



# **Safety rules to be observed while at work**

## **Provision no. 2**

of the document "Updated FBK anti-Covid provisions"

## Safety rules 1/5

**01** When performing any of their duties, workers shall maintain an interpersonal distance of at least 2 m at all times, even if wearing a mask.

**02** The staff must scrupulously comply with the rules of appropriate hygiene practice ordered by the competent authorities (frequent hand washing, interpersonal distance of 2m and use of face masks).

**03** FBK staff must use the necessary PPE (to be picked up at the Safety office on the 2nd floor, North Bldg) with particular reference to the use of face masks, and use them according to the instructions received. Gloves used outside FBK (public transportation, etc.) must be treated as potentially contaminated, therefore workers are invited not use them at FBK premises.

**04** **Face masks** are mandatory at all times except in cases where workers are alone in the office.

Wearing face masks is mandatory even when plexiglass dividers have been installed, We encourage workers to put their masks back on immediately if a second person enters their office, as well as to keep the minimum distance of 2 m at all times.

**05** All persons authorized to access the Foundation must record attendance with their **badge** at the entrance and display their badge when moving around the premises.

# 06

The Safety and Prevention Unit will continue to carry out random **temperature checks** on workers and to verify compliance with the rules in force at that time.

# 07

At **vending machines** workers must wear a mask, keep interpersonal distance of at least 2 m. Before making their selection, workers should use the dispenser with the disinfectant gel to clean their hands and leave the area immediately after picking up the product.

**08** Traveling one person **at a time is recommended on FBK vehicles.**

If there is a need to have more than one person in the same vehicle, the risk of spreading the virus increases. In order to limit this risk, it is mandatory to follow the national provisions (read [HERE](#)).

**Updated on 09/24/2020**

**09** Each worker shall **clean their workstations** with the PPE provided by the Safety Office, both in the office and in the laboratories, at least once a day or every time the workstation is occupied by a different worker.

The above applies also to the spaces dedicated to snacks, meals or co-working.

**10** Meeting rooms can be used within the maximum capacity indicated for each one, ensuring interpersonal distancing of at least 2m and the use of face masks at all times.

For other meeting rooms available for reservation, it is necessary to ensure interpersonal distancing of at least 2m and the use of the face masks at all times.

**11**

All individuals who are granted access to FBK sites must report daily (through [self-declaration](#) – received via email for FBK staff, through paper form for other individuals) that neither he/she nor his/her household members have experienced Covid symptoms (cough, fever above 37.5 degrees, conjunctivitis, muscle pain) in the past 24 hours. Those who cannot comply with the requirement must not go to FBK premises.

# Contacts

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