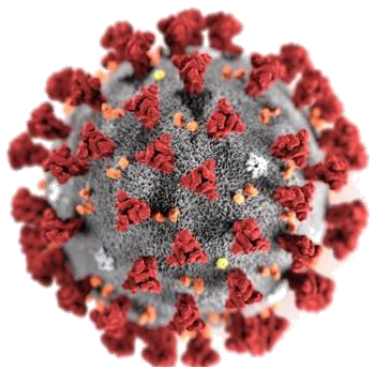


A SMALL GUIDE TO THE RESUMPTION OF WORK IN NON-HEALTH OR SOCIAL-HEALTHCARE COMPANIES DURING THE COVID-19 EMERGENCY

under the shared guidelines to combat and contain the
spread of the Covid-19 virus in the workplace dated
24/04/2020 and the Ministry of Health circulars



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ESEM|CPT

ENTE UNIFICATO FORMAZIONE E SICUREZZA
Organismo Bilaterale Paritetico costituito da Assimpredil ANCE e Fimetal UIL,
Filca CISL, Filica CGIL per le province di Milano Lodi Monza e Brianza

Sistema Socio Sanitario



ATS Milano
Città Metropolitana

GENERAL INFORMATION

Inform employees about the company's precautionary measures by distributing brochures or by hanging posters:

- a. Stay at home if you have flu symptoms or a fever higher than 37.5°C and call your general practitioner.
- b. Based on task and context, comply with all company regulations on use of masks/PPE, hygiene rules, safety distance, notification of flu symptoms, use of communal areas, etc.
- c. Any movement within the company must be limited to the minimum.
- d. Do not attend meetings and use remote connections instead.
- e. Internal events and training activities in the classroom are suspended and cancelled.
- f. Reorganised production levels, staff turnover and smart working is possible.



COMPANY ACCESS METHODS

- a. It is forbidden to enter the company for 14 days after contact with Covid-19 positive persons or those who arrived from areas considered to be at risk.
- b. Body temperature monitoring (Lombardy Region Order no.546 of 13/05/2020):
 - access to the company is forbidden with a fever above 37.5°C;
 - if symptoms of illness develop at work (fever, sore throat, etc.), report it promptly to your employer or manager and stay away from others. Wear a surgical mask, isolate yourself in a suitable room, return home and contact your general practitioner.
- g. Company access of employees who have already tested positive for Covid-19 infection and have been hospitalised, can take place after a visit by the company physician, following proven medical certification confirming that the nose-pharyngeal swab has been negative according to the procedures and issued by the relevant Health Service (ATS) or hospitals.



Employee entrance and exit management:

- allocation aimed at avoiding crowds
- staggered entry and exit times to minimise contacts in communal areas

EXTERNAL SUPPLIERS ACCESS

- a. They shall remain in their vehicles and not access offices.
- b. The necessary loading and unloading shall be carried out following the previously defined procedures.
- c. Limited routes should be followed to reduce the opportunities for contact with the staff in the departments.
- d. If there is any activity interference, the carrier must adhere to a strict distance of a metre (if it impossible, use the surgical mask).
- e. Suppliers can use dedicated toilets and not those intended for employees. Ensure daily cleaning.
- f. Reduce access to external visitors and if necessary apply the company rules (cleaning activities, maintenance) to them. Each of these guidelines shall apply to companies under contract.



CLEANING/SANITISATION OF WORKING ENVIRONMENTS

- a. It is essential to ensure the daily cleaning and periodic sanitisation of rooms, environments, workstations, communal and leisure areas.
- b. Ensure the cleaning and sanitisation of surfaces and equipment with adequate equipment (0.1% sodium hypochlorite or 70% ethanol) and appropriate personal protection measures in offices and departments with mixed use of furniture and equipment, at the end of the shift.
- c. Ensure regular sanitisation and daily cleaning of the canteen areas.
- d. If the presence of a person with Covid-19 within the company is confirmed, clean and sanitise and ventilate the premises under Circular no. 5443 of 22 February 2020 and no. 17644 of 22/05/2020 and the recommendations of the Italian Institute of Health (ISS) Reports no. 20 of 8 May 2020 and no. 25 of 15 May 2020.
- e. It is possible to organise special and periodic cleaning operations using the social shock absorbers under the Ministry of Health guidelines and the most appropriate methods.
- f. Particular attention must be paid to the cleaning of ventilation and air conditioning systems in the work rooms.



