

# COMERIO ERCOLE

S.p.A. - Capitale Sociale € 2.200.000



Founded in 1885  
MECHANICAL CONSTRUCTIONS

Sede Legale ed Amministrativa  
Via Castellanza, 100  
21052 BUSTO ARSIZIO (ITALY)



Busto Arsizio, May 4<sup>th</sup> 2020

*Dear Valued Guest,*

*COMERIO ERCOLE management, taking into consideration the Italian regulations, updated on April 24<sup>th</sup> 2020, to contrast and contain the spread of COVID-19 coronavirus in the work environment, is glad to welcome you to our Company.*

*The main purpose of this document is to inform in advance each valued guest about COMERIO ERCOLE internal COVID-19 anti-contagion rules and procedures.*

*The date of the visit should be agreed in advance with COMERIO ERCOLE team involved; in order to provide you specific guidelines to fully comply with operative rules finalized to contain and contrast the spread of the virus.*


*As always, the health and safety of our customers and employees is our top priority.*

**At the arrival at COMERIO ERCOLE facility, you will receive an informative leaflet. Below the main rules to follow during your visit:**

- a) At the entrance, a company employee detects Guest's body temperature with a non-contact frontal device;*
- b) People with symptoms such as fever (> 37.5 °C), cough, flu, subject to quarantine or virus positive results or who have been in contact with "positive" people in the last 14 days are not allowed to enter the Company;*
- c) In case of symptoms manifestation during the visit, immediately notify to Comerio Ercole staff;*
- d) It is mandatory to cover nose and mouth with surgical mask, FFP 1-2-3 mask or N95/KN95 mask without valve;*
- e) Mask with valve must be covered with a surgical mask. In case of need, Comerio Ercole will provide a proper mask;*



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- f) *Gloves, glasses and sanitizing gel are available at request. Of course guests are allowed to wear own PPE (Personal Protective Equipment) during the visit;*
- g) *Before the use of snack and beverage dispensers, wash your hands with on-site available sanitizing gel;*
- h) *Wash your hands often using sanitizing gel dispensers available in all common areas and meeting rooms;*
- i) *Avoid the promiscuous use of bottles and glasses;*
- j) *Cover your nose and mouth if you sneeze or cough;*
- k) *Avoid hugs, handshakes and direct physical contacts with anyone;*
- l) *Keep in each social contact an interpersonal distance of at least 1 meter apart. Comerio Ercole supervisor will be constantly with you and at your disposal.*

**COMERIO ERCOLE** performs body temperature detection (data detected but not recorded) and following steps in full respect of the Privacy, according with National Protocol.

Considering the continuous evolution of the situation, **COMERIO ERCOLE** management is constantly committed to update these provisions regarding any further measures for the safeguard of the community.

The compliance with the above listed rules constitutes a specific individual and social responsibility; everybody must strictly comply with the directions to protect himself and the community.

For any further information, **COMERIO ERCOLE** is at your complete disposal.

*Thanks for the cooperation!*

**COMERIO ERCOLE SPA**

Dott. Riccardo Comerio / CEO  
COVID-19 Team Member