



COVID-19

GENERAL PREVENTIVE MEASURES

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ESEM|CPT

ENTE UNIFICATO FORMAZIONE E SICUREZZA

Organismo Bilaterale Partitetico costituito da Assimpredil ANCE e Feneal UIL,
Filca CISL, Fillea CGIL per le province di Milano Lodi Monza e Brianza

Sistema Socio Sanitario



**Regione
Lombardia**

**ATS Milano
Città Metropolitana**

GENERAL PREVENTIVE MEASURES

Companies shall disseminate the general hygiene and prevention recommendations indicated by the Ministry of Health and display them in public and transit areas. Posters which can be used for this purpose are available on the website www.salute.gov.it/nuovocoronavirus.

These recommendations include:

- ◊ stay informed about the pandemic's spread from official sources;
- ◊ wash your hands often;
- ◊ avoid close contact with people suffering from acute respiratory infections;
- ◊ avoid hugs and handshakes ;
- ◊ maintain an interpersonal distance of at least a metre during social contacts;
- ◊ respiratory hygiene (sneeze or cough in a handkerchief or into the bend of the elbow and avoid hand contact with respiratory secretions);
- ◊ avoid sharing bottles and glasses;
- ◊ don't touch your eyes, nose and mouth with your hands;
- ◊ cover your mouth and nose if you sneeze or cough;
- ◊ do not take antiviral drugs or antibiotics unless prescribed by your doctor;
- ◊ clean surfaces with chlorine or alcohol-based disinfectants (mobile phone and accessories included).

Companies inform employees that they cannot enter or remain in the company premises if there are hazardous conditions (symptoms, close contact with confirmed positive cases in the previous 2 days) for which it is mandatory to inform general practitioners and stay at home.

GENERAL INFORMATION

The instructions given below take into account what is contained in the latest rules:

Please contact your family doctor **ONLY** in cases where you experience flu-like symptoms (conjunctivitis, sore throat, cold, cough and fever).

Please contact 112 **ONLY** if more severe flu symptoms appear accompanied by high fever and severe breathing difficulties.

AFTER THE INCUBATION PERIOD

When more than 14 days have passed since the last contact with a positive case, there are no special preventive measures, except to follow the hygiene rules indicated by the Ministry of Health on the website: www.salute.gov.it/nuovocoronavirus.

INSTRUCTIONS FOR INDIRECT CONTACT

- for those who **have not had close contact** with coronavirus positive cases, as defined below;
- for those who had **only indirect contact**, i.e. with a co-worker identified as close contact with those who were positive cases

there are **no restrictive measures or special precautions**, except to comply with the hygiene rules indicated by the Ministry of Health on the website: www.salute.gov.it/nuovocoronavirus.

DEFINITION OF CLOSE CONTACT

- Living **in the same house** with a **confirmed COVID-19 case**;
- Having been in **close contact** (face to face) or in the same closed environment with a confirmed case of COVID-19, for more than 15 minutes, at a distance of less than two metres;
- **A healthcare professional or another caring for a confirmed case** of COVID19, or **laboratory personnel** handling samples of SARS-CoV-2.

The epidemiological link may have occurred within two days before, or 14 days after, the disease manifested.

WHAT A COMPANY SHOULD DO IF AN EMPLOYEE BECOMES POSITIVE

If an employee shows signs of being positive, while waiting to be confirmed and taken care of by ATS, it is advisable for the company to involve a doctor to verify any close contacts, and adopt the general hygiene measures established by the Ministry of Health and available on the website www.salute.gov.it/nuovocoronavirus and proceed with a thorough cleaning of the workplace using 0.1% sodium hypochlorite or 75% ethanol.

WHAT TO DO FOR EMPLOYEES WHO END THE QUARANTINE

After a positive employee who was admitted to hospital, is discharged, they receive hospital instructions to maintain isolation at home and not to return to work until a swab check is negative.

An employee who was in close contact with a case and completes the quarantine period without symptoms may be readmitted to work without further checks.

Such an employee who has a fever or respiratory symptoms during quarantine must consult the GP and continue isolation for another 14 days after the symptoms have disappeared. At the end of the period, ONLY AFTER CONSULTING THE GP, the employee can be readmitted to work without further checks.

MASK USE

The use of the mask helps limit the spread of the virus but must be taken in addition to maintaining the minimum distance and other respiratory and hand hygiene measures. The rational use of masks is important to avoid unnecessary waste of valuable resources. If the work requires an interpersonal distance of less than a metre and no other organisational measures are possible, masks and protective equipment (gloves, goggles, etc.) must be used. The mask must be worn correctly and adequate instructions on wearing it provided (see http://www.salute.gov.it/portale/news/p3_2_1_1_1.jsp?lingua=italiano&menu-notizie&p=dalministero&id=4099).

HOW LONG DOES THE NEW CORONAVIRUS SURVIVE ON A SURFACE?

Preliminary information suggests that the virus may survive for a variable amount of time on different types of materials, but studies are still ongoing. The use of simple disinfectants based on 1% chlorine (bleach) and 75% alcohol (ethanol) kills the virus and prevents its ability to infect people.

