# COVID-19 COMPANY HANDBOOK

IMOLA
AUTODROMO INTERNAZIONALE ENZO E DINO FERRARI

## ASSESSMENT OF COVID-19 RISK OF INFECTON

## MEASURES FOR THE CONTRAST AND CONTAINMENT OF THE SPREAD OF THE COVID-19 VIRUS IN THE WORKPLACE

| REVIEWS | | | |
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| Legal Representative | Competent Doctor | RSPP | RLS | Date: |
|---|---|---|---|---|
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# INTRODUCTION

This time of medical emergency related to the COVID-19 pandemic has led to the temporary suspension of many production activities.

Despite these rules, around 25% of employees continued to work in their companies.
The containment measures required by the law to reduce social contact concerned both the community and employees.
The containment measures taken in the workplaces are connected to the characteristics of each work activity and to the risk of infection of each job.

It is therefore necessary to assess the risk of infection from Coronavirus, taking into consideration the specificity of the production processes and the ways of organizing the work.

This document analyses the "Coronavirus risk" in the workplace and integrates the Risk Assessment Document (Articles 17 and 28 of Legislative Decree 81/2008 and subsequent amendments) following the spread of Coronavirus (COVID-19) in Italy.

The employer pursuant to Art. 17 and 28 of Legislative Decree 81/08 and as amended is required to evaluate "all risks".

The specific risk assessment for biological agents (COVID-19) is established by Title X.
A specific risk assessment for COVID-19 is mandatory for all cases where the risk associated with the work activity differs from the risk associated with the community.
The interactions in the workplace can potentially change the COVID-19 risk level, therefore it should be applied Title X about risk assessment for biological agents, in addition to general rules of Title I of Legislative Decree 81/08 and as amended.

Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as:
- Middle East Respiratory Syndrome (MERS),
- Severe Acute Respiratory Syndrome (SARS).

The virus that is causing the current coronavirus outbreak has been named "Severe Acute Respiratory Syndrome Coronavirus 2" (SARS-CoV-2).
The disease caused by the novel Coronavirus has been named 'COVID-19' (where "CO" stands for corona, "VI" for virus, "D" for disease and "19" indicates the year in which it occurred).
The most common symptoms are:

- fever
- dry cough
- breathing difficulties

In the most acute cases, the infection causes:

- pneumonia
- acute respiratory distress syndrome
- renal failure
- death

Most people (around 80%) recover from the disease without needing special treatment. Only about 1 person in 6 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like heart problems or diabetes, are more likely to develop serious illness.

The new coronavirus is a respiratory virus which spreads primarily through close contact with an infected person.
The primary route is through respiratory droplets from the infected persons, for example through:

- droplets of saliva, coughing and sneezing
- close personal contact
- touching an object or surface contaminated with the virus, then touching your mouth, nose, or eyes before washing your hands

Normally, respiratory diseases cannot be passed on through food. However, safe food hygiene practices should be followed, and contact should be avoided between raw and cooked food.
The incubation period is currently estimated to range between 2 and 1 days, up to a maximum of 14 days.

Title X of Legislative Decree 81/08 and as amended, defines biological agents into 4 risk groups, as:
a) GROUP 1: a biological agent that is unlikely to cause human disease
b) GROUP 2: a biological agent that can cause human disease and may be a hazard to employees, but is unlikely to spread to the community and there is usually effective prophylaxis or treatment available
c) GROUP 3: a biological agent that can cause severe human disease and may be a serious hazard to employees. It may spread to the community, but there is usually effective prophylaxis or treatment available
d) GROUP 4: a biological agent that causes severe human disease and is a serious hazard to employees. It is likely to spread to the community and there is usually no effective prophylaxis or treatment available

The International Committee on Taxonomy of Viruses ICTV formally recognizes coronavirus as a "sister" of the SARS-CoVs respiratory syndrome, belonging to the Coronaviridae family. Annex XLVI of Legislative Decree 81/08 classifies viruses belonging to the Coronaviridae family as biological agents of GROUP 2.

## DEFINITIONS

The following definitions are taken from the Circular 73448 of the Ministry of Health of February 22, 2020.

<u>COVID -19 suspect case requiring diagnostic testing</u>
A person with acute respiratory infection (sudden onset of at least one of the following signs and symptoms: fever, cough and breathing difficulties) who requires or not hospitalization, and that in the 14 days prior to the onset of symptoms has fulfilled at least one of the following conditions:
• close contact with a probable or confirmed COVID-19 case
• have been in areas with alleged widespread or local transmission ("red areas" and foreign countries at risk of coronavirus infection)

<u>Probable Case</u>
A suspected case whose test result for SARS-CoV-2 through specific Real Time PCR protocols for SARS-CoV-2 at the Regional Reference Laboratories is doubtful or inconclusive, or a positive case through a pan-coronavirus test.

Confirmed case
A case with a laboratory confirmation carried out by the SARS-CoV-2 infection laboratory of the Istituto Superiore di Sanità, regardless of clinical symptoms.

