

SAFE IN MASTER



EMERGENCY MANAGEMENT COMMITTEE

Master Group has appointed a permanent committee made up of HR representatives, Safety Manager, a union representative of each Group company and the competent doctor to guarantee the application of an anti-contagion safety protocol from Covid-19 and to safeguard the health of workers as required by governmental provisions.



INFORMATION FROM THE COMPANY

The company constantly informs all workers and visitors about the measures taken through internal communications and all the information channels such as emails, company bulletin boards, monitors, Master Social group on Facebook, as well as specific posters about Coronavirus, in order to have the maximum possible spread of the precautionary measures.



METHOD OF ACCESS TO THE COMPANY

Temperature measurement involves all staff, before entering the workplace. This measurement is carried out by trained personnel in charge for it, with digital thermometers that do not require contact and without recording the temperature (in compliance with the privacy regulations).

In the presence of personnel with temperatures above 37.5 ° C, access to workplaces is not allowed. The person is isolated, equipped with a mask and invited to contact his/her doctor to receive instructions.

Generally, the company has stopped the access to visitors or outsiders not strictly necessary for production activity.

All other visitors, including carriers, are required to fill in a self-certification form to declare where are the coming from, as well as information regarding eventual temperature (over 37.5 °) or other flu symptoms; in such cases, guests and visitors are invited to call their doctor or health authority, and access is not allowed.

The drivers of the means of transport must remain on board their own vehicles: access to the offices is not allowed for any reason. For loading and unloading operations, the carrier must comply with the strict distance of at least one meter.

Dedicated toilets have been installed for suppliers / carriers and / or other external personnel, with adequate daily cleaning and these services are not used by employees.

All external visitors (including cleaning and maintenance companies, etc.) must comply with company rules, including those regarding the access to workplaces.



REGULATING COMMON AREAS, MOVEMENTS AND MEETINGS IN THE COMPANY

Access to common areas, such as canteen, break areas, smoking areas, changing rooms, meeting rooms is regulated by a fixed number and the minimum safety distance (not less than 1 meter).

A specific entrance and exit route have been indicated in the canteen and a horizontal signage has been applied to facilitate compliance with the distance of at least one meter near the vending machines as well as all the time and attendance devices.

The use of changing rooms has been reserved only for operators belonging to production departments that carry out specific processes, for which the use the changing rooms is needed.

In the changing rooms there is a maximum capacity indicated with appropriate signs and during use, continuous ventilation of the rooms must be guaranteed.

The movements within the company area have been limited to the bare minimum.

Videoconferencing meetings via Skype and Teams are used to minimize physical presence, in line with the provisions of the Protocol dated 14.03.2020. Should videoconferencing meetings be not possible, the participating number to meetings has been reduced to a minimum, and to guarantee interpersonal distancing, they are held in larger rooms, for which adequate cleaning and ventilation is guaranteed.

All classroom training activities are suspended and canceled, even if compulsory, even if already organized.



USE OF PPE

The company routinely makes masks available to all collaborators regardless of the safety distance they maintain during their job and gloves for cleaning the personal workstations and equipment.

The company informs and trains workers on the correct use and disposal of these devices.



COMPANY AND WORKING ENVIRONMENTS REORGANIZATION

Smart working is adopted for employees and whenever it is possible.

The production areas and offices have been reorganized in order to guarantee the minimum distance of one meter while working.

The company has redefined shifts and working hours in order to decrease contacts as much as possible, reducing the possibility of workers meeting.

All national and international business trips have been suspended and canceled, even if already agreed or organized.



PERSONAL HYGIENE, CLEANING AND SANITATION OF THE ENVIRONMENTS

It is mandatory that people in the company take all the hygiene precautions already spread by specific communications, in particular:

- Wash your hands frequently with soap and water for the minimum established time, following the instructions posted in the toilets.
- Avoid socialization manifestations such as handshakes and physical contacts and maintain an interpersonal distance of at least 1 meter.
- Do not touch your eyes, nose and mouth with your hands.
- Cover your mouth and nose with your elbow if you sneeze or cough.
- Keep your workplace clean and sanitize carefully.
- Use suitable hand cleaners and sanitizing gels available in many areas of the factory.

Sanitization operations are carried out periodically in the workplace.

The company ensures daily and periodic cleaning of the premises, environments, workstations and common areas, including changing rooms, with reinforced frequencies.

Cleaning at the end of the shift and periodic sanitization of keyboards, screens and touch screens, with appropriate detergents is guaranteed, both in the offices and in the production departments.

Each operator is equipped with sanitizing material and paper roll; everyone will be able to constantly perform daily cleaning works on PCs, touch screens, keyboards and any furnishings touched with their hands and will still be required to carry them out at the end of their work shift, before the handover with their colleague.



MANAGEMENT OF SYMPTOMATIC PERSONS IN THE COMPAN

In the event that a person in the company develops fever and symptoms of respiratory infection such as cough, he/she must immediately report it to the personnel office, in order to proceed with isolation according to the provisions of the health authority and will have to leave the workplace to return home.

In the event of a confirmed positivity to COVID 19, the company, except different indications, will immediately proceed to notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or by the Ministry of Health.

The company collaborates with the health authorities for the definition of any "close contacts" of a person in the company who results to be positive to the COVID-19 test. This will allow authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the company may ask any possible close contacts to leave the plant as a precaution, according to the indications of the Health Authority.

Employees who are in good health, but who have a sick family member with significant respiratory symptoms, or who have had direct contact with a sick person, must inform their manager in the company and call the toll-free numbers made available by the ministry and from the region to report the situation and ask for advice and support.



MANAGEMENT OF PERSONNEL RETURN TO WORKPLACES

The company makes use of the collaboration between the competent doctor and the attending doctor to protect all the so-called fragile workers in order to delay as much as possible their return to the workplace and making sure, where possible, that they continue their job in smart working.