



Título: <b>COVID 19 OUTBREAK SAFETY INSTRUCTION</b>	Código: <b>PCL-8</b>
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<b>0</b>	<b>30/03/2020</b>	<b>First Issue</b>
Revisión	Fecha	Descripción

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Protocolo actuación covid 19. PCL – 8 Rev 0

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## 1 . INTRODUCTION AND OBJETIVE

The objective of this document is to gather and summarize the guidelines issued by management during weeks 11, 12 and 13 of 2020.

Due to the public health crisis that the COVID-19 pandemic has caused, this contingency plan has the objective to provide information and instructions to protect the members of CYGSA, as well as those near to them, of the risk of infection due to COVID-19

As a reference, we also provide the web pages of the Health Ministry, Health and Safety Service/ R&T and Mutua Navarra.

Likewise, a new level 7 has been issued from the risk assessment of the general conditions including the biological risk with the description of the risk factors and the preventive measures to follow. This evaluation has been distributed to all staff.

## 2. PERFORMANCE STANDARDS FOR CYGSA PERSONNEL

In order to reduce and prevent the risk of contagion as well as reducing the spread amongst members, it is necessary to:

- Increase the frequency of hand washing
- Increases the social distance between people to 1.5 meters
- Minimize and if possible, eliminate the concentration of people in common places: changing rooms, restrooms, canteen, meeting rooms, control cabins in the Up tower and Up ag, hallways and common office areas.
- Eliminate face-to-face meetings, for this it is necessary to resort to telematic means; if this is not a possibility there must be 1.5 meters between the members.
- In the changing rooms, respect the separation instruction between shifts and once inside the cabin, there should never be more than four people at a time
- In the canteen there cannot be more than three people at a time permanently, this leaves room for one more person to access the coffee and food machine and then leave the common area.



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- Use of additional protection material to that normally used, as reflected in the specific point.
- Fingerprint clocking in and out will no longer be utilized, instead each staff member will use the personal badge they were issued
- Before joining the workforce, take your body temperature
- External visits or travel are prohibited. Both circumstances must be carried out only if it is necessary and cannot be done online or at a distance
- Training activities are suspended

In order to abide by all of this, teleworking should be implemented in cases where it is possible, either totally or partially.

An explanatory table is attached with general individual recommendations (SEE BELOW TRANSLATION)

1. Wash your hands often with soap and water
  - After blowing your nose, sneezing or coughing
  - Before and after attending a sick person
  - After going to the restroom
  - Before eating or handling food
  - After contact with animals
  - Every time your hands are dirty
2. Cover your mouth with your forearm or with a tissue when sneezing or coughing
3. Use disposable tissues dispose of them properly
4. If you have respiratory symptoms or have recently traveled to a high-risk zone or have been in contact with a person infected by the Coronavirus, stay at home and call **112**

# CORONAVIRUS

## RECOMENDACIONES PARA PREVENIRLO

### 1

#### LÁVATE LAS MANOS CON FRECUENCIA CON AGUA Y JABÓN





Después de Sonarte la nariz, Estornudar o toser



Antes y después de atender a una persona enferma



Después de ir al baño



Antes de comer o manipular alimentos



Después del contacto con animales



Siempre que tus manos estén sucias

### 2

#### CÚBRETE LA BOCA CON EL ANTEBRAZO O CON UN PAÑUELO AL TOSER O ESTORNUDAR



### 3

#### UTILIZA PAÑUELOS DESECHABLES Y TÍRALOS A LA PAPELERA



### 4

#### SI PRESENTAS SÍNTOMAS RESPIRATORIOS Y HAS VIAJADO A UNA ZONA DE RIESGO O HAS ESTADO EN CONTACTO CON UNA PERSONA CON INFECCIÓN POR CORONAVIRUS, PERMANECE EN CASA Y LLAMA AL

# 112

### 3. RULES REGARDING TRANSPORT AND SERVICE PROVIDERS

As stated in the specific instruction already issued, the drivers of the trucks must always remain inside the cab of the truck, their movement through the plant is prohibited. They will only be able to leave said cabin for the tasks of opening the truck, stowing and unloading the cargo. They must wear a reflective vest and protective mask and gloves.



