

MULTINATIONAL CIMIC GROUP
75, Riviera Scarpa street – 31045 Motta di Livenza



**PREVENTION CONTRAST CONTAINMENT
PROCEDURE ADOPTED IN ORDER TO THE COVID-19
HEALTH EMERGENCY**

**FEBBRAURY 2021
2.0 EDITION**

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ATTACHED

ATTACHED "A" **PROCEDURES TO BE FOLLOWED BY THE EMPLOYEE IN CASE OF POSITIVITY**

ATTACHED "B" **INSTRUCTIONS ON THE WASTE DISPOSAL OF THE ISOLATION PERSONNEL STADIONED IN THE BARRACKS**

ATTACHED "C" **DUTIES SUMMARY LETTER OF ISOLATION PERSONNEL SUBMITTED**

ATTACHED "D" **VARIOUS SPECIFIC TASKS RECAP TABLE**

ANNEX

ANNEX "I" ITALIAN PROCEDURES FOR THE RETURN OF DEFENSE PERSONNEL

ANNEX "II" PROCEDURES OF CARRYING OUT THE ANTINGENIC SWABS INTO THE "MARIO FIORE" BARRACKS

1. FOREWORDS

This document has been drawn up on the indication of the Employer and has the purpose of:

- raise awareness of all personnel (with this expression from now on we define the military, civilian and foreign personnel of the Multinational Cimic Group) about compliance with current regulations;
- be able to trace the possible "close contacts" and inform the personnel to be reported to the competent Public Health Service Office;
- ensure correct containment measures against the Sars-CoV-2 virus (so-called COVID-19) to supplement the assessment risk;
- establish procedures and methods of action of the "Manager line" (Managers, Supervisors and Workers) to protect the organization, the community and their families.

2. DAILY PROCEDURES TO CARRY OUT INSIDE TO THE MNCG.

With reference to the headquarters of the "Maj. Mario Fiore" Barracks, to avoid gatherings and to manage containment, the following preventive measures have been adopted:

a. body temperature control

- all personnel belong to the MNCG, who want to enter in the "Mario Fiore" barracks, as well as all personnel settle down in the barracks, must submit daily body temperature control (TC) at the "white tend" from 07:15 to 08:15. For personnel, visitors and the supplier company will be checked by the duty personnel at the main gate where the TC will be recorded in a special register and subsequently communicated to the infirmary in compliance with the " personal sensitive data protection ".

b. sanitization

- The management guarantees daily cleaning and accurate hygiene of work environments, individual workstations, toilets, common spaces, and systems, providing frequent interventions on shared use spaces and on instrumental equipment (periodic sanitization of keyboards, touch screens, mice, etc....).

It is also scheduled a routine sanitization of the aforementioned places, as well as the conditioning systems ventilation air filters through own personnel and the company's maintenance in charge with the use of products approved by the Health Authority.

- The cleaning of the barracks accommodations is executed by the resident personnel as expressly indicated in the scheduled training;

- The cleaning company daily sanitizes the bathrooms and vending machines. In any case near of the machine, is always available a hydroalcoholic solution and mandatory to disinfect hands carefully before and after using the pushbutton panels;
- In the classrooms, hydroalcoholic solution dispensers are available for the disinfection of commonly used equipment and disinfection must be carried out at the beginning and the end of each use (keyboards, mice, microphones, etc.);

c. working methods

- "Smart Working" is encouraged in the highest percentage, and in any case not less than 50% of the staff employed in the activities that can be carried out in this way. The minimum presence can be gradually increased according to the Commander's instructions in relation to the specific needs of each office/unit.

The simultaneous presence at the headquarters can in any case be guaranteed through the use of shifts ensuring the best distribution for each room / office and in any case within the maximum limits indicated by the Commander in relation to the assessment of specific situation carried out with the Doctor and the Prevention and Protection Service Head;

- for the personnel that shall have to work in presence, any requests for differentiation of the time of entry / exit / from the workplace will be favored, in order to reduce as much as possible opportunities for contact both incoming and outgoing. Especially attention must be paid to commuters obliged to use public transport. In order to ensure maximum physical distancing as well in relation to reach the workplace or home, attention is needed, coordinated with local public transport mobility plans, as well by encouraging different forms of transport.

General behavioral notes:

- wash your hands often with soap and water for at least 60 seconds. In case of unavailability of toilets have to use hydroalcoholic solutions;
- avoid close contact with people suffering from acute respiratory infections;
- avoid hugs and handshakes;
- maintain a safety interpersonal distance of at least 1 meter in social contacts;
- observe respiratory hygiene rules (sneezing and or coughing into a handkerchief or in the crook of the elbow, covering the mouth and nose and avoiding contact of the hands with respiratory secretions);
- avoid the mixed use of bottles and glasses, especially during sports activities;
- do not touch your eyes, nose and mouth with your hands, if not properly sanitized;
- do not take antiviral drugs and or antibiotics, unless prescribed by the doctor;

- clean all surfaces in common use every day (e.g., tables, keyboards, mice, PC monitors, telephones, etc. etc.);
- **IT IS MANDATORY** wear the surgical or FFP2 mask (the only PPE allowed) inside the military base, even if you are alone (to avoid the spread out of particles in the air, on documents, telephone, desktop etc.).

