



## COVID-19 Anti-Contagion Health and Safety Protocol

 GIANNI·ORIGONI  
GRIPPO·CAPPELLI  
PARTNERS



Dear Guest,

GOP cares about health and safety not just of its own professional resources, but also the people who access our offices for whatever reason.

To this end we have taken and continue to take all necessary measures to prevent and contain the spread of COVID-19 in the workplace, with the aim of making our Firm a safe place for everyone.

Below is a summary of the safety measures and behaviours that are adopted within the Firm to ensure adequate levels of protection for everyone, in full compliance with the most recent legislation.

**GOP Cares!**

## **1. WHAT IS THE HSP?**

Gianni, Origoni, Grippo, Cappelli & Partners (GOP) has adopted a Health and Safety Protocol (HSP) that contains all the necessary measures that the Firm has put in place to counter the spread of COVID-19 within the organization.

## **2. WHY THE HSP?**

The objective of the HSP is to make GOP a safe place where everyone can carry out their work, protecting the health and safety of the Staff and Professionals of the Firm, as well as third parties who have access to its offices for whatever reason.

## **3. HOW WAS THE HSP DEVELOPED?**

The HSP was drawn up following the adoption of the Prime Minister's Decree of 26 April 2020 which regulates the gradual loosening of the so-called lockdown measures ("Phase 2"). One of the responsibilities of the GOP "Health Emergency" Task Force, specifically set up since the beginning of the pandemic, is constant updating of the HSP and dissemination of appropriate information and training on its contents.

## **4. WHAT ARE THE PRINCIPLES OF THE HSP?**

The HSP is based on:

- Maintaining social distancing;
- Systematic use of smart working;
- Information and training;
- Health surveillance.

## **5. WHAT OBLIGATIONS ARE GOP STAFF AND PROFESSIONALS SUBJECT TO?**

- a. stay at home in case of fever (temperature higher than 37,5°C) or other flu symptoms and contact family doctor and the health authority;
- b. accept that they cannot enter or remain within the Firm's offices and must promptly declare whether, even after entry, dangerous conditions arise (contacts with individuals who have tested positive for COVID-19 or from at-risk areas);
- c. report to the internal Task Force and home quarantine (14 days after contact) for those who have been in contact with known cases of infection;
- d. report to the internal Task Force and voluntary and precautionary isolation at home for those who have symptoms compatible with the disease (fever, cough and respiratory issues);
- e. comply with all national and local authorities provisions and GOP rules in accessing the Firm (in particular, keep a safe distance, observe hand hygiene rules and maintain proper hygiene practices);
- f. promptly and responsibly inform GOP of the presence of any flu symptoms during the

performance of work, taking care to stay at an adequate distance from other people in the workplace.

## 6. WHAT ARE THE RULES TO FOLLOW WHEN ACCESSING THE FIRM?

Access to GOP is permitted through controlled entrances. At the entrance, it is mandatory to register in order to:

- Sanitize hands
- Wear gloves and mask
- Measure body temperature with thermoscanner or remote thermometers.

If body temperature is higher than 37,5°C, or other flu symptoms compatible with COVID-19 disease are present (pain, migraine, cough, sensory loss), access to the Firm's premises will not be allowed and people will be temporarily isolated in a specially equipped room near the entrance.

To avoid any risk of contagion, Guests from outside the organization are asked to confirm the following before entering the Firm's premises:

- They have neither tested positive for COVID-19 nor have they been placed under quarantine or fiduciary isolation;
- They have no flu symptoms compatible with COVID-19 disease;
- They have not been in areas or environments considered to be at high risk of infection in the last 14 days
- They have not been in contact with people who have tested positive for COVID-19 in the 14 days prior to the date of access to the Firm.

In the absence of such confirmation, GOP reserves the right not to allow access to the Guest.

GOP provides Guests with common areas and toilets reserved for them.

To simplify access procedures, Guests will receive this information in advance and will be able to pre-register online at the [gop.it](http://gop.it) website following the instructions received by e-mail.

## 7. WHAT SANITARY PRECAUTIONS ARE ADOPTED IN THE FIRM?

It is mandatory that all people in GOP take all sanitary precautions, especially for hands.

GOP provides suitable hand sanitizers. Frequent hand cleaning with soap and water or hydroalcoholic gel is recommended.

GOP provides its Staff, Professionals and Guests with Personal Protective Equipment (PPE), giving precise instructions on when and how to use it, in particular with reference to the use of common areas, toilets and shared use devices.

Without exceptions, masks **must** be used whilst present or moving through common areas and/or in the case of more than one person being present in the same room.

## 8. ARE GOP PREMISES SANITIZED?

GOP ensures daily cleaning and periodic sanitization of rooms, environments, workstations and common areas, with particular attention paid to toilets and kitchens.

## 9. GOP HOW DOES GOP HANDLE THE DATA PROVIDED?

GOP ensures that the processing of personal data provided and collected during the health emergency will be carried out in compliance with Privacy regulations (EU General Data Protection Regulation and Italian Privacy Code) and applicable law provisions.

GOP collects only data which are strictly necessary for the adoption of appropriate safety measures to prevent and contain COVID-19 infection (e.g. data relating to questionnaire and temperature measurement), thus implementing the safety protocols pursuant to Article 1, no. 7, letter d) of the Prime Minister's Decree of 11 March 2020 and subsequent additions and amendments.

Collected data will be processed by people expressly authorized and responsible for the management of activities related to COVID-19 emergency, who have received specific instructions in this regard.

Collected data will be deleted at the end of the emergency.

## 10. WHAT RIGHTS DO I HAVE IN REGARD TO THE DATA?

As provided for in the EU GDPR, at any time and when the legal requirements are met, Guests can obtain confirmation of the existence or non-existence of data concerning themselves and have its content and origin made known, ask for its rectification, completion or updating, or the restriction of processing, as well as the portability of data (Articles 15-22 of the GDPR).

It is also possible, for legitimate reasons, to request the erasure, transformation into anonymous form or the restriction of processing of the data, as well as to object to the processing itself.

Requests may be addressed to the following e-mail addresses: [privacy@gop.it](mailto:privacy@gop.it) or [dpo@gop.it](mailto:dpo@gop.it).