- If strictly needed, transit and exit of external visitors shall **minimize any contact between visitors and Zobebe personnel**. The external visitor before entry the company shall always:
  - Compile a health self-declaration
  - Have fever checked (above 37.5C no entrance)
  - Sanitize his/her hands
  - Wear a mask provided by the company

- **Truck drivers:**

- Wherever possible, truck drivers shall not leave the truck. They can not access Zobebe sites. They have to compile a health self-declaration. For the activities related to load, unload documents checking he/she needs to wear mask and gloves.



- All the employees shall keep the minimum **social distance** according to the local health authority indications (ideally 1.5 mt minimum).
- In the manufacturing areas, the **re-layout of production lines** shall be implemented as much as possible, for the purpose to increase the distance among workers.
- Wherever the minimum social distance can not be granted **physical barriers** or **additional individual protection means** (see dedicated chapter) shall be used.



It is important to underline that about social distance the most important health authority's indications are not aligned:

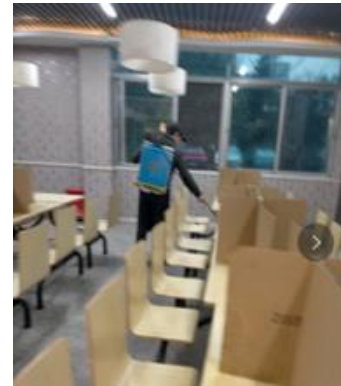
- WHO 3 Ft.
- CDC 6 Ft.



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## Safe@work – social distance cont'd

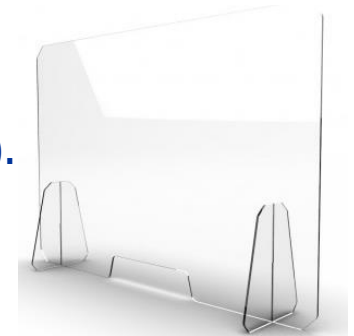
- The **access to common areas**, including canteen, cafeteria, break areas, smoking areas shall continue to be **limited** to an identified max number of employees (depending from size of the room an possibility to respect the minimum social distance) and the rooms must be adequately ventilated. Social distance could be granted also through “physical barriers” if needed.



- Wherever possible food distribution shall reduce the number of people that are going to canteen (lunch boxes)
- The access to lockers or changing rooms must be organized to avoid crowding.



- **Face to face Meetings** must be avoided and they shall be replaced by video- or tele-conferences. If a face to face meeting is not avoidable for reasons of necessity and urgency, the meeting has to be organized so to always respect the minimum social distance. Cleaning and ventilation of the meeting room just after the meeting is required.
- In the **open spaces** it is needed to reduce the number of people wherever possible and to install “**physical barriers**” (e.g. Plexiglas).  
Dedicated workplace analysis must be run a.s.a.p.  
Not to be excluded the need to use also **container offices**.
- **Business travels are forbidden.** Possible exceptions must be authorized only by the CEO. Reasons justifying the travel can be requested from public authorities.



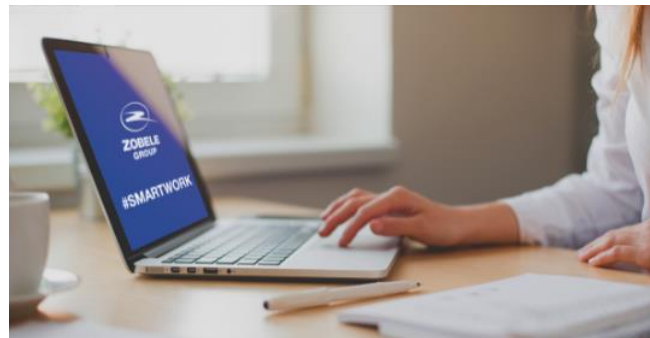
# Safe@work – social distance cont'd



- To facilitate social distancing in the offices it is needed to continue an extensive use of “**smart working**” (working from home).

For **headquarters** functions (Italy and Spain) this means, whenever the job performed and technical tools are enabling effective working conditions, to organize the presence keeping **not less than 50% of the employees** working from home. Rotation of personnel shall be defined by the incumbent manager and communicated in advance to HR Dept.

In the **plants** for staff functions the “**smart working**” shall continue. Rotation of personnel will be defined by the incumbent manager and communicated in advance to HR Dept.



- Every worker should wear a **disposable mask** provided by the company to protect themselves and the others and change it every 4-5 hours. In the offices the use of the mask is mandatory in the case of presence of more than 1 person in the same room.



- In every case **where the minimum social distancing can not be guaranteed** and the **installation of physical barrier it is not possible**, employees (workers, staff and managers) **shall use also glasses or facial shields and gloves.**



- Disposable masks shall be used also while travelling with common transportation means of any type.

- In every Zobebe site shall be granted the **regular cleaning** and **sanitation** of the offices, the work environment and the shared areas, by trained professionals.
- **Cleaning** products and devices are made available to the worker for the purpose of keeping clean **the working place**.
- Periodical **sanitation** of **keyboard, mouse, touch screens** in the offices shall be done by each employee.
- Every employee is invited to frequently clean and sanitize their hands. **Hand sanitizers** are made available at major company entrance.
- **Disinfection of organized transportation means** (where applied) for employees shall continue.

- Adequate (natural or forced) **air ventilation** must be guaranteed in all the covered areas / offices.
- Wherever it is possible the re-cycling of air shall be avoided.
- Secure that **air filters** are properly maintained and regularly sanitized.
- Air **hand-dryers** shall be **replaced** with disposable paper hand towels.