To all personnel is required to comply with the health and hygiene regulations, drawn up by the of Health Department in collaboration with the National Institute of Health (NIS). We want to emphasize the importance to comply with to the "New Coronavirus - Ten Behaviors to Follow", where playbill have been posted in the common areas of the Barracks.

d. work and common spaces organization

- The manager that have lodged personnel, in coordination with the Garrisons Coy lodgings office, must ensure that the 50% of beds are occupied and that these take up the most distant;
- the lists of each unit were checked, integrated, collected at the administrative office and checked with the data to get in touch with the personnel at own residence;
- the access to the MWA Store will be set and checked by the MWA manager;
- the access to the Officer Club will be set;
- the multinational gym and the *MCM* gym remain closed and all gymnastic-sports activities carried out in closed places will be suspended, including swimming activities until new directive will be lay down. The library and the gym, has been temporarily dedicated to the office space to facilitate social distancing;
- Canteen service meals as follow:
 - 1st shift, 1200-1230: *CIMIC* BN and personnel on duty;
 - 2nd shift, 12:30-13:00: *HQ COY*, Garrisons Coy and National Staff;
 - 3rd shift, 13:00-13:30: *MNHQ* HQ and National Command staff.
- in order to ensure compliance with the minimum mutual distance of one meter during the consumption of the meal, the following indications are specified:
 - the waiting personnel to enter in the canteen must always respect the interpersonal safety distance, stopping at the points indicated by the appropriate yellow-black stamps on the ground and always wearing the protective mask before the entrance;
 - the consumption of the meal must be carried out strictly respecting the positions indicated with a white sticker, adequately spaced with only two fellow diner per table;

- gatherings should be avoided when, you use vending machines drinks, waiting for the record on the meal register log, along the distribution counter or in the trolleys and waste area, respecting the spaces indicated on the flooring;
- information on the hygienic measures to contain the infection both in Italian and English are posted in the common space, in the vending machines area, in the bulletin boards of the unit / office / section, in the accommodation, in order to guarantee the widespread to all personnel.

3. CLOSE CONTACT DEFINITION

It is considered "Close contact" (high risk exposure) of a confirmed case:

- a person living in the same house with a COVID-19 case;
- a person who has had physical contact with a COVID-19 case (to be assessed on a case-by-case basis, the exposure time spent, any non-use of PPE, contact methods etc.);
- a person who has had unprotected direct contact with the secretions of a COVID-19 case (e.g., touching with hands used handkerchiefs);
- a person who has had direct (face-to-face) contact with a COVID-19 case, at a distance of less than 2 meters and at least 15 minutes;
- a person who has been in a closed environment (e.g., classroom, meeting room, hospital waiting room) with a COVID-19 case in the absence of suitable PPE;
- a healthcare personnel or other personnel providing direct assistance to a COVID-19 case or laboratory personnel handling samples of a COVID-19 case without the use of recommended PPE or through the use of inadequate PPE;
- a person who has traveled by train, plane or any other means of transport within two seats in any direction with respect to a COVID-19; the travelling fellow and the plane/train staff where the indicated **case was sitting** are also considered close contacts.

4. IMPORTANT DATA FOR CHAIN OF CONTAGION TRACKING COVID-19

For the purposes of tracking, it is important:

a. on duty:

- identify the moments when a person may have come into "close" contact during duties hours or in the common spaces (e.g., personnel housing in a common space, exercises);
- verify if there have been any non-compliances in the use of PPE by employees (e.g., during meetings, training activities, exercises, preparation activities, ceremonies, other gatherings);
- verify if there have been unprotected meetings in the canteen at a distance of less than 1 meter and for at least 15 minutes;
- check whether the personnel have used the duties/civilian vehicles correctly (capacity, distancing, use of PPE, etc.).

b. out of duty:

- identify the family members and their potential positivity;
- identify dangerous work that are in close contact with other personnel (health workers, social health workers, etc.) by family members;
- identify the presence of family members who attend schools or educational services for children (pupils, teachers, etc.);
- identify if there have been extra duties meetings with, friends / colleagues, lunches / dinners, unprotected meetings in public or private places with non-cohabiting people or public transport use.

5. PROCEDURES FOLLOW BY THE EMPLOYEE IN CASE OF ILLNESS BEFORE ARRIVING AT WORK

If an employee has flu symptoms, colds, body temperature above 37.5 ° C must:

- remain at home;
- notify to Family Doctor (FD);
- report your command line about your health state and any measures taken by your FD.

6. PROCEDURES TO BE FOLLOWED BY THE EMPLOYEE IN CASE OF ILLNESS ON DUTY

If an employee has flu symptoms, colds, body temperature above 37.5 ° C, when he has already arrived at work, he must:

- keep the surgical mask always worn;
- immediately report your command line;
- back home;
- report to FD;
- keep the command line informed about any measures taken by your FD.

7. PROCEDURES TO BE FOLLOWED BY THE EMPLOYEE BEFORE KNOWING THE SWAB TEST RESULTS

If an employee has been asked to carry out the swab test, he must:

- stay at home waiting for the results of the swab;
- report to your command line;
- communicate the results once they are known.

8. PROCEDURES TO FOLLOW BY THE EMPLOYEE IN CASE OF POSITIVITY

If an employee has knowledge on his positive swab test SARS-CoV-2, he must:

- report immediately to the command line (your Chief);
- fill in and send the **annex "A"** to your Chief as soon as possible;
- contact your FD receiving precise instructions;
- stay at home and, if possible, isolate yourself from the rest of the family members;
- periodically inform the command line about the evolution of the disease;
- at the end of the disease contact your FD to obtain the certification for returning to work and, afterwards:
 - send the certificate without diagnosis to the Command;
 - send the certificate with a closed envelope diagnosis to the military health facility of reference (MNCG infirmary);
- upon return, you will be sent you for a visit to submit the suitability eligibility visit and return on duty.

It is strictly forbidden to show up on duty without approval of the medical staff indicated above.

When come back, the employee must submit all his medical documentation

9. PROCEDURE TO BE FOLLOWED IN CASE OF "CLOSE CONTACT"

In case of an employee has had close contact with a confirmed positive case he must:

- keep the surgical mask always worn;
- immediately report your command line;

- be sent home, by your command line;
- report to your family doctor and keep the command line informed about any measures taken by your family doctor or public health service and wait in quarantine for the swab test outcome.

10. PROCEDURE TO BE FOLLOWED IN CASE OF THE POSITIVE SWAB TEST TO OWN LIVING FAMILIESS (contact from contact of a presumed / positive verified)

In case of a cohabiting family member has been reported by Public Health Service from a school manager, external employer, etc., to carry out the swab test, the employee must:

- immediately report to his command line;
- inform the command line once of the presumed positive swab test are known;
- wait for the decision taken by Manager for the possible return in duty.

The Manager will evaluate the most suitable administrative position for the employee, waiting for the results of the swab test pending.