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In case of violation of any of these recommendations, the carrier will not be attended and must leave the premises immediately.

In order to be able to comply with this standard, the number of trucks present in the facilities should be reduced to a maximum of two, excluding tankers from these figures.

Regarding service providers (subcontractors), the provision of their service is reduced to the bare minimum, this being the one marked as being a critical situation (breakdown) or because the project they are working on is considered type A and therefore the initially scheduled delivery date must be maintained. In any case, during their stay in CYGSA they must respect the common application rules as well as the use of the defined PPE.

#### **4. USE OF PERSONAL PROTECTIVE EQUIPMENT. PPE.**

As our HS service states, it is mandatory to wear respiratory protection, surgical mask or FFp1.

The use of nitrile gloves is also recommended.

The use of the equipment should be made based on the recommendation given, as well as the available quantity of PPE at this time and the future forecast of availability in the market.

#### **5. SPECIAL ACTIONS**

As a means of reinforcing the protection of its employees, the company has distributed Sanitrol and Alcoholic hidrogel so that users of common areas: UP AG and UP Tower working areas, canteen and maintenance proceed to disinfect knobs, tables and handles.

Cleaning service on duty will concentrate during this period on the disinfection of said common areas including handrails, doors, controls, etc.

Additionally, the company has implemented regular disinfections by a specialized company as a reinforcement measure.

#### **6. SYNTOMS OF COVID-19 INFECTION AND WHAT TO DO IF YOU SUSPECT YOU OR SOMEONE ELSE IS INFECTED**



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Considering that one can be infected and asymptomatic, the main symptoms are a high fever, dry cough and shortness of breath.

For this reason, if these symptoms appear, you should contact your company manager and if you are at home, DO NOT go to the workplace and inform your manager.

What to do if you suspect you are positive or have been in contact with someone declared positive or in quarantine:

You should stay in your house confined under the instructions of your health center and inform the company of the people with whom you may have had a contact likely to cause a contagion

Send the documentation referring to your work circumstance to the e-mail [compoundsygranzas@cygsa.es](mailto:compoundsygranzas@cygsa.es).

See flow chart attached (english translation below)

**You have symptoms**

-Have you been in a high-risk zone or in contact with an infected person?

