

COVID-19

GENERAL PREVENTIVE MEASURES

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ENTE UNIFICATO FORMAZIONE E SICUREZZA

Organismo Bilaterale Paritetico costituito da Assimpredi ANCE e Feneal UIL,
Ficca CISL, Fillea CGIL per le province di Milano Lodi Monza e Brianza

Sistema Socio Sanitario

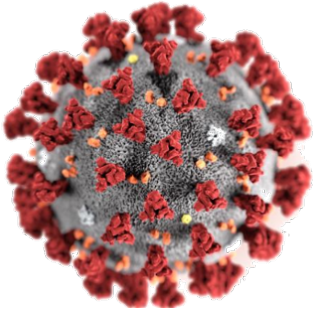


Regione
Lombardia

ATS Milano
Città Metropolitana

GENERAL PREVENTIVE MEASURES

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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GENERAL INFORMATION

Economic and production activities must be carried under the shared protocols and guidelines approved by the Conference of Regions and Autonomous Provinces, updated on 8 October 2020, attached to the Prime Ministerial Decree of 14 January 2021. Employees must be informed about the company's precautionary measures through the distribution of brochures or by hanging posters:



- ◇ Stay at home if you have flu symptoms or a fever higher than 37.5°C and call your general practitioner.
- ◇ Nationwide obligation to carry respiratory protective equipment, and wear it indoors, other than in private homes, and outdoors. This does not apply if the location or circumstances guarantee continual isolation from non-cohabiting persons, (Prime Ministerial Decree 14 January 2021, art. 1)
- ◇ 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.).
- ◇ Necessary face-to-face meetings and training activities must be carried out under the above Prime Ministerial Decree and specific guidelines.
- ◇ Reorganised production levels, staff turnover and smart working is possible



COMPANY ACCESS METHODS

- ◇ 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
- ◇ access to the company is forbidden with a fever above 37.5°C;
- ◇ if symptoms of illness develop at work (fever, sore throat, etc.), you must 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.
- ◇ Company access for employees who have tested positive for Covid-19 infection and were hospitalised must be preceded by an examination by the company physician

Employee entrance and exit management:

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

EXTERNAL SUPPLIERS ACCESS



- ◇ They shall remain in their vehicles and not access offices.
 - ◇ The necessary loading and unloading shall be carried out following the previously defined procedures.
 - ◇ Limited routes should be followed to reduce the opportunities for contact with the staff in the departments.
 - ◇ If there is any contact, the carrier must remain a metre distant and wear a surgical mask
- ◇ Suppliers can use dedicated toilets and not those intended for employees. Ensure daily cleaning.
 - ◇ 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

- ◇ It is essential to ensure the daily cleaning and periodic sanitisation of rooms, environments, workstations, communal and leisure areas.
- ◇ At the end of each shift, ensure the cleaning and sanitisation of surfaces and equipment with adequate products (0.1% sodium hypochlorite or 70% ethanol) and appropriate personal protection measures in offices and departments with mixed use of furniture and equipment (see the Italian Institute of Health (ISS) Report no. 19 of 13 July 2020)
- ◇ Ensure regular sanitisation and daily cleaning of the canteen areas.
- ◇ If the presence of a person with Covid-19 within the company is confirmed, clean and sanitise and ventilate the premises under Circulars 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. 25 of 15 May 2020, no. 20 of 7 July 2020 and no. 56 of 23 July 2020
- ◇ 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.



- ◇ Particular attention must be paid to the cleaning of ventilation and air conditioning systems in the work rooms (see Italian Institute of Health (ISS) reports no. 5 of 25 May 2020 and no. 33 of 25 May 2020).

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

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

PERSONAL PROTECTIVE EQUIPMENT

- ◇ Appropriate PPE is used depending on the overall risk assessment and mapping of the different company activities.
- ◇ Anti-contagion PPE is mandatory in indoor public places, including transport, and when working at an interpersonal distance of less than a metre and other organisational solutions are impossible. Surgical masks are allowed. The Lombardy Region's Order no. 604 of 10 September 2020 obliges personnel working in economic, production and social activities, regardless of where work is carried out, to wear a mask. The PPE features are specified only for health and social-healthcare activities (indicated in the ISS Covid-19 Report no. 2/2020 updated on 10/05/2020).



COMMUNAL AREA MANAGEMENT

- ◇ Comply with the provisions laid down for combating the spread of the Covid-19 virus in company communal areas.
- ◇ 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.
- ◇ Spaces must be organised and locker rooms sanitised to ensure proper health and hygiene conditions.
- ◇ The canteen, beverage and snack dispensers, etc. must be periodically sanitised and cleaned daily

HEALTH MONITORING AND COMPANY PHYSICIAN

Ministry of Health Circular of 29/04/2020: role of the company physician in the management of risk and Covid-19 cases; Interministerial Circular 13 of 4 September 20: updates and clarifications, particularly for "fragile" workers;



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

- ◇ The company must give priority to preventive, on-demand visits, and visits for those resuming work after sickness.
- ◇ The company physician must provide information to employees to counter the spread of contagion.
- ◇ The company physician cooperates with the employer, the person in charge of the prevention and safety service, and workers' representative.
- ◇ Workers may ask the employer to visit the company physician. This is aimed at assessing fragility for specific health conditions. Based on the assessment outcome, the company physician provides a suitability evaluation and instructions to increase Covid 19 safeguards. The worker cannot be dismissed, and the physician works with the employer, possibly through the committee, to provide the worker with protection.
- ◇ The company physician may suggest the adoption of any diagnostic means if useful to contain the virus spread.
- ◇ When returning work after suffering from Covid-19 which required hospitalisation, a medical examination is carried out.



