

# Updated FBK anti-Covid provisions

*adopted with resolution no. 09/2020 of September 11, 2020 and updated on October 28, 2020*

*This document summarizes the review that, on September 9, 2020 the Fondazione Bruno Kessler Foundation Covid Task Force performed on the current status of pandemic prevention and contrast measures as set forth in the Premises Reopening Plan adopted with the President's resolution. The document also clarifies the terms of the transition from the scheme envisaged by the Premises Reopening Plan to the one introduced by Resolution 8/2020 of the Head of the Foundation's Human Resources Service. In particular, this document sheds light on the management of the administration of the Covid-19 serological and rapid antigen tests. The document also confirms the higher number of individuals authorized to enter the Foundation. Finally, it confirms the function of the Covid Task Force and clarifies the five Provisions adopted for the safety, prevention and contrast of the epidemic-related risk in place.*

## Background

The Covid-19 epidemic crisis that broke out between February and March of this year prompted a national and local strategy to contain and manage the phenomenon.

Fondazione Bruno Kessler promptly reacted to the emergency situation by securing the integrity of its most precious assets and, at the same time, by ensuring operational continuity for its institutional functions through a special strategy set forth in a specific Plan dynamically readjusted based on the evolution of the Covid phenomenon and overseen and implemented by all the representatives of the areas concerned (safety, corporate assets, personnel), by the occupational health physician and by unions representatives and workers representatives for health, specifically gathered in the so-called "Covid Task Force".

This Plan, adopted in its final version with the [President's Resolution dated April 28, 2020](#), set specific safety and prevention measures in accordance with the provisions of the competent national and local authorities, identified a Covid risk management model consistent with the specific needs of the Foundation, set up a specific work and supervision scheme (agile work and related monitoring), planned a controlled, three-phase reopening.

On July 28, 2020, having consulted with the Head of the Safety and Prevention Unit, the Covid Chief Officer and the Secretary General, the Head of the Human Resources Service with a resolution ([resolution No. 8/2020 of the Head of the Human Resources Service](#)), introduced the work organization model by launching the related experimental phase thereby permanently dissolving the Plan's reopening scheme, of which - as the pandemic situation and the related contrast methods persist - the safety and prevention measures had remained effective.

In the new organizational context - a context that will enter into force as of September 15, 2020 and will be gradually modified and updated in based on the evolution of the pandemic and national and provincial regulations - the "Covid Task Force", on the

initiative of the Foundation's Covid-19 Chief Officer, acknowledges the new work organization scheme, determines that all the provisions on prevention and safety contained in the above Plan and present on the Transparent Administration website in their updated version remain in force. The Covid-19 Chief Officer also proceeds with a review of the management of the specific contrast and prevention measure represented by the new antigen tests - paid by the Foundation and performed on a voluntary basis - in the following terms.

## **Beyond the Premises Reopening Plan**

As clarified in the introduction, with the entry into force of the work organization scheme set out in Resolution No. 8/2020, the timeline for resuming on-site work as set out in the premises reopening plan is no longer applicable. On the other hand, the Plan's provisions on prevention and safety and those connected to them remain fully effective. These provisions are attached to this document and can be viewed online on the Transparent Administration website under the [COVID-19 section: communications from the Employer, recommendations and more](#).

With respect to the provisions of the Reopening Plan on the scheduled return of employees, in-house consultants and doctoral students, starting from September 15, 2020, in agreement between the employer and the Covid Task Force, access to the Foundation's offices - in compliance with the percentages provided for by the above Resolution - is also extended to all professional figures in training who contribute to the smooth running of the Foundation's activities. FBK Junior and visitors who have no close relationship with FBK are excluded.

Until the end of the current health emergency - without prejudice to the responsibilities of the employer, the Head of the Safety and Prevention Unit and the Head of the Prevention and Protection Service - the Covid Task Force will continue to oversee the implementation of the prevention and safety systems, their updating and their suitability to respond to the specific needs of the Foundation and its human capital.

