



— WORKING SAFELY IN
THE CONTEXT OF COVID-19



Safety commitment statement

“In this context, our responsibility is to execute all the required measures aimed at the prevention and defense of our people’s health in our plants and offices, to defend the continuity and long-term sustainability of our company and its value chain, to do everything possible to sustain the communities in which we are rooted and support the action of governments”

Paolo Rocca, Tenaris CEO

Table of contents

General overview	Physical distancing measures
Leadership roles	Meetings and training spaces
Humanitas partnership	Transportation
Communication strategy	Personnel management
Training	Case management
Site entry procedures	Continuing safety at home
External party procedures	Resources
Hygiene measures	
PPE and face masks	
Sanitization procedures	
Common area management	

GENERAL OVERVIEW



- As Tenaris returns to activity at our facilities around the world in which we operate, the health and safety of our employees and those that visit us is our top priority.
- This booklet defines the requirements to control the risk of contracting Coronavirus COVID-19 in our workplaces.
- As defined in the Worldsteel Health Guidance Note on COVID-19, issued in March 2020, the Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).
- The information in this booklet is designed to guide our people to safely work in our facilities while in the context of COVID-19. These actions have been rigorously approved by our Health and Safety professionals to keep all who enter a Tenaris facility safe. They apply to all personnel (such as Tenaris employees, visitors, contractors, suppliers) entering or working inside of Tenaris sites. Over time, this information may adapt to fit the most current situation of the pandemic.



LEADERSHIP ROLES

—
Leadership is paramount in executing an effective health & safety strategy against COVID-19. Guiding the set of measures and practices laid out in this booklet are those dedicated to keeping employees safe:

President: The company Presidents of each region, who provide necessary resources and leadership to comply with health & safety procedures, appoint a Crisis Management Leader, and provide reinforcement messaging to their employee bases.

Crisis Management Leader: This role, present in each administrative region, implements a specific emergency plan for his or her area, taking into account instructions issued by local authorities and the requirements of Tenaris's own procedures. They serve as the contact to review and approve information to be communicated and coordinate the management of employees with infections or suspected infections.

Site Health, Safety & Environment Manager: Local managers who support the health & safety process overall, especially regarding the new context of the pandemic and verify compliance with all procedures, both in Tenaris and in accordance with local authorities.

Global Health, Safety & Environment: The global team at Tenaris will continue to keep relevant practices and procedures updated and communicated for employees and local communities. The team also works in tandem with local managers on the implementation of COVID-19 prevention measures at all sites.

For a brief general overview of the guidelines detailed in this booklet, please read our procedures at all mills, outlining each of this booklet's chapters on full safety procedures at Tenaris sites, as well as the reasoning behind them.

[Preventive measures at the Tenaris mills](#) →

Topics

Actions

Communication

Have a clear communication to all employees, contractors and visitors to increase their awareness.

Obligation to stay at home with the presence of fever over 37.5 ° or other COVID-19 symptoms, origin from risk areas or contact with people exposed to the virus in the previous 14 days.

Commitment to respect all the provisions of the authorities and the employer.

Commitment to promptly and responsibly inform the employer of the presence of any COVID-19 symptoms or suspected cases during the performance of work.

Access to the plant (own and third parties personnel)

Body temperature tested and recorded before entering the plant.

For manufacturing facilities and yards, duty to all personnel (internal and external) to declare and not enter if presenting any COVID-19 symptoms, in the previous 14 days had contact or share household with infected subject, or came from external country or redzone areas (mandatory quarantine).

For personnel entering manufacturing facilities and yards with badge entry, self-declaration is automatically performed while clocking in at the entrance. Where badge entry is not permitted, all personnel will need to complete a declaration form, available at the access gates.

Staggered entry/exit time (different shifts starting time) to avoid as much as possible contact in common areas (entrances, changing rooms, canteen) and where possible, a separate entrance/exit door must be dedicated to these rooms.

Have online information about external personnel entering the site and reduce all key activities to the presence of personnel.

For the access of external suppliers, identify entry, transit and exit procedures, using predefined methods, routes and times.