RULES FOR HAND DISINFECTION/WASHING

Hand washing and disinfection are the key to preventing infection. You must wash your hands often and thoroughly with soap and water for at least 60 seconds. Instructions on the correct way to wash your hands should be posted in the bathrooms (see for example http://www.salute.gov.it/imgs/C_17_opuscoliPoster_340_allegato.pdf). If soap and water are not available (e.g. working outdoors) use an alcohol-based hand disinfectant.

In all public premises, disinfectant solutions for hand hygiene must be made available to employees, users and visitors (Art. 3 paragraph 1 letter h of the Prime Ministerial Decree 8/3/2020).



ORGANISATIONAL MEASURES FOR NON-HEALTH ACTIVITIES

THE EMPLOYER MUST ASSESS THE RISKS AND TAKE PREVENTIVE MEASURES, INCLUDING EMERGENCY MANAGEMENT, THE PROVIDED GUIDELINES MUST BE ADAPTED TO THE SPECIFIC WORK ENVIRONMENT

Limit unnecessary travel

- encourage smart working and teleworking to limit contacts during travelling and in the workplace, and to support employees with school-age children (due to the closure of schools);
- postponing **non-urgent activities** involving external travel (meetings, courses, etc.).

Limit the number of unnecessary contacts as much as possible

- limit the activities in **direct contact with users** as much as possible;
- avoid **meetings** (> 3-4 people) in confined and poorly ventilated places where the safety distance between people (**at least a metre**) cannot be guaranteed, **favouring remote connection methods**;
- organise access to **crowded common areas (e.g. canteens, changing rooms, refreshment points)** to reduce the number of people present, possibly arranging shifts so that the distance between people is at **least a metre**;
- use forms of **remote communication** (teleconferences) to avoid traveling and meetings/conferences/courses in confined places.

Front office activities

- if the interposition of physical barriers for necessary **front office** activities is impossible, organise the activity to maintain **at least a metre** between users;
- organise the access flow to the counters, **avoiding crowds in the waiting rooms**.

Measures for the management of workplaces and equipment

- check the efficiency of the **air exchange in ventilation systems**, especially in open spaces and rooms without natural ventilation;
- encourage frequent air exchange by regularly opening **the windows**, where possible;
- ensure the **cleanliness of workplaces** and particularly parts used by lots of people (handles, taps, desks, keyboards and telephones) using alcohol or chlorine-based liquid detergents;
- public transport companies must take extraordinary measures to sanitise their vehicles (art. 3 paragraph 1 letter l Prime Ministerial Decree 08/03/2020);
- we recommend a strict cleaning of the company's vehicles for mixed use.

NB: the measures should be complemented by the provisions of the Prime Ministerial Decree and those set out in the SHARED PROTOCOL REGULATING MEASURES TO COMBAT AND CONTAIN THE SPREAD OF COVID-19 VIRUS IN WORK ENVIRONMENTS.

People returning to Italy from abroad

Those returning to Italy from abroad, even if asymptomatic, are obliged to immediately notify the relevant ATS Prevention Department and are subject to health surveillance and fiduciary isolation for 14 days.

ATS Città Metropolitana di Milano has a dedicated section on its website at the following link <https://www.ats-milano.it/portale/EMERGENZA-CORONAVIRUS/RIENTRI-DALLESTERO-IN-ITALIA-CHE-FARE>.

Health monitoring under Legislative Decree 81/08

The following precautions must be strictly adhered to: limit access to the doctor's clinic which is possible only after taking a telephone-based appointment, avoiding crowding in the waiting room ensuring at least a metre distance between people. Surgical masks must be available in the clinic's waiting room (See WHO guidelines and instructions set out in Decree Law 02/03/2020 no. 9, art. 34 point 3) and hand disinfectant.

Emergency examinations continue to be carried out (after returning following an absence of 60 days due to illness or quarantine, for a change of job, on request, particularly if there are conditions of hyper susceptibility to coronavirus infection). In these cases, the doctor assesses the opportunity to carry out or postpone the examination based on an anamnestic telephone interview

If it is impossible to carry out health monitoring under the established hygiene measures, periodic medical and instrumental examinations may be suspended while the measures on mobility and premises crowding are in force, even if deadlines laid down in the health monitoring programme are exceeded.

FURTHER INFORMATION

For specific work sectors, please refer to the latest Lombardy Region instructions, for example for health and social health activities, non-essential activities, and essential public services.

FOR FURTHER INFORMATION YOU CAN SEND QUESTIONS TO THE EMAIL ADDRESS:

dip19@ats-milano.it

Recommended Links

Ministry of Health: www.salute.gov.it/nuovocoronavirus

Lombardy Region: www.regione.lombardia.it/wps/portal/istituzionale/HP/servizi-e-informazioni/cittadini/salute-e-prevenzione/coronavirus

Istituto Superiore di Sanità (National Institute of Health): www.iss.it