11. PROCEDURES TO BE FOLLOWED BY THE MANAGER

Once received news of the positivity of one's employee, the Manager must:

- report to immediately to the MNCG Commander where the situation will be assessed with the *M.C.*, of the Prevention and Protection Service Head (PPSH) and of the Personnel Office Chief;
- periodically contact his employee to verify the evolution of the disease and inform the Employer;
- remind to the personnel that returning to service is subordinate to the final approval by the doctor in charge;
- at the end of the period inform the competent employer, the personnel office and PPSH for the closure file.

12. PROCEDURE TO BE FOLLOWED BY THE PERSONNEL OFFICE

Once received news of the positivity of an employee, the Personnel Office Chief must:

- coordinate with the MNCG infirmary, *M.C.* and the PPSH;
- monitor and update the data personnel involved in Sars-CoV-2 cases.
- on the basis of the data communicated by the employee, the Personnel Office will be responsible for drafting the messages required by the Accident Directive. The above documentation also must be sent to the PPSH for the insertion of the message for sending the accident report file.

13. PROCEDURES TO BE FOLLOWED BY THE SUPPORT OFFICE

Received of a positivity report of a member of the MNCG, the Chief Support Office must coordinate with the HQ Commander, *MC* and the PPSH for any **sanitation** activities.

14. PROCEDURES TO BE FOLLOWED BY THE DOCTOR IN CHARGE

The doctor in charge, if necessary, will be contacted by the Manager of the MNCG or from infirmary medical personnel if there are personnel undergo to health surveillance or exceptional health surveillance that needs his intervention (medical examinations referred to in *Art. 41 of Legislative Decree 81/08*).

15. PROCEDURES TO BE FOLLOWED BY THE PPSH

Received information about a positivity employee, the PPSH must:

- coordinate with: the MNCG Infirmary, the Personnel Office Chief and with the Manager;
- send the incident report (1st communication) signed by the Manager or his delegate;
- in order to find the data to be included in the incident report, it is important to cooperate with:
 - The positive employee;
 - PoC of the Personnel Office;
 - Supervisor/Chief;
 - Family doctor.

It will be the responsibility of the employee to inform the PPSH and his superior about any news regarding the management of the event such as to make it necessary to send updates to the authorities.

All processed information must be protected in compliance with current privacy protection regulations.

16. PROCEDURES TO BE FOLLOWED BY THE MULTINATIONAL CIMIC GROUP INFIRMARY

Received report of the MNCG personnel positivity, the infirmary medical personnel must:

- coordinate with the MNCG Commander, the Personnel Office Chief, and the PPSH;
- after obtained negative test result, the infirmary medical personnel will visit the employee in compliance with the current procedures issued by the Italian General Inspectorate of Military Health;

- send to the Personnel Office all the documentation of eligibility for the return of employee on duty.

NB

For the return on duty of the employee, the procedures have recently been harmonized by the Italian General Inspectorate of Military Health, in "**annex I**", but since the rules are constantly evolving and updating, the rules will be observed on a case-by-case basis. "Pro tempore procedures".

17. SPECIAL PROVISIONS IN CASE OF POSITIVITY OR QUARANTINE FOR CLOSE CONTACT OF PERSONNEL WHO HAVE BEEN HOUSED OR WHO BENEFIT FROM SERVICE ACCOMMODATIONS

a. placement of the employee in insulation

Upon the finding of symptoms referable to COVID-19 or of positivity to the swab even in the absence of symptoms that lead to hospitalization of the personnel or if the person identified following an epidemiological investigation as a "close contact" of a confirmed positive case - will provide as a safety precaution the isolation of the person or who benefits from duty accommodation in a specific accommodation, previously identified in order to limit the spread out in the barracks.

The following procedures must be followed:

- the door room where the person is located must remain closed for safety reasons;
- during the isolation time, all contacts are prohibited, except with the healthcare personnel. They will wear the specific PPE and will to access only for health reasons. The person in isolation must wear the FFP2 mask provided, meanwhile the healthcare personnel will be in the room;
- all isolation areas are prohibited, except for collect meal tray, which will be left by the service canteen personnel in front of the door of the isolated area. Even in this circumstance, the person in isolation must wear the FFP2 mask;
- each isolation person will be delivered (by Garrison personnel) a kit contain:
 - personal telephone number for daily communications and emergencies;
 - information on waste disposal (**see attachment "B"**) and nr. 4 black waste bags;
 - #1 transparent bag to be used for the disposal of PPE;
 - #2 FFP2 masks to be used at any authorized movement;
 - #1 disinfectant solution nebulizer;
 - #50 absorbent paper wipes;

- #1 body thermometer, to be communicated the body temperature to the health personnel 3 times a day (10:00, 15:00 and 20:00);
- #1 plastic bag for bed linen;
- a letter summarizing the duties of the personnel in isolation (**attachment "C"**);
- cleaning goods (alcoholic solution nebulizer and / or sodium hypochlorite, broom, shovel, bucket, rags);
- #5 pairs of disposable gloves.

b. personnel in charge of assistance and surveillance

- The isolation person will be able to obtain assistance only and exclusively from healthcare personnel that working in MNCG infirmary previously instructed for all possible needs by the *DSS*; in particular, in all clinical and or assistance activities provided to a positive or presumed positive person, the healthcare personnel must wear all the required PPE.

c. Commissary service procedures

- During the isolation time, if the involved person required from his / her superior to take advantage of full meals (breakfast, lunch and dinner), he/she will be able to upon payment of the "reckoning meal";
- the Coy Commander / Battalion Commander / Office Chief / Section Head, will communicate by email to the commissary service the need to provide meals to the isolation accommodation;
- it will be the responsibility of the canteen service personnel to arrange the meals packaging with disposable bag and delivery it to the isolation personnel, wearing the necessary PPE, avoiding any contact with them;
- the quarantine person will arrange to put all the waste disposal in the bag received, outside the accommodation. This will be collected by the healthcare personnel designated.

d. bedding supply procedure

The bedding distributed to individual and used by them for 15 days (if it is not necessary to replace them first), must be folded and placed inside a plastic bag by the personnel in quarantine. In the same way as for the delivery and collection of the meal, clean bedding will be delivered and collect the dirty bedding. When collecting the bag containing the dirty bedding, the healthcare personnel will spray on the bag with a 70% hydroalcoholic solution or 0.1% sodium hypochlorite based, using an atomizer, waiting for the action of the product and deposit the same inside another waterproof black bag which will be sealed with tape.

