



COMPANY REGULATORY PROTOCOL

Information to the entrance - External workers

- The entrance to the company's venues is cleared only at the Reception in order to verify and to check the required documentation (entrance policy, self-declaration, PPE usage) and the internal safety procedures taken by Record Spa. Only after this you will be accompanied to the work area; you are strictly forbidden to move towards other venues within the company buildings.
- Wearing surgical or valveless filtering masks (FFP2, FFP3) is mandatory. Facial **filtering masks with valve are NOT allowed** neither in the Reception area nor anywhere else within the company facility.
- Keep safety distance of at least 1 meter from others is mandatory, in case this will not be possible you have to wear a facial or filtering valveless mask. One will be given to you in case you are without it.
- Wash your hands anytime after touching common items and equipment such as vending machines, door handles and others.
- A chemical toilet, outside near the turnery storage area, is available for you to use. You are forbidden to use toilets located in the locker rooms, in the production area and in the office area.
- Sanitising hands with proper solutions or wearing single use gloves is mandatory in case you must use common tools (pallet trucks, trolleys, boxes and so on). Before and after the use it is also mandatory to sanitise the items with the proper products provided by Record Spa.
- In case you need to work on machinery and equipment, you must sanitise the area once your task is finished using the proper products provided by Record Spa.
- Gathering within the premise of the company, including the parking lot, is strictly forbidden.
- Meetings are allowed only in remote, the moments for work related discussions must be kept at an absolute minimum only when needed.

For proof of reception and agreement of the above dispositions we kindly ask you to send us back via email a copy of this document complete with stamp and sign to g.pagnoncelli@recordspa.it. You will be given a new copy in case of variations.

Date_____

Signature_____