

# Covid-19 Emergency General Guidance for Visitors and Suppliers

With regard to the regulatory measures to fight and contain the spread of the Covid-19 virus in the workplace, it should be noted that SUANFARMA Italia S.p.A. has adopted the measures provided in the Prime Ministerial Decree of April 26, 2020 and the shared Protocol of April 24, 2020, integrated with the internal guidelines of its organization and that they have been forwarded to all employees and external parties.

## Information

Preventive and timely information is the first prevention and for this reason SUANFARMA Italia S.p.A. is committed to bring to the knowledge of its employees and all its customers, suppliers, stakeholders, etc., all the information necessary to protect the health and safety of its collaborators.

In particular, SUANFARMA Italia S.p.A. informs anyone entering the company about the following guidelines:

- It is mandatory to remain at home and not to enter the company in the presence of fever (over 37.5°) or other flu symptoms and to call your family doctor and the authorities healthcare
- The awareness and acceptance of the fact that it is not possible to enter or remain in the company and that it must be declared in a timely manner where, even afterwards at the entrance, the following conditions are met:
  - Symptoms of influenza
  - Temperature over 37.5°
  - That in the last 14 days there has been no contact with people infected by Covid19
  - That in the last 14 days there has not been the onset of symptoms typical of Covid19: cough, conjunctivitis, loss of taste and smell.
  - That in the last 14 days you have not visited red areas, defined as such by the Ministry of Health or by specific decrees, government regulations or ordinances of the Province of Trento
  - That you have read the privacy policy on body temperature measurement.

To access to SUANFARMA Italia S.p.A. site it is necessary to measure the body temperature in real time using a thermo-scanner or an automatic thermometer.

In case of body temperature higher than 37.5°C and in case of presence of typical Covid19 symptoms, yours or of your family members or people you have come into contact with in the last 14 days, you will not have access to the site for any reason.

The commitment to comply with all the provisions of the Authorities in particular guaranteeing:

- The maintenance of a distance between people of at least two meters
- The use of masks when the interpersonal distance of two meters cannot be guaranteed
- Hand hygiene

It is therefore recommended to wash your hands often with soap and water for at least 40 seconds or use an alcoholic solution. SUANFARMA Italia provides dispensers containing such alcoholic solution at the main entrance, at the rest rooms, at meeting rooms, at the company restaurant and in other common areas.

## Cleaning and sanitization

Cleaning and sanitization are fundamental actions that, together with interpersonal distancing, can prevent the spread of the virus.

SUANFARMA Italia S.p.A. for cleaning and sanitization refers to Circular 5443 of 22 February 2020 of the Ministry of Health expressly mentioned in the national protocol and ensures that sanitization is carried out in compliance with the periodicity provided for by the regulations and in any case on a weekly basis.

5 golden rules to follow:



**Keep a 2 meters distance** from each other at all times. When not possible, wear a surgical mask.



**Wash your hands** frequently with soap and water.



**Cover your mouth and nose** when you sneeze or cough. Capture the potentially infective droplets.



**Cleanliness** is key to staying healthy. **Play your part** in all spaces to protect everyone.



**Stay home when sick.** Contact your physician.

Thank you for your collaboration.

**SUANFARMA Italia S.p.A.**

## Attachment

### Information of the processing of personal data

Pursuant to EU Regulation no. 679/2016 (so-called GDPR), the following information is provided regarding the processing of personal data of persons who, during the COVID-19 emergency, access SUANFARMA Italia S.p.A..

### Data Controller

SUANFARMA Italia S.p.A., with registered office in Corso Verona, 165 - ZIP code: 38068 - CITY: Rovereto - E-MAIL: [privacy.rovereto@suanfarma.com](mailto:privacy.rovereto@suanfarma.com)

### Type of personal data processed and data subjects

Within the limits of the purposes and methods defined in this notice, they are subject to processing:

- a) data relating to body temperature;
- b) information regarding close contacts at high risk of exposure, in the last 14 days, with suspect subjects or positive results at COVID-19;
- c) information regarding the origin, in the last 14 days, from areas at risk according to WHO indications.

The personal data subject to processing refers to:

- a) SUANFARMA Italia S.p.A. personnel. With respect to these data subjects, this information note supplements that already provided for the processing of personal data for the establishment and execution of the employment relationship
- b) suppliers, transporters, contractors, visitors and any other third party authorized to access SUANFARMA Italia S.p.A.

### Purpose and legal basis of the treatment

Personal data will be processed exclusively for purposes of prevention from contagion by COVID-19, in execution of the anti-contamination Security Protocol adopted pursuant to art. 2 paragraph 10 of the Prime Ministerial Decree of April 10, 2020. The legal basis for the processing is, therefore, to be found in the implementation of the anti-contamination security protocols pursuant to art. 2 paragraph 10 of the Prime Ministerial Decree of April 10, 2020.

### Nature of the provision of personal data

The provision of data is necessary to access SUANFARMA Italia S.p.A. Any refusal to provide them prevents you from entering the company.

### Methods, scope and duration of data processing

With reference to body temperature measurement, SUANFARMA Italia S.p.A. does not make any data recording. The identification of the interested party and the recording of the exceeding of the temperature threshold could take place only if it was necessary to document the reasons that prevented access. In this case, the interested party will be informed of the circumstance.

Personal data will not be disclosed or communicated to third parties, except in accordance with specific regulatory provisions (e.g. in case of request by the Health Authority for the reconstruction of the supply chain of any close contacts of a worker found positive to COVID-19).

The data will be processed for the time strictly necessary to pursue the aforementioned purpose of prevention from contagion from COVID-19 and stored no later than the end of the state of emergency, currently set at 15 October 2020 by the Resolution of the Council of Ministers of 31 January 2020.