The black waterproof bags containing the dirty sheets must be labelled with the words “INFECTED LINEN”.

Once the infected linen has been sanitized, the bags used as containers will be classified and placed as special medical waste. The mattresses and pillows to be used for these accommodations must be exclusively sealed with waterproof plastic sheets to facilitate the sanitization procedures at the end of the isolation.

e. cleaning and sanitizing procedure

The daily accommodation cleaning is responsibility of the isolation personnel that will be equipped with cleaning material (provided by the Garrison Coy) and disposable gloves (provided by the MNCG Infirmary):

- in detail, all surfaces (bedside tables, sinks and sanitary ware, handles, telephones and remote controls, etc.) must be regularly cleaned with a cleaning soap / disinfectant (for example, bleach, chlorine-based products, *lysoform*, cleaning alcohol-based, etc.) for domestic use, following the instructions on the label;
- Once the isolation is over, the person concerned, after opening the windows and air out the rooms for at least an hour, must notify to the Garrison Coy that through the Logistics Office will arrange for cleaning and sanitized the room.

f. transport procedure of the military (stationed in barracks) placed in isolation for molecular swab

Having established the need to undergo a diagnostic test for COVID-19 (molecular swab) the soldier placed in solitary confinement, the healthcare personnel must notify:

- MNCG Commander;
- Coordinator Officer / Deputy Commander;
- Garrison Coy Commander in order to get ready the vehicle suitable for transport;

The person to be transported will be picked up from the isolation accommodation by health personnel and escorted to the vehicle designated. The soldier must have his own health card and ID;

If the soldier **needs medical support**:

- the transport is carried out by ambulance;
- in the vehicle get on only the driver and the healthcare personnel that will wear all specific PPE.

If the soldier doesn't **need medical support**:

- the transport is carried out by commercial vehicle;
- on the vehicle get on only the driver that will wear the FFP2 mask and disposable gloves.

Upon arrival at the test site, only the escort will get off the vehicle and deliver to the personnel staff the request for the execution of the swab, signed by the Family doctor;

- having received the authorization from the personnel in charge of the structure, the military escort will pick up the transported soldier and will escort him to the place of execution of the test and at the end of the procedure the military escort will drive back to the vehicle, taking care to limit the contamination of objects and equipment by the soldier being transported (handles, documents, personal items, etc.);

- upon returning to the barracks, the soldier must be escorted back to the designated isolation facility, always taking care to limit as much as possible the contamination of objects and equipment (handles, documents, personal items, etc.) and before leaving the facility, the health personnel will ensure the psychophysical well-being of the soldier;

- before delivering the vehicle used for transport, it must be sanitized with a specific protocol that includes cleansing with neutral detergent and subsequent sanitization with 0.1% sodium hypochlorite or 70% ethyl alcohol solution;

- at the end of the sanitization, the vehicle must be ventilated for at least an hour, taking care to fill in the appropriate document and the notice of "VEHICLE UNDER SANITIZATION" which must be displayed and clearly visible from the driver's seat in order to prevent the vehicle is used before the end of the procedure;

Once the ventilation time is over, the driver must withdraw the aforementioned notice.

18. SPECIFIC PROCEDURE FOR THE PERSONNEL ACCESSING IN THE BARRACKS WITH TEMPERATURE MEASUREMENT BY THE DUTY OFFICER / NCO / SECURITY GUARD PERSONNEL

a. civilian personnel: (external companies, affiliated companies, etc.)

if the body temperature is above 37.0 ° C, the personnel is invited into the waiting room for acclimation and new measurement with a different thermometer. In case of confirmation of the previous survey, the personnel cannot access to the military infrastructure;

b. military personnel

- if the temperature detected is less than 37.0 °C the personnel be allowed to access in; in case of febrile state, with a temperature between 37.0 °C and 37.4 °C, the personnel is invited to stop inside the waiting room for acclimation and a new measurement with a different thermometer. If the detection is confirmed, the Health Service Department will be immediately alerted for the actions as far as is concerned;

– with a body temperature above 37.5°C, or in case of suspected symptomatology for SARS-CoV-2 infection (e.g., cough, sore throat, rhinorrhea, loss of smell or taste, difficulty breathing, general illness, similar symptomatology-flu, pneumonia, etc.), at the personnel is required to:

- immediately move away from the military infrastructure;
- Report to his/her Family Doctor;
- Immediately notify the pertinent Public Health and Hygiene Department (PHHD) through Ph. No. 800 462 340 activated for the *Veneto* Region or the Ph. No. 800 500 300 activated for the *Friuli Venezia Giulia* Region and following all the indications provided by the public health operator;
- Report to the MNCG HQ the health condition and the actions taken by the Family doctor and/or PHHD.

The MNCG or the PHHD will evaluate whether to subject the concerned person to a swab SARS-CoV-2 and, if the latter has a **POSITIVE** outcome:

- The person involved must inform its Chief/Supervisor as reported in “**ATTACHED A**” the "close contacts" had during the last 48 hours before the onset of symptoms;
- The same person will be placed in home isolation with active surveillance for at least 14 days (of which the last 3 days in complete absence of symptoms) until the detection of a negative SARS-CoV-2 swab or as evaluated by PHHD;

All military or civilian personnel that have come into contact with the positive person may, at the request of the competent Public Health Authority, be placed in safety quarantine at home for 14 days from the date of the last close contact with the suspicious case and possibly be submitted at SARS-CoV-2 molecular test at the end of the isolation.

In the case that the swab test is **NEGATIVE**, the person may be placed, at the disposal of the Employer, in safety isolation at home.

c. Staff come back from The Operational Theatre

Will be adopted as prescribed by the national and regional authorities in coordination with the procedures issued by the S.A. military, in relation to the progress of the epidemic and any outbreaks developed at the operating theaters of reference.

d. Privacy.