Close contact
A close contact of a probable or confirmed case is defined as:
• a person living in the same house as a COVID-19 case
• a person who has had direct physical contact with a COVID-19 case (e.g. handshake)
• a person who has had unprotected direct contact with the secretions of a case of COVID-19 (e.g. touching used paper tissues with bare hands)
• a person who has had direct (face-to-face) contact with a case of COVID-19, at less than 2 metres and lasting longer than 15 minutes
• a person who has been in an enclosed environment (e.g. classroom, meeting room, hospital waiting room) with a case of COVID-19 for at least 15 minutes, at less than 2 meters
• a health care professional or other person providing direct assistance to a COVID-19 case, or laboratory personnel handling samples of a COVID-19 case, without using the recommended PPE or having used unsuitable PPE
• a person who has travelled seated on an aircraft in the two adjacent seats, in any direction, of a COVID-19 case, as well as his or her travelling companions or caregivers and crew members sitting in the section of the aircraft where the index case was seated (if the index case has severe symptoms or has moved within the aircraft, resulting in increased passenger exposure, consider all passengers seated in the same section of the aircraft or throughout the aircraft as close contacts)
In this case, the epidemiological link may have taken place within a period of 14 days, before the onset of the disease.

## RISK ASSESSMENT

Risk assessment of COVID-19 infection in the workplace follows the INAIL document "Technical document on the possible remodulation of the containment measures for SARS-CoV-2 infection in the workplace and prevention strategies" published in April 2020. It employs a methodology based on the model developed by the O'NET database of the US Bureau of Labour of Statistics (source O'NET 24.2 Database, US Department of Labour, Employment and Training Administration) which has been adapted to the national working context by integrating the data of the INAIL and ISTAT surveys (INSuLa 2 Survey sources and ISTAT data of employed people in 2019) and the aspects related to the impact on social aggregation.
The risk can be classified according to three variables:

- **Exposure**: the probability of exposing to infection sources while conducting the working activity
- **Proximity**: the characteristics of the working activity which do not allow enough social distancing for part or for all of the working time
- **Aggregation**: the kind of work that requires contact with other subjects in addition to the employees of the company (an "aggregation variable" is attributed to each production sector)

Variables can have the following value scales:

EXPOSURE

0 = low probability (e.g. farm worker)
1 = medium-low probability
2 = medium probability
3 = medium-high probability
4 = high probability (e.g. health care professional)

PROXIMITY

0 = type of work carried out alone for most of the time
1 = type of work carried out with colleagues but not in proximity (e.g. private office)
2 = type of work carried out with colleagues in shared spaces but with adequate distancing (e.g. shared office)
3 = type of work that involves shared tasks in proximity for a limited amount of time (e.g. assembly line)
4 = type of work carried out in close proximity for most of the time (e.g. dental practice)

The score resulting from this combination is corrected with a factor that considers a third scale:

AGGREGATION

1.00 = limited or no third-party presence (e.g. manufacturing sector, industry, private offices)
1.15 (+15%) = presence of a third party but manageable (e.g. retail trade, services to the person, open to the public offices, bars, restaurants)
1.30 (+30%) = aggregations manageable through specific arrangements (e.g. health, schools, jails, armed forces, public transportation)
1.50 (+50%) = aggregations manageable through extremely limited specific arrangements (e.g. public events, mass demonstrations).

The result determines the level of risk with its colour code for each production sector within the following risk matrix.

| Exposure | | | | |
|---|---|---|---|---|
| 4 | 4 | 8 | 12 | 16 |
| 3 | 3 | 6 | 9 | 12 |
| 2 | 2 | 4 | 6 | 8 |
| 1 | 1 | 2 | 3 | 4 |
| Proximity | 1 | 2 | 3 | 4 |

Aggregation

Risk matrix:

Risk matrix:
**green = low risk;**
**yellow = medium-low risk;**
**orange = medium-high risk;**
**red = high risk**

The risk assessment related to the different working tasks is shown below.

The following chart "Summary of risk classes and social aggregation of the INAIL technical document" shows the risk class and the aggregation class for the different employment sectors. By assessing the organization, the workstations, the operations of the employees, the probability of contact with other subjects (clients, suppliers, colleagues, etc ...), the risk is the following:

| **Jobs/ Working Tasks** | **Exposure** | **Proximity** | **Aggregation** | **Risk** | **Corrective Action** | **Implementation** |
|---|---|---|---|---|---|---|
| Office workers not in contact with customers and / or suppliers | **1** | **1** | **1** | **1** | Application of the measures illustrated in this document | Immediate |
| Office workers in contact with customers and / or suppliers | **1** | **1** | **1,5** | **1,5** | | |
| Technical Office | **1** | **1** | **1,5** | **1,5** | | |

The following paragraphs indicate the appropriate actions for the contrast and containment of the spread of the Covid-19 infection in the workplace of FORMULA IMOLA S.P.A.

Individual companies can substantially mitigate the risk of infection by adopting an adequate prevention strategy.