Leadership roles

For a video guide outlining many of the procedures,
please view:

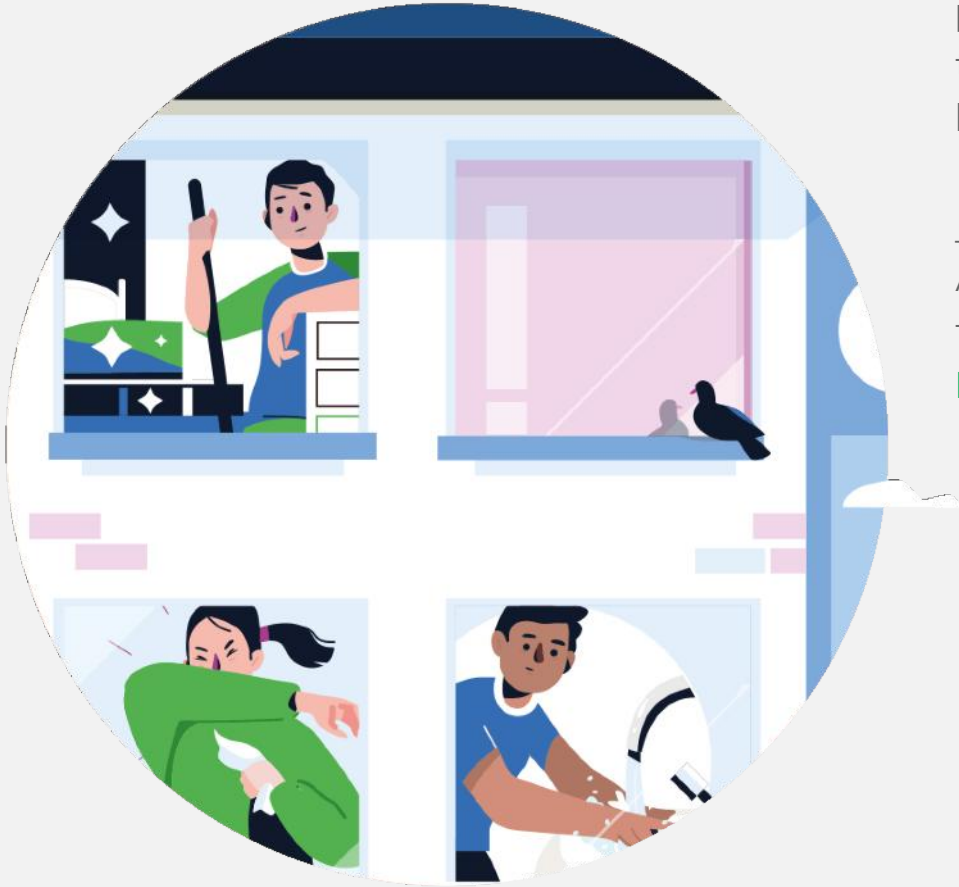
[How we stay safe at Tenaris](#) →



**STAY SAFE
AND HEALTHY**

HUMANITAS PARTNERSHIP





— All our health & safety measures implemented throughout Tenaris have been guided by the experience and expertise of the Humanitas Research Hospital, a member of the Techint Group and a sister company of Tenaris. Through the medical group's frontline experience in fighting the COVID-19 epidemic, valuable knowledge on disease prevention in the workplace has emerged. From practices in the workplace, to treatment and care when cases may arise, all our guidance has been reviewed by healthcare professionals with a scientific focus.

— Alongside Humanitas, we have also developed a general guide to COVID-19 response for communities most at risk.

[Read Coronavirus: A Pocket Guide](#) →

A 10

CAMPAÑA DE VACUNACIÓN
¡VACUNATE!

Observo atentamente la...
y la acción a realizar
→
Analizo los riesgos y la...
más segura de actuar
→
Diseño la tarea acorde...
→
Actúo con máx...

