

**Common regulatory protocol for containing the spread of COVID-19 in the
transport and logistics industry**

The Minister of Infrastructure and Transport shares the following with the employers' associations Confindustria, Confetra, Confcooperative, Conftrasporto, Confartigianato, Assoporti, Assaeroporti, CNA-FITA, AICAI, ANITA, ASSTRA, ANAV, AGENS, Confitarma, Assarmatori, Legacoop Produzione Servizi and with the OO.SS. Filt-Cgil, Fit-Cisl and UilTrasporti:

**COMMON REGULATORY PROTOCOL FOR CONTAINING THE SPREAD OF
COVID-19 IN THE TRANSPORT AND LOGISTICS INDUSTRY**

On 14 March 2020, the Common regulatory protocol for measures to combat and contain the spread of the Covid-19 virus in the workplace (henceforth "**Protocol**"), covering all production sectors, was adopted.

Given the effectiveness of the provisions contained in the aforementioned Protocol, which are of a general nature for all categories, and in particular for the transport and logistics sectors, it was deemed necessary to define further measures.

The attached document provides requirements for each specific sector in the transport industry, including the chain of contracts functional to the service and related ancillary and support activities. Without prejudice to the measures for the different transport modalities, attention is drawn to the following common requirements:

- providing for the obligation on the part of those responsible for information regarding the correct use and management of personal protective equipment, where applicable (masks, gloves, overalls, etc.);
- the sanitization and sanitation of premises, means of transport and means of work must be adequate and frequent (therefore it must concern all parts attended by travellers and/or workers and carried out according to the modalities defined by specific circulars of the Ministry of Health and the Istituto Superiore di Sanità [literally, *Italian National Institute of Health*]);
- Where possible, install hydroalcoholic dispenser for passenger use;

- As far as passenger transport is concerned, where possible, the sale of tickets should be restricted to a distance of at least one metre between passengers.

If it is not possible to do so, passengers must be provided with appropriate protection (masks and gloves).

- In workplaces where it is not possible to maintain the distance between workers required by the provisions of the Protocol, personal protective equipment must be used. Alternatively, position separators should be used. Places that are strategic for the functionality of the system (operating rooms, ACC rooms, control rooms, etc.) should preferably be equipped with temperature detectors by means of automated devices.
- For all travelling personnel as well as for those who have relations with the public and for whom distances of 1 m from the user are not possible, the use of the appropriate personal protective equipment provided by the Protocol must be foreseen. The same is applicable to travelling personnel (e.g. drivers, drivers, etc.) for whom a distance of 1 m from their colleague is not possible.
- With regard to the travel ban (referred to in point 8 of the Protocol), an exception must be made for activities that necessarily require this mode.
- All training courses are suspended if they cannot be carried out remotely.
- Provision of the necessary communications on board the vehicles also through the affixing of signs indicating the correct conduct of users with the prescription that non-compliance may contemplate the interruption of the service.
- In case of activities not requiring the use of changing rooms, it is preferable not to use them in order to avoid contact between workers, if it is mandatory to use them, the Committee for the application of the Protocol will identify the organizational procedures to ensure compliance with health measures to avoid the risk of infection.

AVIATION SECTOR

- Employees who necessarily need to come into close contact, including physical contact, with the passenger, in cases where it is impossible to maintain an interpersonal distance of at least one meter, shall wear masks, disposable gloves and, upon instructions of the Competent Doctor, additional protective equipment

such as safety glasses, sharing these measures with the Committee for the application of the Protocol mentioned above.

- The same provision concerning freight transport drivers shall apply to air cargo truck drivers.

