

Protocol for the contrast and containment of the Covid-19 in Food Aid facilities

PROCEDURES FOR HOME DELIVERIES

During home deliveries, operators are required to:

- a) use the mask and always keep the safety distance of at least one meter from other people;
- b) wash your hands thoroughly;
- c) wear disposable gloves, both during the eventual preparation of the shopping bags and during the delivery of the same;
- d) upon arrival at the home of the person/family to help:
 - place the food or other packaging in front of the entrance door of the person/family apartment;
 - carry out the operations with the door of the house closed; passing everything (by way of example: possible withdrawal of notes, money etc.) **under the door and speaking with the door closed**. Allow the opening of the door only when strictly necessary and by keeping the safety distance of at least one meter;
- e) after completing the delivery, remove the disposable gloves and throw them in a basket. In case of contact with other people, remove the disposable gloves and throw them immediately after contact.
- f) on returning to the premises, wash your hands thoroughly.

PROCEDURES FOR FOOD AID WAREHOUSE MANAGEMENT

ACCESS OF PERSONNEL

Access is prohibited for those who in the last 14 days, have had contacts with subjects tested positive for COVID-19 or come from areas at risk according to WHO indications; have a body temperature above 37.5 ° C or other flu symptoms.

Personnel on duty may be subjected to body temperature checks. If the worker refuses to perform the temperature measurement, he must immediately leave the premise and the contact officer must be informed promptly.

If a person with a temperature higher than 37.5 ° C is found,

- the operator - who must continue to wear the mask - will be sent to his home, with the recommendation to avoid close contacts, to observe hygienic precautions and to contact promptly contact his/her General Practitioner (or the Continuity Assistance Service) or the toll-free regional number 800.89.45.45, and in case of serious symptoms, directly on 112.
- the Hub coordinator will promptly inform the city official responsible for that warehouse indicating the date of the measurement, the hour, the exact temperature, in order to prove the reasons why the operator needed to leave the premise and provide the data to the competent healthcare authorities, if required.

ACCESS FOR EXTERNAL PERSONS

All supplier companies and cooperatives will be required to comply with the conditions established by the information referred above, with an obligation on their part to bring them to the attention of their personnel who may access the spaces.

The permanence of the staff from third-party companies in the warehouse will be reduced to the strict minimum, with a mandatory obligation to respect the minimum interpersonal distance of one meter.

Staff from third-party companies will only be able to enter the premises with a mask and gloves and will not be able to access the facility's toilets, reserved for employees.

Access of the public or visitors is not allowed for any reason.

CLEANING AND SANITATION

For each warehouse, daily cleaning and sanitization is provided over 6 days, including Saturdays.

In the event of a person with COVID-19 (ascertained by the Health Authority), the immediate closure of the warehouse will be arranged, and adequate cleaning and sanitization will be arranged inside the premise, according to the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health.

The Municipality of Milan will inform and request supplier companies *in writing* to sanitize all means used for the warehouse services, by sending a copy of these shared rules.

INDIVIDUAL PROTECTION DEVICES

It is mandatory for all employees and operators who serve in the warehouses, to use gloves and masks to carry out their work, including cleaning.

The warehouses will be equipped with bottles of cleaning liquid.

COMMON AREAS MANAGEMENT

In common areas it is imperative to keep the interpersonal safety distance of at least 1 meter (so-called "droplet" distance), wearing a mask and gloves. In common areas, continuous ventilation of the premises must also be provided.

Even when eating a meal, the rule of minimum interpersonal safety distance of at least 1 meter must be respected, organize appropriate turns if necessary

In general terms it is mandatory to wear gloves to touch any surface that is not strictly personal. By way of example: handles and doors, vending machines, common tables, elevators.

EMPLOYEE ENTRY AND EXIT MANAGEMENT

Employees are obliged to enter and leave the staggered production facilities, always maintaining the interpersonal safety distance of at least 1 meter.

INTERNAL MOVEMENTS

It is strongly recommended that the staff minimize internal movements, avoiding any proximity contact that is not necessary for production purposes. When movements cannot be avoided scrupulously adopt the indicated measures: by way of example, mask, gloves and interpersonal safety distance.

MANAGEMENT OF A SYMPTOMATIC PERSON IN THE FOOD AID DEVICE

In the event that a person experiences fever and symptoms of respiratory infection such as cough, he must immediately report it to the person in charge of the warehouse. The latter will immediately notify the city official responsible for that warehouse who in turn will inform the Director of the Social Policies Department.

The operator - who must continue to wear the mask - will be sent to his home, with the recommendation to avoid close contacts, to observe hygienic precautions and to contact promptly contact his/her General Practitioner (or the Continuity Assistance Service) or the toll-free regional number 800.89.45.45, and in case of serious symptoms, directly on 112.

If an operator of the warehouse has been found positive to the COVID-19, the Municipality of Milan, in the various competent functions, will collaborate with the Health Authorities to identify any "close contacts" he/she might have had and during the investigation period may also request people to leave the premises.

ORIGINAL DOCUMENT IN ITALIAN

<http://www.foodpolicymilano.org/wp-content/uploads/2020/03/regole-gestione-hub-per-contenimento-COVID19-def.pdf>