



SANTA MONICA S.p.A.

**COMPANY REGULATORY PROTOCOL
FOR THE CONTAINMENT OF THE SPREAD OF COVID19 VIRUS
FOR
~ CIRCUIT CLIENTS AND USERS ~**

in accordance with

"Shared protocol to regulate measures to combat and contain the spread of the Covid-19 virus in the workplace".

undersigned on 24/04/2020

Rev. 06 dated 13/07/2020

Managing Director
Andrea Albani

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1 COMPANY DETAILS

COMPANY NAME	SANTA MONICA S.p.A.
TELEPHONE	0541 618511
REGISTERED OFFICES	Via Daijiro Kato, 10 - 47843 Misano Adriatico (RN)
HEADQUARTERS	Via Daijiro Kato, 10 - 47843 Misano Adriatico (RN)
VAT / Taxpayer's number	00378530406
Type of business	Management of the Misano World Circuit Marco Simoncelli
ATECO 2007	93
RISK	Low

Number of employees	3 workers 11 employees	TOT. no. 14
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2 PREAMBLE

On 4 May, 2020, the *Presidency of the Council of Ministers - Sports Office*, issued the Guidelines pursuant to art. 1, letters f) and g) of the Decree of the Presidency of the Council of Ministers dated 26 April, 2020, regarding training procedures for individual sports.

The Guidelines - a re-elaboration of the Report entitled "*Sport restarts in safety*" drawn up by CONI (Italian National Olympic Committee) in collaboration with the Turin Polytechnic - aim at providing general indications and mitigation measures useful to accompany the resumption of sport of an individual nature.

This corporate regulatory protocol,

- consistent with current legislation (*Shared Protocol to regulate measures to combat and contain the spread of the Covid-19 virus in the workplace dated 14 March 2020, as updated on 24 April 2020*),
- taking into account the provisions of the **ACI Sports Federation** in line with the contents of the Guidelines of the *Presidency of the Council - Sports Office*,
- taking into account the provisions of the **Italian Motorcycling Federation**, which has identified the risk factors associated with its activities and its specialities in the CONI report "*Sport restarts safely*" dated 26/04/2020,

provides organisational and operational guidance aimed at increasing the effectiveness of precautionary containment measures taken to combat the COVID-19 epidemic. This protocol therefore contains measures that follow the logic of precaution and implement the prescriptions of the legislator, the provisions of the Health Authority and the indications of the Sports Federations.

Whereas:

- spectators are temporarily forbidden from entering the Circuit (until new regulations are issued by the competent authorities);

application of this Protocol is expected during the transitional activity-resumption phase (phase 2) after the total close-down due to the COVID-19 emergency (phase 1). During phase 2, the presence is foreseen in the company of workers and suppliers of Santa Monica S.p.A. , and also of clients and users of the circuit (taking part in activities such as training sessions). The activities taken into consideration are of a private nature and take place "behind closed doors" (without the participation of spectators).

This procedure is therefore intended for participants in the above-mentioned activities, such as: riders/drivers, technicians, managers, professionals, accompanying persons...

This Protocol applies in full to all circuit tracks: INTERNATIONAL TRACK, TEST TRACK, FLAT TRACK.

This Protocol also applies in full whenever activities are organised directly by Santa Monica S.p.A.

3 INFORMATION

Preventive and timely information is the first important measure to counter the spread of contagion.