ROAD HAULAGE GOODS SECTOR

- If possible, transport drivers shall remain in their vehicles if they are not wearing gloves and masks. In any case, the vehicle can access the loading/unloading place even if the driver is without personal protective equipment, as long as he/she does not get out of the vehicle or maintains a distance of one meter from other operators. At the place of loading/unloading, it must be ensured that the necessary preparatory and final operations for the loading/unloading of goods and the collection/delivery of documents are carried out in a manner that does not involve direct contact between operators and drivers or within the strict distance of one meter. It is not allowed to access the offices of other companies for any reason, with the exception of using dedicated toilets and which the managers of the places of loading/unloading of goods must ensure the presence and adequate daily cleaning and the presence of suitable hand washing sanitizing gel.
- Deliveries of packages, documents and other types of express goods may be carried out, subject to customer information note to be made, also via web, without contact with the recipients. In case of home deliveries, also made by Riders, the goods may be delivered without contact with the recipient and without the delivery signature. Should this not be possible, the use of masks and gloves shall be required.
- If it is necessary to work at an interpersonal distance of less than one meter and other organizational solutions are not possible – in analogy to what is foreseen for closed environments –, if the above mentioned circumstance occurs during work activities that take place in outdoor environments, it is in any case necessary to wear masks.
- Where possible and compatible with the company's organization, it is necessary to ensure a shift plan for employees dedicated to the preparation and reception of shipments and loading/unloading of goods and with the aim of reducing contacts as much as possible and creating autonomous, distinct and recognizable groups by identifying priorities in the processing of goods.

LOCAL PUBLIC TRANSPORT BY GRANTED ROAD AND RAIL

In accordance with the provisions of the Joint Notice signed by the Asstra, Anav and Agens Associations with the OOSLLL on 13 March 2020, the following specific measures shall apply to the sector in question:

- The company carries out the hygienisation, sanitisation and disinfection of trains and public transport, hygienising and disinfecting at least once a day and sanitising in relation to the specific company realities.
- Practicable measures must be taken in order to separate the driver's seat with a distance of at least one metre from the passengers; passengers shall be allowed to get on and off the central and rear doors using suitable waiting times in order to avoid contact between those who get off and those who get on.
- Suspension, subject to authorisation by the competent Agency for Territorial Mobility and by the Entities, of the sale and control of tickets on board.
- Suspension of ticketing activities on board by drivers.

RAILWAY SECTOR

- Information to customers through corporate communication channels (call centre, website, app) both on the prevention measures adopted in accordance with the provisions of the Health Authorities and on active mileage information so as to prevent people from accessing the information/ticket offices of the stations.
- In the Big Hubs where there are gates to access the railway operating area (Milano C.le, Firenze S.M.N., Roma Termini) and in any case in all stations, depending on the respective organisational capacities and traffic flows:
 - o availability for personnel of personal protective equipment (masks, disposable gloves, hand washing gel) or;
 - o prohibition of any close contact with customers with the exception of those that are essential due to emergency circumstances and in any case with the precautions provided for by applicable government regulations or;
 - o continuation of security monitoring activities of stations and passenger flows, in compliance with the safety distance prescribed by the provisions in force or;

- restrictions on the maximum number of passengers allowed in common waiting areas and in any case in compliance with the provisions on the distance between persons of at least one metre. Providing for common waiting areas without the possibility of natural ventilation, of further measures to avoid the danger of contagion or;
- availability in the common waiting rooms and on-board train of handwash sanitizing gel, also if necessary prepared according to WHO regulations. Until 3 April, the passenger reception service on-board train is suspended.
- In the event of passengers on-board train showing symptoms attributable to Covid-19, the Railway Police and the Health Authorities must be promptly informed: following the outcome of the relevant assessment of the passenger's health conditions, they are responsible for deciding whether to stop the train for intervention.
- Passengers with symptoms of Covid-19 disease (cough, rhinitis, fever, conjunctivitis, etc.) on-board train are required to wear a protective mask and to sit isolated from the other passengers, who will be placed in another suitably evacuated carriage and therefore there must be suitable areas for the isolation of passengers or on-board staff.
- The railway undertaking shall then proceed with the specific sanitation of the train affected by the emergency before returning it to operational readiness.

