

Ministry of Infrastructure and Transport

The Minister of Infrastructure and Transport shares with the relevant associations Confindustria, Confetra, Confcooperative, Conftrasporto, Confartigianato, Assoporti, Assaeroporti, CNA-FITA, AICAI, ANITA, ASSTRA, ANAV, AGENS, Confitarma, Assarmatori and with National Trade Unions Filt-Cgil, Fit-Cisl and UilTrasporti the following:

SHARED REGULATORY PROTOCOL FOR THE CONTAINMENT OF THE SPREAD OF COVID-19 IN THE FIELD OF TRANSPORT AND LOGISTICS

On 14th March 2020, the Regulatory Protocol for the contrast and control of the spread of COVID 19 in the workplaces (hereinafter the Protocol) covering all production sectors was adopted¹.

Considering the validity of the general provisions contained in the aforementioned Protocol for all concerned categories, and in particular for the transport and logistics sectors, further measures were considered necessary.

The attached document foresees fulfilments for every specific field in the transport sectors, including the relevant contracts needed for the functioning of concerned service and ancillary activities. Without prejudice to measures for the different modes of transport, attention is drawn to the following common requirements:

- The provision for an obligation by those responsible for providing information on the proper use and management of personal protection equipment, where applicable (masks, gloves, overalls, etc.);
- The sanitation and hygienization of premises, means of transport and means of work must be appropriate and frequent (therefore it must cover all the parts attended by travellers and/or workers and carried out in the mode defined by the ad hoc circular letters of the Ministry of Health and the Higher Institute of Health).
- Where possible, install hydro-alcoholic dispensers for use by passengers.
- In the case of passenger transport, where possible, tickets must be sold in such a way that the distance between passengers is at least one metre. Where this is not possible, passengers must dispose of special protection (masks and gloves).
- In workplaces where it is not possible to maintain the distance between workers provided for in the provisions of the Protocol, personal protection equipment shall be used. Alternatively, position separators should be used. Strategic locations for work operation (operating rooms, ACC rooms, control rooms, etc.) should preferably be equipped with temperature detectors via automated devices.
- For all travelling personnel as well as for those who are in contact with public and for whom distances of 1 m from the user are not possible, the use of appropriate personal protection devices must be envisaged, as provided by the Protocol. Similarly for train crews

¹ Protocol Presidency of the Council of Ministers, Ministry of Economy and Finance, Ministry of Labour, Ministry for Economic Development, Ministry of Health – National Associations and Trade Unions.

(for example drivers, pilots, etc.) for whom a distance of 1 m from the colleagues is not possible.

- As regards the travel ban (referred to in point 8 of the Protocol), an exception should be made for activities which necessarily require such a procedure.
- All training courses are suspended if they cannot be carried out remotely.
- Arrangement of the necessary communications on board the means also through the use of signs indicating the correct mode of behaviour of the user with the obligation that the non-compliance may include interruption of the service.
- In the case of activities which do not necessarily involve changing rooms, it is preferable not to use them in order to avoid contacts between workers; where use is compulsory, The Committee for the Application of the Protocol will identify the organisation arrangements for ensuring compliance with health measures to avoid the risk of infection.

ANNEX

AIR SECTOR

- Personnel who need to come into closer contact, including physical contact, with the passenger, in cases where it is impossible to maintain an interpersonal distance of at least one meter, must wear masks, disposable gloves and on the advice of the Competent Doctor additional protection devices such as protection glasses; sharing these measures with the Committee for the application of the Protocol mentioned above.
- For truck drivers for air cargo the same rules apply as for freight drivers.

ROAD FREIGHT TRANSPORT SECTOR

- If possible, drivers of vehicles must remain on board their vehicles if they do not have gloves or masks. In any case, the vehicle may enter the place of loading/unloading even if the driver has no PPE (Protection Equipment), provided that he does not get out of the vehicle or keeps a distance of one metre from other operators. At the places of loading/unloading it shall be assured that the necessary preparatory and final loading/unloading of the goods and taking/delivery of the documents, take place in a way that does not involve direct contact between operators and drivers or within a strict distance of one metre. Access is not allowed to the offices of companies other than their own for any reason, except for the use of dedicated toilets and for which the persons responsible for the places of loading/unloading of the goods must ensure the presence and an adequate daily cleaning and the presence of suitable hand washing gel sanitizer.
 - The deliveries of parcels, documents and other types of goods so defined can take place, after information note to the customers to be carried out, also via web, without contact with the receivers. In the case of home deliveries, even by riders, the goods may be delivered without contact with the consignee and without the signature of delivery. Where this is not possible, masks and gloves should be used.
 - Where it is necessary to work at an interpersonal distance of less than one metre and no other organization solutions are possible – similarly to indoor environments -where this occurs during work in open-air environments, the use of masks is still necessary.
 - Ensuring, where possible and in compliance with the company organisation, a shift plan for employees dedicated to the preparation and reception of shipments and to the loading/unloading of goods and with the aim of minimising contacts and creating autonomous groups, distinct and recognisable by identifying priority in the processing of goods.

LOCAL PUBLIC ROAD TRANSPORT THE AND RAILWAY UNDER CONCESSION

In compliance with the provisions of the Joint Notice signed by the Associations of Asstra Anav and Agens with National Trade Unions on 13th March 2020, the following specific measures apply for the sector in question:

- The company provides for cleaning, sanitation and disinfection of trains and public transport, carrying out sanitization and disinfection at least once a day and sanitising in relation to specific business organization.
- Possible arrangements should be made to separate the driving position by at least one meter from the passengers; allow passengers to get on or get off from the front and rear doors using appropriate waiting times in order to avoid contact between those who get off and those who get on.
- Suspension, subject to authorisation by the Competent Territorial Mobility Agency and Competent Entities, of the sale and control of tickets on board.
- Stop of the ticketing activity on board by the drivers.