- **Santa Monica S.p.A.** informs in advance its Clients and anyone wishing to access the Circuit of the contents of this Company Protocol, including through the use of electronic media;
- **Santa Monica S.p.A.** informs all clients, facility Users and anyone entering the Circuit, about the provisions adopted, by posting special information *leaflets* at the entrance and in the most visible places of the company premises.
- The basic information provided to everyone is as follows:
 - stay at home and do not enter the circuit if you have a fever (over 37.5°C) or other flu symptoms and call your family doctor and health authority;
 - stay at home and do not enter the circuit if you are undergoing "quarantine" measures, if you come from risk areas according to WHO instructions, if you are required to remain in fiduciary isolation or in the event of contact with people found positive to the virus, or potentially infected, in the previous 14 days;
 - if you have come from abroad, you must have complied with the prescribed fiduciary isolation, if required to do so;
 - all persons who access the circuit may be required to undergo body temperature control in compliance with the processing of personal data and in such a way as to ensure complete confidentiality;
 - you must comply with all the provisions of the Authorities and Santa Monica S.p.A. as regards accessing the Circuit (in particular, maintain a safety distance of 2 m, observe the hand hygiene rules and behave correctly in terms of hygiene in general);
 - you are required to wear a face mask;
 - you must promptly and responsibly inform **Santa Monica S.p.A.** of the presence of any influenza symptoms during your stay inside the circuit, taking care to keep at an adequate distance from other people and to avoid any direct contact. The management of the Circuit, in respect of the processing of personal data, will proceed with the adoption of the following measures (ref. § *Management of a symptomatic person*).

The client is obliged, under his or her own responsibility, bearing in mind the DUVRI (Interference Risk Assessment Document) provided by Santa Monica S.p.A. and this Company Protocol, to adopt his or her own anti COVID-19 Protocol, to provide provisions and correct information in order to protect his or her own personnel and/or the circuit users from COVID-19 biological risk, to activate the controls and procedures to contain the risk and, as far as he or she is responsible, to verify that this Protocol is followed.

4 PROCEDURES FOR ACCESSING THE CIRCUIT

- To carry out any activity inside the Circuit the Client must have adopted its own "*AntiCOVID19 Regulatory Protocol*", compatible with this Company Protocol;
- The Circuit must receive, in advance, the list of participants in the scheduled activity with their license number; the names of mechanics and operators must also be included;
- a maximum number of:
 - 6 team members for each car, excluding the driver(s),
 - 2 team members for each bike, excluding the rider,
 - 4 service members (tyre specialist, etc.);
- Clients/participants who are subject to "quarantine" measures or who have had contact in the previous 14 days with persons found to be virus-positive are not allowed to access the circuit; access to the facility is subject to the presentation of a certificate in which, under their own responsibility, such persons declare that they are not subject to "quarantine" measures, that they do not come from areas subject to special restrictions or reinforced protection due to the COVID emergency, that they have not had contact, in the previous 14 days, with personal acquaintances who have tested positive for the virus and, if they come from abroad, that they have complied with the prescribed fiduciary isolation, if so required;
- anyone entering the circuit must undergo the measurement of body temperature in compliance with personal data processing and in such a way as to ensure confidentiality. In case of a temperature higher than 37.5°C access will be denied;
- access to the circuit of persons who have already tested positive for COVID 19 infection must be preceded by prior notification by means of a medical certificate attesting that the swab has proved "negative" in accordance with the procedures laid down and issued by the relevant territorial prevention department;
- in the case of persons (Clients, Users, staff, etc.) who afterwards show positive to the COVID-19 swab, the Client must immediately inform **Santa Monica S.p.A.** and both must cooperate with the health authority in providing useful information to identify any close contacts;
- access is denied to Users or entities which fail to issue a declaration certifying they have read and understood the information notice and therefore undertake to comply with the provisions contained therein;
- all those who wish to access the circuit must be in possession of personal protection equipment (face masks, gloves, alcohol-based disinfectant, etc.) in sufficient quantity for the number of days they remain in the circuit; the protection equipment must be worn for the duration of the stay;
- **persons without personal protection equipment will be denied entry;**
- **Santa Monica S.p.A.** will communicate to the Client the pits and pitches of the Paddock made available;
- each participant will be assigned the pit and pitch in the paddock in advance; the pits and pitches are all numbered;