The real-time detection of body temperatures, however a simple act of execution, constitutes a processing of personal data and, therefore, must take place in accordance with the current privacy regulations. For this purpose, the data in storage (i.e., until the end of the state of emergency), must not be disseminated or communicated to third parties outside the specific regulation (e.g., in case of request by the Health Authority for the reconstruction of the chain of any close contacts of a person that has been positive for COVID-19).

19. USEFUL REFERENCE NUMBERS

In case of emergency, it is possible to contact:

- public utility number 1500 of the Health Ministry of (active 24 hours per day);
- regional toll-free number for assistance and information no. 800 462 340;
- MNCG Commander – Col. Mattia Zuzzi
ctertgt@cimic.esercito.difesa.it - duty mob. 3497345757 - Sotrin Office 1221100
- MNCG Deputy Commander uffcoord@cimicgrs.esercito.difesa.it Sotrin 1221168
- Prevention Safety Responsible Head rspp@cimicgrs.esercito.difesa.it Sotrin 1221226
- Duty Officer / Security (24h) upichet@cimicgrs.esercito.difesa.it
Sotrin 1221386 / 1221199
- If no Family Doctor is not available, contact 800 098 528 for NON-URGENT Health Services who will contact the doctor of the Special Units for Continuity of Care;

20. WHERE TO CARRY OUT THE SWABS

Swabs are carried out to the following locations:

- Oderzo: in the area ex “*Foro Boario*” Doninzetti street, every day from 07.00 to 15.00 with a medical prescription;
- Treviso: *ULSS* n.2 Hospital square #1, every day with medical prescription;
- Treviso: “Ca’ Foncello” hospital every day also holidays from 20.00 to 7.00 with a medical prescription (new night service).

21. FINDINGS

The procedures will take from today and updates and replaces the previous one (**VERSION 1.0 - DECEMBER 2020**).

This document, translated into English and French for the MNCG HQ foreign personnel, have been issued by the Prevention and Protection Service.

The Managers, Heads Chief, Heads Section, are in charge of dissemination down to all personnel.

Motta di Livenza, _____

**Prevention and Protection
Service Head
1° LGT Giuseppe IODICE**

**THE COMMANDER
Col. ITA A Mattia ZUZZI**

PROCEDURES TO BE FOLLOWED BY THE EMPLOYEE IN CASE OF POSITIVITY

N°	Rank Last name 1st Name	Phone #	Date Last contact	Place of contact	Time interval	Larger at 2 mt.	Lower at 2 mt.	The person has been notified	If so, by whom	Possi ble notes
1					Upper at 15' <input type="checkbox"/> Lower at 15' <input type="checkbox"/>	Yes, in close space <input type="checkbox"/> No <input type="checkbox"/>	Yes, but without mask <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2					Upper at 15' <input type="checkbox"/> Lower at 15' <input type="checkbox"/>	Yes, in close space <input type="checkbox"/> No <input type="checkbox"/>	Yes, but without mask <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3					Upper at 15' <input type="checkbox"/> Lower at 15' <input type="checkbox"/>	Yes, in close space <input type="checkbox"/> No <input type="checkbox"/>	Yes, but without mask <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4					Upper at 15' <input type="checkbox"/> Lower at 15' <input type="checkbox"/>	Yes, in close space <input type="checkbox"/> No <input type="checkbox"/>	Yes, but without mask <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5					Upper at 15' <input type="checkbox"/> Lower at 15' <input type="checkbox"/>	Yes, in close space <input type="checkbox"/> No <input type="checkbox"/>	Yes, but without mask <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Date and place, _____

Declarant Signature

According to the instruction, the contacts daily list must be available even in the absence of the single editor. In compliance with the privacy regulation, the list must be kept in a sealed envelope or in electronic format by a person in charge at the office level that will ensure the custody up to the previous 14 days.

INSTRUCTIONS ON THE WASTE DISPOSAL OF THE ISOLATION PERSONNEL STATIONED IN THE BARRACKS



nuovo coronavirus

Come raccogliere e gettare i rifiuti domestici

Se sei POSITIVO o in quarantena obbligatoria...

- Non differenziare più i rifiuti di casa tua.
- Utilizza due o tre sacchetti possibilmente resistenti (uno dentro l'altro) all'interno del contenitore utilizzato per la raccolta indifferenziata, se possibile a pedale.
- Tutti i rifiuti (plastica, vetro, carta, umido, metallo e indifferenziata) vanno gettati nello stesso contenitore utilizzato per la raccolta indifferenziata.
- Anche i fazzoletti o i rotoli di carta, le mascherine, i guanti, e i teli monouso vanno gettati nello stesso contenitore per la raccolta indifferenziata.
- Indossando guanti monouso chiudi bene i sacchetti senza schiacciarli con le mani utilizzando dei lacci di chiusura o nastro adesivo.
- Una volta chiusi i sacchetti, i guanti usati vanno gettati nei nuovi sacchetti preparati per la raccolta indifferenziata (due o tre sacchetti possibilmente resistenti, uno dentro l'altro). Subito dopo lavati le mani.
- Fai smaltire i rifiuti ogni giorno come faresti con un sacchetto di indifferenziata.
- Gli animali da compagnia non devono accedere nel locale in cui sono presenti i sacchetti di rifiuti.

Se NON sei positivo al tampone e NON sei in quarantena...

- Continua a fare la raccolta differenziata come hai fatto finora.
- Usa fazzoletti di carta se sei raffreddato e buttali nella raccolta indifferenziata.
- Se hai usato mascherine e guanti, gettali nella raccolta indifferenziata.
- Per i rifiuti indifferenziati utilizza due o tre sacchetti possibilmente resistenti (uno dentro l'altro) all'interno del contenitore che usi abitualmente.
- Chiudi bene il sacchetto.
- Smaltisci i rifiuti come faresti con un sacchetto di indifferenziata.

