



# UniSR

Università Vita-Salute  
San Raffaele

# Annex 1

## ***Information to Suppliers and Contractors*** ***Covid-19***

Protocol regulating the measures for combating and containing the spread of the Covid-19 infection



# UniSR

Università Vita-Salute  
San Raffaele

# Information Suppliers and Contractors \_ Covid- 19

***Supplement to art. 26 of Italian Legislative Decree. 81/08 as amended***

Edition: May 2020



# UniSR

Università Vita-Salute  
San Raffaele

## CONTENTS

1. INTRODUCTION.....	4
2. ACCESS CONDITIONS .....	5
3. PREVENTIVE MEASURES .....	6
4. SPECIFIC MEASURES .....	8
4.1 Specific measures for transporters and couriers used on an occasional basis.....	9
5. CONFIRMATION FORM .....	10



# UniSR

Università Vita-Salute  
San Raffaele

## 1. INTRODUCTION

Art. 26, comma 1, subsection b of Italian Legislative Decree 81/08 requires the Employer to provide contractors and suppliers with detailed information regarding the risks in the environment in which they are to operate and the prevention and emergency measures adopted with regard to their activities.

This information therefore serves the dual purpose of:

- informing third-party companies about the preventive measures implemented and the good practices to be adopted to ensure that the risk of Covid-19 infection is contained;
- reminding third-party companies of their obligations with regard to measures to deal with the pandemic emergency when they are required to access the facility.

By signing this information, contractors/suppliers confirm that they will comply, in relation to their contractors and subcontractors (if authorised), with the provisions of the national and regional measures to combat and contain the spread of the Covid-19 infection in working environments, in order to safeguard the health and safety of all staff.



# UniSR

Università Vita-Salute  
San Raffaele

## 2. ACCESS CONDITIONS

Suppliers/contractors must implement all necessary measures to ensure compliance on the part of their staff or subcontractor staff with the ban on accessing UniSR premises in the presence of symptoms which may indicate a Covid-19 infection.

Therefore, subcontractors/suppliers undertake to check the temperature of their workers, or any subcontractors, before the latter access the UniSR facilities.

Anyone accessing the facility **must do so in compliance with the restrictions and regulations in force within UniSR**, also and above all with regard to temperature measurement, which **must take place prior to access**.

Therefore, no-one may access the premises unless:

- Their temperature measurement on entrance or while on the premises does not exceed 37.5°C. If a temperature reading of over 37.5° is obtained, the person will not be admitted to the facility or must leave the premises at once, in accordance with the employer's specific instructions;
- They have not experienced during the last few days, and/or are not currently experiencing, respiratory infection symptoms, fever (temperature over 37.5°C) or other 'flu-like symptoms, and are not in any of the circumstances in which the Authorities enforce self-isolation;
- They have not had close contacts, in the previous 14 days, with people who have tested positive for Covid-19, or come from a high-risk zone as defined by the WHO.

**Contractors/suppliers are obliged to notify UniSR** ([spp@univr.it](mailto:spp@univr.it) and the UniSR contract contact) **immediately if their workers (or subcontractors) working at the UniSR facilities have tested positive to a Covid-19 swab, to enable both parties to collaborate to identify the close contacts** and to implement the appropriate measures to contain the infection.



## 3. PREVENTIVE MEASURES

In order to minimise the transmission of the virus, UniSR has taken action to enable compliance with health and hygiene measures, to which subcontractors' and suppliers' staff are also required to conform.

These measures, supplemented with specific instructions for contractors/suppliers are as follows.

- Frequent hand washing with soap and water, which is the most effective hygiene measure, or otherwise with the hand sanitisers provided by UniSR in strategic positions inside the facility, in the main transit points and at the entrances. The toilets are regularly stocked with soap to ensure personal hygiene. Signs are also affixed there to remind users of the correct hand washing procedure. Automatic hand sanitiser dispensers are available in the main transit points.
- Avoid close contact with people suffering from acute respiratory infections.
- Hugs and handshakes are forbidden.
- During social contacts and when organising activities, maintain social distancing of at least 1 metre as far as possible, if the specific activity allows.
- Do not share bottles and glasses.
- Do not touch your eyes, nose or mouth with hands or gloves.
- Cover your mouth and nose if you sneeze and use tissues, which must be thrown in the bin.
- Do not take antiviral drugs or antibiotics unless prescribed by your doctor.
- All necessary personal protective equipment must be put on before accessing the area, starting with masks and low-allergy gloves when inside the UniSR facilities.
- Use of respiratory protection (face mask) which must be worn covering the chin, mouth and nose<sup>1</sup>;
- Use the toilets designated for external staff and contractors, which are different from those designated for internal staff, in the communal areas;

---

### **How to put on a mask correctly:**

- wash your hands with soap and water or hand sanitiser;
- cover your mouth and nose with the mask, ensuring that it adheres closely to your face;
- do not touch the mask while wearing it; if you touch it, wash your hands;
- replace it with a fresh mask when it becomes damp, and do not reuse it.

