

PROTOCOL COVID CONTAINMENT 19

1 JULY 2020

CEMENTVAL CONSTRUCTION MATERIALS
Human Resources Department



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1. INTRODUCTION

Coronaviruses are viruses that circulate among some animals, but some of them can also affect humans, usually with mild symptoms.

The new coronavirus was identified in China in late 2019 and is a new strain that had not been previously seen in humans.

How is it transmitted?

Transmission occurs through close contact with respiratory secretions generated by a sick person's cough or sneeze.

These secretions could infect another person if they come in contact with your nose, eyes or mouth. Airborne transmission over distances greater than one or two metres is unlikely.

What are the most common symptoms?

The most common symptoms of coronavirus (COVID-19) are fever, cough and shortness of breath.



2. GENERAL MEASURES

2.1 BEFORE GOING TO WORK

- ✘ In the event of any symptoms (cough, fever, difficulty in breathing, etc.) that may be associated with COVID-19, contact the COVID-19 helpline in your Autonomous Community or your Primary Care Centre and follow their instructions. **You should not go to your workplace** until you have been confirmed that there is no risk to you or others.
- ✘ If you have been in close contact or have shared space without keeping interpersonal distance with a person affected by COVID-19, you **should not go to your workplace either**, even in the absence of symptoms, for at least 14 days. During this time, you should follow up on signs of the disease.

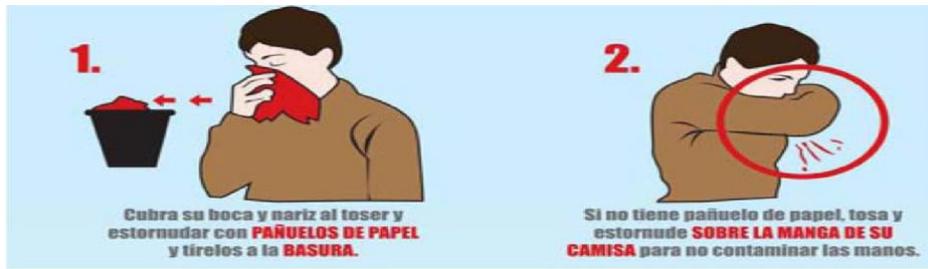
2.2 TRAVEL TO THE WORKPLACE

- ✘ If a private vehicle cannot be used for trips to the workplace, use the mobility options that best guarantee the interpersonal distance of approximately 1.5 metres.
- ✘ If you go to work by public transport (train, bus, metro...etc.) the ~~use~~ use of a mask is compulsory.
- ✘ Keep interpersonal distance when walking down the street.
- ✘ If you have to travel in a car, both your own and that of your company, take extreme measures to clean the vehicle and prevent more than one person travelling in each row of seats, keeping as much distance as possible between the occupants. The use of a mask will be compulsory for all passengers.

2.3 IN THE WORKPLACE

- ✘ On arrival at the workplace, wash your hands with soap and water or a hydroalcoholic solution.
- ✘ Maintain interpersonal distance (approximately 1.5 meters). In the event that the safety distance ~~can~~ cannot be guaranteed, the use of a mask is mandatory.
- ✘ Avoid greeting with physical contact, including shaking hands.
- ✘ Avoid, as far as possible, using other workers' equipment and devices. If necessary, increase precautions and, if you can, disinfect them before use. If this is not possible, wash your hands immediately after use.
- ✘ Wash your hands frequently with soap and water or a hydroalcoholic solution. It is especially important to wash after coughing or sneezing or after touching potentially contaminated surfaces. Try to make each wash last at least 40 seconds.
Hand hygiene is the main measure of prevention and control of infection.

- ✘ Cover your nose and mouth with a tissue when you cough and sneeze, and then throw it away in a zippered trash can. If you don't have a tissue, use the inside of your elbow to avoid contaminating your hands.



- ✘ Avoid touching your eyes, nose or mouth.
- ✘ It makes the work of the cleaning staff easier when you leave your post, clearing as much as possible.
- ✘ Use tissues to remove respiratory secretions. Throw away any personal hygiene waste, especially tissues, immediately to the designated waste bins or containers.
- ✘ If you begin to notice symptoms compatible with COVID-19, follow the procedure established in the section ACTION PROTOCOL.
- ✘ Ventilation should be carried out regularly in the facilities and at least daily and for a period of five minutes.
- ✘ It is necessary to clean the work area used by each employee. The usual detergents are sufficient, although the incorporation of bleach or other disinfectant products into the cleaning routines can also be considered, always under safe conditions. Once the cleaning is finished, it is necessary to carry out a complete hand hygiene, with water and soap, at least during 40-60 seconds.