## GENERAL CONTAINMENT MEASURES FOR INFECTION PREVENTION

In this time of emergency, characterized by the quick spread of Covid-19 infection, Formula Imola S.p.a. has taken specific measures to:

- prevent the employees' risk of infection in order to allow the work activity to continue safely
- take prompt action in case of infection

Formula Imola S.p.a. on February 24, 2020, established a Covid-19 Committee composed of the Delegate for Safety (Roberto Marazzi), RLS (Simone Magnani) and RSPP (Cinzia Fini) with the aim of:

- promptly follow the evolution of the health emergency
- guarantee continuous updating on the health emergency and implement all the government health recommendations

- organize the workplace to ensure the work activity to continue safely
- inform and train RLS and staff on the correct operating procedures in order to contain the infection
- inform customers, clients and suppliers about the workplace access rules
- collaborate with the Competent Doctor in identifying vulnerable employees
- involve the Competent Doctor in defining the operating instructions in order to contain the infection

This *Operating Protocol* takes into full consideration of art. 1 paragraph 1, letter z) and gg) d.l. 19/2020, of art.1, paragraph 14, d.l. 33/2019, of Articles 1, paragraph 1, lett. g) et 2 of the Presidential Decree May 17, 2020 and decree no. 82/2020 of the President of the Emilia-Romagna Region, the Regional Guidelines, and the Government Guidelines. It also takes in consideration the Individual Federations Guidelines and the "*Protocol for the regulation of measures for the contrast and containment of the spread of Covid-19 in the workplace"* of March 14, 2020 updated on April 24, 2020, as implemented in the regional headquarters.

The purpose of this document is to describe the methods adopted by Formula Imola S.p.a. to comply with the rules for infection containment and at the same time to allow the continuation of the activities.

The specific actions taken by Formula Imola S.p.A. are listed here below.

## INFECTION PREVENTION

Employees infection could occur as follows, depending on each employee's activity:

1. Presence in the workplace of employees who have contracted the disease outside the workplace
2. Presence in the workplace of suppliers and contractors who may be sick
3. Presence in the workplace of visitors, such as clients and couriers, who may be sick
4. Activity carried out in the presence of potentially infected people or in contact with potentially infected material

## WORK ORGANIZATION

Formula Imola S.p.a. has adopted the following measures in order to minimize the presence of staff in the workplace:

- using of smart working for all the activities that can be carried out in home office/ remote working
- holidays and parental leave for employees, in addition to the other instruments established by the collective negotiation
- maximum limitation of movements within the workplace
- avoiding gatherings of staff during work breaks (maximum of 2 persons in the vending machine areas)
- holding only essential meetings in appropriate rooms where it is possible to maintain the safe distance of at least 1 meter between employees
- remote meetings via Skype or different video conference systems

- reorganization of the workstations (offices and production departments) to guarantee the safe distance of at least 1 meter between the operators
- identifying the maximum number of employees who can occupy each room
- reducing to a minimum all visitors, clients, consultants, etc. access to the workplace, except if it is strictly necessary
- sports activities / competitions and public entertainment events have been suspended in implementation of the ordinances / government guidelines

## INFORMATION

The Management provides appropriate information for employees / customers / suppliers through meetings, display of appropriate operating instructions on the bulletin board, video conferences, e-mails, display of information boards around the workplace.

These communications concern:

- the Management must update all employees about the health situation and government regulations
- the Management must inform all employees and anyone who enters the workplace about the requirements of the public authorities, by displaying posters and notices around the workplace
- if the employee has a fever (over 37.5 °) or other flu symptoms must stay at home and call their family doctor
- the employees must promptly declare if they have a fever after entering the workplace
- the employees must promptly declare if they have travelled in areas at risk of novel coronavirus infection or if they have been in close contact with a confirmed case of COVID-19 (in the 14 days prior to the declared positivity of the case). In this case the government regulations require informing the family doctor, the Health Authorities and to stay at home.

## PROTECTION OF VULNERABLE EMPLOYEES

Some employees may have pre-existing medical conditions which make them more vulnerable to the dangers of coronavirus infection.
Below are the ways to identify vulnerable employees and what to do to protect them:

- the Competent Doctor, according to the pathologies of which he is aware, identifies the vulnerable employees and therefore the best way to protect them. The Competent Doctor communicates the best safety arrangements to the Employer, for the employees to safely perform their duties. The Employer acknowledges and implements the Competent Doctor's provisions
- the employee explains to the Employer the reasons why they could possibly be at a high risk of infection. The Employer ensures, as appropriate:
    - wherever possible they will be supported to work from home
    - organize working arrangements to guarantee the employee's safety
    - exempt the employee from work until the end of the ongoing health emergency

## EMPLOYEES PREMISES ACCESS

- Enable flexible/staggered entry and exit times, so that staff can avoid any contact in the common areas (e.g. time clock area)
- after entering the workplace, the employees should greet the colleagues at a safe distance, then they should reach their workstation
- at the end of the working day, the employees should say goodbye the colleagues at a safe distance, then they should leave the company without stopping, quickly reaching the exit

## COMMON AREAS MANAGEMENT

- Common areas are well ventilated
- employees can stay in common areas for up to 15 minutes, keeping the safe distance of at least 1 meter between the other people in the room
- access to the refreshment area is staggered in order to decrease the number of people in the room
- coffee breaks in the vending machine areas are staggered, in order to avoid gatherings and contacts. The maximum number of people allowed in each room is indicated outside each room
- periodic sanitization and cleaning of common rooms, refreshment area and vending machines is carried out daily using suitable detergents

## SUPPLIERS/CUSTOMERS/CLIENTS PREMISES ACCESS

Access to external suppliers / visitors / clients is limited to cases of real need only.