### **How to remove a mask correctly:**

- wash hands with soap and water before removing the mask;
- to remove the mask, take hold of it by the elastic bands which keep it in place, taking care not to touch the surface of the mask, your face, your mouth or your eyes;
- after removing the mask, dispose of it as instructed (preferably in a specific bin or in a disposable bag which will later be binned);
- wash your hands again.



# UniSR

Università Vita-Salute  
San Raffaele

- Minimise any type of contact with internal staff, always maintain social distancing of one metre and wear other appropriate protective equipment (e.g. gloves);
- Communicate via IT systems or the telephone whenever possible;
- The stairs should be used when accessing upper floors. When this is not possible, use the lifts, wearing a face mask and trying not to cluster together with other people;
- If paper handkerchiefs or other disposable cloths are used during activities, they must be disposed of correctly, in accordance with current hygiene measures;
- In general and depending on the activity concerned (cleaning, maintenance, installation of equipment), entrance to the offices when internal staff are present is forbidden except in emergencies;
- Ventilate premises frequently, if possible;
- Comply with the facility access paths and routes agreed with the area manager;
- Do not hang around in communal areas;
- Do not remain in UniSR facilities for longer than strictly necessary for the provision of the services contracted or supplied;
- Limit movements around the facility and possible contacts with UniSR workers as far as possible;
- Comply with the facility access paths and routes agreed with the UniSR contract contact on each occasion;
- When removing the protective equipment used, dispose of them in the bins provided or using a disposable bag which will then be binned.



# UniSR

Università Vita-Salute  
San Raffaele

## 4. SPECIFIC MEASURES

Contractors/suppliers are required to consider the additional measures, related to the specific activity performed, necessary to minimise risks as far as reasonably possible, bearing in mind the requirements and the types of service contracted (e.g. reduction of the number of workers accessing the premises and the times spent there).

On the general principle of reducing contacts between UniSR staff and the contractor's workers, the possibility of reorganising personnel's working hours, in agreement with the UniSR contract contact, should be considered.

Any access to UniSR facilities by non-UniSR staff (e.g. contractors, suppliers, transporters) must be restricted, authorised and, if possible, arranged by appointment, to avoid the formation of clusters and to minimise contacts with those who work and study at UniSR, or must be regulated by the hours for provision of services in the case of contractors.

All documentation necessary for the provision of the services must be consigned digitally; if this is not possible, the documents should be collected in a folder to be submitted at the relative points of entry to the premises. UniSR will contact you to request any explanations or further information.

Require subcontractors also to comply with the regulations and supervise them accordingly.





# UniSR

Università Vita-Salute  
San Raffaele

## **4.1 SPECIFIC MEASURES FOR TRANSPORTERS AND COURIERS USED ON AN OCCASIONAL BASIS**

If transporters and couriers have to be used on an occasional basis, compliance with the instructions set out below must be guaranteed, through agreement with the transporter or other internal UniSR services.

- as far as possible, deliveries must be managed to reduce the number of individual deliveries as far as possible;
- drivers must remain on board their vehicles and may not access the offices for any reason. Drivers must stand at least one metre away during the necessary preparations for the loading and unloading activities;
- if it is essential for them to get off the vehicle, transporters must put on a face mask and single-use gloves before leaving the cab;
- interaction between UniSR staff and external staff is forbidden, except as strictly necessary for coordination purposes, and in full compliance with social distancing, which must be of more than one metre for these operations;
- unauthorised staff must not access the cabs of third-party vehicles;
- after parking their vehicles, if they cannot remain on board drivers must remain outside the facility and apply social distancing of one metre.



# UniSR

Università Vita-Salute  
San Raffaele

## 5. CONFIRMATION FORM

**Page to be returned to UniSR filled in and signed ([spp@univr.it](mailto:spp@univr.it))**

The contractor / supplier \_\_\_\_\_, in the person of its Legal Representative \_\_\_\_\_, hereby declares that:

- It has read the "Information to Suppliers and Contractors \_ Covid-19" and undertakes to comply with its contents.
- It has adopted all the measures to contain infection envisaged by the Italian Prime Ministerial Decree dated 24 May 2020, modifying the services offered accordingly.
- It has sent the "Information to Suppliers and Contractors \_ Covid-19" to:
  - No subcontractors
  - Specify which subcontractors (company/date of dispatch of information)

\_\_\_\_\_  
\_\_\_\_\_

- It undertakes to notify UniSR ([spp@univr.it](mailto:spp@univr.it) and the UniSR contract contact) immediately if their workers (or subcontractors) working at the UniSR facilities have tested positive to a Covid-19 swab, and to collaborate to identify the close contacts and to implement the appropriate measures to contain the infection.

Further safety information is available from the Health and Safety Service, [spp@univr.it](mailto:spp@univr.it)

Date \_\_\_\_\_

Stamp and signature (contractor/supplier) \_\_\_\_\_