CALIDAD

SEGURIDAD

TRAINING





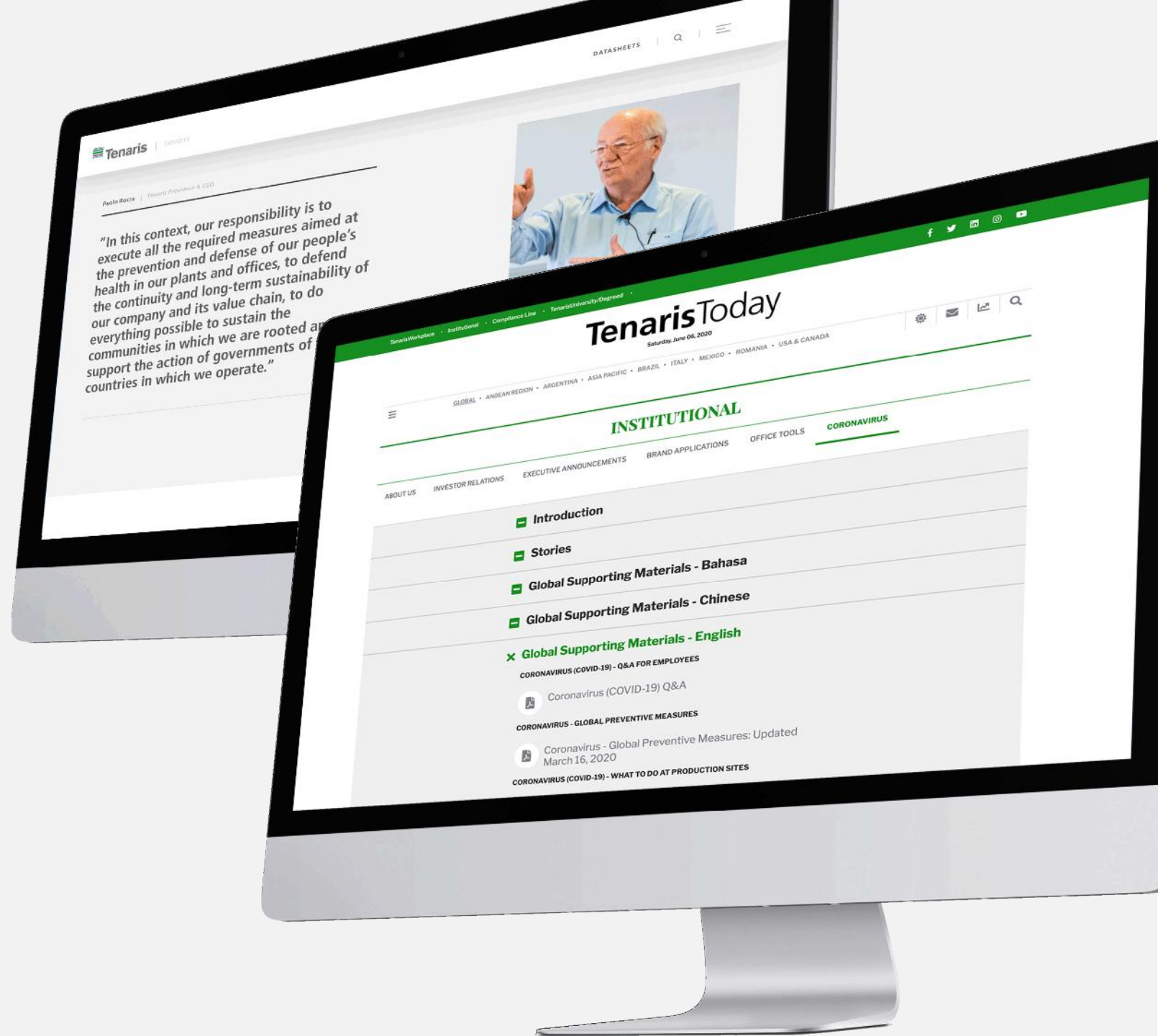
— Tenaris has implemented clear communications to all its employees and contractors to increase their awareness on the disease and strategies to combat it in the workplace. It's important for anyone entering a Tenaris facility, either worker or visitor, to be familiar with key points of the company's strategy against virus transmission:

- How the virus can be transmitted
- What the specific symptoms of COVID-19 are
- Main control measures, including Personal Protective Equipment and their use.
- An obligation for anyone to stay at home with the presence of fever over 37.5°C / 99.5°F or other flu symptoms
- An obligation for anyone to stay at home if coming from a risk area or having had recent contact with people exposed to the virus in the previous 14 days.
- A commitment to respect all the provisions of both the local authorities and those of Tenaris.
- A commitment to promptly and responsibly inform Tenaris of the presence of any flu symptoms during the performance of work.