Here below the established access procedures:

- external users must respect the signs displayed in the various access points. The signs indicate the boundaries that they must strictly respect
- the use of toilets and restrooms is prohibited for suppliers and / or other external personnel
- access to visitors is reduced as far as possible
- if visitors / external personnel are required to enter, they must stick to all the company rules
    - access to the racetrack for staff and for clients is allowed exclusively with the prior presentation of a self-declaration of compliance with the regulatory requirements and hygiene protocols, in order to contain the risk of infection from SARS-CoV-2. In particular:
        - to have taken at their own company all the preventive measures indicated by the "Protocol for the regulation of measures for the contrast

and containment of the spread of Covid-19 in the workplace" of 14 March 2020 and subsequent amendments

- that the staff employed at FORMULA IMOLA do not exhibit any flu-like symptoms (body temperature > 37.5 ° C and breathing difficulties)
- to have taken note and trained the staff employed at FORMULA IMOLA regarding the required rules of conduct, as follows:
  - PROHIBITION OF ACCESS to all those who in the last 14 days have had contacts with a confirmed case of Covid-19.
  - PROHIBITION OF ACCESS to all those with flu-like symptoms (body temperature > 37.5 ° C and breathing difficulties)
  - OBLIGATION TO MOVE AWAY and avoid contact with anyone, for those experiencing flu-like symptoms (body temperature > 37.5 ° C and breathing difficulties) after entering in Formula Imola. In this case, it is required to inform immediately your Formula Imola contact person
  - OBLIGATION TO COMPLY with the requirements indicated in the health and safety notes/signs/posters displayed in the workplace
  - LIMIT YOUR PRESENCE to the working areas
  - RESPECT the sign indicating the maximum number of persons that can be present in each room
  - PROHIBITION OF USE of the employees' restrooms. For any need, ask your Formula Imola contact person.
  - KEEP INTERPESONAL SAFETY DISTANCE of at least 1 meter
  - WEAR THE MASK if it is not possible to maintain the safety distance of at least 1 meter.
  - DECLARES that all the staff has been informed and trained on the up to date hygiene requirements established by the Ministry of Health.

## MANAGEMENT OF COURIERS AND TRUCK DRIVERS DELIVERIES

In order to reduce the risk of infection from and to couriers / truck drivers, the following measures have been taken:

- after entering the company premises, the courier/truck driver stops the vehicle and waits for instructions before loading / unloading the goods
- after receiving the instructions, the courier/truck driver goes to his/her contact person and follows the instructions to leave or pick up the transport note
- if the load is heavy or bulky, the courier/truck driver should report it to the receptionist, keeping a safe distance of at least 2 meters. After that, the courier/truck driver gets back on his/her vehicle and waits for a feedback from the receptionist
- the receptionist proceeds to pick up the material using specific equipment and specific PPE
- the courier/truck driver and the receptionist disinfect their hands with the available hand wash solution and sign withdrawal or delivery documents with their own pen

## CLEANING AND SANITIZATION IN THE WORKPLACE

A protocol for the sanitization of the workplace has been defined in order to reduce the risk of infection.

The sanitization protocol dictates:

- daily cleaning and periodic sanitization of the workplace
- sanitization of workstation equipment (monitors, touch screens, keyboards, mouse, work desks, hand control devices, bar code scanners, etc.) at the beginning of each working day
- periodic sanitization of restrooms, toilets and changing rooms using specific detergents
- periodic sanitization of vending machines and refreshment areas. The sanitization of the vending machines button panel is provided after each use.

Sanitization is provided using detergents defined by the Ministry of Health (disinfectants containing alcohol ≥ 70% or chlorine-based disinfectants 0.1%). The detergents are used in compliance with the instructions on their safety data sheets.

## PERSONAL HYGIENE PRECAUTIONS

Every person at the workplace takes all the hygienic precautions, following the guidelines provided by the Ministry of Health:

- wash your hands often
- keep the interpersonal safe distance of at least 1 meter and avoid any type of close contact
- do not touch your nose, mouth, and eyes with your hands
- cover your nose and your mouth if you need to cough or sneeze
- do not take antiviral drugs or antibiotics unless prescribed by your doctor
- clean all surfaces with alcohol-based or chlorine-based disinfectants
- use the mask if you enter public or private places where the obligation has been established, if you are sick, if you are assisting a sick person and / or if it is not possible to keep the interpersonal safe distance of at least 1 meter
- contact the national hotline 1500 in case of fever and/or cough

Suitable hand cleaning disinfectants are made available to all employees.

The guidelines about the correct behaviours, how to use the cleaning / sanitizing products and the general instructions for personal and environmental hygiene are displayed at every entrance and around the workplace.

## EXTERNAL MAINTENANCE TECHNICIANS OPERATION AND PERSONAL PROTECTION DEVICES

To protect the maintenance technicians, the following measures are required:

- training on specific access methods in Formula Imola S.p.a.