SHIPPING AND PORT SECTOR

- As far as possible, avoid contact between ground staff and on-board personnel and in any case maintain the interpersonal distance of at least one metre. If this is not possible, personnel must wear gloves and a mask and any other safety equipment deemed necessary.
- In order to ensure the correct and constant hygiene and cleaning of hands, the companies shall provide their staff both on board and at the company units (offices, ticket offices and warehouses) with special disinfectant dispensers and refills.
- Cleaning services are reinforced, where necessary also through the use of specific machinery that allows the disinfection of the onboard premises and other company facilities, such as offices, ticket offices and warehouses.

- The disinfection activity is carried out in an appropriate and frequent way both on board (with modalities and frequency depending on the type of premises) and at the other company's facilities by personnel assigned for this purpose. In particular, on board ships disinfection will take place during the stopover in port, even in the presence of commercial operations, provided that these do not interfere with such operations. In passenger units and public premises this will specifically concern frequently touched surfaces such as buttons, handles or tables and may be carried out with water and detergent followed by the application of commonly used disinfectants, such as ethyl alcohol or sodium hypochlorite appropriately dosed. To the cargo ships used on routes where navigation takes place for several consecutive days, this procedure will be applied according to the modalities and the frequency required by the crew properly trained and in consideration of the different types of ships, the different compositions of the crews and the specificity of the trades. The normal sanitizing activities of the equipment and means of work must be carried out, in a manner appropriate to the type of equipment and means of work, at each change of operator and by the same operator with the use of products made available by the company, observing any necessary requirements (aeration, etc.).
- Companies will provide instructions and appropriate information to their staff:
 - o to avoid close contacts with customers with the exception of those that are essential due to emergency circumstances and in any case with the precautions provided for in current government regulations;
 - o to maintain a distance of at least one metre between passengers;
 - o for the maritime LPT with instructions on the measures to be taken to ensure adequate distance between persons during navigation and during embarkation and disembarkation operations;
 - o to immediately inform the Maritime and Health Authorities if there are passengers on board with symptoms attributable to Covid-19 disease;
 - o to require on board passengers with symptoms of Covid-19 disease to wear a protective mask and to sit separately from other passengers;
 - o to proceed, subsequent to the disembarkation of any passenger presumed positive for Covid-19 disease, to the specific sanitation of the unit affected by the emergency before putting it back into service.

- As far as possible, reception systems for road haulage, external users and passengers will be organised to avoid congestion and crowding. As far as feasible, the use of telematic systems for document exchange with road haulage and users in general will be encouraged.
- The companies will favour as much as possible the document exchange between the ship and the terminal in such a way as to reduce the contact between sea and land personnel, favouring as much as possible the exchange of documents with computer systems.
- Considering the emergency situation, limited to national ports, with reference to professional figures such as port operators' employees, shipping agents, port chemists, fire guards, moorers, pilots, solid and liquid waste collection personnel, the registration and delivery of PASS for access on board the ship for security purposes are suspended.
- In cases where other subcontractors operate in a terminal, in addition to the company, the process management must be assumed by the terminal operator.
- To resolve with possible interpretation or integration of the Decree of the President of the Council of Ministers dated 11 March 2020 that in state property areas under the competence of the Authority of harbour system and/or interports refreshment points are considered as rest areas and/or canteens. Pending clarification by the Presidency, chemical health services should be provided.

Non-scheduled transport services

- In the case of non-scheduled transport services, the passenger should not occupy the seat available next to the driver.

In order to comply with safety distances, no more than two passengers may be transported as far apart as possible in the rear seats.

The driver must wear protective equipment.

These provisions shall also apply to vessels providing non-scheduled transport services.

These guidelines are automatically supplemented or amended in the sphere of health protection on the basis of indications or determinations made by the Ministry of Health and the World Health Organization (WHO) in relation to the COVID-19 contagion patterns.