Training

For all our people, a dedicated [Coronavirus institutional site](#)* is available with resources on our intranet, TenarisToday.

To manage awareness of these points among our external stakeholders, key information is available on Tenaris.com in our [COVID-19 actions page](#).



*internal view only



—
In addition to all personnel on site learning and practicing key prevention measures, supervisors will be trained on measures to continually keep our employees safe, such as:

- Suspected and Positive Case Management
- Personnel Daily tracking
- Specific Covid-19 inspections

—
To eliminate unnecessary risks from in person trainings, an [eLearning](#)* developed by TenarisUniversity, for each of the above pieces has been implemented.

*requires Tenaris Degreed login

SITE ENTRY
PROCEDURES



Site entry procedures



Respect the minimum interpersonal distance defined by authorities: between 1m and 2m (3ft and 6ft)



Staggered entry/exit time (different starting times per shift) have been put in place in common areas



Information about external personnel entering the site will be made available to Tenaris employees

– Upon returning to work at a manufacturing site or yard, all employees and third-parties will need to declare they have had no symptoms of COVID-19, contact with anyone confirmed to have the disease, or travel through a foreign country or highly affected area in the last 14 days. For personnel entering manufacturing facilities and yards with badge entry, self-declaration is automatically performed while clocking in at the entrance. Where badge entry is not permitted, all personnel will need to complete a [declaration form](#), available at the access gates.

– If a temperature or other COVID-19 symptom is found when entering, the person should return to his or her home and not enter the facility. This will also start a “daily tracking” entry, that is used in the event of a temperature to get information of close contacts in the workplace. To keep everyone safe, a suspected case and any close contacts should be quarantined.

– Staggered entry & scheduling

- To avoid potential spreading and contact as much as possible in common areas, staggered entry/exit time (different starting times per shift) have been put in place in common areas such as entrances, changing rooms and canteens.
- Wherever possible onsite, a separate entrance/exit door has been dedicated in such common areas.
- Finally, information about external personnel entering the site will be made available to Tenaris employees in the interest of transparency and safety.

A photograph of three workers in a large industrial facility. The worker in the foreground is wearing a white full-body protective suit, a white hard hat with a headlamp, safety glasses, a white face mask, and blue gloves. The worker in the middle is wearing a grey long-sleeved shirt with reflective stripes, dark pants with reflective stripes, a white hard hat, safety glasses, and a blue face mask. The worker in the background is wearing a dark long-sleeved shirt with reflective stripes, dark pants with reflective stripes, a white hard hat, safety glasses, and a white face mask. They are standing on a concrete floor with metal railings and industrial equipment in the background.

EXTERNAL PARTY PROCEDURES

External party procedures

- When external suppliers or visitors need to enter a Tenaris facility, they will have their entry identified, transit and exit procedures mapped, and will use predefined methods, routes and times to move about. This protects both our employees and those visiting the site.
- If the visitor is a driver, he or she must guarantee at least a 1-meter (3ft) distance from Tenaris personnel during the loading/unloading activity (the minimum standard safety distance) or remain in the vehicle while waiting; access to an office during a delivery will not be allowed for any reason.
- For suppliers / transporters and / or other external personnel, dedicated toilets will be in place in order not to use employees' facilities as well as to ensure adequate daily cleaning.



—
HYGIENE MEASURES

Hygiene measures

Need a refresher on proper technique?

Here's how the World Health Organization recommends you clean and sanitize hands effectively.



Hand washing

[How to properly wash your hands](#)



Hand sanitizing

[How to properly disinfect your hands](#)

- As the pandemic has progressed, one of the most important measures against contracting COVID-19 is proper personal hygiene. Wherever you are onsite, hygiene is encouraged and supplies are available.
- Everyone must comply with the personal hygiene recommendations, especially for cleaning hands.
- To assure compliance with the World Health Organization recommendations for personal hygiene, the company is providing suitable hand cleaning solution in easily accessible places throughout our facilities.