- training on the correct operating methods to limit the risk of infection
- training on personal hygiene measures advised by the Ministry of Health
- equipment of PPE such as gloves, masks, disinfectants
- if it is necessary to work at an interpersonal distance of less than 1 meter, it is mandatory to use masks and other protective devices

## INTERNAL MOVEMENT, MEETINGS, INTERNAL EVENTS AND TRAINING

- all internal events and all training activities, even if mandatory, have been suspended or cancelled, even if they were already organized
- face-to-face meetings are not allowed. In case of emergency, if a remote connection meeting is not possible, participation must be reduced to the minimum necessary and, in any case, the safe distance of at least 1 meter and adequate cleaning and flow of air must be guaranteed.

## MANAGEMENT OF A SYMPTOMATIC PERSON IN THE WORKPLACE

If someone in the workplace shows symptoms such as body temperature > 37.5 ° C and breathing difficulties, they must promptly notify their supervisor who will inform the Management.

The Management will proceed according to the following criteria:

- indicates to the employee to go immediately back home and to contact his/her own General Practitioner. The Management must ensure that the employee leaves the workplace without having any close contact with other colleagues
- if the employee is not able to reach his home on his/her own, the company must provide for his/her isolation in a dedicated room, avoiding any contact with other colleagues. The company must contact Health Authorities and wait for the ambulance

In the event that the employee is COVID-19 positive, the company will work together with the Health Authorities to define any "close contacts", in order to allow the Public Hygiene Service to apply the necessary and appropriate quarantine measures for the identified subjects.

## RETURN TO THE WORKPLACE OF A RECOVERED COVID-19 EMPLOYEE

An employee who has been tested positive for the COVID-19 infection can eventually return to the workplace after presenting a medical certificate issued by the territorial prevention department, which exhibit negative test results for COVID-19 infection.

## RETURN TO THE WORKPLACE OF AN EMPLOYEE IN CLOSE CONTACT WITH A SUSPECTED CASE

In the event that an employee has spent a period of voluntary fiduciary isolation or has spent a period of isolation under recommendation of the MG Doctor (close contact of a

suspected case but not tested) or as indicated by ATS (close contact of Covid-19 case and positive tested ), given the current impossibility for testing, the employee can go back to work when the isolation period is over, after presenting the health documentation issued by the health authorities who had ordered the isolation.

## ORDINARY ACTIVITIES MANAGEMENT

The ordinary activities that could be carried out inside the racetrack are:

- Vehicles industrial development by manufacturers through tests on the racetrack
- Safe driving courses and product tests carried out inside the racetrack by car and motorcycle manufacturers
- Individual car and motorcycle training, both competitive and non-competitive

Following are the operating procedures for the safe conduct of the various activities.

### *Vehicles industrial development by manufacturers through tests on the racetrack*

The manufacturer tests the vehicles employing up to 15 people between employees and / or collaborators that can be present within the racetrack.
The safe management of this activity is carried out through the following phases:

- at the entrance of the paddock area, the personnel in charge equipped with PPE such as mask and disposable gloves checks that the external staff complies with the above rules for the entire period of their stay
- staff considered unfit will not be permitted access
- those who do not comply with safety procedures will be asked to leave immediately
- up to 15 vehicles may be parked in the paddock area located at the back of the pit garages / office building, in order to guarantee the safety distance of at least 1 meter from one vehicle to another
- the areas used for the activity such as pit garages, offices, and restrooms for the exclusive use of the manufacturer's staff are sanitized in advance. Formula Imola cleaning service will also sanitize those areas during the activity
- up to 15 people are allowed inside the pit garages at the same time
- one driver at a time will drive the vehicle on the track
- the manufacturer staff must ensure the sanitization of the vehicle before and after each use, if there are multiple drivers for the same vehicle

### *Safe driving courses and product tests carried out inside the racetrack by car and motorcycle manufacturers*

Car or motorcycle manufacturers occasionally use the track and / or the racetrack areas such as the paddock to organize safe driving training courses or product testing for their customers.
The manufacturer employs a maximum number of 20/30 staff members between employees, collaborators and driving instructors.
The safe management of this activity is carried out through the following phases:

- participants must electronically register in advance via the organizer to avoid gatherings during the accreditation phase once they arrive at the racetrack
- at the entrance of the paddock area, the personnel in charge equipped with PPE such as mask and disposable gloves checks that the external staff and the customers comply with the safety rules for the entire period of their stay
- those who do not comply with the safety rules will be asked to leave immediately
- up to 200 vehicles may be parked in the Paddock 1 area located at the back of the pit garages / office building, in order to guarantee the safety distance of at least 1 meter from one vehicle to another
- the areas used for the activity such as pit garages, offices, and restrooms for the exclusive use of the manufacturer's staff are sanitized in advance. Formula Imola cleaning service will also sanitize those areas during the activity
- the staff (mechanics and instructors) can exclusively use the 6 restrooms located in the technical pit garage, where customers cannot access
- customers must use the 62 restrooms (available for their exclusive use) which are located in the remaining pit garages and on the terrace above the pit garages
- up to 15 people are allowed inside the pit garages at the same time
- customers are not allowed inside the pit garages
- up to 72 people between customers and trainers are allowed inside the remaining pit garages at the same time
- additional customers must wait for their driving shift in the open-air area on the pit garage terrace, which can accommodate up to 80 people at the same time maintaining the appropriate interpersonal distance
- up to 2 people (instructor and driver) are allowed inside each car. They must wear adequate PPE such as mask and disposable gloves
- the staff in charge sanitizes the parts of the car that came into contact with the driver before and after each use
- only one person per shift is allowed on each motorcycle
- the staff in charge sanitizes the parts of the motorcycle that came into contact with the driver before and after each use

