



## Information note on the procedures to be applied to battle the spread of the Covid-19 virus

NTC Srl and NTC Italia Srl (hereinafter, collectively referred to as NTC) adopted a company protocol regulating the measures for battling and limiting the spread of the Covid-19 virus at the workplace that has been in force since 18 May 2020 and will be so until the end of the emergency situation. The full protocol, of which this note is but an extract, is available at reception and online at: <https://www.ntcpharma.com>

### The conduct of the staff and third parties who access the company must adhere to the following provisions:

#### Information

NTC has positioned information signs in the most frequented places indicating behaviours and precautions that are to be respected, so as to combat the spread of the Covid-19 virus. Moreover, strips on the floor at the reception areas highlight the necessity to observe the safety distance.

#### Rules to observe upon entering the company

1. Access to the company premises will not be granted before receiving this information note and signing the declaration of adherence to the requirements for accessing the company as well as giving consent to the processing of personal data.
2. Upon entering the company, even after the date of signature of the aforementioned documents, you certify by conclusive facts that you have understood their content, that you manifest adherence to the rules contained therein and that you undertake to comply with the provisions contained therein.
3. Anyone entering the company will have to sanitize their hands and will be subjected to body temperature control by the staff in charge. If this temperature is higher than 37.5°C, access will not be granted. People in this condition will be temporarily isolated and provided with masks. They will not have to go to the emergency room and/or company infirmaries but must contact their GP as soon as possible and follow the latter's instructions. NTC will carry out the temperature control and the consequent operations in full respect of the individual's privacy.
4. Access is precluded to those who have had contact with individuals who tested positive for COVID-19 in the last 14 days or are coming from risk areas according to the WHO guidelines.

#### General rules of conduct within the company

NTC requires all staff and any third parties present in the company to

1. Maintain a constant interpersonal distance of at least 1.5 meters and encourage continuous ventilation of common areas
2. carefully evaluate the movements within the company, considering remote communication methods (telephone, pc)
3. use the PPE (or similar equipment) provided by NTC

#### Personal protective equipment

1. NTC provides all employees and visitors with personal protective equipment (PPE), the use of which is mandatory from the moment they enter the company.
2. The use of masks other than those provided by NTC is not allowed.
3. The non-use of PPE is only allowed to employees or consultants who are at their work station and in the event a distance of more than 1.5 meters can be constantly upheld. In all other situations, the use of PPE is mandatory.
4. On request, NTC provides disposable latex gloves at reception that are only to be used in case of real need, for example:
  - a. the receptionist has to handle parcels arriving from outside
  - b. dealing with a potentially positive individual or one showing symptoms
  - c. when using the lift
5. All PPE must be used (worn, removed and disposed of) in compliance with the indications of the competent health authorities and as communicated by NTC.

#### Cleaning and sanitizing of environments

1. NTC ensures the daily cleaning of the premises.
2. NTC requests each employee to only leave the computer equipment on their desk at the end of the day, in order to allow optimal cleaning of the workstations.
3. NTC proceeds with the sanitization, as foreseen by the circular of the Ministry of Health n. 5443 of 27 February 2020 with a frequency equal to or greater than what is required by law.
4. Materials for sanitizing your work space yourself are available at reception in case of need.

#### Personal hygiene precautions

1. It is mandatory for all people present in the company to adhere to the hygienic precautions indicated by NTC, in particular as regards washing one's hands. Frequent hand washing with soap and water or a specific sanitizer is recommended.
2. A leaflet is displayed in all sanitary areas containing the instructions regarding the cleaning methods all people present in the company must comply with.
3. Dispensers of hand sanitizing gel are placed and kept constantly supplied in places far from the toilets. Their frequent use is encouraged. A leaflet describing how to sanitize one's hands is posted near the dispenser.

#### Common areas

In the attempt to limit and rationalize the stay in common areas, NTC has identified entry, stay and exit procedures for each common area, which can be found at the entrance of these areas.

There are further limitations for each of these following common areas:

##### Company restaurant:

The use of the restaurant and kitchen area on the -1st floor to eat lunch is not recommended. It is only possible to eat there by maintaining the minimum distance of 1.5 meters, using the mask immediately before and after having eaten lunch and not to prolong one's stay afterwards. Employees and consultants are encouraged to have lunch at their workstations and to avoid using public places and the outdoor canteen unless they can keep an adequate level of distance and use their PPE appropriately.

##### Lift:

The use of the lift is not recommended unless strictly necessary due to physical impairment. Only one person at a time wearing gloves is allowed to use it.

##### Toilet:

Access to the common anteroom of the toilet is allowed to one person at a time. The same applies to the anteroom of the toilet divided by gender. Presence must be manifested by locking the door.

##### Individual offices:

The use of individual offices for meetings must be limited to the bare minimum. Not more than two people must enter the office. The safety distance must be safeguarded at all times.

##### Smoking area:

The stay in the smoking area is limited to a maximum of two people, respecting a safety distance of 2 meters.

##### Meeting rooms:

Meetings can only be held onsite in cases of necessity and urgency but need to be limited both in terms of the number of participants and the duration. The maximum number of people who can occupy each meeting room is shown on the signs fixed to the entrance of each meeting room. In any case, interpersonal distancing of at 1.5 meters and adequate cleaning/ ventilation of the premises must be guaranteed.

The only meeting rooms dedicated to meetings with guests are the Care room and the Novelty room.