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Title	COVID-19 : Essential Requirements						

Category	<i>EHS&E</i>
Department owner	<i>COVID-19 committee</i>
Scope of Application	<i>Global</i>
Process Description	<i>Essential Requirements</i>

REVIEW HISTORY		
<i>01</i>	<i>Full revision based on COVID-19 Knowledge evolution and Best Practices sharing from previous version</i>	<i>April 15th 2020</i>
<i>Version number</i>	<i>Description of changes</i>	<i>Date</i>



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Categories approval process	
Category/Department	<i>Date</i>
HR	
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IS	

Internal drafting process (Optional)		
Department	<i>Specify name</i>	<i>Date</i>



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1 Purpose

The aim is to define the essential requirement to be guaranteed to manage properly emergency related to COVID-19.

2 Scope of application

This procedure applies in all Marelli sites to manage COVID-19 emergency.

The contents of this document are aligned with indications from World Health Organization (WHO) and at the best practices known (in Marelli sites and or other industries) at the date of publishing.

Each site has to verify coherence with Country Health Authority requirements and has to apply the most stringent ones.

3 Acronyms & Terms

Acronyms	Definitions
EMP	Employer
HR	Human Resources
EHS	Environment Health & Safety
IS	Industrial Security
IT	Information Technology
PUR	Purchasing
COM	Communication
COVID-19 CC	Central Committee in charge for emergency management COVID-19 (formed by the Central HR, Industrial Security, Communication, EHS&E)
COVID-19 R/C	Regional/Country Committee in charge for emergency management COVID-19 (formed <u>at least</u> by the Regional/Country HR, Industrial Security, Communication, EHS&E)
COVID-19 SC	Site Committee in charge for emergency management COVID-19 (formed <u>at least</u> by the site Employer, HR, Industrial Security, EHS&E)
BU	Business Units
M	Mandatory task. Derogation of a Mandatory Item has to be requested and approved by BU CEO, Head of Manufacturing and Corporate EHS.
R	Reccomended task

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4 COVID-19 Cases definition

Rule	Definition
4.1 Confirmed Case	A case with a laboratory confirmation carried out according to indication of Country Health Authorities for SARS-CoV-2 infection, regardless of clinical signs and symptoms.
4.2 Suspect Case in site	An employee with acute respiratory illness (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath), AND in the absence of an alternative diagnosis that fully explains the clinical presentation. OR An employee with any acute respiratory illness AND having been in contact with a confirmed or probable COVID-19 case in the last 14 days prior to symptom onset; OR An employee with severe acute respiratory illness (fever and at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath; AND requiring hospitalization) AND in the absence of an alternative diagnosis that fully explains the clinical presentation.
4.3 Suspect Case off the job	Employee being a strict contact of a Confirmed Case out of Marelli site



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5 Organizational rules

Rule	Task	M	R
5.1 Set-up of COVID-19 Committee	<p>Each Region/Country/Site has to establish a COVID-19 committee involving at least the function described in the Acronyms & Terms chapter.</p> <p>The COVID-19 R/C has to set a specific channel of communication from/to sites (email managed by HR) and communicate with “COVID-19 CC” by mean of info-ncov@marelli.com</p> <p>The COVID-19 R/C has to manage regional/country issue in line with country regulation, World Health Organization indication and COVID-19 CC Procedures, applying the most stringent ones.</p> <p>The COVID-19 R/C has the responsibility to make sure that appropriate Site committee are established.</p> <p>The COVID-19 SC has to manage site issue in line with local regulation, World Health Organization indication and COVID R/C Procedures, applying the most stringent ones.</p>	X	
5.2 Internal Communication Management	<p>Coordination with Global Internal Communication in order to share information and define a communication plan;</p> <p>Display posters promoting hand-washing and respiratory hygiene – ask your local public health authority for these or look on www.WHO.int.</p> <p>Constantly update employees on what is taking place to make the plants/site healthy and safe</p>	X	
5.3 External Communication Management	<p>Ensuring we are consistent on central messaging will become increasingly important to make sure our customers, partners, media, governments, unions and all other stakeholders hear the same message from Marelli across the world. Therefore, the external communications are coordinated - in advance - by Global Communications Department (in the person of the Vicepresident Communications and of the Head of Corporate Communications and Media Relations).</p> <p>All statements and messages (reactive or proactive) have to be consistent to the key messages included in the “Covid 19 Core Messaging Document” already spread via email and available on request to Global Communication Department.</p>	X	