Controlled mechanical ventilation systems (VCM) in buildings must remain active, and the air recirculation function permanently turned off. The systems must be cleaned weekly according to the manufacturer's instructions, with particular attention to the filters, which should be replaced with more efficient packs if necessary. The ventilation outlets and grills should be cleaned with soap and water or with an ethyl alcohol-based solution of at least 70 per cent and then dried.

If systems have local equipment (fan coil units), split-type indoor units or portable air conditioners which cannot be kept stationary and they are used in shared rooms, they should have their recirculating air filters cleaned weekly, following the manufacturer's instructions.

PERSONAL HYGIENE PRECAUTIONS

- a. Wash your hands thoroughly and frequently.
- b. Provide employees with suitable hand washing detergents.
- c. Hygiene equipment must be made available to employees for hand disinfection (hydro-alcoholic gel) in easily identifiable places.



PERSONAL PROTECTIVE EQUIPMENT

- a. Appropriate PPE is used depending on the overall risk assessment and mapping of the different company activities.
- b. Anti-contagion PPE is mandatory when working at an interpersonal distance of less than a metre and other organisational solutions are impossible. Surgical masks are allowed. The PPE features are specified only for health and social-healthcare activities (indicated in the ISS Covid-19 Report no. 2/2020 updated on 28/3/2020).



COMMUNAL AREA MANAGEMENT

- a. Comply with the provisions laid down for combating the spread of the Covid-19 virus in company communal areas.
- b. Access to communal areas must be restricted and the premises continuously ventilated, a reduced permanence time and a distance of a metre between people is required.
- c. Spaces must be organised and locker rooms sanitised to ensure proper health and hygiene conditions.
- d. The canteen, beverage and snack dispensers, etc. must be periodically sanitised and cleaned daily.

HEALTH MONITORING AND COMPANY PHYSICIAN

Circular of the Ministry of Health of 29/04/2020: company physician's role in the management of Covid-19 risk and cases; Circular of the Ministry of Health of 27/03/2020 no. 7942: recommendations for immunodepressed patients; INAIL Circular no. 13 of 03/04/2020 and no. 22 of 20/05/2020: accident protection for confirmed cases of coronavirus (SARS-COV-2) infection; Lombardy Region Circulars and Orders



1. The company must give priority to preventive, on-demand visits, and visits for those resuming work after sickness.
2. The company physician must provide information to employees to counter the spread of contagion.
3. The company physician cooperates with the employer, the person in charge of the prevention and safety service, and workers' representative.
4. The company physician reports vulnerable cases and current or past illnesses of employees. The company provides for their protection while respecting privacy.
5. The company physician may suggest the adoption of any diagnostic means if useful to contain the virus spread.
6. It is recommended that health monitoring should pay particular attention to those who are vulnerable, and based on age.
7. When returning work after suffering from Covid-19 which needed hospitalisation, after submission of a "negative outcome" certificate, a medical examination is carried out.

MANAGEMENT OF A SYMPTOMATIC PERSON IN A NON-HEALTH OR SOCIAL-HEALTHCARE COMPANY

- a. If a company employee shows flu-like symptoms (cough, sore throat, fever, etc.) they must immediately report this to the contact person identified by the employer for the Covid-19 emergency management.
- b. The symptomatic person must be isolated in a dedicated room, provided with gloves and surgical mask and invited to return home and promptly contact their general practitioner.
- c. The company informs the relevant regional ATS through the company physician. If the company physician is unavailable or has not been appointed, ATS will be informed by the employee's GP. The employee undertakes to contact the GP by signing a declaration prepared by the company (see end of guide).
- d. The company must cooperate with the Health Authorities, through the company physician, in defining and managing the Covid-19 suspect case and any close contacts. The Lombardy Region, with resolution 3114 of 7 May 2020, has involved an extensive network of physicians, including the company physician, in active monitoring, to promptly identify and isolate suspicious cases and their close contacts. The involvement of employers is not limited to the already regulated aspects and linked to temperature screening for access to work, but requires immediate reporting of suspicious cases and their close contacts. To promptly intercept possible cases of Covid-19 infection, every physician is required to report all cases, even suspected, through a specific portal provided by ATS. The following link provides the instructions to access the portal https://atsmilano-my.sharepoint.com/:b:/g/personal/sbiollino_atsmilano_it/ERZVG5dRZu5Hkw0E-6VpgNEB44R-r-LviC5ZQ0xel5jqDQ?e=VMJEMI.