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

- ◇ 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.
- ◇ 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.
- ◇ 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).
- ◇ 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, but requires immediate reporting of suspicious cases and any 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. To access the portal, the company physician sends a request to portalecovid@ats-milano.it with a copy to psal19@ats-milano.it

COVID POSITIVE CASE MANAGEMENT

Following the report of a positive Covid case, ATS will inform the Employer and the company physician. If the company is the first to learn about the positive case, it is required to inform ATS by e-mail 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 had contact with the confirmed COVID-19 case, two days before the onset of symptoms until the patient's isolation. If the person is asymptomatic, the period for contacts research runs from 48 hours before the positive swab is taken until isolation.

Definition of close contact

- ◇ a person living in the same house with a COVID-19 case;
- ◇ a person who had direct physical contact with a COVID-19 case (e.g. handshake);
- ◇ a person who had direct unprotected contact with the secretions of a COVID-19 case (e.g. touching used paper handkerchiefs with bare hands);
- ◇ a person who had direct (face-to-face) contact with a COVID-19 case, at less than two metres and lasting at least 15 minutes;
- ◇ a person who has been in a closed environment (e.g. classroom, meeting room, hospital waiting room) with a COVID-19 case without suitable PPE;
- ◇ a health care professional or other person providing direct assistance to a COVID-19 case or laboratory personnel handling samples of COVID-19 cases without recommended PPE or using unsuitable PPE;
- ◇ a person who travelled seated in a train, aircraft, or any other means of transport within two seats in any direction of a COVID-19 case; close contacts include travelling companions and personnel in the section of the aircraft/train where the index case was seated.



PERFORMING SEROLOGICAL ANTIBODY TESTS AND RAPID ANTIGEN TESTS

Serological tests are crucial in research and epidemiological evaluation of viral circulation. The serological test 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 nasopharyngeal 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 laboratory reports any positive serological test report to ATS directly. The swab's positive result is reported directly to ATS, which takes charge of the case.
- ◇ 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. Using the same method, it is possible to plan a procedure which uses only the swab, or rapid antigen tests.

The Lombardy Regional Government's Resolution 3777 of 3 November 2020 and the subsequent notes of the Ministry of Health 705 of 8 January 2021 and the Lombardy Regional Welfare Directorate General 3182 of 20 January 2021, have established a similar procedure for **rapid antigenic swabs**.

Please note that if there is a positive result to the rapid swab during screening, for the cases listed in the above notes of the Ministry and the Welfare DG, it is necessary that the result is confirmed by molecular, or third generation antigenic swab.

All information and instructions on how to submit the application can be found on the ATS website, at the following link:

<https://www.ats-milano.it/Portale/Notizie/novusact/viewarticle/articleid/3453>

RETURN TO WORK

- ◇ According to recent ministerial provisions, a positive employee may return to work after a single negative control swab carried out 10 days after having tested positive, provided that at least three symptom-free days have elapsed in symptomatic cases. For positive employees who remain positive on a long-term basis, return to work can take place 21 days after the first positive test, provided that at least seven symptom-free days have elapsed in symptomatic cases, even without a negative test result. NB: Ageusia and anosmia are not considered in the assessment of symptoms.
- ◇ However, while pointing out the contrast between current provisions, since the recent Prime Ministerial Decree of 14 January 2021 still refers to the shared protocol of 24 April 2020, the employee can request a recovery swab even after the 21st day from their GP. INPS recommends that the isolation should be prolonged until the swab is negative, with continuation of the illness period by the GP. When returning to work, the employee can request certification of the negative swab by sending an email with all necessary identification data to dip19@ats-milano.it.

- ◇ Close contacts of a confirmed case should remain in quarantine at home, limiting contact with cohabitants. If no symptoms appear, return to work takes place 14 days after the date of last contact, even if no swab has been taken, or, alternatively, after the negative result of a swab taken no earlier than 10 days after the last contact with the case. No further certification is required.
- ◇ The employer may not require further certification or swab or serological tests for the return to work of its employees and partners;
- ◇ New suspect cases will be tested with a diagnostic swab: if negative the person is referred to the GP's clinical evaluation, if positive it becomes an established case (see point 1).

ATS COMMUNICATION

The table summarises the communication channels with ATS Milano by topic

Topic	ATS email
To request 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
Screening with rapid antigen swabs notification	protocollogenerale@pec.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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