- three days before the date of the activity, the Client shall send **Santa Monica S.p.A.** the following documents in .pdf format:
 - liability disclaimer signed by the participant with a copy of the identity document;
 - consent to the processing of personal data signed by the participant;
 - COVID form correctly filled in and signed by the participant;
- in good time for the organization and preparation of the documentation, the Client shall provide the participant with the following forms in electronic format:
 - liability disclaimer form addressed to **Santa Monica S.p.A.**;
 - personal data processing privacy policy addressed to **Santa Monica S.p.A.**;
 - COVID form;
- the Client shall inform the participant in advance of:
 - the assigned time of entry;
 - the number of the assigned pitch and pit;
 - the procedures for performing the mandatory briefing in online and interactive mode and, if not done in online mode, at what time to personally take part at the facility;
 - only in case of strict necessity may the participant present paper documents/forms at the Racetrack Facility and always as long as these have been printed and filled in before entry;
 - map of the racetrack facility;
 - the time window in which to perform registration;
 - the need to use the appropriate bins for separate waste collection, including those specifically dedicated to face masks, gloves and personal protective equipment.

5 ADMISSION TO THE CIRCUIT

- The entry of clients and participants is scheduled and staggered;
- anyone entering the circuit, protected by a correctly worn surgical face mask and after cleansing their hands with alcoholic gel, must pass through the "Triage Zone" located near the entrance, for the measurement of body temperature in compliance with personal data processing and in such a way as to ensure confidentiality. In case temperature is higher than 37.5°C, the reading is performed again and, in case a high temperature or suspicious symptoms are confirmed, the entrance is denied and health protocols are implemented on the basis of existing government regulations, which provide for a single emergency number **1500** and the regional toll-free number **800.033.033**. The person in question and any close contacts are then isolated;
- in case of body temperature being below the indicated limit, the participant communicates the number of the previously-assigned Pitch or Pit; an attendant, keeping at a safe distance so as to avoid any contact or interference, accompanies the participant to the pitch which is reached by the shortest route;
- Circuit users and, in any case, any person inside the Circuit, are required to wear a surgical

face mask, except for more restrictive instructions given by the employer pursuant to Legislative Decree no. 81/2008 where applicable;

- as far as payments are concerned, collecting payments directly at the Circuit is avoided; advance, online payments (by bank transfer, credit card...) are preferred in order to avoid direct contact with the collection operator;
- similarly, in order to limit personal contacts as much as possible, the exchange of paper documents is avoided, favouring contacts and exchanges of documents online; only in case of strict necessity can the user present paper documents/forms, always as long as these are already printed and filled in;
- In the office *reception area* are special columns with extensible tape in order to distance people who may wish to confer with the *receptionist*.

Below is the table of accessibility to individual areas during training activities:

	ZONE	STAFF	RIDERS/DRIVERS	ACCOMPANYING PERSONS
A	Support services 1 Secretariat / Assigned areas/Medical Center	Yes	Yes	No
B	Support services 2 Access, Paddock and Pit Lane (area signallers and mechanics)	Yes	Yes	Yes
C	Race Direction	Yes	No	No
D	Toilets	Yes	Yes	Yes
E	Sports activity area (Circuit and track)	Yes	Yes	No

In general, access must be restricted, possibly with prior reservation in relation to the space available or minimum necessary to respect safety distances.

Everyone must be identified and registered whether they are riders/drivers, accompanying persons, technicians, facility and circuit service personnel.

6 SECRETARIAL PREMISES

- Face surgical mask required in all environments;
- individuals must remain 2 metres apart;
- the use of anti-breathing barriers is envisaged in areas considered critical for direct contact;
- dispenser with alcohol-based disinfectant gel at the entrance;
- placing at disposal of facility regulations and this health/hygiene protocol effective inside the facility;
- sanitizing at the end of each training day or more frequently depending on how much the premises are used;

- sanitizing of common areas for office use, workstations, refreshment areas and briefing rooms carried out at least once a day;
- for the most frequently touched surfaces, using different cloths for each type of object/surface (doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, keys, keys, keyboards, remote controls, printers) cleaning activities must be carried out at least twice a day;
- the number of staff members in closed areas must be reduced to a minimum and must only be there to enable the sports activities to be performed in safety. The performance of operational tasks must be carried out in accordance with the fight against contagion and consequently outdoor activities are to be preferred where possible.