- All employees are made aware regularly and shall continue to be updated about rules to follow in concern to Covid-19 with the use of all the communication tools available:
  - Bulletin board
  - Screens
  - E-mail
  - Intranet
  - Leaflet
- The information will focus on:
  - Mandatory governmental information
  - Company sanitary / hygiene prescriptions
  - WHO / CDC / ECDC recommendations
  - Any other important topic about Covid-19

- Training of personnel is more and more important to properly protect employees from Covid-19.
- Each site has to organize specific training sessions for all employees with main focus on:
  - Secure employees' **awareness** about Covid-19 related risks.
  - Mandatory actions to put in place for **self and colleagues protection** against the risk of virus spreading.
  - Teach employees **how to adequately use protection tools**.
  - Instruct **managers** about the actions they need to put in place (and regularly follow-up) for protecting employees and the Company.
- It is mandatory to **involve employees or employees' representatives** in the definition of possible further actions to improve their health and protection. Specific initiatives should be put in place in each site driven by local HR.

- All **local medical surveillance** activities shall continue as extensively as possible. Protocols shall be applied in line with local health authority indication, however, wherever possible, additional medical examinations and surveillance should be in place.
- All employees affected by critical diseases if in connection with Covid-19 as defined by the local H&S laws (immunocompromised, cardiopathic, diabetic, etc...) should be specifically protected and left home for the time being.
- Full collaboration with Company doctor and regular follow-up with him/her is mandatory and need to be properly documented.
- Throat tests to be applied for all new employees wherever possible.
- As soon as a reliable solution is available in the market (it is not yet the case today in every country), **Serology Testing** for all employees can be considered with local Company doctors, in strict connection with Execom.



# Safe@work – insurance coverages

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- Insurance coverages aimed to protect employees from the risks related to Covid-19 can be extended to all sites according to local constraints and insurance applicable schemes.
- The offered coverage may vary site by site according to local needs.

- Transportation means made available by the company shall guarantee the higher standard of safety:
  - Disinfection of vehicles
  - Hand sanitizers made available
  - Social distancing
  - Temperature checking

- Zobebe promotes the safety of employees also at home. To this purpose:
  - Corporate communication means are providing indication about hygiene habits that are valid also outside the work environment
  - Safety kit “safe@home” are given to employees to facilitate self protection even while at home

- Every site's GM and local HR manager are responsible to **fully comply with the local requirements set by the local health authorities**. The aim of the Group procedures/best practice is to implement actions across the Group that are BETTER and MORE STRINGENT IN PROTECTING OUR EMPLOYEES that the minimum requirements, however there might be specific local needs that only the site's GM and HR manager should know and are responsible to put in place.
- It is mandatory for each site's GM and local HR manager to **strictly document all actions taken** so to be rock solid in demonstrating what the company has done to protect the health of every employee and in protecting the Company. It is recommended to secure local council support on the subject.

# What if... a case of Covid-19 happens

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- A “what if” document about the event of a Covid-19 related case happens into one of Zobele sites have been released to all Plant GM and HR Managers.
- Detailed instructions are available in the back-up slides.
- Updates will be done according to upcoming any new indication of WHO, CDC, ECDC, and local health authority.



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*KEY PLAYERS IN OUR STORY*

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—1919 - 2019—

thanks!



Be green, keep it on screen



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## Back-up slides

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# 1. Employee tested positive for COVID

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## **1. Employee tested positive for COVID-19.**

Generally, in all the countries, for each Covid-19 case reported, the Public Health Service carries out an epidemiological investigation, in order to:

- a) identify the possible source of exposure;
- b) identify the close contacts.

If the ascertained case refers to an employee of a company, the health authority staff contacts the relevant company or its doctor, to identify the working contacts to be put under medical surveillance.

Workers who have been in close contact with the Covid-19 patient are included in a specific health surveillance program with mandatory home isolation (14 days).

The company will therefore have to carry out an extraordinary cleaning of the spaces frequented by the infected person. For the other spaces, ordinary cleaning is normally enough.



## 2. Symptomatic employee - close contacts COVID

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### **2. Symptomatic employee who has had close contacts with the COVID-19.**

The employee who has had close contacts with people who are sick with Covid-19 is usually already known to the health authority and he/she is required to stay in a mandatory house quarantine. However, there may be a suspicious case, such as:

- a) employee with acute respiratory infection (sudden onset of at least one of the following symptoms: fever + 37.5 °, cough, dyspnea) and who has been exposed to risk.
- b) employee who personally attended a health facility where have been hospitalized patients with Covid-19 infection.

In these events, the Employer invites the worker to stay at home and to contact his doctor by phone who should be supposed to forward a report to the health authority according to the established national regulatory protocols. If the employee proves to be positive at Covid-19, the procedures already indicated in point 1 shall apply.

## 3. NON-Symptomatic employee - contacts COVID

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### **3. NON-symptomatic employee who has had close contact with the COVID-19.**

The employee who had close contacts with people sick with Covid-19 is usually already known to the health authority and is placed in house quarantine.

There are no special protective measures by the company for other subjects who have stayed and shared common areas with non-symptomatic subjects who had close contact with the COVID-19.

## 4. Symptomatic Employee – no contact with risk sources

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**4. Employee with symptomatology potentially attributable, at least for similarity, to a Covid-19 infection (i.e. fever above 37,5°) and without correlation with sources of risk.**

The Company invites the employee to stay at home and to contact his/her doctor by phone who will, if necessary, forward the report to the Public Health Service according to the established protocols.

If the employee is requested to do a test and the result is positive to the virus, the procedures of point 1 will be applied by the Public Health Service and by the Company for the relevant activities.

## 5. NON-Symptomatic employee - contacts COVID

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### **5. NON-symptomatic employee who has had only indirect contacts with the COVID-19.**

The Company will evaluate the possible forced vacation, depending on the epidemiological evolution of the intermediate contact, evaluated by the family doctor or the Public Health Service.