3. SPECIFIC MEASURES

3.1 MEETINGS AND BUSINESS TRIPS

- ☒ The work meetings will be carried out preferably by audio or video conferences, avoiding as far as possible, face-to-face meetings involving travel to another location. A minimum distance of 1.5 metres between attendees shall be guaranteed. If this distance is not possible, the use of a mask shall be compulsory.
- ☒ Travel: For all business trips, the use of public transport should be limited. All business trips that can be solved by a call or video conference will be suspended.

3.2 USE OF COMMON FACILITIES (changing rooms, dining rooms, control room, workshop).

The number of people in closed rooms shall be limited and, to this end, shifts and schedules shall be established for the use of changing rooms, toilets, dining rooms or other similar areas, in order to maintain the established safety distances, thus ensure that workers are less than 1.5 m apart.

The capacity is limited to a **maximum of 5 people at a time.**

- ✘ In the case of the changing rooms, as long as, despite the shifts, a minimum separation of 1.5 m cannot be guaranteed, you must come with your working clothes from home.
- ✘ At the end of the use of the dining room, each employee must leave the tables and utensils used clean with water-soap-soap. Cutlery, glasses, plates, etc. will not be shared. No food or drinks are to be shared.
- ✘ Ventilate the installations frequently, if possible by opening the windows or, if this is not possible, by increasing the degree of air renewal in the air-conditioning system.
- ✘ The general cleanliness of the premises of common use will be reinforced: toilets, changing rooms, dining rooms, etc., with the appropriate products.

3.3 USE OF OBJECTS, EQUIPMENT, TOOLS, VEHICLES, ETC. COMMON.

After use, clean the elements in contact with the hands, in particular the levers and steering wheels of the vehicles, with alcohol or water and bleach.

3.4 INTERNAL COMMUNICATION.

Use telephone means as a priority, avoiding as much as possible personal proximity.

3.5 PERSONNEL IN CONTACT WITH THIRD PARTIES (BASCULISTAS).

Preventing access to third parties to the scale area. Place a sign outside the door.
Use gloves when exchanging documents.
Avoid communication by word of mouth with drivers, interposing some physical barrier (the window itself, some plastic sheet, etc.). This barrier will be disinfected with alcohol at least at the end of each shift.

3.6 PERSONNEL IN CONTACT WITH THIRD PARTIES (BAGGERS).

Use gloves when exchanging documents.
Scrupulously respect the recommendation of safety distance, minimum 1 meter. As with tippers, avoid face-to-face communication with drivers.

3.7 PERSONNEL IN CONTACT WITH THIRD PARTIES (MAINTENANCE).

Maintenance personnel from external companies will be served by one person simultaneously.

The exchange of tools must be avoided and safety distances of at least one metre between people must be respected. Wash hands immediately after care.

3.8 PERSONNEL IN CONTACT WITH THIRD PARTIES (ADMINISTRATION).

In addition to observing the recommended distances, when exchanging objects or documents, use gloves and wash your hands immediately after care.

3.9 SPECIFIC ACTION INSTRUCTIONS FOR EACH JOB

Below are specific instructions for the different jobs in cement grinding, which complement the previous general instructions that every worker must comply with:

A. Additional prevention instructions for operators of mobile machinery

- After the end of the working day, the cab and the grip points for access (ladders and door handle) to heavy mobile machinery and vehicles should be cleaned before shift changes, with particular emphasis on controls, surfaces and glass.

B. Additional prevention instructions for General Services, Administration, Laboratory, Dumpsters and Baggers

- An attempt will be made to organise the space so that the distance between workstations is as great as possible and at least 1.5 metres. As far as possible, the aim is to ensure that there are no workers in front of each other.
- Do not share objects without first cleaning them (staplers, scissors, ...)
- Clean the contact points of the photocopier before and after use.
- Health protection gloves should be worn when touching commonly used surfaces. If you do not wear them, it is mandatory to wash your hands every time you enter the premises and touch any element of the doors or other common surfaces.
- In the case of tippers or other cases where it is necessary to deal with third parties (e.g. transporters) for the issue of any documentation, direct contact shall be avoided, and for this purpose:

It is recommended that third parties be prevented from entering the scale room. Place a sign outside the door.

The installation of a physical bulkhead type barrier that prevents direct contact. Another simple option can be to pass the documents through the window for signature and return from the outside. This barrier will be disinfected with alcohol at least at the end of each shift.

