

HKing S.r.l. Via Q. Majorana, 203 00152 Roma	MEASURES AGAINST THE DISSEMINATION OF THE VIRUS COVID-19 IN THE WORKPLACE	SGSL.R.1.2	
		Edizione: 01	Revisione: 00
		Data 18/05/2020	

1. PURPOSE

This document defines the prevention and protection measures against the risk of spreading the "Covid-19" virus in favor of the subjects (company workers, workers of external companies or customers) involved in the accommodation business (including all ancillary contracted activities, both recurring, which limited in time) inside the Hotel "King", located in Rome in Via Sistina n. 131 and managed by the company "HKing S.r.l.", with registered office in Rome in Via Q. Majorana n. 203.

2. FIELD OF APPLICATION

This document applies to all people who, habitually or accidentally, may find themselves operating in the hotel covered by this document. The validity of the measures indicated therein is temporary, but the same will remain in force until the cessation of the epidemiological emergency condition is officially indicated by the Governmental Bodies.

3. MEASURE FOR THE EPIDEMIOLOGICAL EMERGENCY

3.1 *Containment measures*

At the date of this document, an epidemic of a viral agent (classified as "CoViD-19", also known as "Coronavirus") is underway in Italy, for which there are no prevention vaccines. The main feature of this virus is the ease with which it can be transmitted, both by air (the droplets of saliva released into the air by people carrying coughs or sneezes, but also with simple speech), and by temporary parking on easily contactable surfaces (handles, sanitary ware, furnishing surfaces). Another significant element of the virus is the high transmissibility by carriers but asymptomatic, people who could therefore infect other subjects without this event being foreseeable.

As part of the activity carried out within the "King" Hotel, both corporate workers, operating in various departments and on various shifts, and customers, from various regions or countries, including non-EU countries, are usually present. Nor can the possibility that workers from external firms find themselves working on site to carry out construction work or to carry out indispensable maintenance activities on plants or equipment. This condition, unavoidable for the exercise of the activity, determines a potential risk of transmission of the virus by potential positive but asymptomatic subjects who frequent the hotel without respecting the primary hygiene and prophylaxis indications defined by the Health Authorities and contained in the regulatory instruments in force.

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For this, at the date of drafting this document, the Employer intends to activate the following primary measures in favor of all the people who for various reasons may be within the hotel structure, also in compliance with what is indicated in the "Shared Regulation Protocol of measures to combat and contain the spread of the Covid-19 virus in the workplace ", signed by the Prime Minister, the Ministers and the social partners on 3/14/2020 and updated on 4/4/2020 , as well as in the Presidential Order of the Lazio Region n. Z00041 of 16/05/2020, containing "Additional measures for the management of the epidemiological emergency from COVID-19. Restart of economic, productive and social activities from 18 May 2020. Ordinance pursuant to article 32, paragraph 3 of the law 23 December 1978, n. 833 on hygiene and public health ":

Hotel Business

1. information to workers and customers on the risks of infection and on the hygiene and protection procedures to be adopted (in particular, frequent and prolonged hand washing and the obligation to wear protections for nearby activities). This information will be highlighted in the rooms through signs and brochures, also multilingual;
2. organization of the flows of entry and exit from the hotel, in order to avoid gatherings and crossings between people. For this purpose, the passage through the main sliding door will be divided into distinct flows between access and exit;
3. organization of customer reception, in order to avoid gatherings in the areas surrounding the Reception area. The wait must include parking in the hotel by people arranged neatly at a distance of at least 2 meters from each other and wearing masks;
4. checking the body temperature of people entering the hotel, through the use of a thermo-scanner at the reception desk. If the measured temperature should be higher than 37.5 ° after two repeated measurements, the person concerned could not access the hotel, with automatic activation of the emergency procedure indicated in the next paragraph (3.2);
5. definition of the obligation for customers to access the hotel wearing a mask. This device must be worn during all journeys in the common areas inside the hotel. In case the customer shows up with a mask with valve, he would be provided with a surgical mask to be worn over (against the emission of droplets in the space surrounding him);

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6. disinfection of all items supplied for customer use and returned;
7. definition of the use of lifts in a quota mode. Nuclei of family members or members of the same groups will be able to use it at the same time, while for all the others it will be used only in single mode. During parking inside the cabins, there is an obligation to wear the mask;
8. supply of personal protective equipment (PPE) to company workers (washable CE-marked face masks, disposable nitrile gloves, protective masks with FFP2 filtration degree for waitresses on the floors, splash guard visor for maintenance workers) ;
9. definition of the obligation for workers to wear masks when carrying out activities in the presence of customers or in the vicinity of other colleagues;
10. training of operating personnel on the prevention, containment and management of the risks of infection with COVID-19 viruses and on the correct use of personal protective equipment (PPE);
11. preparation of alcohol-based sanitizing gel dispensers at the entrance of the hotel, near the toilets and at the entrance of the dining rooms;
12. prohibition of access to the hotel for bellboys or carriers, except for exceptional cases and for proven reasons. The unloading and delivery of the goods must take place at the door on Via della Purificazione. During the execution of these operations, the worker who receives the goods must keep more than 1 meter away from the conveyor and must wear the protective mask and disposable gloves;
13. possibility of access to the hotel exclusively for external workers who must carry out maintenance operations essential to the continuation of the activity. During all the time spent inside the hotel, workers from external companies must wear masks;
14. reorganization of on-site activities, so that it is always possible to maintain a distance between workstations of more than 1 meter;