RAIL TRANSPORT SECTOR

- Customer information through corporate communication channels (call center, website, app) both with regard to prevention measures taken in compliance with the provisions of the Health Authorities, and as regards information on active journeys so as to avoid access by persons to information offices/ticket offices at stations.
- In the Great Hubs where the access gates to the railway operating area (Milano Centrale, Firenze S.M.N., Roma Termini) are still in place and in any case in all the stations, according to their respective organizational capacities and traffic flows:
 - availability for personnel of protection equipment (masks, disposable gloves, hand wash gel);
 - prohibition of any close contact with customers with the exception of those essential due to emergency circumstances and in any case with the precautions provided for in the government regulations in force;
 - continuation of station security monitoring activities and passenger flows, while respecting the safety distance prescribed by the current provisions;
 - restrictions on the maximum number of passengers allowed in common waiting areas and in any case according with the provisions on distance between persons of at least one metre. Provision for common waiting areas without the possibility of natural aeration of further measures to avoid the risk of contagion;
 - availability in the common waiting rooms and on board train of hand wash gel also possibly prepared according to the provisions of the WHO. Until April 3rd next the service of reception passengers on board train is suspended.
- In case of passengers who have symptoms of Covid19 disease on board the train, the Railway Police and Health Authorities must be promptly informed: on the outcome of the relevant assessment of the passenger's health condition, they are responsible for deciding whether or not to stop the train in order to take action.

- Passengers who have symptoms of Covid-19 disease (cough, rhinitis, fever, conjunctivitis) on board the train shall be required to wear a protection mask and an isolated seat from other passengers, which will be moved to another carriage suitably cleared and must therefore be equipped with suitable spaces for the isolation of passengers or crew.
- The railway undertaking will then proceed with the specific sanitation of the train carriage affected by the emergency before returning it to operational availability.

MARITIME AND PORT SECTOR

- Contact between ground personnel and shipboard personnel should be avoided as far as possible and, in any case, the interpersonal distance should be at least one metre. If this is not possible, staff shall be required to wear gloves and masks and any other additional safety equipment deemed necessary.
- In order to ensure the correct and steady hygiene and cleanliness of the hands, companies provide their staff both on board and at the company units (offices, ticket offices and warehouses) with special disinfectant dispensers with related charging units.
- Cleaning services are strengthened, where necessary also through the use of specific machinery that allow the disinfection of the on-board premises and other company sites, 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 room) and at the other company sites by personnel for this purpose. In particular, disinfection on board ships will take place during port stopovers, even during commercial operations if they do not interfere with such operations. In passenger units and in public spaces 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 common disinfectants, such as ethyl alcohol or sodium hypochlorite appropriately dosed. To the cargo ships employed on routes in which navigation takes place for several following days, such procedure will be applied according to the necessary modalities and frequency by the ship staff properly educated and in consideration of the different types of ships, the different composition of the crews and the modality of shipment. Normal sanitation of equipment and working equipment activities shall be carried out in a proper manner according to the type of work, at every change of operator and by the same with the use of products made available by the company observing the necessary requirements (ventilation, etc.).
- Firms will provide guidelines and appropriate information to their staff in order to:
 - to avoid close contact with customers, with the exception of those essential for emergency reasons and in any case with the precautions provided for in the government regulations in force;
 - to maintain a distance of at least one metre between passengers;
 - for the public service maritime transport to comply with instructions on how to ensure adequate distance between persons during navigation and during embarkation and disembarkation;

- to immediately inform the Health and Maritime Authorities if there are passengers on board with symptoms due to the Covid-19 disease;
- to require the passenger on board who presents symptoms of possible Covid-19 condition to wear a protection mask and be isolated from other passengers;
- to proceed, after the disembarkation of any passenger possibly positive to Covid-19, to the specific sanitisation of the unit concerned by the emergency before returning it to the service.

- As far as possible, reception systems for road transport, external users and passengers will be organised to avoid congestion and crowding. As far as possible the use of IT systems for the documentary exchange with the road haulage and the user in general will be used.
- The companies will promote as much as possible the document exchange between the ship and the terminal with such modalities as to reduce the contact between the maritime workers and that ground ones, promoting as much as possible the exchange of documents by IT modes.
- Having regard to the emergency situation, limited to national ports, with reference to skilled workers such as port operators' staff, shipping agents, port chemists, fireworks, moorings, pilots, the personnel responsible for the collection of solid and liquid waste; the activities of registration and delivery of the PASS for access on board the ship for security purposes shall be suspended.
- In the cases in which in a terminal also other subcontractors operate besides company staff, the control of all the procedure shall be carried out by a terminal workers.
- State with possible interpretation or integration of the Prime Minister of March 11th, 2020 that in the State-owned areas of the Port Authorities and/or inter-ports, the refreshment points are considered as parking areas and/or canteens. Chemical health services must be provided for in, pending clarification statements of the Decree. .

Non-scheduled transport services

- As regards non-scheduled transport services, it is required to avoid that the passenger will seat in the available seat next to the driver. In the rear seat, more than two passengers shall not seat, and must seat at the utmost distance possible, in order to maintain safety distances. The driver must wear protection equipment. To the extent applicable, these provisions should also be extended to vessels providing non-scheduled transport services.

These guidelines are automatically supplemented or amended in the field of health protection on the basis of the indications or determinations made by the Ministry of Health

and the World Health Organisation (WHO) in relation to the modalities of contagion of COVID-19.