

# **Pandemic Plan - COVID-19 - Add. 13/3/2020**

## **1. Purpose**

This Pandemic Plan describes the main organizational, preventive and hygienic measures to be taken to limit the spread of the COVID-19 infection among collaborators and ensure company functions even in the event of numerous absences.

## **2. Objectives**

This Pandemic Plan aims to:

- I. Health protection: reducing the risk of employee contagion;
- II. Operating guarantee: ensure the minimum functioning of the company even in the event of a serious pandemic.

## **3. Pandemic plan**

A crisis cell was created with the aim of dividing and coordinating the activities (PP-Team).

Below are the main actions taken to protect employee health and ensure business continuity.

### *I. Health protection*

- A general information has been provided on the spread of the virus, as well as the general prescriptions of behavior (PP-1 - update 09.03.2020);
- All staff have been equipped with disinfectant gel in packs of 100ml and a disinfectant gel dispenser is being installed at the entrance for any visitors;
- Graphic info for hand washing (PP-2) and the use of cleansing gels (PP-3) were posted in the canteen and in the bathrooms;
- Interactions between people have been limited to the strict minimum;
- Work shifts have been reorganized to eliminate overlaps in the production department and limit crowding as much as possible.
- From 12 March, the staff of the commercial and back office area, both Italian and resident, has been working from home via remote connection, while the CEO, the Administration and the Operations Manager remain in the company, who in any case have the possibility to connect remotely in case of need;
- The cleaning service has been enhanced, also requesting greater attention and care from the supplier, in particular in common areas such as changing rooms, services and company canteen;
- Any visit by external persons is discouraged and in any case subject to approval by the Management, preferable telephone calls, conference calls, video conferences or emails.

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## *II. Exercise guarantee*

- Management is in constant contact with the competent authorities to receive timely updates on developments in the spread of the virus and related containment measures;
- All the main customers were contacted, to evaluate with each of them the need to make overproductions or to create safety stocks for any critical items;
- The main suppliers were contacted to verify that there are no problems with respect to the orders issued, nor significant changes in the terms of delivery for new needs;
- In order to limit the impact of a possible case of positivity among the production staff with consequent quarantine for colleagues, the following safety measures have been implemented:
  - o The work shifts were segregated, eliminating the points of contact between the shifts;
  - o The staff in the tooling department was also placed in one of the two shifts;
  - o A group of production workers has been identified (shift manager, molding and control operators, warehouse assistant) who are exempted from going to the company in order to act as a backup team;
- In order to ensure the continuity of the production department even if it is impossible for the production staff from Italy to reach the company, the following measures have been implemented:
  - o Operators resident in Ticino have been found, ready to start on calling;
  - o From the 12th March until further notice, an emergency team will stay in Ticino, including weekends, to ensure the functioning of the production department even in case of sudden closure of borders or limitations of mobility for Italian people.
- An external connection of remote desktops, or via VPN, has been set up for each member of the Management team, so as to be able to ensure the continuity of activities even without having to report to the company;
- The entire organizational structure has been revised to identify critical roles for business continuity by defining at least one backup for each of them (S.23.9A)

The Management, head of the crisis cell, constantly monitors the situation and is responsible for updating and integrating the aforementioned provisions which are valid from March 2, 2020.

Monteggio, 13.03.2020

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Chief Executive Officer

Repo SA