### ***Individual car and motorcycle training, both competitive and non-competitive***

This is an individual car or motorcycle training activity (competitive or amateur), which involves up to 400 people present at the same time inside the racetrack structure, between up to 200 drivers and 200 staff members and guests.
The safe organization arrangements for this activity are listed below:

- participants (both private and professionals) must electronically register in advance via the organizer to avoid gatherings during the accreditation phase once they arrive at the racetrack
- at the entrance of the paddock area, the personnel in charge equipped with PPE such as mask and disposable gloves checks that the external staff and the customers comply with the safety rules for the entire period of their stay
- those who do not comply with the safety rules will be asked to leave immediately
- up to 200 vehicles may be parked in the Paddock 1 area located at the back of the pit garages / office building, in order to guarantee the safety distance of at least 1 meter from one vehicle to another
- the areas used for the activity such as pit garages, offices, and restrooms for the exclusive use of the manufacturer's staff are sanitized in advance. Formula Imola cleaning service will also sanitize those areas during the activity
- up to 15 people are allowed inside the pit garages at the same time

- the participants must use the 88 restrooms (available for their exclusive use) located inside the paddock

# ATTACHMENTS

# SMOKING AREA

## INSIDE THE SMOKING AREA

## PLEASE, FOLLOW THE INSTRUCTIONS BELOW

- BEFORE ENTERING THE SMOKING AREA, SANITIZE YOUR HANDS. THEN YOU CAN ENTER THE SMOKING AREA.
- KEEP A SAFETY DISTANCE OF AT LEAST 1 METRE (3 FEET) FROM COLLEAGUES/OTHER WORKERS WHO ARE IN THE SMOKING AREA.
- IT IS ADVISED TO REMAIN IN THE SMOKING AREA JUST ENOUGH TIME FOR A CIGARETTE, TO ALLOW COLLEAGUES AND OTHER WORKERS TO USE THE AREA SAFELY.
- DO NOT THROW CIGARETTE BUTTS ON THE GROUND.

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# COURIERS AND VISITORS

ALT

## PLEASE WAIT FOR THE STAFF. DO NOT ENTER THE BUILDING

## PLEASE, FOLLOW THE INSTRUCTIONS BELOW

- KEEP A SAFETY DISTANCE OF 2 METRES FROM THE STAFF
- PLACE THE DOCUMENTS ON THE RECEPTION DESK AT THE ENTRANCE
- PLACE SMALL PARCELS ON THE RECEPTION DESK AT THE ENTRANCE
- LARGE SIZE OR ON PALLET GOODS WILL BE HANDLED BY OUR STAFF WITH PRIOR AUTHORIZATION
- SANITIZE YOUR HANDS
- SIGN THE WITHDRAWAL OR DELIVERY DOCUMENTS WITH YOUR OWN PEN

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# How to handwash?

**WASH HANDS ONLY WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB!**

Duration of the entire procedure: **40-60 sec.**

Wet hands with water | apply enough soap to cover all hand surfaces. | Rub hands palm to palm

right palm over left dorsum with interlaced fingers and vice versa | palm to palm with fingers interlaced | backs of fingers to opposing palms with fingers interlocked

rotational rubbing of left thumb clasped in right palm and vice versa | rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa. | Rinse hands with water

dry thoroughly with a single use towel | use towel to turn off faucet | ...and your hands are safe.

WORLD ALLIANCE FOR PATIENT SAFETY

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PROTEZIONE CIVILE

SALUTE.GOV.IT/NUOVOCORONAVIRUS

Ministero della Salute

# NOVEL CORONAVIRUS: GUIDANCE

## WHAT TO DO WHEN IN DOUBT

**1. What symptoms should I look out for?**
Fever and flu-like symptoms such as cough, sore throat, shortness of breath, muscle pain, tiredness are signs of a possible novel coronavirus infection.

**2. I have fever and/or flu-like symptoms, what should I do?**Stay at home and call your family doctor (GP), paediatrician or primary care out-of-hours service (guardia medica).

**3. How soon should I call the doctor?**
Right away. If you think you might be infected, call as soon as you feel the symptoms of respiratory infection, describing your symptoms and contacts at risk.

**4. I cannot get in touch with my GP, what should I do?**
Call one of the emergency numbers listed on the website www.salute.gov.it/nuovocoronavirus

**5. Can I go directly to the emergency room or to my family doctor?**
No, DO NOT go to the hospital or to your doctor. If you go to the emergency room or to a surgery without the doctor's authorisation, you could infect other persons.