PERSONAL PROTECTIVE
EQUIPMENT (PPE)
AND FACE MASKS

PPE and face masks



Tenaris | Responding to COVID-19

CORONAVIRUS

How to correctly wear a mask

- 

1 Before putting the mask on, wash hands with an alcohol-based disinfectant or soap and water.
- 

2 Place the elastic straps or ends to tie the mask over your head and place the mask.
- 

3 It is very important that your hands do not touch the inside of the mask.
- 

4 Adjust to your face, covering the nose and mouth completely.
- 

5 While you wear the mask do not touch it. If for any reason you need to touch the mask, wash your hands or clean them with an alcohol-based gel solution.
- 

6 Even while wearing the mask, you should sneeze or cough into a handkerchief or your elbow.
- 

7 Quickly change the mask when it becomes humid and do not reuse single-use masks.
- 

8 To take the mask off, remove it from behind (do not touch the front) and throw it immediately in a closed container if it's a single-use mask.
- 

9 Wash your hands.
- 

10 Fabric masks should be washed regularly according to the frequency of use. The use of a washing machine should be enough to clean the mask adequately.

REMEMBER

- The masks should not enter into contact with surfaces that can be contaminated such as furniture, cars, cellphones.
- The mask is for personal use only. It can not be shared with other people.

IN OPERATING AREAS

- The masks do not substitute for Personal Protective Equipment (PPE).
- To wear a specific PPE mask, it is necessary to take off the protective mask, store it in a clean place, and use the specific mask. At the end of the shift, safely store the protective equipment and return to wearing the original mask.

Information validated by Humanitas Research Hospital and Hospital Clinica Nova. Source: OMS

— Masks are required in all Tenaris facilities, regardless of location, and must always be worn at all times. This is in addition to standard PPE worn in the manufacturing environment.

— Tenaris personnel who are dedicated to meal preparation, distribution and serving shall in addition to masks also wear gloves and caps to prevent additional means of contagion.

[Do you know how to wear the mask?](#) →

SANITIZATION PROCEDURES



Sanitization procedures



– Each day, Tenaris ensures frequent cleaning and periodic sanitization of our premises, workplace, workstations, common and leisure areas.

– **Personnel-led cleaning**

For our employees, the sanitization of all objects that are touched by personnel, such as surfaces, equipment and other elements of the work environment including desks, handrails, door handles, etc. is in place by the company.

Cleaning and sanitation are not limited to just surfaces either. We are also including air ventilation systems (e.g. filters and air outlet fans) during their periodic maintenance activity.

– **Individual workplace management**

Employees and contractors should clean and sanitize periodically and at the end of a shift any high-touch items like keyboards, touch screens, or a computer mouse. Suitable detergents, both in offices and in manufacturing departments is guaranteed.

