



## **Behavior rules for safety in the workplace**

**Annex No. 2 to document «towards the premises reopening plan»**



**Workers allowed access as per the provisions of the “[Reopening Plan](#)” adopted by Fondazione Bruno Kessler shall follow these [rules](#) while performing their tasks.**



## Behavior rules 1/4

**01** While performing their tasks, workers shall maintain an **interpersonal distance** of at least 2 m at all times

**02** Workers shall thoroughly follow the **appropriate hygiene rules** recommended by health authorities (frequent handwashing, etc.)

**03** One person only is allowed on board of **company vehicles**

**04** **Masks** shall be worn both in the office and when moving around (to go to the bathroom, cafeteria, etc.)

## Behavior rules 2/4

**05** Workers who **do not share the office** with others can remove the mask but will have to put it back on if they have to leave the office or if someone comes into the office (in this case they will also have to maintain an interpersonal distance of 2m.)

**06** All workers will **sanitize their workstations** with suitable products (supplied by the employer)

**07** **Meetings** are permitted provided that room occupancy limits as shown in floor plans are observed, otherwise videoconferencing is to be preferred

**08** **Elevators** can be used only in cases of real need and shall be used by one person at a time and only if wearing a face mask

## Behavior rules 3/4

**09** All authorized workers must swipe their **badge** at the entrance and display it when moving around within the premises

**10** **Movements within the premises** shall be limited as much as possible

**11** **Transporting materials,** paper documents, etc. outside the office shall be limited as much as possible

**12** Workers shall **wear all necessary PPE** (please pick it up at the Safety Office, floor 2, North Building) especially surgical masks and FFP2 respirators, and use them according to the instructions received. Gloves used outside FBK (public transport, etc.) must be treated as potentially contaminated, so please do not use them on FBK premises

## Behavior rules 4/4

**13** At **vending machines**: wear the mask, keep an interpersonal distance of at least 2m; before making your selection, take some disinfectant gel from the dispenser and clean your hands and leave immediately after taking the product

**15** The Safety and Prevention Unit will conduct random **temperature checks** on workers

**14** Each worker shall **submit a daily statement** (through the self-certification form received via email preferably online) certifying that neither he/she nor any members of his/her household have manifested any flu symptoms (cough, fever higher than 37.5 degrees, conjunctivitis, muscle pain) in the past 24 hours. Otherwise, he/she will not be allowed access to FBK. If these **symptoms** occur when you are already **at work**, immediately leave the workplace, notify your immediate Supervisor and the Head of the Safety and Prevention Unit, go home and contact your primary care physician.

## Useful contacts

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