



SAFETY MANAGEMENT

TOPIC: CORONAVIRUS (COVID-19) & CLIENT HEALTH

Issue Date: August 8, 2020

COVID-19 (Coronavirus) Action Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC), in the United States, and the Italian Minister of Health (*Ministero delle Salute*).

COMPANY Action Plan:

1. Protocol for Experiences, Consultations, and Training:
 - ETNA WINE SCHOOL [EWS] will share and display signage regarding Wellness Tips in all moments where interpersonal connection may occur, and where permitted.
 - EWS educators will communicate with all partners and clients prior to the start of an experience, training, or consultation to confirm that all staff members are healthy, or if anyone is at risk of being sick or carrying illness. The questions we ask:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of Italy within the last two (2) weeks?
 - Does our point of contact, or any member of the staff, or their family have trouble breathing, have a dry cough, or any flu like symptoms?
 - No large group experiences are permitted.
 - Transportation options will follow established health protocols to enforce social distancing guidelines.
 - All meetings will take place in open spaces where established health protocols and social distancing guidelines can be followed.
 - Person to person contact will be limited.

2. Protocol for transportation and on-site meetings:
 - Partners are required to display signage regarding Wellness Tips throughout the office, restrooms, breakroom, tasting areas, and other locations where people work and interact.
 - Partners are required to perform routine environmental cleaning:
 - Routinely sanitize all frequently touched surfaces using cleaning agents commonly used in these areas.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
 - Partners are required to follow all *Ministero delle Salute* protocols.



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3. COVID-19 Safety Measures:

- Any and all employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 will be required to stay home and notify their supervisor and refer to EWS guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, EWS will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality. Employees exposed to a co-worker with confirmed COVID-19 will be required to refer to protocols established by the *Ministero delle Salute* for instructions how to conduct a risk assessment of their potential exposure.
- If an employee is diagnosed with COVID-19, they must stay home for a minimum of fourteen (14) days, the anticipated quarantine timeframe.
- EWS will monitor the status of any employees and partners who are ill or test positive for COVID-19.

4. Travel Protocols:

EWS advises employees and partners to take the following steps before, during, and after travel outside of Italy:

- Check the CDC's Traveler's Health Notices (<https://wwwnc.cdc.gov/travel>) and the Ministero delle Salute's Safe Travel Guide ([Click here](#)) for the latest guidance and recommendations.
- Clients are asked to check yourself for symptoms of fever, acute respiratory illness, or other irregular health issues before starting travel, and to stay home if you are sick.
- Clients and partners who become sick while traveling must notify a healthcare provider for immediate advice.
- **EWS will enforce a minimum 14-day self-quarantine for any clients and employees or partners upon returning from travel to Armenia, Bahrain, Bangladesh, Bosnia Herzegovina, Brazil, Chile, Kosovo, Kuwait, North Macedonia, Moldova, Montenegro, Oman, Panama, Peru, Dominican Republic, Serbia and the United States.**



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5. General Protocols:

EWS will actively encourage employees, clients, and partners to stay home or seek immediate medical advice:

- If they exhibit the following symptoms or behavior associated with these symptoms:
 - Fever
 - Cough
 - Shortness of breath
 - Light headedness / Feeling faint
- EWS will communicate with our clients and partners about the importance of personal and communal health.
- Per CDC and Minister delle Salute recommendations, EWS employees who appear to have any of the above symptoms will be separated from other employees and be sent home immediately.
- EWS will communicate the following to its employees, partners and clients:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put a used tissue in second tissue before placing it in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in your environment.
 - Follow the directions on the label of any cleaning agents.
 - Use disposable wipes to wipe down commonly used surfaces (keyboards, remote controls, phones/tablets, watches, wallets/purses, tables, glasses, railings, car doors, etc.).



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Etna Wine School is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Guidance (which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) as well as the *Ministero delle Salute*'s established guidelines (which can be found here: [At this Link](#))

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation.

We are committed to providing a safe and healthy environment for everyone.

We will make revisions to this policy as updated information is available.