7 MEDICAL CENTRE

The track has a constantly open dedicated medical facility; this facility, equipped with internal procedures activated to deal with the COVID-19 risk, is naturally available to clients and users in case of need.

This medical facility is managed by the Health Service Manager of the Circuit, Dr. Eraldo Berardi - Pneumologist.

- On the track, emergency workers operate on the rider/driver wearing FFP2 masks, double gloves and goggles;
- entry to the medical facility is restricted;
- only riders/drivers may enter the medical facility except in cases where the rider/driver is a minor or in a particularly severe condition, in which case, an accompanying person may also enter as long as he/she is wearing a face mask and gloves. Such person must wait and always remain in a dedicated area (identified by the "ACCOMPANYING PERSONS" notice on the wall);
- a minimum distance of 2 metres between treatment beds is required;
- healthcare personnel, according to safety procedures, always wear the appropriate PPE for the treatment of the case (gloves, surgical or FFP2/FFP3 masks, protective goggles or visor, disposable gown, headgear);
- surgical face masks and gloves must be worn by riders/drivers requiring medical treatment who have not just fallen on the track and/or been transported in an ambulance, in which case an assessment will be made as to whether they should wear them or not;
- disposable materials are used wherever possible and are disposed of in accordance with current legislation;
- all non-disposable instruments used for the medical checkup (phonendoscopes, blood-pressure equipment, etc.) are sanitised after each use;
- the surgery where the check-up takes place is adequately ventilated;
- after each operation, the ambulance used to transport the traumatised person and the medical centre are sanitised using alcohol-based products.

8 PADDOCK AND PIT LANE

- A maximum number of 90 cars will be present in the paddock;
- a maximum number of motorcycle riders is allowed, at any one time, in the paddock equal to three times the number allowed on the track according to the homologation document, in any case respecting an area of 100 square metres/rider;
- movements around the paddock are permitted only to make use of the facility services and along the routes indicated or, in any case, these must be reduced to the utmost and not interfere with other pitches;
- pitches: areas where the means of transport, motorcycles and any equipment of riders and accompanying persons are located;
- the paddock is large enough to hold a large number of pitches at a safe distance from each other. In particular, the pitches are distributed in a chequered pattern in the paddock in such a way that the distance between them is not less than 6 m (see Annex 2);
- each pitch is meant to contain no more than 3 people at the same time in order to ensure required distancing;
- the participant is instructed not to leave or move from his or her pitch or pit except to carry out track activities or to satisfy a precise and effective need (e.g. access to the toilets, briefing, access to the Medical Centre);
- each pitch is associated with a set of toilets in order to separate users as much as possible and avoid any crowding in the toilets;
- when moving around, wearing a surgical face mask is compulsory (not for riders wearing helmets who are about to start or finish riding their bikes);
- pit lane or pit wall and mechanics area: access restricted to the riders' mechanics only on the track and equipped with surgical face masks. The maximum number of people allowed into the area depends on the available surface area, so as to avoid crowding. In this respect, it may be useful to consider a minimum parameter of about 4 sq m/person with mandatory face mask. Riders must always be kept apart maintaining a safe distance, and wear a helmet or face mask.
- whole pits (3 shutters) cover an area of about 120 square metres and are equipped with toilet. No more than 12 people are expected to remain inside each pit at the same time (in order to ensure plenty of distance between one person and another), having considered a minimum parameter of 10 square metres per person;
- the pits can be further divided up and separated; if rented separately, in order to always ensure social distancing, the central pit is not rented and cannot be used;
- no more than 4 people should occupy a single pit (1 shutter), including the rider;
- the pits are periodically sanitized according to their actual use; frequent ventilation is in any case recommended;
- the user can have food and drink delivered to the pitch or pit exclusively by the economic operators present inside the circuit. No external suppliers are allowed into the circuit;
- the user can move from the pit or from the assigned pitch to pick up food and drinks at the

refreshment points inside the circuit, respecting the protocol prepared by the managers of such points;

- users are obliged to consume food and drinks or meals inside the assigned pit or pitch while always remaining at a distance of 2 metres from other people.