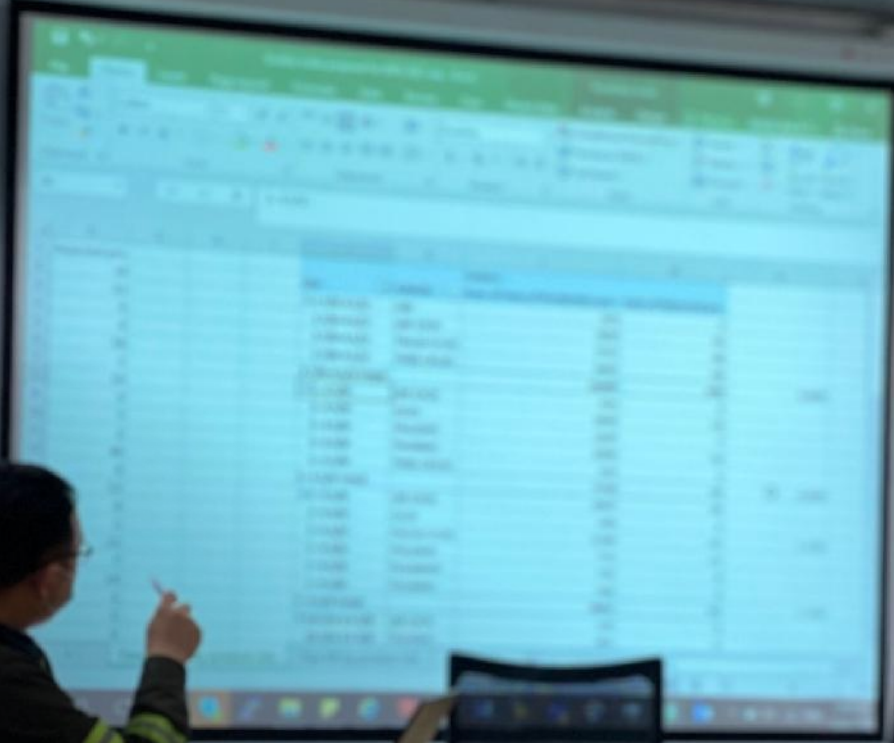
COMMON AREA MANAGEMENT



Common area management



- At many of our sites, common areas are all around, and ensuring their safe usage during this time means rethinking how we use and access them.
- The number of people accessing common areas, including company canteens, smoking areas and changing rooms will be controlled to avoid congestion and queues. These areas will also be provided with continuous ventilation, and a reduced staying time within these spaces will be enforced. It is imperative to always maintain the safe distance of at least 1 meter (3ft) between people.
- Common areas that are dedicated to dining are properly sanitized frequently and permit the minimum 1-meter (3ft) safe distance rule. Seating arrangements have also been redesigned to avoid a face to face layout.
- Each of these areas have proper supplies and means to assure self-cleaning.



The fastest
way
ahead is
together

PHYSICAL DISTANCING
MEASURES



Physical distancing measures



A minimum 1-meter (3ft) safe distance is the rule



- “Physical distancing” keeps everyone safer and prevents opportunities for a disease to spread. A minimum 1-meter (3ft) safe distance is the rule at all Tenaris locations.
- In all instances where possible, workstations have been organized to allow a minimum 1-meter (3ft) safe distance among workers.
- If the work itself requires working at an interpersonal distance of less than one meter (3ft) and other organizational solutions are not possible, masks and gloves compliant with the provisions of the scientific and health authorities should be used.



MEETINGS AND
TRAINING SPACES

Meetings and training spaces

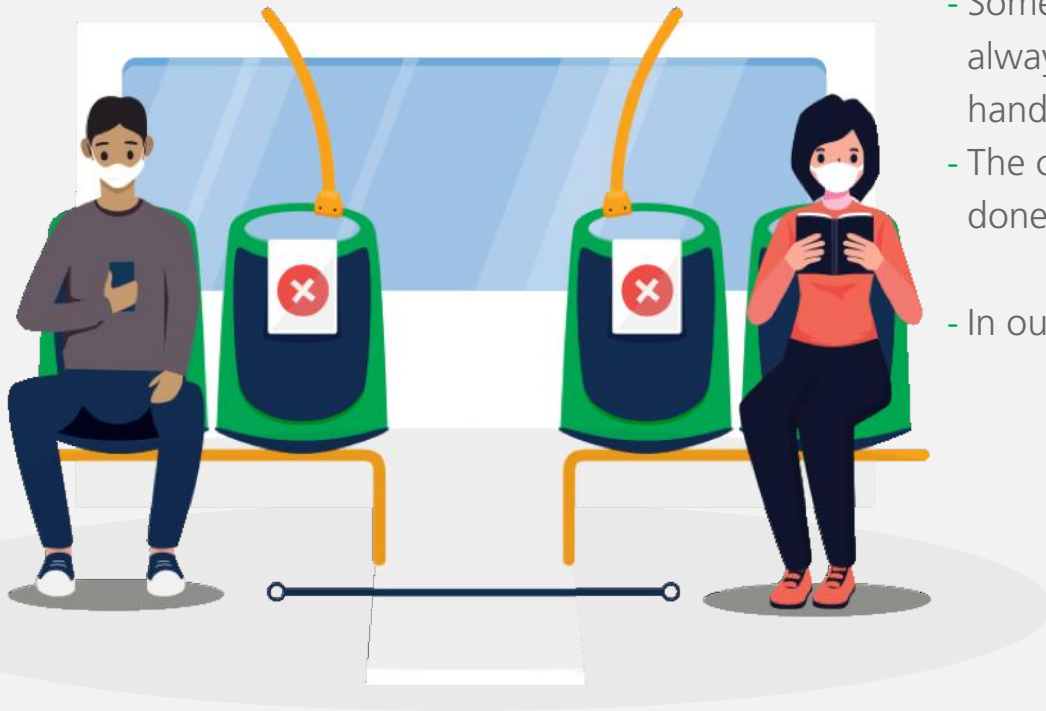
– The general rule for any meeting at this time is to ask if it could be done virtually or using other digital tools. Here's how we're approaching these spaces in Tenaris.