COVID POSITIVE CASE MANAGEMENT

Following notification of a positive Covid case, ATS informs the Employer and the company physician, if the Company is the first to become aware of the case, it is required to notify ATS by email covid@ats-milano.it

ATS will request a list of close contacts identified from the company physician, in cooperation with the Employer, based upon a precise electronic format (no lists transmitted with other formats or incomplete will be processed); these lists will be managed by ATS to inform the general practitioners of the quarantined subjects. Working with the company physician, ATS will provide guidelines for the health monitoring of close contacts.

Close contacts are those who have been in contact with a confirmed COVID-19 case in the 48 hours prior to the onset of symptoms and until the time of diagnosis and isolation with the following case history (if the case is asymptomatic, the 48 hours prior to the swab date shall be considered):

- living in the same house with a COVID-19 case.
- having direct (face-to-face) contact with a COVID-19 case, at a distance of less than two metres and lasting longer than 15 minutes;
- being in a closed environment (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case for at least 15 minutes, at less than two metres distance;
- providing direct assistance to a COVID-19 case or laboratory personnel handling samples of COVID-19 cases without the use of recommended PPE or using unsuitable PPE;
- travelling seated in the aircraft in the two adjacent seats of a COVID19 case. This includes travel companions or caregivers and crew members in the section of the aircraft where the case was seated (if the case had severe symptoms or moved within the aircraft, resulting in increased exposure of passengers, treat passengers seated in the same section of the aircraft or throughout the aircraft as close contacts)

PERFORMING SEROLOGICAL ANTIBODY TESTS

Serological tests are crucial in research and epidemiological evaluation of viral circulation. The usefulness of serological tests is necessary to estimate the spread of infection in a community, but has no diagnostic value. Serology may show exposure to the virus but is not sufficient to indicate an acute infection in progress, for which a viral RNA swab is required;

Please note that the Lombardy Regional Government's Resolution XI/3131 of 12 May 2020 specifies that companies may use serological tests on employees outside the established Regional Health Service procedure, provided that the guidelines contained in part B of the decree resolution annex are followed.

The guidelines require the following:

- The company must notify the intention to proceed with the test by providing information and documents to ATS, at the email address psal19@ats-milano.it or dipartimentoprevenzione@pec.ats-milano.it
- The laboratories must be authorised or accredited to perform the tests and any rapid test must be followed by verification using CLIA or ELISA methodology. The list can be found at the following link [list of laboratories](#) (see Lombardy region website)
- If the test is positive, it must be followed by a swab to verify contagiousness, and while waiting for the swab result, the suspicious case monitoring and home isolation procedures must be initiated.
- The positive test report must be communicated to ATS at the email address sierologiacovid@ats-milano.it;
- The swab must be performed in laboratories included in the network of laboratories recognised by the Ministry of Health. The list can be found at the following link [list of laboratories](#)(see Lombardy region website)
- The entire screening process must be agreed with the parties involved: company physician, workers' representatives and employees. It must be clear to everyone that they are willing to follow the process.



RETURN TO WORK

1. Employers may request certifications of two negative swabs, issued by ATS, exclusively for employees who return to work after a period of illness due to Covid and confirmed by a swab. An employer cannot otherwise request swab or serological certifications or tests when their employees and partners return to work;
2. A diagnostic swab of suspicious cases reported since 11 May will be required. If negative the subject is referred to the family doctor's clinical evaluation, if positive they are treated as confirmed cases (see point 1). Suspicious cases and their contacts identified before 11 May will return to work after the period of isolation and absence from work prescribed by the family doctor;
3. Close contacts of a confirmed case must observe the period of home isolation and return to work takes place, after a negative swab result, at the end of the period of absence from work prescribed by the family doctor, without any further certification.

ATS COMMUNICATION

The table summarises the communication channels with ATS Milano by topic

Topic	ATS email
Access to the suspicious case reporting portal	portalecovid@ats-milano.it
Information on confirmed cases and monitoring of contacts	covid@ats-milano.it
Serological screening notification	psal19@ats-milano.it dipartimentoprevenzione@pec.ats-milano.it
Notifications of positive serological test as part of a company screening	sierologiacovid@ats-milano.it

MODEL STATEMENT OF A SUSPICIOUS CASE TO BE MADE ON COMPANY LETTERHEAD

We declare that on _____Mr/Mrs/Ms_____ employee of this company has a fever above 37.5° and/or covid19 infection symptoms.

They are invited to return home and promptly contact their general practitioner.

Employee signature

Company signature

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