A cura del Gruppo ISS "Comunicazione Nuovo Coronavirus"
Fonte ISS • 13 marzo 2020

DUTIES SUMMARY LETTER OF SUBMITTED ISOLATION PERSONNEL

This summary letter is provided in order to make the measures and tasks to be carried out by the isolation personnel during their stay in the structure for simple and easy to understand for the personnel.

The military placed in isolation must:

- a. Provide to the duty officer the phone number;
- b. Do not have contact with other personnel present in isolation or coming from outside, taking care and do not use the toilets at the same time with other isolated personnel in the same structure and avoiding bump into;
- c. Wear the FFP2 mask provided by the MNCG Infirmary for permitted movements, i.e. for the journey to undergo the examination to confirm any positivity to COVID-19 (swab), to use the toilets or for identification at the roll call the Duty Sergeant; **any other exit is prohibited**;
- d. Take care to clean and sanitize the toilets after every use, using the products and materials provided by the Garrison Coy;
- e. Make sure that you have the and a valid Health Card an ID with you when you are led to undergo the test to confirm potential positivity to COVID-19 (swab);
- f. Daily report, to the personnel indicated in the placement at the isolation facility, the state of health and body temperature at 10:00, 15:00 and 20:00;
- g. Use the waste bags provided, taking care to use the "double bag", i.e. inserting the first inside the second in order to avoid the spilling of the contents in case of accidental breakage and report to the Garrison Coy personnel in time, the need to replace these waste bags for disposal with a pair of new bags;
- h. Provide to properly package the bed linen in the extra box provided every 15 days or at the end of the isolation measure.

VARIOUS SPECIFIC TASKS RECAP TABLE

<i>DEPENDENT/UNIT</i>	<i>REFERENCE PARAGRAPH</i>
DEPENDENT	5,6,7,8,9,10
MANAGER	11
SM – PERSONNEL OFFICE	12
SM – LOGISTICAL OFFICE	13
DOCTOR IN CHARGE	14
PPSH	15
INFIRMARY	16

M_D SSMD REG2020 0162744 29-10-2020

ISPETTORATO GENERALE DELLA SANITÀ MILITARE

Allegati: 2

Annessi: // PDC: Ten. Col. L. PRENCIPE tel: 59022

OGGETTO: *Crisi pandemica COVID-19. Misure per il contenimento della diffusione in ambito difesa. Procedure per il rientro in servizio del personale della Difesa.*

A: INDIRIZZI IN ALLEGATO A

^^^^^^^^^^^^

Rife: a. comunicato stampa della Presidenza del consiglio dei Ministri/Comitato Tecnico Scientifico in data 11 ott. 2020;

b. prot. n. 0032850-12/10/2020-DGPRES-DGPRES di Ministero della Salute in data 12 ott. 2020.

Seguito: a. prot. n. M_D SSMD REG 2020 0059375 in data 16 apr. 2020;

a. prot. n. M_D SSMD REG 2020 0151083 in data 13 ott. 2020.

^^^^^^^^^^^^

- 1. Al fine di armonizzare l'iter sanitario interno al dicastero con le attuali evidenze scientifiche e normative nazionali (di cui ai fogli in riferimento), si trasmettono in allegato B le nuove procedure per il rientro in servizio del personale della Difesa in isolamento/quarantena.*
- 2. Le presenti indicazioni, che sono da intendersi applicabili -in quanto compatibile- anche nei confronti del personale civile della Difesa, sostituiscono ed abrogano le precedenti allegate alla lettera a seguito a. ed integrano quanto comunicato con la lettera a seguito b..*
- 3. Al riguardo si sottolinea, in particolare, la decaduta necessità da parte degli Ufficiali medici di prolungare l'assenza lavorativa assegnando i 7 giorni di convalescenza in caso di mancata effettuazione di test molecolari/antigenici.*
- 4. Codesti Stati Maggiori/Comandi/Segretariato Generale provvedano a dare la massima diffusione fino ai minimi livelli ordinativi, integrando eventualmente, laddove ritenuto opportuno, con ulteriori istruzioni conformi alle proprie specificità.*

L'ISPETTORE GENERALE
(Ten. Gen. Nicola SEBASTIANI)

ISPETTORATO GENERALE DELLA SANITÀ MILITARE

PANDEMIA COVID 19: PROCEDURE PER IL RIENTRO IN SERVIZIO DEL PERSONALE DELLA DIFESA DOPO ISOLAMENTO/QUARANTENA/MALATTIA

Le presenti disposizioni si applicano nei confronti del personale della Difesa posto in isolamento o quarantena come intervento preventivo di possibili ulteriori contagi da virus SARS-CoV-2, e tengono conto delle peculiari caratteristiche dell'organizzazione dell'A.D., che rendono necessarie misure di tutela più stringenti rispetto ad altre collettività lavorative.

Si precisa inoltre che, in relazione alla continua e rapida evoluzione del quadro epidemiologico nazionale e internazionale e alle ricadute sulle procedure diagnostiche terapeutiche conseguenti ai continui progressi scientifici in atto, tali procedure sono da considerarsi un'indicazione di massima suscettibile di successive modifiche.

In termini generali:

Quando un dipendente della Difesa (di seguito dipendente) manifesti, in qualsiasi momento, sintomi riconducibili a malattia da SARS-CoV-2 (febbre, tosse, affanno, ecc.), ovvero venga riscontrata una positività ad un test diagnostico, oppure risulti essere un contatto stretto di un caso con infezione da SARS-CoV-2 confermato ed identificato dalle autorità sanitarie, dovrà riferirsi al Medico di Medicina Generale (MMG) e/o alle competenti autorità del Servizio Sanitario Nazionale (SSN) per l'attuazione dei necessari provvedimenti di natura clinica e preventiva, oltre a darne notizia alla Struttura Sanitaria Militare di riferimento (SSMR).

La SSMR, nell'espletamento delle proprie attività, dovrà attuare tutte le procedure idonee per la prevenzione dei contagi.

Per quanto riguarda i dipendenti rientrati in servizio compresi nella categoria dei lavoratori fragili, compresi gli immunodepressi, si faccia riferimento a quanto già disciplinato a suo tempo da questo Ispettorato¹.