## **From the serological test to the Covid-19 rapid antigen test**

As provided for by the premises reopening plan, starting on May 4, gradually and never beyond the safety limit calculated in 50% of the total capacity, staff were granted access to the Foundation's premises. During the early reopening phase, much uncertainty still prevailed over the transmission of the virus (transmissibility of infected or asymptomatic people in the early stages of the disease or after recovery) and on the systems for identifying infected and asymptomatic people.

The ability of hospitals (both public and private) to test suspected cases was limited and nasopharyngeal swabs were primarily reserved for the needs of healthcare providers.

In this situation - considering the full operation achieved by virtue of alternating on-site and remote work - the Foundation had the obligation and the interest to minimize the possibility of the virus spreading among its workers. Hence the decision, that involved

all the FBK Covid Task Force members, to offer the possibility of taking, on a voluntary basis, the rapid serological tests capable of identifying the individuals who, until that moment, had come into contact with the virus.

From May 4 to September 4, 2020, the Foundation, after due comparative process, contracted Progetto Salute that performed about 197 serological tests (2 came back positive for IgG and 2 for IgM and were followed by nasopharyngeal swabs) on a voluntary basis and only for personnel resuming on-site work, thus monitoring the health situation, creating a climate of safety and reliability and ensuring high productivity standards.

If initially, as specified above, finding infected staff was a hard effort, over time the public and private healthcare system started offering more and more qualitative and quantitative screening and testing options.

In August, new early diagnosis possibilities were introduced: the [Covid-19 rapid antigen test](#), the so-called "rapid swab" is currently the optimal solution for corporate and preventive use as well as for population monitoring. Even now, in fact, the use of PCR-based testing is performed by the public healthcare system (APSS/ASL). The advantage of the rapid swab lies in the better specificity in determining whether an individual is contagious and should be isolated from the others; the result is given back within 30 minutes.

Fondazione Bruno Kessler, in view of the planned resuming of on-site work by all its staff - with the exceptions strictly provided for by the [Guidelines](#) adopted following resolution No. 8/2020 by the Head of the Human Resources Service - and of increasing infection cases - has decided that, without overlapping with or replacing the protocols and procedures provided for by the national and local health systems - will ensure the administration of the rapid nasopharyngeal swab tests and permanently stop serology testing.

The use of the above swab testing will be allowed only in special and urgent cases when strictly needed due to the particular nature and institutional activity of the Foundation when the latter cannot be immediately performed and ensured by the national and local health systems. Without prejudice to the acceptance of the workers, the assessment of the existence of the aforementioned cases will be the responsibility of the Covid Chief Officer and the Head of the Safety Department of the Foundation (for further details, please see Provision No. 1: "Operational guidelines for suspected Covid-19 cases").

As per the previous agreement, rapid swab tests will be administered by [Progetto Salute](#).

## Personal data protection

In the above context and for any organizational situation, particular attention will be paid to the right to privacy. Please be reminded that the Foundation's DPO (Data Protection Officer: [privacy@fbk.eu](mailto:privacy@fbk.eu)) is available to receive notifications or requests for opinions and that in the dedicated Transparent Administration pages it is possible to

view the updated information on personal data processing related to Covid-19 [http://bit.ly/Informativa\\_privacy\\_Covid-19](http://bit.ly/Informativa_privacy_Covid-19).

## Provisions attached to this document

This document encompasses the five provisions that follow, divided into different areas. **These provisions are updated and provide information that is not ancillary but mandatory that all staff are required to read carefully and follow scrupulously.** They may be subject to amendments based on the evolution of the pandemic.

- Provision no. 1: [Operational guidelines for suspected Covid-19 cases](#)
- Provision no. 2: [Safety rules to be observed while at work](#)
- Provision no. 3: [Provisions on food and beverages at FBK](#)
- Provision no. 4: [Access to the Humanities Center and to the FBK library](#)
- Provision no. 5: [Access procedures for external companies, suppliers, couriers and the like](#)

Please note that the above provisions are available on the [Transparent Administration](#) website.

## Actions taken by FBK

The actions that the Foundation has undertaken at various levels to support staff from the point of view of health prevention and the organizational climate and support for remote work are listed below.

- [Measures to contain Covid-19 at FBK's premises](#)
- [Internal climate and communication support](#)