- Attendance meetings are not allowed.
- Where meetings are characterized by need and urgency, and when remote connection is not possible, needed participants are minimized and, in any case, the minimum 1-meter (3ft) safe distance and adequate cleaning as well as ventilation of the premises must be guaranteed.
- Documents, pens, or other tools should not be shared or exchanged, and meeting durations will be kept as short as possible.
- Meeting areas are to be cleaned using disinfectants and anyone participating should wash or disinfect their hands immediately before and after attending.
- For now, all in-person training events have been canceled; it is however possible, if the company organization allows it, to carry out remote training, including for workers in telework.

TRANSPORTATION



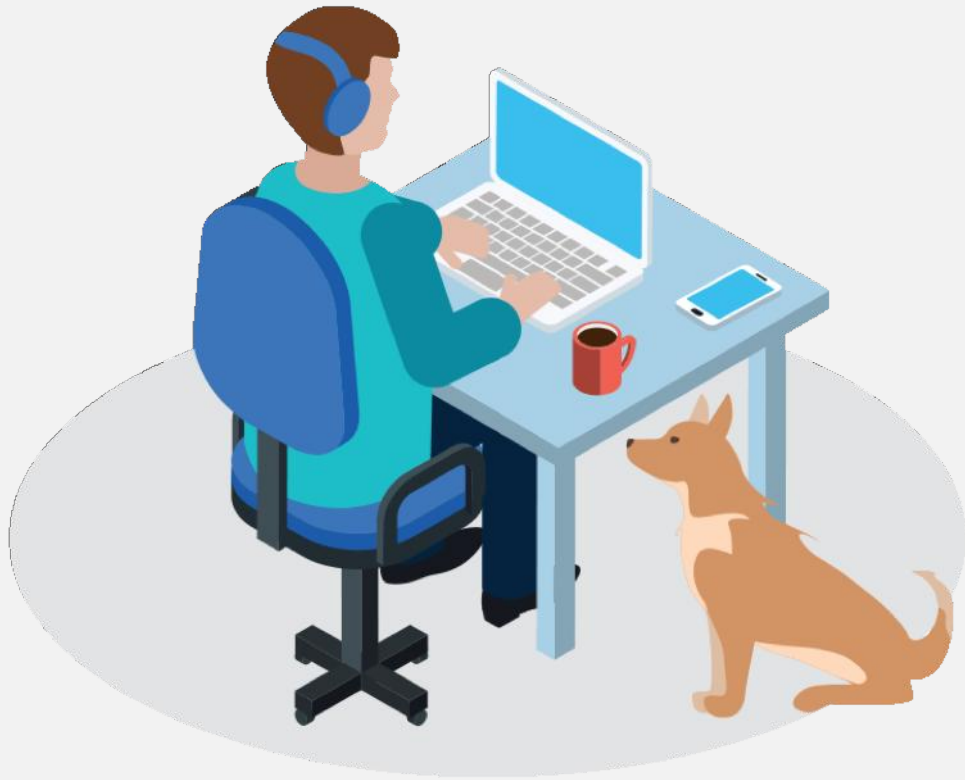
Transportation



– Transportation plays a key role for our people and our products, meaning several vehicles are present in our mills and in yards. As with meetings, consider if movement is strictly necessary for tasks.

- Movements within the company site are limited exclusively to indispensable movements (such as guaranteeing production) and in compliance with company instructions.
- Some locations may have shuttle or bus services for employees in place. On these, always guarantee a minimum 1-meter (3ft) safe distance and properly clean or sanitize hands before or after riding or operating a shared vehicle.
- The cleaning and sanitization of company vehicles is guaranteed by Tenaris and will be done frequently.
- In our vehicles, spacing and capacity is predetermined to maintain distancing.