In all cases, a simple poster will be prepared and placed in a clearly visible place outside the premises, with prevention instructions for people, pointing out

— The obligation not to form groups of people at the entrance and to maintain distances greater than 1.5 metres between them.

— The obligation to wait to be called, to avoid the concurrence of people inside (except in the case of the scale room, which is not accessible to third parties).

4. ACTION PROTOCOLS

4.1 BY THE EMPLOYEE

If you begin to notice symptoms that are compatible with COVID-19, put on your mask, inform your colleagues and superiors, take extreme precautions in terms of both social distancing and hygiene while you are at work and contact your primary care doctor or the COVID-19 helpline in your autonomous community immediately). Preferably, you will not use public transport for your return.

WILL KEEP THE COMPANY INFORMED OF ITS PROGRESS.

Telephone attention services for previous screening in possible cases of coronavirus:

Community of Valencia: 900 300 555/ 112 Community of Madrid: 900 102 112/112

4.2 BY THE COMPANY

In the case of an employee who shows symptoms while at work, the company's actions should consist of ventilating the work area where the affected person has been and cleaning the work surfaces with which he or she may have come into contact (table, chairs, keyboard, work equipment, etc.) with a solution of sodium hypochlorite (bleach) in water at a proportion of 1/50 (one part bleach to 49 parts water), discarding the cloth used. The cleaning personnel will use for this task, protective gloves and minimum protection masks FFP2.

The company will notify the External Prevention Service which will determine, with regard to the rest of the workers who have been in contact with the person presumably infected, whether they have had close contact.

5. STANDARDS AND TECHNICAL DOCUMENTATION

- ✂ Law 31/1995, of 8 November, on the Prevention of Occupational Risks.
- ✂ Royal Decree- Law 21/2020 of 9 June on urgent measures for prevention, containment and coordination to deal with the health crisis caused by the COVID-19
- ✂ AGREEMENT of 19 June, of the Council, on measures of prevention against the Covid
19. Presidency of the Government of Catalonia Ministry of Justice, the Interior and Public Administration Ministry of Universal Health and Public Health (DOGV 20/06/2020)
- ✂ ORDER 668/2020, of 19 June, from the Regional Ministry of Health, establishing preventive measures to deal with the health crisis caused by COVID-19 once the extension of the state of alert established by Royal Decree 555/2020, of 5 June, has come to an end (BOCM 20/06/2020)
- ✂ Good Practice Guide in the Workplace. Measures for the prevention of COVID-19 infections (Ministry of Health. 11 April 2020).
- ✂ Action procedure for occupational risk prevention services in relation to exposure to SARS-CoV-2

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1. INTRODUCTION

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The new coronavirus was identified in China in late 2019 and is a new strain that had not been previously seen in humans.

How is it transmitted?

Transmission occurs through close contact with respiratory secretions generated by a sick person's cough or sneeze.

These secretions could infect another person if they come in contact with your nose, eyes or mouth. Airborne transmission over distances greater than one or two metres is unlikely.

What are the most common symptoms?

The most common symptoms of coronavirus (COVID-19) are fever, cough and shortness of breath.



2. GENERAL MEASURES

2.1 BEFORE GOING TO WORK

- ✘ In the event of any symptoms (cough, fever, difficulty in breathing, etc.) that may be associated with COVID-19, contact the COVID-19 helpline in your Autonomous Community or your Primary Care Centre and follow their instructions. **You should not go to your workplace** until you have been confirmed that there is no risk to you or others.
- ✘ If you have been in close contact or have shared space without keeping interpersonal distance with a person affected by COVID-19, you **should not go to your workplace either**, even in the absence of symptoms, for at least 14 days. During this time, you should follow up on signs of the disease.

2.2 TRAVEL TO THE WORKPLACE

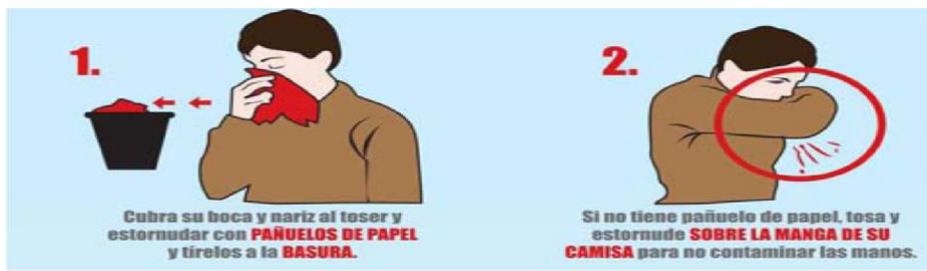
- ✘ If it is not possible to use a private vehicle for trips to the workplace, use the mobility options that best guarantee the interpersonal distance of approximately 2 metres.
- ✘ If you go to work by public transport (train, bus, metro...etc.) the use of a mask is compulsory.
- ✘ Keep interpersonal distance when walking down the street.
- ✘ If you have to travel in a car, both your own and that of your company, take extreme measures to clean the vehicle and prevent more than one person travelling in each row of seats, keeping as much distance as possible between the occupants. The use of a mask will be compulsory for all passengers.