NO: Visit your doctor as a regular consult

**YES: Quarantine at home, Call 112 or a local emergency number, home test**

NEGATIVE: Case dismissed

POSITIVE: mild symptoms-quarantine at home, severe symptoms,  
hospitalization

**Have been in a high-risk zone or in contact with an infected person**

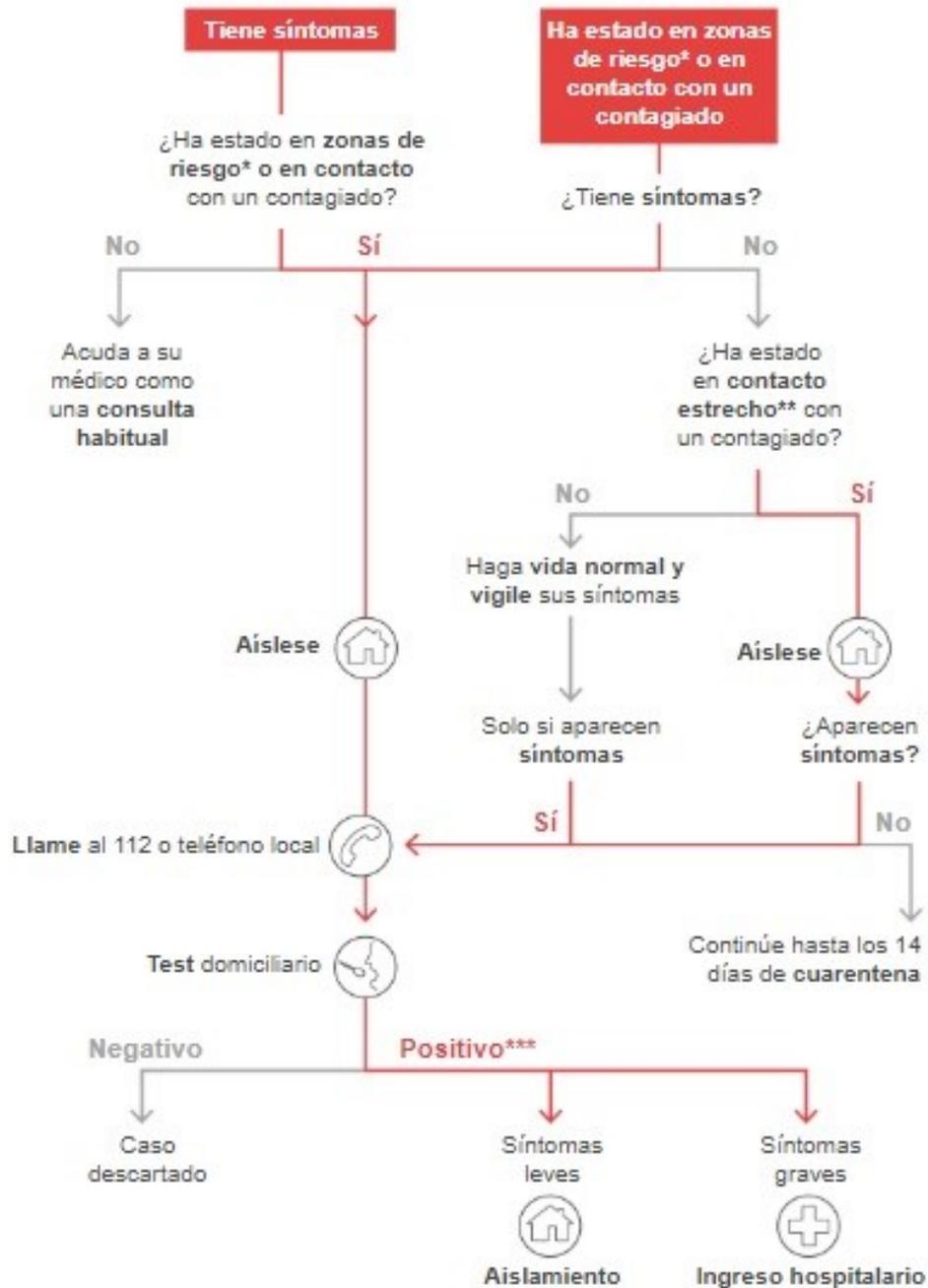
Do you have symptoms?

Have you been in close contact to an infected person?

**NO:** Continue your normal life and monitor your symptoms

-If symptoms continue call 112 or local emergency number

**YES: Quarantine at home**



**Síntomas**

Leves: Tos seca, cansancio, fiebre. Leves menos comunes: Dolor de garganta, diarrea, congestión y/o secreción nasal. Graves: Dificultad para respirar.

**7. CHANNEL FOR COMMUNICATION, DOUBTS AND SUGGESTIONS**

Due to this situation, the communication channel already existing within our SGI is open, however there is direct communication with any of the members of the safety and health committee as well as the H&S Manager.

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Additionally, there are also hot lines phones enabled by the Government of Navarra, the H&S Service and the mutual Mutua Navarra.

The telephone numbers have been posted on the factory board.

The most important are the following:

Coronavirus hot line number Government of Navarra	948 290 290
Coronavirus hot line number Government of La Rioja	941 298 333
Coronavirus hot line number NHS	902 102 112
Special hot line enabled by RyT for health consultations	647 327 589