**6. How can I protect my family?**
Always follow personal hygiene rules (wash your hands regularly with water and soap or use an alcohol-based gel) and keep all surfaces clean. If you think you might be infected, wear a surgical mask, stay away from your family members and disinfect frequently-touched objects.

**7. Where can I take the test?**
Tests are performed only in selected National Health Service laboratories. If your doctor thinks you should be tested, they will give you instructions.

**8. Where can I get additional reliable information?**
Follow only the specific and up-to-date information and advice on the official websites of the local authorities and the Civil Protection.

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ISTITVTO SVPERIORE DI SANITÀ

ecdc EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL

salute.gov.it/nuovocoronavirus

## General recommendations for hygiene and prevention of Novel Coronavirus infection

- Stay up to date with the latest information on the spread of the pandemic from official sources
- Wash your hands often
- Avoid close contact with people with acute respiratory infections
- Avoid hugs and handshakes
- Maintain an interpersonal distance of at least 1 meter, when in social contact
- Respiratory hygiene (sneeze and/or cough in a disposable paper towel or into your bent elbow avoiding hand contact with any respiratory secretions)
- Avoid communal use of bottles and glasses
- Do not touch your eyes, nose, and mouth with your hands
- Cover your mouth and nose if you sneeze or cough
- Do not take antiviral drugs and antibiotics, unless prescribed by your doctor
- Clean surfaces with sodium hypochlorite or alcohol solutions (mobile phones and personal accessories included)
- Use the mask only if you suspect that you are sick or if you are assisting sick people.

**If you have a fever** (37,5° or higher)**, cough or experience any breathing difficulties and you suspect that you have been in close contact with a person with respiratory disease Covid-19**, stay at home, do not go to the emergency room or to a doctor's surgery but call your family doctor, paediatrician or the out-of-hours primary care service (guardia medica).

Regional telephone information hotline:

- **Emilia-Romagna**: 800 033 033
- **Lombardia**: 800 89 45 45
- **Autonomous Province of Trento**: 800 867 388

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# PNEUMONIA ASSOCIATED WITH NOVEL CORONAVIRUS

## Travel advice for travellers returning from at risk areas of China

### During your stay in Italy

If you develop respiratory symptoms
(fever, coughing, sore throat, difficulty in breathing)
within two weeks of your return
***on a precaution basis it is recommended that you:***

***quickly contact the phone number "1500" of Ministry of Health***

***wear a surgical mask if you are in contact with other people***

***use disposable tissues***

***wash your hands regularly***

*Further recommendations, information and updates will be published on the Ministry of Health portal*
**www.salute.gov.it**

Lavare frequentemente le mani è importante, soprattutto quando trascorri molto tempo fuori casa, in luoghi pubblici.
Il lavaggio delle mani è particolarmente importante in alcune situazioni, ad esempio:

**PRIMA DI**

- mangiare
- maneggiare o consumare alimenti
- somministrare farmaci
- medicare o toccare una ferita
- applicare o rimuovere le lenti a contatto
- usare il bagno
- cambiare un pannolino
- toccare un ammalato

**DOPO**

- aver tossito, starnutito o soffiato il naso
- essere stati a stretto contatto con persone ammalate
- essere stati a contatto con animali
- aver usato il bagno
- aver cambiato un pannolino
- aver toccato cibo crudo, in particolare carne, pesce, pollame e uova
- aver maneggiato spazzatura
- aver usato un telefono pubblico, maneggiato soldi, ecc.
- aver usato un mezzo di trasporto (bus, taxi, auto, ecc.)
- aver soggiornato in luoghi molto affollati, come palestre, sale da aspetto di ferrovie, aeroporti, cinema, ecc.

*Il lavaggio delle mani ha lo scopo di garantire un'adeguata pulizia e igiene delle mani attraverso una azione meccanica.*
*Per l'igiene delle mani è sufficiente il comune sapore.*
*In assenza di acqua si può ricorrere ai cosiddetti igienizzanti per le mani (hand sanitizers), a base alcolica. Si ricorda che una corretta igiene delle mani richiede che si dedichi a questa operazione non meno di 40-60 secondi se si è optato per il lavaggio con acqua e sapone e non meno di 30-40 secondi se invece si è optato per l'uso di igienizzanti a base alcolica.*
*Questi prodotti vanno usati quando le mani sono asciutte, altrimenti non sono efficaci.*
*Se si usano frequentemente possono provocare secchezza della cute.*
*In commercio esistono presidi medico-chirurgici e biocidi autorizzati con azione battericida, ma bisogna fare attenzione a non abusarne.*
*L'uso prolungato potrebbe favorire nei batteri lo sviluppo di resistenze nei confronti di questi prodotti, aumentando il rischio di infezioni.*


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# Previeni le infezioni con il corretto lavaggio delle mani