9 TRACK ACTIVITY

- According to circuit regulations, a number of authorised Federation-approved vehicles are allowed on the track;
- during pit-lane positioning, a minimum distance of 20 metres must be maintained between one vehicle and another;
- clients, their staff and, more generally, users are generally forbidden from accessing the pitwall and the pit-lane, except when entering or leaving the track or if Santa Monica S.p.A. grants express temporary exemption for proven technical requirements;
- only appointed persons may make use of the pit to carry out specific scheduled activities and of the wall in front of their pit after reaching an agreement with Santa Monica S.p.A. or with the track staff and always as long as safety distances are maintained;
- track health service operators are equipped with appropriate PPE (as per health service procedure);
- Race Officials and emergency crew members who assist riders/drivers may intervene only if they wear FFP2 face masks, double gloves and protective goggles/visors;
- in the event of Race Officials being stationed and operating in the same sector together with others, a face mask must always be worn for the duration of the service if it is not possible to maintain social distancing in the station. It is understood that a face mask must always be worn when assisting riders/drivers;
- clients and users are denied access to the Race Direction/Monitoring Room;
- at the end of the track activity the user is obliged to reach the assigned pit or pitch using the most direct route without making any stops along the way.

10 BRIEFING

- In order to avoid situations involving crowds of people, the Client is required to plan *briefings* with participants "remotely", possibly online, before arriving at the circuit;
- information can always be provided to participants through the circuit's sound system, thanks to which announcements can be made from the Control Room which can be heard throughout the Paddock, thereby avoiding the need to convene people in a single room.

11 SUPERVISION AND CONTROL

- In the course of activities, the Client shall carry out, under his or her own responsibility, the verification of compliance by users with the procedures provided for in this Protocol. Activities may be assisted by the staff appointed by the Circuit Management;

- **Santa Monica S.p.A.** makes sure the Client complies with this Protocol;
- In compliance with the procedures for the protection of personal data **Santa Monica S.p.A.** uses remote surveillance systems for overall monitoring of activities both on the track and in open spaces (Paddock, entrances). Monitoring is carried out using non-invasive methods, with full information provided to people and with appropriate technology.

12 CLEANING AND SANITIZING

Cleaning and sanitizing are fundamental measures which, together with interpersonal distancing, can help prevent the spread of the virus. For the cleaning and sanitization of premises, reference is made to the Circular of the Italian Ministry of Health no. 5443 dated 22 February 2020 and the Report of the Higher Health Institute on Covid-19 no. 5/2020.

- **Santa Monica S.p.A.** provides for the daily cleaning and sanitization of common areas through a specialized company. The cleaning operations particularly concern most frequently touched surfaces (doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, armrests, keys and keyboards, remote controls, printers, mice, automatic dispensers, handrails, etc.);
- **Santa Monica S.p.A.** provides for the daily sanitation of company vehicles;
- **Santa Monica S.p.A.** reserves the right to temporarily suspend its activity during sanitization procedures in order to ensure their greater effectiveness;
- **Santa Monica S.p.A.** records and documents the cleaning and sanitising activities carried out;
- **Santa Monica S.p.A.** provides for the sanitization of the pits before the arrival of the teams on the circuit; **the teams are responsible for the daily cleaning and sanitization of the pits, tensile structures, etc. during their stay;**
- in pits, common areas, toilets... continuous and natural ventilation of the rooms is provided;
- in case of ascertained presence of a person with COVID-19 inside the company premises, the cleaning and sanitizing of the above-mentioned premises will be carried out according to the instructions of the Italian Ministry of Health with the use of suitable medical and surgical devices as well as the ventilation of the premises themselves;
- for workstations that may be used, sanitizing is guaranteed at the end of the shift (keyboards, touch screens, mice, etc.) by the specialized company; the promiscuous use of headphones, microphones, helmets, shoes, clothing is strongly discouraged;
- for the toilets, in addition to usual and normal cleaning operations, two daily disinfection cycles are envisaged, with the use of special sanitizing products.

13 PERSONAL HYGIENE PRECAUTIONS

- In correspondence with the Pit Office, inside the pits, in the toilets, ... information on health and hygiene prevention measures is displayed (see Annex 1 to this procedure);
- In the Pit Office, in the paddock and in the toilets dispensers of disinfectant liquids are located for hand hygiene;

- Users are not allowed to undress or change their clothes in the toilets.

All persons present within the circuit are invited, by means of information *leaflets*, to take all hygienic precautions, in particular as regards their hands:

- use of suitable hand cleansers provided by the circuit;
- frequent cleaning of hands with soap and water.

14 PERSONAL PROTECTIVE EQUIPMENT

Santa Monica S.p.A. requires clients, users and all the people present in the circuit to wear masks in compliance with the provisions of the competent authorities and according to the evolution of the situation (except when carrying out activities on the track for which the obligation exists to comply with the track regulations).

- Upon arrival at the Circuit everyone must be in possession of personal protection equipment (face masks, gloves, alcohol-based disinfectant, etc.) in sufficient quantity for the days spent at the Circuit;
- **persons without personal protection equipment will be denied entry.**

15 MANAGEMENT OF A SYMPTOMATIC PERSON

- In the event of anyone in the Circuit developing symptoms of influenza or respiratory infection (coughing), he/she shall immediately declare this to his/her employer and/or his/her contact person in the Circuit; subsequently, in such a way as to ensure total confidentiality, such person shall be isolated and **Santa Monica S.p.A.** shall immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region and the Ministry of Health;
- if necessary, **Santa Monica S.p.A.** will collaborate with the Health Authorities for the definition of any "close contacts" of the person present in the company who has been found positive after a COVID-19 swab. This in order to enable the authorities to apply the necessary and appropriate quarantine measures. During the period of the investigation, **Santa Monica S.p.A.** shall be entitled to ask any possible close contacts to leave the company premises as a precautionary measure, according to the indications of the Health Authority.

16 WASTE DISPOSAL

- Within the circuit are special containers for the collection of used face masks, gloves and personal protective equipment. Users are required to use such containers which are placed at disposal by Santa Monica S.p.A.;
- The face masks and personal protective equipment are then disposed of in accordance with applicable regulations.

17 UPDATING THE REGULATORY PROTOCOL

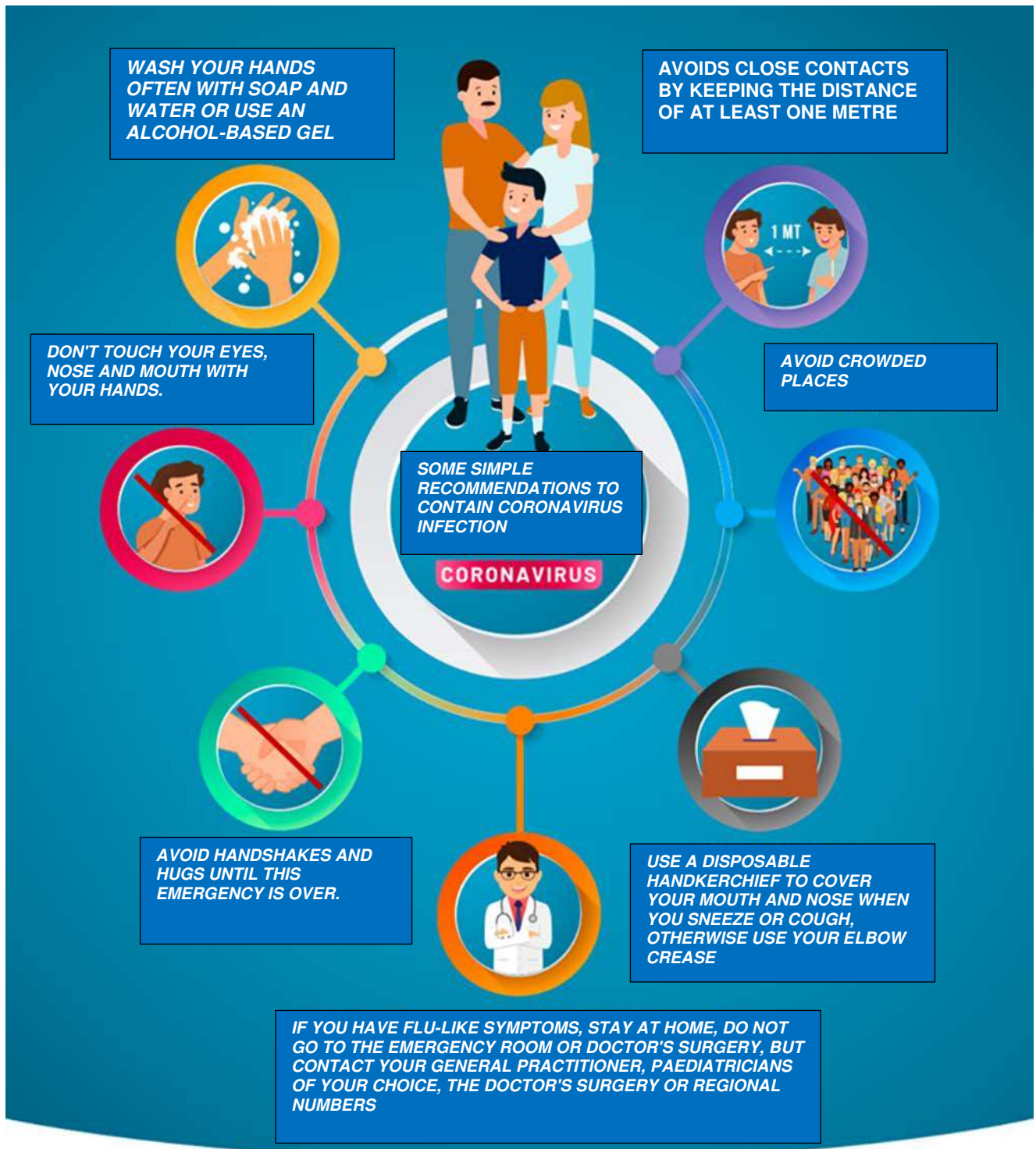
This protocol has been prepared by **Santa Monica S.p.A.** and will be constantly updated according to regulatory developments.

A Committee is set up within the company for the application and verification of the regulatory protocol with the participation of the company trade union representatives and the workers' safety representative. In detail, this Committee is composed as follows:

- MISSURINI MANUELE (Workers' Safety Representative)
- ING. GUADO LUIGI (Technical Office Manager)

On the basis of the checklist, this committee shall carry out a compliance check at least weekly; the result of this activity shall be promptly communicated to the Employer for any corrective measures.

ANNEX 1 - HYGIENE MEASURES LEAFLET



[SALUTE.GOV.IT/NUOVOCORONAVIRUS](https://www.salute.gov.it/nuovocoronavirus)



ANNEX 2 - LAYOUT OF PITCHES IN THE PADDOCK

- **Paddock 1**
- **Paddock 2**
- **Paddock 3**
- **Test Track**