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Rule	Task	M	R
5.4 Employee Absence management	The site has to refer to the local legislation and contracts	X	
5.5 Travel	All national and international business trip must be suspend. In exceptional cases to ensure business continuity (important customer or operational / launch related cases), employees can travel according to local government directions, following in any case a proper approval step. For latest updated information about COVID-19 impact on Business travel, please refer to: www.amexglobalbusinesstravel.com/covid-19	X	
5.6 Home Working and ICT requirements	Where applicable, home working must be extensively implemented as soon as possible in accordance to local legislations and contracts. ICT requirements and accessibility (like VPN) should be verified with relevant ICT organization.	X	
5.7 Key Role identification	Identify in each site the key roles and essential people to keep in a safe condition the site in the unlikely event of a forced closure or for a proper site re-start (security, general services,EHS,....)	X	
5.8 Industrial relations	Involve local union on company's pandemic response plan and protocols for their cooperation		X

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6 Off-the job general rules and recommendation

Rule	Task	M	R
6.1 Basic protective measures	<p>Please refer always to the latest news at W.H.O. web site, for latest scientific information https://www.who.int/emergencies/diseases/novel-coronavirus-2019 and to the Country Health Authority for specific local requirement. Suggest to apply the basic protective measures:</p> <ul style="list-style-type: none"> ○ Wash the hands frequently ○ Maintain social distance (>1m) ○ Avoid touching eyes, mouth and nose ○ Practice respiratory hygiene 		X
6.2 Health Condition at home	In the presence of fever (body temperature over 37.5°C) or other symptoms attributable to an infection of the respiratory tract (cough, dyspnea, sore throat) the employee must refrain from going at work and contact the attending physician for assessment and case management	X	

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7 Site Readiness activities

7.1 Minimum Safety Distance (MSD), Face Masks and Personal Protective Equipment (PPE)

Rule	Task	M	R
7.1.1 Minimum Safety Distance (MSD)	It is requested to keep at least 1m distance, if no physical separation is present. Please refer to Local Authority for Country specific MSD and apply the most stringent one.	X	
7.1.2 MSD in site	Maintain a social distance of 1 meter throughout the operations. Where MSD cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including engineering, administrative controls and/or PPE as appropriate. Specific analysis must be carried out for Production lines, Maintenance, Logistics, Offices, Meeting rooms, Canteen, Changing rooms, Break areas, Bathrooms and Reception	X	
7.1.3 Face Masks & PPE selection	The face masks & PPE selection must be done in line with the latest update of the Global Procedure "COVID-19 Face masks Guideline" Proper local procedure must be ready and known	X	
7.1.4 Gloves selection	Reccomended for autonomous cleaning (depending on local procedures & methods) and management of Suspect Case in Site.		X
7.1.5 Safety Glasses selection	Reccomended in case of autonomous cleaning (depending on local procedures & methods)		X
7.1.6 PPE management	It is required to : <ul style="list-style-type: none"> - Calculate daily PPE needs - Define minimum stock level - Establish a proper PPE purchasing process trough the Country Covid Committe - Prepare a dedicate PPE usage training - Define a proper PPE distribution process 	X	