## con acqua e sapone

occorrono 60 secondi

1 Bagna bene le mani con l'acqua
2 Applica una quantità di sapone sufficiente per coprire tutta la superficie delle mani
3 Friziona bene le mani palmo contro palmo
4 Friziona il palmo sinistro sopra il dorso destro intrecciando le dita tra loro e viceversa
5 Friziona il dorso delle dita contro il palmo opposto tenendo le dita strette tra loro
6 Friziona le mani palmo contro palmo avanti e indietro intrecciando le dita della mano destra incrociate con quelle della sinistra
7 Friziona il pollice destro mantenendolo stretto nel palmo della mano sinistra e viceversa
8 Friziona ruotando avanti e indietro le dita della mano destra strette tra loro nel palmo della mano sinistra e viceversa
9 Friziona il polso ruotando avanti e indietro le dita della mano destra strette tra loro sul polso sinistro e ripeti per il polso destro
10 Sciacqua accuratamente le mani con l'acqua
11 Asciuga accuratamente le mani con una salvietta monouso
12 Usa la salvietta monouso per chiudere il rubinetto

1 Versa nel palmo della mano una quantità di soluzione sufficiente per coprire tutta la superficie delle mani
2 Friziona le mani palmo contro palmo
3 Friziona il palmo sinistro sopra il dorso destro intrecciando le dita tra loro e viceversa
4 Friziona bene palmo contro palmo
5 Friziona bene i dorsi delle mani con le dita
6 Friziona il pollice destro mantenendolo stretto nel palmo della mano sinistra e viceversa
7 Friziona ruotando avanti e indietro le dita della mano destra strette tra loro nel palmo della mano sinistra e viceversa
8 Friziona il polso ruotando avanti e indietro le dita della mano destra strette tra loro sul polso sinistro e ripeti per il polso destro
9 Una volta asciutte le tue mani sono pulite

## con la soluzione alcolica

occorrono 30 secondi

# REFRESHMENT AREA

## FOLLOW THE INSTRUCTIONS BELOW FOR THE USE OF REFRESHMENT AREAS

- BEFORE ENTERING THE REFRESHMENT AREA, GO TO THE RESTROOM TO WASH YOUR HANDS. ONLY LATER, ENTER THE REFRESHMENT AREA
- KEEP A SAFETY DISTANCE OF AT LEAST 1 METRE (3 FEET) FROM COLLEAGUES/OTHER WORKERS WHO ARE USING THE REFRESHMENT AREA
- OBSERVE THOROUGHLY THE PAUSE SHIFTS ACCORDING TO THE SCHEDULED TIME
- IF DELAYS SHOULD OCCUR, PLEASE STAY OUTSIDE THE REFRESHMENT AREA, KEEPING A SAFETY DISTANCE OF AT LEAST 1 METER (3 FEET) FROM THE OTHER WORKERS IN LINE
- AFTER EATING, LEAVE THE REFRESHMENT AREA TO ALLOW COLLEAGUES/OTHER WORKERS TO USE IT SAFELY

# MAXIMUM NUMBER OF PERSONS IN THIS ROOM

**Follow the rules, respect yourself and others.**

**Please note:**

**indicate the maximum number of persons that can be present in each room at the same time.**

# SAFETY INSTRUCTIONS FOR THE USE OF DENATURED ETHYL ALCOHOL ≥ 70%

In this particular time, in addition to the cleaning of the rooms carried out by the cleaning companies in charge, it is necessary to provide a **double level of cleaning of the respective workplaces**.

Double level of cleaning means

further care to be provided individually at each workplace, which requires that

- **in the morning** before starting to work, and
- **in the evening** before leaving work,

each of us disinfect with the alcohol made available, keyboard and mouse of the pc, telephone, worktop - desk, elements on the worktop - desk, the outside of the drawers, handles and everything that is used in each workstation.

Safety instructions for handling and correct storing of alcohol are summarized below:

- **avoid contact with skin, eyes, and inhalation of vapours**
- **during use, do not eat or drink**
- **always keep containers tightly closed after use**
- **keep containers away from open flames, sparks, and other heat sources**
- **avoid direct sun exposure of the containers**
- **keep containers away from food and drink**

**IN CASE OF CONTACT WITH EYES**

Rinse immediately with plenty of flowing water holding eyelids apart. If irritation persist, seek medical advice.

IMOLA
AUTODROMO INTERNAZIONALE ENZO E DINO FERRARI

SAFETY INSTRUCTIONS FOR THE USE

# OF BLEACH

In this particular time, in addition to the cleaning of the rooms carried out by the cleaning companies in charge, it is necessary to provide a **double level of cleaning of the respective workplaces**.

Double level of cleaning means

further care to be provided individually at each workplace, which requires that

- **in the morning** before starting to work, and
- **in the evening** before leaving work,

each of us disinfect with the alcohol made available, keyboard and mouse of the pc, telephone, worktop - desk, elements on the worktop - desk, the outside of the drawers, handles and everything that is used in each workstation.

Safety instructions for handling and correct storing of bleach are summarized below:

- **avoid contact with skin, eyes, and inhalation of vapours**
- **during use, do not eat or drink**
- **always keep containers tightly closed after use**
- **keep containers away from heat sources, oxidizing substances, and acids**
- **avoid direct sun exposure of the containers**
- **keep containers away from food and drink**

**IN CASE OF CONTACT WITH EYES**

Rinse immediately with plenty of flowing water holding eyelids apart. If irritation persist, seek medical advice.