¹ Lettere M_D SSMD REG 2020 0069162 del 8 maggio 2020 e M_D SSMD REG 2020 0132400 del 14 settembre 2020.

² Rete di laboratori militari autorizzati ad effettuare test molecolari per la ricerca di Sars-Cov-2 su tamponi rino/orofaringei: Dip. scientifico Policlinico Militare di Roma (EI), COM Milano (EI), IMAS Milano (AM), DMML Padova (EI), DMML La Spezia (MM), MariCeSelez Ancona (MM), IMAS Roma (AM) COM Taranto (MM), DMML Messina (EI), Infermeria Presidiaria Augusta (MM), DMML Cagliari (EI) - M_D SSMD REG 2020 0067899 del 6 maggio 2020.

³ Si riferisce alla restrizione, per la durata del periodo di incubazione della malattia infettiva, dei movimenti di persone sane che potrebbero essere state esposte ad un agente infettivo o ad una malattia contagiosa, con l'obiettivo di monitorare l'eventuale comparsa di sintomi ed identificare tempestivamente nuovi casi.

⁴ Il "Contatto stretto" (esposizione ad alto rischio) è definito come:

una persona che vive nella stessa casa di un caso COVID-19;

una persona che ha avuto un contatto fisico diretto con un caso COVID-19 (per esempio la stretta di mano);

una persona che ha avuto un contatto diretto non protetto con le secrezioni di un caso COVID-19 (ad esempio toccare a mani nude fazzoletti di carta usati);

una persona che ha avuto un contatto diretto (faccia a faccia) con un caso COVID-19, a distanza minore di 2 metri e di almeno 15 minuti;

una persona che si è trovata in un ambiente chiuso (ad esempio aula, sala riunioni, sala d'attesa dell'ospedale) con un caso COVID-19 in assenza di DPI idonei;

un operatore sanitario o altra persona che fornisce assistenza diretta ad un caso COVID-19 oppure personale di laboratorio addetto alla manipolazione di campioni di un caso COVID-19 senza l'impiego dei DPI raccomandati o mediante l'utilizzo di DPI non idonei;

una persona che ha viaggiato seduta in treno, aereo o qualsiasi altro mezzo di trasporto entro due posti in qualsiasi direzione rispetto a un caso COVID-19; sono contatti stretti anche i compagni di viaggio e il personale addetto alla sezione dell'aereo/treno dove il caso indice era seduto.

I test molecolari per tutti i casi in esame potranno essere prescritti anche dai medici delle SSMR ed effettuati presso i laboratori della rete militare DIMOS MILNET2.

1. QUARANTENA³ (Appendice A)

I dipendenti che sono stati contatto stretto⁴ di persona con positività accertata dovranno osservare un periodo di quarantena di almeno 10 giorni, al termine del quale, se rimasti asintomatici, potranno effettuare un test molecolare/antigenico:

se il test risulta positivo, fare riferimento al successivo paragrafo 2.;

□ se il test risulta negativo, dovranno presentarsi alla SSMR ove il medico, verificati l'assenza di segni e sintomi riconducibili a Covid19 e l'esito negativo del test, potrà autorizzare il rientro in servizio

compilando il modulo in Appendice F e demandando al Comandante/datore di lavoro le decisioni inerenti l'impiego (opzione A).

Se impossibilitati ad effettuare il suddetto test, dopo ulteriori 4 giorni di quarantena senza sintomi, potranno presentarsi, con autodichiarazione firmata di assenza di sintomi (conforme al modello in Appendice E), alla SSMR ove il medico, verificata l'assenza di segni e sintomi, potrà autorizzare il rientro in servizio. In tal caso, procederà a compilare il modulo in Appendice F, indicando al Comandante/datore di lavoro l'opportunità, ove applicabile, di impiego in modalità smart working per almeno una settimana continuativa (opzione B), raggiungendo così, a titolo precauzionale, i 21 giorni totali di separazione dalla comunità lavorativa.

2. ISOLAMENTO⁵ (Appendice B)

I dipendenti risultati positivi a test molecolare/antigenico, effettuato per qualsiasi motivo, dovranno osservare un periodo di isolamento, in assenza di sintomatologia, di almeno 10 giorni, al termine del quale potranno effettuare un nuovo test molecolare:

□ se il test risulta negativo, dovranno recarsi con tutti i referti dei test effettuati e con autodichiarazione firmata di assenza di sintomi (Appendice E) presso la SSMR;

□ se il test risulta positivo, dovranno permanere in isolamento fino al 17° giorno; potranno quindi effettuare un nuovo test molecolare e, se quest'ultimo produrrà esito negativo, dovranno recarsi con tutti i referti dei test effettuati e con autodichiarazione firmata di assenza di sintomi (Appendice E) presso la SSMR;

□ se persiste la positività anche al test del 17° giorno, o non è stato possibile effettuare ulteriori test, comunque, al 21° giorno dal primo riscontro di positività senza sintomi, dovranno recarsi con tutti i referti dei test effettuati e con autodichiarazione firmata di assenza di sintomi (Appendice E) presso la SSMR.

Il medico della SSMR, verificata l'assenza di segni e sintomi e gli esiti dei test effettuati, potrà autorizzare il rientro in servizio. In tal caso, procederà a compilare il modulo in Appendice F, demandando al Comandante/datore di lavoro le decisioni inerenti l'impiego (opzione A). Nel caso di soggetti con persistente positività ai test, il medico dovrà indicare al Comandante/datore di lavoro l'opportunità, ove applicabile, di impiego in modalità smart working (opzione C), permettendo così, a titolo precauzionale, il proseguo del periodo di separazione dalla comunità lavorativa.

3. MALATTIA COVID-19 (Appendice C)

La gestione dei casi sintomatici per COVID-19 è sempre demandata al MMG/SSN⁶. Il dipendente, una volta dichiarato guarito, ovvero asintomatico e non infettivo, dal MMG/SSN, dovrà recarsi presso la propria SSMR. Il medico della SSMR, acquisita l'autodichiarazione firmata di assenza di sintomi (Appendice E), verificati l'effettiva assenza di segni e sintomi riconducibili a Covid19⁷ e gli esiti dei test effettuati, dovrà sottoporre il dipendente a visita medica finalizzata ad accertare la sussistenza di condizioni cliniche non ostative al rientro in servizio.

