



*Autorità di Sistema Portuale
del Mar Tirreno Settentrionale*



Porti di Livorno, Piombino,
Portoferraio, Rio Marina,
Cavo, Capraia Isola

NORTH TYRRHENIAN PORT NETWORK AUTHORITY GUIDELINES FOR PREVENTING THE SPREADING OF COVID-19 IN THE PORT - COMMERCIAL SECTOR

(revised version 18.03.2020)

Port enterprises authorized pursuant to Article 16 and concessionaires pursuant to Article 18 of Law No 84 of 28th January 1994 and subsequent amendments and integrations (hereinafter the "Law"), with the support of the competent doctor, conform their operating procedures to the purposes of the Prime Minister's Decree of 11th March 2020 and the National Regulatory Protocol adopted on 14th March 2020 for the COVID-19 emergency.

Port enterprises, in particular, shall:

- guarantee, in order not to nullify the measures/initiatives taken to avoid contagion, constant and updated information, also with visible signs or alternative methods, on the appropriate code of conduct to adopt and on the correct use and management of personal protective equipment (masks, gloves, overalls, etc.), as well as on all the provisions issued by the Health Administration.
- guarantee the cleaning at the end of each shift and the periodical sanitization of buildings, working environments, workstations, areas of common-use, vehicles, and transportation. Sanitization, carried out using the methodology and products recommended in the Circular n.5443 of 22nd February 2020, (sodium hypochlorite 0.1%) or ethyl alcohol (70%) must also be performed, before reuse, in all the above- mentioned workplaces when a confirmed case of COVID-19 has stayed there;
- Workers who enter operational vehicles are required to clean their hands in advance, using the products made available by the employer;
- guarantee the sanitation of work tools through a periodic special cleaning of common-use equipment. (e.g. on cranes: knobs, handles, radio etc.; on vehicles: gear lever, steering wheel etc.). It is recommended that operational personnel be made aware of the need to keep steering wheels, portable radios, knobs etc. clean, also distributing sanitizing products and paper rolls on the various vehicles;



- guarantee the possibility of using changing rooms in such a way as to avoid overcrowding, ensuring in any case the minimum distance of 1 metre between workers is respected, also providing for longer shift changeover times if necessary;
- equip their employees, in addition to the PPE normally used for any type of activity, with suitable disposable masks and gloves compatibly with the objective difficulty of procuring them.;
- organize, as far as possible, permanent worker teams, so as to keep the mixing of people to a minimum and to facilitate, in the case of a person found to have contracted the virus, the identification of other possibly infected individuals;
- organize shuttle services in such a way as to limit the presence of personnel on board as much as possible, in any case guaranteeing a distance of 1 metre between people. Should it not be possible to respect the minimum distance, the use of specific PPE (masks) remains obligatory;
- organize, in agreement with the ship's headquarters, loading/unloading operations in such a way that, if there are port workers in the hold, there are no seafarers (other than those essential to the operations) and/or passengers present at the same time.

The coordination of operations carried out by a number of entities within the same terminal, under contract or service provision, is in any case entrusted to the coordinator of the terminal operator's operations.

During shore-to-ship operations, contact between shore workers and personnel on-board must be avoided as far as possible: if close-quarters operations are required, the distance of at least 1 metre between the shore workers and personnel on-board concerned must always be kept; Shore workers who go on board the ship, in addition to ordinary PPE, must be equipped with suitable disposable masks and gloves, compatibly with the objective difficulty of procuring them.

While commercial vehicles may under no circumstances be banned from the place of loading/unloading, every opportunity for contact between drivers and staff at terminal entrances and gates must be reduced to a minimum; drivers, where possible, must not leave their vehicles and the telematic transmission of transport documentation must be encouraged as much as possible. Whenever, for whatever reason, an exchange of material (e.g. documentation) with external personnel (between drivers and security staff, terminal staff, etc.) is necessary:



- ✓ always keep a safe distance from each other (minimum 1 m);
- ✓ have the driver place the material to be exchanged on an interchange point (e.g. table, chair, etc.) identified for this purpose;
- ✓ have the driver move away at a safe distance (minimum 1 m);
- ✓ view the documentation using disposable gloves;
- ✓ move away before allowing the driver to collect the material.

For all the compulsory documentation exchange operations, it is preferable to use computer-based exchanges rather than physical exchanges of documentation. In any case, the Ship Command, for the exchanges and signing of the necessary documents, shall set up a special desk near the boarding gangway, where the documents can be exchanged. The officer on board responsible for document acceptance must be equipped with a suitable mask and disposable gloves.

It is compulsory for operators carrying out cleaning and sanitization work to be equipped with all suitable clothing and personal protective equipment

If a person present in the work cycle develops fever and symptoms of respiratory infection such as coughing, he or she must immediately report this to the personnel manager; he or she must then proceed to self-isolate and those with whom he or she has been in contact shall do the same , in accordance with the provisions of the health authority. The company shall immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Regional Administration or the Ministry of Health.