PERSONNEL MANAGEMENT



– Tenaris is a company with many people normally moving around the world. We have adjusted to provide more teleworking opportunities and minimize travel whenever possible to limit the potential for disease spread.

- Teleworking or a flexible working schedule is recommended whenever possible, to support social distancing measures. Employees and their supervisors are encouraged to discuss their needs and to work together to agree on the best possible arrangements for their situation.
- All business travel of any kind must comply with the restrictions of the authorities and will only be approved under strictly necessary means.
- Employees and third parties returning from any affected countries, or with flight stopovers in these countries, will need to inform HR and self-quarantine for a period according to governmental or Tenaris local guidelines, lasting at least two weeks' time.

CASE MANAGEMENT



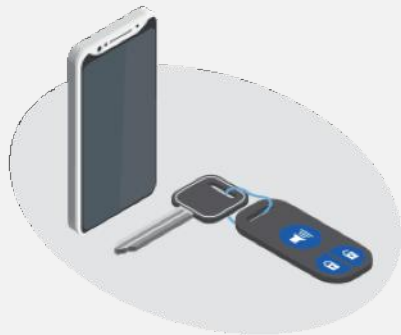
—
While every measure to protect against contagion in the workplace is in place, it is equally important for Tenaris to plan for the possibility of employee or personnel who may display symptoms on site. Managing the situation swiftly, openly and with privacy for those affected is key.

- In the event that a person present in the company develops fever and/or symptoms of respiratory infection such as a cough, he or she must immediately declare it to a supervisor, as it will be necessary to isolate the employee according to the provisions of the health authorities and that of others present from the premises.
- In this event, the company will proceed immediately to notify the competent health authorities and the emergency numbers for COVID-19 provided by the region or the Ministry of Health. The company must collaborate with the health authorities for the definition of any "close contacts" of a person present in the company who has received a positive diagnosis for COVID-19. This is to allow Tenaris to quarantine all the close contacts of the person at home.
- The workplaces where a positive worker has been detected shall be closed and sanitized immediately before the access of other workers. The cleaning and sanitization staff shall be informed ahead of doing this activity.



CONTINUING SAFETY
AT HOME

Continuing safety at home



- At the end of a shift or a day at the office, returning home safely to our families has always been the top priority of Tenaris safety practices. Protecting our families and loved ones during this time is no different.
- Safety practices must be 360 degrees to be most effective. That's why Tenaris encourages safe practices against COVID-19 to continue at home with your families.

[Bringing safety home: protecting yourself and your family & video](#)
[Navigating your community during coronavirus](#)
[How to Correctly Self-Quarantine & video](#)

A photograph of a steel mill or industrial yard. In the foreground, there are stacks of large steel coils with green protective caps and QR codes. In the background, a yellow forklift is lifting a stack of steel pipes. The scene is set outdoors under a clear blue sky.

RESOURCES

—
Find here a selection of videos and design pieces on COVID-19 prevention and protection from Tenaris.

VIDEOS

LANGUAGE

How we stay safe at Tenaris	English	↓				
How to wear face masks	English	↓	Spanish	↓	Portuguese	↓
Bringing safety home	English	↓	Spanish	↓	Portuguese	↓
How to correctly self-quarantine	English	↓	Spanish	↓		

Find here a selection of videos and design pieces on COVID-19 prevention and protection from Tenaris.

DESIGNED MATERIALS

LANGUAGE

Navigating your community during coronavirus	English	↓	Spanish	↓	Portuguese	↓		
Bringing safety home	English	↓	Spanish	↓	Portuguese	↓		
How to correctly self-quarantine	English	↓	Spanish	↓	Portuguese	↓		
How to properly wash your hands	English	↓	Spanish	↓	Portuguese	↓	Italian	↓
How to properly disinfect your hands	English	↓	Spanish	↓	Portuguese	↓	Italian	↓
Coronavirus: A pocket Guide	English	↓	Spanish	↓	Portuguese	↓		



Tenaris

Responding
to COVID-19

www.tenaris.com

