





# **Access authorization to contractors, vendors, couriers and other**

**Annex No. 6 to document «Premises reopening plan»**



**During the reopening phases set forth in the Reopening Plan, **access to contractors, vendors, couriers, etc** is governed as follows.**



## Rules and regulations



**Contractors** shall obtain **prior specific authorization** from the Technical Office through the Work Attendance app (weekly authorization).



**Contractor staff** shall obtain a **badge** from the Safety and Prevention Unit; badges should be displayed at all times.



**Contractor staff** shall be **equipped with required PPE** (especially face masks) provided by their employer and assure compliance with requirements as per the various national and local legislation and the directives of the local health authorities.

## Rules and regulations



**Vendors** will be granted **access upon prior notice** to the Safety and Prevention Unit and the Technical Office and only **for the time strictly necessary** for loading and unloading operations; they should not enter the Foundation's facilities for any reason and should be equipped with the **required PPE**.



**Couriers** will be granted access only **for the time strictly necessary** for loading/unloading operations; they should not enter the Foundation's facilities for any reason and should be equipped with the **required PPE**.



If **external personnel** has to **enter the Foundation for urgent reasons** (therefore without a badge) the **Safety and Prevention Unit must be notified**; upon authorization, such personnel will be taken in charge by the staff of the Technical Office or other authorized FBK staff who will accompany them inside the premises and will follow them at all times and then walk them to the exit

# Rules and regulations



The staff of **contractors working at construction sites** will be granted a construction site office, bathrooms and **dedicated meal areas** with specific routes.



Inside FBK, **external staff** shall comply, limited to their area of concern, with FBK's behavior rules and regulations.



The Safety and Prevention Unit, together with the Technical Office, might conduct **inspections**, checking in particular the correct use of PPE, carrying out temperature measurements and checking compliance with daily self-declarations pursuant to the Ordinance of the President of the Autonomous Province of Trento of 13.4.2020.

# Contacts

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