



COVID-19

COMPANY UPDATES & PREVENTION MEASURES

Updated 16th March 2020



MOTOVARIO[®]

HEART OF MOTION

a TECO Group company



Dear colleagues,

in consideration of the evolution of the situation relating to "coronavirus" and to the health situation in Italy, we report here below the **company position**, which is in line with government provisions and the **instructions to be followed for a correct risk prevention**.

COMPANY UPDATES

GENERAL PROVISIONS



All employees with symptoms of fever, respiratory tract irritation and conjunctivitis are required to contact their primary care physician and not to go to work, notifying their manager.



Absolutely do not go to work in the presence of fever.



If you think you that you have come into contact with people who are positive to the virus, report it to public health and start the so-called quarantine period.

This period will be covered by the disease certificate.



Strengthening of entrance checks in the company and adoption of additional hygiene measures.



TRANSFERS, COURSES AND MEETINGS



Suspension of all business meetings and transfers.



All courses with classroom attendance are postponed to a date to be allocated on the basis of the conclusion of the current health emergency.



Both internal and external meetings must make use of remote telematic tools such as skype, lifesize or telephone.

Any meetings with the physical presence of the participants must be reduced and everyone has the obligation to maintain a safety distance of over one meter.



Corporate PPE - Gloves, Masks, Glasses

The company will distribute the corporate PPE necessary to safeguard the health of workers within the workplace. The sanitizing gel dispensers are present in all common production areas and offices.



WORK PAUSE

Go to the recreational areas one at a time and stay at a safe distance of more than 1 meter from your colleagues. The drink or other must be consumed at your workplace. Absolutely avoid gatherings in the rooms or areas used for breaks.



REORGANIZATION OF COMMON AREAS

Distances and reorganization of common areas: Rest rooms, changing rooms, break areas and offices.



Sanitation of common areas.



Changing rooms closed until 3rd April 2020.

It will be possible to use the toilets inside changing rooms as service toilets, any other type of use is not authorized (no changing room use, no shower).



The use of the canteen is regulated and scheduled in order to minimize the risk of exposure to direct contact between colleagues.

People are asked to maintain a safety distance of at least 1 meter during any waiting, to sit in a maximum of 1 person per table.

The number of simultaneous accesses will be properly managed.

Additional measures regarding the increase in general sanitary hygiene control will be implemented in the coming days regarding the distribution of meals and the general management of cutlery and dishes.



SMARTWORKING

Where possible, smartworking has been activated to minimize the simultaneous presence of several people



TRASFERIMENTI CASA-LAVORO

With reference to the decree, the house work is always allowed even in self-certification.

So it is sufficient to have the company badge with a business card or a copy of a coupon that certifies your move to work or to return home.

Importantly, any stops during the trip are not foreseen by the decree, so checks of documents at a bar, restaurant or supermarket outside your area of residence and inside the orange zone could bring you civil and criminal penalties. Be careful.

FINAL NOTE

Freight transport is insured and normal, therefore company and production operations are insured.



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We also remind you that the best way to avoid the risk of Coronavirus exposure are **daily preventive and basic hygiene actions**.

PREVENTION MEASURES



[SALUTE.GOV.IT/NUOVOCORONAVIRUS](https://salute.gov.it/nuovocoronavirus)





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Trusting in the sense of responsibility of all of us,
MOTOVARIO is confident of our commitment to follow what
has been suggested in this communication so that this
emergency will be successfully concluded as soon as
possible.





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