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15. maintenance of the mechanical ventilation system in service of rooms without windows, with deactivation of the recirculation system. In rooms for partial use (e.g. meeting rooms), mechanical ventilation must be activated at least one hour before public access and kept on for at least one hour after people leave. In the service rooms available to workers (changing rooms, bathrooms, archives, etc.), the mechanical suction must remain in operation for the entire working hours;
16. weekly cleaning of the air intake and extraction grilles, with microfibre cloths moistened with water and soap or 75% ethyl alcohol;
17. at least weekly cleaning of the fan-coil filters, where it is inevitable not to be able to keep them off. For this operation, spray products must not be used;
18. frequent cleaning (several times a day) and periodic sanitization of all surfaces and accessories in the rooms, with particular reference to those most subject to touch (handles, handrails, push-button lifts and drink dispensers, keyboards and mice of PC, health, etc. ..). For this activity, products containing 0.1% sodium hypochlorite (0.5% in toilets and showers) are used after cleaning with water and neutral detergent or, alternatively (for surfaces that can be damaged by the hypochlorite of sodium), 70% ethyl alcohol, always after cleaning with water and neutral detergent;
19. preparation of single-use toilet covers in toilets;
20. ban on the use of changing rooms in common mode, but only in quota mode, so that it is possible to keep the distance between people present greater than 1 meter;
21. activation of an extraordinary plan of health surveillance for any subjects suffering from multimorbidity, from congenital or acquired immunosuppression states or in any case from one or more of the following pathologies:
 - Cardiac pathologies
 - Hypertension
 - Outcomes of cerebral ischemia
 - Diabetes mellitus
 - Pathologies of the respiratory system
 - tumors
 - Liver disease

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- Chronic renal failure
- Pathologies of the blood and haematopoietic organs
- Neuromuscular pathologies
- Subjects in chronic therapy with cortisone or immunosuppressants.

A worker with one or more of these diseases must contact the competent doctor (e-mail: antonio.aga@libero.it) to report his condition to him. In turn, the competent doctor may order specific protection measures for the people most exposed.

For breakfast, in addition to the above measures the following are added:

22. sanitizing at least twice a day and daily sanitizing of rooms, environments, work stations and tools, tables, chairs and objects that come into contact with customers, possibly using disposable products;
23. regulate access to the breakfast room, so that it is always possible to guarantee a distance between people of at least 1 meter;
24. arrangement of the tables, so that the sessions guarantee a distance between people of at least 1 meter (where possible 1.5 meters), with the exception of family members or people of the same groups;
25. suspension of buffet proposals;
26. obligation for service personnel to wear a mask and to frequently sanitize their hands (in any case always before each table service);
27. Obligation for cafeteria workers to wear disposable nitrile gloves;
28. obligation for customers to wear the mask when traveling to and from their table. Closable bags must be provided for each table where customers can temporarily store the masks;
29. replacement of fabric tablecloths for each customer. The collection of napkins and cloth tablecloths used must be carried out in closable bags, to be sent to the washing service (for at least 30 minutes at 60 °).

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3.2 Emergency measures

In the event that a person present in the hotel exhibits the typical symptoms of the COVID-19 infection (fever at 37.5 °, cough, breathing difficulties), the following emergency procedure must be applied:

- a) isolate the potentially infected person in a room with a bathroom. If not, provide him / her with a mask and a pair of gloves. If it should be a worker of an external company, contact its owner by phone;
- b) immediately contact the single emergency number (112), reporting the alleged ongoing emergency;
- c) any food and drink or other needs must be made available to the potentially infected person at an adequate distance (for example, leaving them on the bedroom door);
- d) prohibit the transit or parking of other people present at the headquarters in the areas where the infected potential has operated or transited;
- e) wait for the arrival of the medical staff, without approaching the potentially infected person; if possible, other people (family members, friends or acquaintances) should be prevented from approaching him;
- f) the other people present, before leaving the hotel, must be identified by the health personnel in order to be eventually quarantined. In the event that one of those present has left the hotel before identification, his name and references must be communicated to the emergency medical personnel;
- g) the premises or areas of the hotel in some way visited by the potentially infected person cannot be used by anyone, before the sanitization measures indicated by the competent authorities have been activated.