

GUIDELINES FOR THE MANAGEMENT OF FBK BUSINESS TRAVEL DURING THE COVID-19 EMERGENCY

Having taken into account that with the entry into force of Law Decree No. 33 of May 16, 2020, entitled "*Measures to contain the spread of COVID-19*" for the circulation of vehicles and people, the following provisions have been adopted:

- ✓ As of May 18, 2020, all circulation restrictions within the region have been lifted as per articles 2 and 3 of decree-law No. 19 of March 25, 2020, (these measures may be reintroduced only in specific areas of the above area affected by a significant worsening of the health crisis);
- ✓ as of June 3, 2020, travel between regions is allowed (which can only be limited by measures adopted pursuant to article 2 of decree-law no.19 of 2020, in specific areas of the national territory, according to principles of appropriateness and proportionality to the epidemiological risk actually present in these areas);
- ✓ as of June 3, 2020, travel to and from abroad can be limited only with measures adopted pursuant to article 2 of decree-law no. 19 of 2020, also in relation to specific States and regions, according to principles of appropriateness and proportionality to the epidemiological risk and in compliance with the constraints deriving from the European Union regulations and international obligations.

Fondazione Bruno Kessler, in order to ensure the safety of staff on business travel - in line with the measures to contain the spread of the Covid-19 disease already adopted for carrying out work activities at its offices -, determines that:

1. for travel within the Province or region, **the use of personal vehicles with mileage reimbursement is, where possible, preferable to requesting an FBK vehicle**, which would entail a costly vehicle sanitization process after each use;
2. cars can be used by multiple **passengers** only in compliance with the minimum distance of one meter. Both the passengers and the driver must wear masks, passengers must sit in the back seat;
3. When using a privately-owned vehicle is not possible, the Foundation will provide **rental** cars from an agency, which ensures the scrupulous adoption of advanced customer safety protocols;
4. art. 6 paragraph 2 of the FBK Business Travel Policy, by which the use of **extraordinary means of transportation** is not eligible for reimbursement will be waived until the end of the COVID-19 emergency;
5. the safety rules to be respected when carrying out work activities (Rules 1/4 and 2/4 Annex 2 of the Reopening Plan 28/04/2020 <https://trasparenza.fbk.eu/COVID-19-comunicazioni-del-Datore-di-Lavoro-raccomandazioni-e-altro/Piano-di-rientro-FBK/Allegato-2>) are to be extended also in **work places other than FBK**;
6. when visiting other entities, the safety measures adopted by the host institution must be observed, as well as the measures adopted by FBK, if more restrictive;
7. if using **public transportation** becomes necessary, please refer to Annex 15 of the Prime Minister's Decree of May 17, 2020 entitled "*Guidelines for information to users and organizational methods for containing the spread of the covid-19 in public transportation*" "System measures" Letter b): Recommendations for all users of public transportation services " <https://www.gazzettaufficiale.it/eli/id/2020/05/17/20A02717/sg>

8. it is recommended to always have a hand **disinfectant gel** with you, as well as **gloves** that must be considered contaminated after contact with external surfaces until sanitized;
9. if it **tools** are used by more than one person, they must be sanitized after each use with the supply of alcohol and a cleaning cloth to be requested in advance from the Safety Unit if you do not have it already;
10. clarifications on the use of the **mask**: considering the Ordinance of the President of the Province of 05/18/2020 (Provincial provisions following the enactment of Prime Minister's Decree No. 33 of May 16, 2020, and the subsequent Prime Minister's Decree of May 17, 2020) according to which:
 - a) *without prejudice to compliance with the basic measures for the containment and prevention of the spread of Covid-19 (i.e., the obligation to respect the interpersonal safety distance of at least one meter between people not living together, the ban on assembling in public or private places, the mandatory use of the mask as specified below and constant and accurate hand hygiene)*
 - b) *the use of the mask is mandatory outside your residence or domicile.*
When traveling by private vehicle alone or in the presence of members of the same household or in an isolated place, or a public or private area in which there are only cohabiting people, there is no obligation to use the mask.
It is also mandatory to wear the mask in indoor public places and on all occasions where it is not possible to maintain the safety distance at all times.