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7.2 Site Admission

Rule	Task	M	R
7.2.1 Employee Gate Admission	<p>Employee which:</p> <ul style="list-style-type: none"> had close contact with a confirmed cases of COVID-19, in the last fourteen (14) days is in the presence of fever (body temperature over 37.5 ° C) or other symptoms attributable to an infection of the respiratory tract (cough, dyspnea, sore throat) is not wearing surgical mask (at least) <p>is not allowed to enter the site.</p>	X	
7.2.2 Resident Contractor Gate Admission	<p>Resident Contractor which:</p> <ul style="list-style-type: none"> had close contact with a confirmed cases of COVID-19, in the last fourteen (14) days is in the presence of fever (body temperature over 37.5 ° C) or other symptoms attributable to an infection of the respiratory tract (cough, dyspnea, sore throat) is not wearing surgical mask (at least) <p>is not allowed to enter the site. Specific declaration must be provided by the resident contractor employee confirming management of above mentioned request.</p>	X	
7.2.3 Visitors Gate Admission	<p>Visitor which:</p> <ul style="list-style-type: none"> had close contact with a confirmed cases of COVID-19, in the last fourteen (14) days is in the presence of fever (body temperature over 37.5 ° C) or other symptoms attributable to an infection of the respiratory tract (cough, dyspnea, sore throat) is not wearing surgical mask (at least) <p>is not allowed to enter the site. A specific "gate admission" form must be filled and signed according to the previous requirements. A specific "Site Access Information for Visitors" has to be sent via Local Purchasing dept. to all potential visitors.</p>	X	
7.2.4 Gate MSD	Organize gates ensuring MSD is respected	X	

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7.3 Body Temperature Check (BTC)

Rule	Task	M	R
7.3.1 Body Temperature Check (BTC) at Site Gate	<ul style="list-style-type: none"> BTC has to be performed at Entry Gates of the Site BTC has to be performed by on-site medical personell and/or external medical service provider; Security or other personell could be used in line with Local regulations and authorizations BTC could be done by means of fixed/moveble thermo-cameras and/or manual infra-red thermometers. Any activities performed below Minimum Safety Distance, without physical barriers, must be done wearing appropriate Personal Protective Equipment (at least FFP2 mask without valve, Glasses, Gloves). BTC must be granted in line with Site Gate open timing, managing both pedestrian and vehicle flows; BTC must guarantee the employees privacy and must be performed in line with Local regulations. Temperature limit, to allow the employees entry, is 37.5°C. To be carefully evaluated the instruments precision, to manage according the Temperature measurement results. Temperature limit can be set locally at lower value based on local regulation. Specific procedure to manage people at gate with T>37.5°C must be in place (refer to "Covid-19 case management" procedure). Identifying an Isolation Room nearby the gate entrance. Do not use the infirmary as isolation room. 	X	

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7.4 Cleaning & Higienization

Rule	Task	M	R
7.4.1 Basic protective measures in Site	Refer always to the latest news at W.H.O. web site, for latest scientific information https://www.who.int/emergencies/diseases/novel-coronavirus-2019 and to the Country Health Authority for specific local requirement. Implement and require the basic protective measures: <ul style="list-style-type: none"> - Wash the hands frequently - Maintain social distance (>1m) - Avoid touching eyes, mouth and nose - Practice respiratory hygiene 	X	
7.4.2 Hand Sanitizers	Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled and the disinfectant stock is managed according.	X	
7.4.3 Full disinfection before re-start	The goal is to establish a sanitary baseline before the plant re-opens. The plant should be 100% disinfected prior to anyone returning to work. Before re-start operations a full site disinfection is required	X	
7.4.4 Site cleaning reinforcement	It is required to reinforce and expand the site cleaning services. Cleaning of common areas (e.g. canteen, bathrooms, changing rooms, smoking rooms) must be intensified, with the use of chlorine/alcohol based disinfection products. Include External contractors areas inside the cleaning reinforcement program. A specific cleaning calendar must be in place.	X	
7.4.5 Workstation cleaning	Cleaning liquid and papers available in specific points to enable employees to clean-up autonomously. Proper PPE must be worn based on local procedure & methods		X
7.4.6 Office desks cleaning	Cleaning material available to clean autonomously keyboard, mouse, telephone,.... Proper PPE must be worn based on local procedure & methods		X

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7.5 Meetings

Rule	Task	M	R
7.5.1 Internal Meetings	Meetings are strongly dis-encouraged. All business that can be conducted via phone conference or video conference must be move to these formats.	X	
7.5.2 Meeting rooms	In the residual cases of meetings, the room : <ul style="list-style-type: none"> - Has to be prepared to keep MSD among participants - Has to be ventilated 15min in between meetings 	X	
7.5.3 Meeting register	In order to track possible Strict Contacts of a Confirmed case, for each meeting room, a specific register of presence has to be present to collect names of participant and timing of the meeting.	X	
7.5.4 Visitors meetings	All business meetings in person or supplier visitors are strongly dis-encouraged and must be done via phone conference or video conference	X	

