



Everyone has the responsibility to know, respect and implement Government guidance, from the Health Ministry and the local laws/orders of Mayors and Regions. The employees acknowledge that the Company has provided and organized the supply of all necessary requirements, and in this regard request the application of the following items:

1. All persons with mild respiratory symptoms should stay at home and contact their doctor who assesses the clinical situation and the measures to be taken.
2. **Wash your hands often, in this regard hydroalcoholic solutions will be available for washing them.**
3. Do not touch your eyes, nose and mouth with your hands and maintain interpersonal distance between individuals (min. two meters).
4. Any movement in and out of territories and regions that are classified as "type 3 or 4 scenario" and with a "high" level of risk (orange and red color) is prohibited, except for travel motivated by proven work needs or situations of need or for health reasons. Return to your home, home or residence is allowed. **Transit on these territories is allowed if is necessary to reach additional territories not subject to travel restrictions;**
5. If residents or domiciled in the territories and regions that are in a "type 3 or 4 scenario" and with a "high" level of risk (i.e. orange and red color), it is forbidden to travel by public or private means of transport, in a municipality other than your residence, domicile or dwelling, except for proven work, study needs, for health reasons, for situations of need or to carry out activities or take advantage of services not suspended and not available in that municipality;
6. Avoid travel as much as possible between regions or across borders, to avoid possible quarantine/isolation. If the employees are required for a home isolation, it will be his care to contact his Doctor in order to receive the appropriate medical certification (i.e. mandatory or voluntary quarantine, voluntary isolation, active surveillance, etc.). His Doctor will send this certificate to the INPS, if this is not possible, the Employees will be requested to use the remaining holidays or perform smart working for a minimum period of 14 days with subsequent negative result of a molecular or antigenic swab (PCR test).

In addition to the point 6, it should also be noted that the "Close Contact" (high-risk exposure) of a probable or confirmed case is defined as follows;

- a) **Person living in the same house as a COVID-19 case**
- b) A person who has had physical contact with a COVID-19 case (i.e. handshake)
- c) **A person who has had unprotected direct contact with the secretions of a COVID-19 case (i.e. touch used paper handkerchiefs with their bare hands)**
- d) A person who has had direct (face-to-face) contact with a COVID-19 case, less than 2 meters away and at least 15 minutes
- e) **A person who has found himself in a closed environment (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case in the absence of suitable PPE.**
- f) A person who has travelled by train, plane or any other means within any direction in any direction compared to a COVID-19 case; fellow travelers are also close contacts.

The following is also required:

1. Meetings with the Shipyard or subcontractors (where the number of people and/or the meeting room cannot guarantee ministerial regulations) are not allowed, alternatives can be organized "web meetings" or "teleconferences".
2. Obligation to use respiratory protection devices (surgical masks), while the use of the PPE mask remains unchanged as per document risk assessments, in both cases with adequate replacement and disposal of the same after each use.
3. Clean your surfaces with disinfectants made available (before and after each use of your station).
4. **Access to the common areas, including the office, the canteen (maximum number of people depending on the size), changing rooms and bathrooms (obligation of up to 1 person at a time with external signs where the occupancy of the same or free use can be seen), in any case is required a reduced time for those facilities.**



5. Continuous aeration of all premises.
6. All CCS personnel will respect the shifts established by the shipyards, to avoid the number of people inside the structure. In addition, in order to minimize the number of people inside the office, the Site Manager may request the employees to perform remote activities (smart working). Presence on site may be subject to the official convocation of the Shipyard and Site Manager.
7. Entrance and exit in the common areas will be contingent (changing rooms, canteen and bathrooms) or staggered.
8. Entry to the office is only allowed in civilian clothes or clean workwear. All staff are required to replace them every time you return from the ship – before entering the office.
9. The utmost attention is required in the cleaning of the common areas, including bathrooms, changing rooms, etc., it is required to clean the benches, tables and handles if they are touched, to ensure the next user an adequate sanitization of the same. The sanitization material will be placed within the same common areas.
10. Dirty work clothes must be stored inside bags - in case it is not possible to wash them immediately. Work clothes are shoes, jackets and coveralls.
11. It is mandatory to clean and sanitize all tools (flash, helmet, glasses and measuring instruments), before entering the office.
12. All business trips are suspended and cancelled, if they are not carried out within the Shipyard unless approved by their direct Manager who must inform RSPP and Company Doctor. For travel, the rules dictated by costa cruise procedures must be respected.
13. During cleaning, the use of gloves and mask is required.
14. After use, disposable devices must be disposed of in the appropriate containers as potentially infected material.
15. Prohibition of the use of elevators.
16. The "Clean desk policy" is mandatory, each station will be examined at the end of the day, where paper or other material is still present, it will be removed and disposed of with potential disciplinary actions (excluding only the keyboard, monitor and mouse)
17. You are required to watch the following informative videos by clicking on the link:  
Dressing and undressing with personal protective equipment (ISS video / Spallanzani)  
[https://youtu.be/d76e\\_3diYAE](https://youtu.be/d76e_3diYAE)  
INAIL Informative Videos  
[https://youtu.be/KztFEOQa\\_pA](https://youtu.be/KztFEOQa_pA)  
<https://youtu.be/WuwsPCPxXis>
18. The protocol of the measures to be respected on behalf of the Shipyard is also accompanied.

#### MANAGEMENT

For any need for clarification on the rules of this document, your manager is available; please also promptly alert your manager for any shortcomings of the devices provided for the implementation.

The undersigned \_\_\_\_\_ declares that it has carefully read and understood what is stated in this document, in the protocol provided by the Site Manager and that it has carefully viewed the linked videos; undertakes to respect the dictated and viewed measures.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature