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**ANNEX**

**Guidelines for the control of coronavirus in companies in the graphics and packaging sector.**

Many sectors of the graphical and packaging industry have been identified by many countries as critical sectors. This is the case, for example, of the newspaper and magazine sector, tissue paper production and the production of packaging for food products, sanitary products and equipment, medicines, etc.

In order to best protect the workers that UNI Graphical&Packaging (UNI G&P) represents at global level and with the help of national trade unions, the following guidelines have been defined.

1. ***The essential role of collective bargaining***
	* These guidelines should form the minimum basis on which collective agreements should be concluded between employers and trade unions.
	* These collective agreements should be concluded primarily at sectoral level with a view to providing a framework for negotiations within companies.
	* UNI G&P calls on the central managements of multinational companies in the graphical and packaging sectors to open negotiations with it with a view to adopting specific guidelines for all the company's production sites.
2. ***Cessation of non-core activities***
	* The list of key economic sectors that can continue their activities during the period of health crisis should be defined in close cooperation with the social partners of the sectors.
	* In order to avoid spreading the virus and to protect workers, non-core activities in the sector should be stopped.
3. ***Priority to telework***
	* As several countries have decided, and where possible, all companies in the sector should put workers to telework.
4. **Information for workers**
	* Workers must be regularly informed by the company about the risks of infection. This includes the use of PPE (personal protective equipment) and hygiene standards in the company, but also how to deal with contact with goods and people in the company's delivery and reception areas.
	* Trade unions must inform workers of their rights, obligations and agreed measures/agreements concerning COVID19.
5. ***Provide workers with personal protective equipment***
	* Workers must be equipped with personal protective equipment such as face masks, gloves, clothing, soap and disinfectants
	* The way in which all areas of the company are occupied must be reviewed to ensure that the rules of social distancing are respected (workplaces, rest areas, dining rooms, changing rooms, toilets, etc.)
	* Regularly disinfect all spaces/surfaces in the company, including but not limited to machines, tools, controls, handles, keyboards, touch screens, telephones, office equipment, and doors, handrails, furniture, supplies, etc.
	* At a minimum, this disinfection will be done at each shift change.
	* If necessary, the company will arrange for a shutdown to carry out a thorough disinfection.
6. ***Sick workers and quarantine***
	* It is essential that workers with covid 19 must be immediately placed on sick leave. These workers will continue to receive their wages normally
	* Workers who experience the first symptoms of corona virus should seek medical attention and refrain from coming to the workplace. These workers will continue to be fully paid.

* + All objects and surfaces with which the infected or possibly infected workers have been in contact must be deeply disinfected immediately.
	+ All persons with whom these workers have been in contact must be identified and strictly monitored.
	+ As a precautionary measure, all workers who have been in direct contact with infected workers shall be quarantined for a period of 15 days. These workers will continue to be fully paid.
1. ***Working time arrangements/leave entitlements***
	* Companies must give workers the opportunity and time to follow hygiene and prevention procedures, to isolate themselves or to take sick leave or childcare leave.
	* In order to comply with the increased protection of workers and the rules on social distancing, changes in the organisation of work may be necessary (such as working with reduced teams, multiplying shifts, reorganising working and rest times, reorganising the times accessible to canteens and changing rooms, organising regular disinfection of premises, etc.). It is essential that these changes be negotiated with the trade unions, preferably within the framework of sectoral collective agreements, and implemented for the duration of the health crisis. The agreements will provide for a return to normal as soon as the crisis is over.
	* It is also essential that working in small shifts does not increase the pressure on workers. Workers who do not meet their targets should also not be penalised. Indeed, more time is needed to protect workers' safety.
	* Overtime will only be worked on a voluntary basis, as workers may have additional responsibilities in the event of school closures and the illness of their relatives.
	* Employers must refrain from forcing workers to take their annual holidays during this period of containment.
2. ***Protect workers' jobs and wages***
	* Employers will avoid laying off workers during this period of crisis. Together with the trade unions, they will conclude collective agreements to this effect.
	* Collective agreements will also be negotiated to maintain full workers' wages in the event of sick leave, illness, childcare leave or quarantine.