7.6 Break Areas, Coffee Shops and Smoking rooms

Rule	Task	M	R
7.6.1 Employees breaks	Organize, as much as possible, staggered breaks in order to reduce the possibility of gatherings.	X	
7.6.2 Common Areas MSD	Organize break areas, coffe shops and Smoking rooms marking on the floor the MSD to be respected and advising on max people capacity.	X	
7.6.3 Reduction of Strict Contacts	Define fixed break areas, coffe shops and smoking rooms for each employee to reduce Strict Contacts of a Confirmed Case		X

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7.7 Canteen and food services

Rule	Task	M	R
7.7.1 Employee lunch break	Organize, as much as possible, staggered lunch break in order to reduce the possibility of gatherings.	X	
7.7.2 Canteen MSD	Organize canteens marking on the floor the MSD to be respected	X	
7.7.3 Canteen tables	Reduce number of seats per table in order to ensure the safe distance respect	X	
7.7.4 HACCP	Reinforce HACCP management by canteen provider		X
7.7.5 Canteen service organization	<ul style="list-style-type: none"> • Install physical barriers on canteen table to avoid face to face lunch. • Makes sure the canteen operators are wearing mask and latex gloves while distributing meals • Cutlery distributed from canteen personnel and not chosen by employees • Bread and fruit in plastic mono-dose bags • Oil, vinegar and similar provided in mono-dose packaging • Avoid usage of common microwave with home-made food • Payment only via company badge or contactless card 		X
7.7.6 Catering service in site	Catering service in offices/meeting rooms in site must be stopped	X	

7.8 Bathrooms

Rule	Task	M	R
7.8.1 Bathrooms MSD	Organize bathrooms to respect MSD (marking on the floor and physical barriers suggested)	X	

7.9 Doors and Elevators

Rule	Task	M	R
7.9.1 Doors	<ul style="list-style-type: none"> • The doors are kept open as much as possible (except fire doors), in accordance with Industrial Security • Use the elbow, the forearm instead of the hand to push the entrance turnstile, doors and gates • Implement automatic doors 		X
7.9.2 Elevators	<ul style="list-style-type: none"> • The elevator is reserved for those with disabilities. • It is used keeping MSD, advising on max people capacity. 		X

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7.10 Changing rooms

Rule	Task	M	R
7.10.1 Employees shifts	Organize, as much as possible, staggered shift in order to reduce the possibility of gatherings.		X
7.10.2 Work clothes	Require Employee to arrive already with work clothes (without prejudice to ensuring 'hygiene conditions) in order to limit the use of changing rooms		X
7.10.3 Changing rooms MSD	Organize changing rooms to respect MSD (marking on the floor suggested), avoiding, as much as possible, entry-exit crossing flows	X	
7.10.4 Showers	Use of showers shall be limited as much as possible, in respect of MSD and ensuring hygiene condition		X

7.11 Commuting to and from Site

Rule	Task	M	R
7.11.1 Personal and shared car	<ul style="list-style-type: none"> Reinforce the usage of personal car organizing proper parking areas Suggested usage with maximum 2 people (driver & 1 passenger in rear opposite side), each person wearing a surgical mask. 		X
7.11.2 Company means of transport	<ul style="list-style-type: none"> Organize Company means of transport to guarantee MSD onboard The waiting area, before boarding, is marked to respect the MSD The first persons to get on the bus sit at the back, then the bus is filled up to the front People are sitting always on the same seat People are sitting in staggered rows. Not all people are seated next to the window The bus is emptied from one side only. Bus drivers must wear a mask all the time while providing the service 	X	
7.11.3 Company means of transport cleaning	Company means of transport are cleaned before and after each use		X

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7.12 External truck drivers & Goods loading/unloading

Rule	Task	M	R
7.12.1 External Truck drivers	<p>A specific request, via Local Purchasing dept, to all potential transport companies must be sent in order to inform that:</p> <ul style="list-style-type: none"> All external drivers equipped with disposable masks to be worn before accessing Marelli premises. Drivers will not be allowed to access the premises and have close contact with warehouse personnel. Access will not be granted to those who are unable to satisfy the above requests <p>Under above condition, External Truck drivers could not pass trough Body Temperature Check</p>	X	
7.12.2 Goods loading and unloading	Specific procedure for “reception area” and “Bay loading unloading” must be implemented to ensure safe distance is respected.	X	

7.13 Internal communication in preparation of re-start

Rule	Task	M	R
7.13.1 Employee information	Provide all employees with specific information about the Covid-19 preventive measures implemented and correct behaviors to follow. Refer to the “Internal Communication” chapter to properly manage employees information		X
7.13.2 Site signage	Ensure usage of Corporate signage (as soon as available)	X	

7.14 Site readiness & Internal Audit check-list

Rule	Task	M	R
7.14.1 Marelli Site Readiness Check list	Ensure usage of a “Marelli site readiness check-list” to verify proper application of “essential requirements” listed in this global procedure. The “Marelli site readiness check-list” must be sent on WEEKLY basis to EHS Region and EHS BU (where present) for Regional/BU consolidation. Marelli group consolidation will be led by EHS Corporate	X	
7.14.2 Internal Audit check list	Define a “COVID-19 Internal Audit System” check list to control the correct implementation of the preventive measures. Inside “Marelli site readiness check list” is already defined a minimum set of points to be guaranteed. Additional points could be defined at site level. Define scheduling, responsibilities and results management.	X	

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7.15 Additional Local Initiatives

Rule	Task	M	R
7.15.1 Additional Local Initiatives	<p>Any additional initiative at site level with EHS impact, out of COVID-19 Corporate procedures/guidelines/tools must be communicated by Regional/Country Covid-19 committee (keeping in copy relevant EHS BU&Region Manager), to Corporate Covid-19 for technical validation.</p> <p>The communication from site must include all technical documentation to support the implementation proposal.</p>	X	

8 Site start up

Rule	Task	M	R
8.1 Training	<ul style="list-style-type: none"> Train all internal employees about actions taken and behavioural rules Train all external employee about actions taken and behavioural rules <p>Keep training track record in order to guarantee 100% coverage</p>	X	
8.2 Internal Audit system	Apply the "COVID-19 Internal Audit System" check list to control the correct implementation of the preventive measures. Respect scheduling, responsibilities and results management.	X	

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9 COVID-19 Cases management & Health Fragility

Rule	Task	M	R
9.1 Confirmed Case management	The Confirmed Case must be managed in line with the latest update of the Global Procedure <i>“COVID-19 Confirmed/Suspect case management in Marelli plant/site”</i> Proper local procedure must be ready and known	X	
9.2 Suspect Case in Site management	The Suspect Case must be managed in line with the latest update of the Global Procedure <i>“COVID-19 Confirmed/Suspect case management in Marelli plant/site”</i> Proper local procedure must be ready and known and the “site Emergency Plan” must be revised according.	X	
9.3 Suspect Case off the job management	Employee being a strict contact of a Confirmed Case out of Marelli site must respect Local Health Authority advice and at least 14days quarantine off the site since last day of contact with the Confirmed case. It is recommended to start analyze his/her possible strict contacts, in line with Global Procedure <i>“COVID-19 Confirmed/Suspect case management in Marelli plant/site”</i> in order to be ready to manage a Confirmed Case in site.	X	
9.4 People with specific health fragility	Ensure proper management of people with specific health fragility. Define with internal medical services the list of pathologies requiring specific care.	X	

10 Responsibilities

COVID-19 CC has the responsibility to update the document based on COVID-19 knowledge evolution and good practices applied globally

COVID-19 SC has the responsibility to acknowledge the document and merge it into its own Risk Assessment and Emergency contingency plant

11 References

- INSERT ANY LOCAL REFERENCE

12 Attachments

None