In tale contesto, se il medico della SSMR riscontra il dipendente:

□ affetto da uno stato di malattia conseguente a lesioni/infermità diverse dal COVID-19, dovrà adottare la conseguente decisione sanitaria prevista dalle vigenti disposizioni (malattia/convalescenza);

□ esente da patologie, ne autorizzerà il rientro in servizio. In tal caso, procederà a compilare il modulo in Appendice F, demandando al Comandante/datore di lavoro le decisioni inerenti l'impiego (opzione A). Nel caso di soggetti con persistente positività ai test, il medico dovrà indicare al Comandante/datore di lavoro l'opportunità, ove applicabile di impiego in modalità smart working (opzione C), permettendo così, a titolo precauzionale, il proseguo del periodo di separazione dalla comunità lavorativa.

Le presenti procedure sostituiscono ed abrogano le precedenti allegate alla lettera M_D SSMD REG 2020 0059375 del 16 aprile 2020.

(INTESTAZIONE EDRC)

**AUTODICHIARAZIONE DI ASSENZA DI SINTOMI
AL RIENTRO IN SERVIZIO DOPO QUARANTENA/ISOLAMENTO/MALATTIA
DA CORONAVIRUS SARS-COV-2 (COVID19)**

Il/la sottoscritto/a _____

_____ (grado) (cognome e nome)

nato/a a _____ il

_____ (luogo di nascita) (data di nascita)

assente dal servizio dal _____ per
 QUARANTENA (PER PRECEDENTE CONTATTO / RIENTRO DALL'ESTERO)
 ISOLAMENTO (POSITIVITÀ ACCERTATA) IN ASSENZA SINTOMI
 ISOLAMENTO CON TRATTAMENTO MEDICO DOMICILIARE PER SINTOMI
 RICOVERO OSPEDALIERO

Dichiara di aver sofferto dei seguenti segni/sintomi:

FEBBRE TOSSE SECCA SPOSSATEZZA
 INDOLENZIMENTO E DOLORI MUSCOLARI MAL DI GOLA
 DIARREA CONGIUNTIVITE MAL DI TESTA
 PERDITA/ALTERAZIONE DEL GUSTO (AGEUSIA/DISGEUSIA)
 PERDITA DELL'OLFATTO (ANOSMIA)
 ERUZIONE CUTANEA O SCOLORIMENTO DELLE DITA DI PIEDI O MANI
 DIFFICOLTÀ RESPIRATORIA O FIATO CORTO
 OPPRESSIONE O DOLORE AL PETTO
 PERDITA DELLA FACOLTÀ DI PAROLA O DI MOVIMENTO
 ALTRO, SPECIFICARE _____

e di non presentare attualmente sintomi riconducibili a malattia Covid19*.

Il, _____

(firma)

* non considerando anosmia e ageusia disgeusia che possono avere prolungata persistenza nel tempo

(INTESTAZIONE EDRC)

**MODULO PER L'AUTORIZZAZIONE
AL RIENTRO IN SERVIZIO DOPO QUARANTENA/ISOLAMENTO/MALATTIA
DA CORONAVIRUS SARS-COV-2 (COVID19)**

Si certifica che il _____

(grado) (cognome e nome)

nato/a a _____ il

(luogo di nascita) (data di nascita)

assente dal servizio dal _____

vista l'autodichiarazione di assenza di sintomi,

attualmente non presenta segni riconducibili a malattia Covid 19* e pertanto può riprendere servizio

-A- SENZA LIMITAZIONI DI IMPIEGO CORRELATE ALLA MALATTIA COVID-19

-B- CON INDICAZIONE, OVE APPLICABILE, AL LAVORO AGILE ("SMART WORKING") PER ALMENO 7 (SETTE) GIORNI CONTINUATIVI

-C- CON INDICAZIONE, OVE APPLICABILE, AL LAVORO AGILE ("SMART WORKING") ENTRO I TERMINI E LE CONDIZIONI PREVISTE DALLE NORMATIVE VIGENTI

Il, _____

(timbro e firma del medico)

* non considerando anosmia e ageusia disgeusia che possono avere prolungata persistenza nel tempo

Modalità di effettuazione dei tamponi antigenici all'interno della Caserma "Mario Fiore".

Il Comandante del MNCG, quale Datore di Lavoro, in coordinazione con il Medico Competente, ha disposto, quale misura di prevenzione all'emergenza sanitaria da Covid-19, l'effettuazione di tamponi a salvaguardia di tutto il personale dipendente militare e civile della componente nazionale, multinazionale e interforze secondo i criteri sottoelencati:

- 1. Tutto il personale NON effettivo al MNCG (escluso corsisti) che, per qualsiasi motivo arriva in caserma (personale di passaggio che effettua almeno un pernottamento), deve produrre certificato NEGATIVO non superiore alle 72 ore (test antigenico o molecolare).*
- 2. I frequentatori esterni, di corsi organizzati dal MNCG, effettueranno a cura dell'infermeria di Reparto il test antigenico all'inizio del corso secondo modalità organizzative emanate volta per volta.*
- 3. Il personale del MNCG in servizio di scorta a personale in rientro dal Teatro Operativo, sarà sottoposto a test antigenico al rientro dal servizio.*
- 4. Il personale del MNCG comandato di servizio in Polveriera sarà sottoposto a test antigenico al rientro dal servizio.*
- 5. Il personale del MNCG comandato ad effettuare corsi all'estero, sarà sottoposto a test antigenico al rientro dal servizio.*
- 6. Saranno inoltre effettuati test antigenici di screening settimanali, disposti dal Comandante e/o dal Vice Comandante con i seguenti criteri:*
 - massimo n. 3 per ogni ufficio nazionale/multinazionale (a rotazione);*
 - massimo n. 3 per mansioni che richiedono un contatto con molti utenti (es. addetti alla mensa, infermeria ecc.);*
 - massimo n. 3 per mansioni di particolare valenza per l'efficienza operativa del reparto*