2.3 IN THE WORKPLACE

- ✘ On arrival at the workplace, wash your hands with soap and water or a hydroalcoholic solution.
- ✘ Maintain interpersonal distance (approximately 1.5 meters). In the event that the safety distance ~~can~~ be guaranteed, the use of a mask is mandatory.
- ✘ Avoid greeting with physical contact, including shaking hands.
- ✘ Avoid, as far as possible, using other workers' equipment and devices. If necessary, increase precautions and, if you can, disinfect them before use. If this is not possible, wash your hands immediately after use.

- ✘ Wash your hands frequently with soap and water or a hydroalcoholic solution. It is especially important to wash after coughing or sneezing or after touching potentially contaminated surfaces. Try to make each wash last at least 40 seconds.
Hand hygiene is the main measure of prevention and control of infection.

- ✘ Cover your nose and mouth with a tissue when you cough and sneeze, and then throw it away in a zippered trash can. If you don't have a tissue, use the inside of your elbow to avoid contaminating your hands.



- ✘ Avoid touching your eyes, nose or mouth.
- ✘ It makes the work of the cleaning staff easier when you leave your post, clearing as much as possible.
- ✘ Use tissues to remove respiratory secretions. Throw away any personal hygiene waste, especially tissues, immediately to the designated waste bins or containers.
- ✘ If you begin to notice symptoms compatible with COVID-19, follow the procedure established in the section ACTION PROTOCOL.
- ✘ Ventilation should be carried out regularly in the facilities and at least daily and for a period of five minutes.
- ✘ It is necessary to clean the work area used by each employee. The usual detergents are sufficient, although the incorporation of bleach or other disinfectant products into the cleaning routines can also be considered, always under safe conditions. Once the cleaning is finished, it is necessary to carry out a complete hand hygiene, with water and soap, at least during 40-60 seconds.

3. SPECIFIC MEASURES

3.1 MEETINGS AND BUSINESS TRIPS

☒ The work meetings will be carried out preferably by audio or video conferences, avoiding as far as possible, face-to-face meetings involving travel to another location. A minimum distance of 1.5 metres between attendees shall be guaranteed. If this distance is not possible, the use of a mask shall be compulsory.

☒ Travel: For all business trips, the use of public transport should be limited. All business trips that can be solved by a call or video conference will be suspended.

3.2 USE OF COMMON FACILITIES (changing rooms, dining rooms, etc.)

The number of people in closed rooms shall be limited and, to this end, shifts and schedules shall be established for the use of changing rooms, toilets, dining rooms or other similar areas, in order to maintain the established safety distances, thus ensure that workers are at an interpersonal distance of less than 1.5 m.

Depending on the dimensions of each dining room and dressing room, and in order to ensure the minimum recommended distance between people, the capacity will be limited to a maximum of

Ribarroja: Dining room: 6 people at a time (3 max. at each table). Dressing room: 3.

Gandía: Dining room and dressing room: 2 people

Beniarbeig: Dining room and dressing room for 2 people

Sagunto: Dining room and dressing room for 3 people

Albal: Dining room and dressing room for 3 people.

Campo Real: Dining room and dressing room for 3 people.

Human: Dining room and dressing room for 2 people.

- ✂ In the case of the changing rooms, as long as, despite the shifts, a minimum separation of 1.5 m cannot be guaranteed, you must come with your working clothes from home.
- ✂ At the end of the use of the dining room, each employee must leave the tables and utensils used clean with water-soap-soap. Cutlery, glasses, plates, etc. will not be shared. No food or drinks are to be shared.
- ✂ Ventilate the installations frequently, if possible by opening the windows or, if this is not possible, by increasing the degree of air renewal in the air-conditioning system.
- ✂ The general cleanliness of the premises of common use will be reinforced: toilets, changing rooms, dining rooms, etc., with the appropriate products.

3.3 USE OF OBJECTS, EQUIPMENT, TOOLS, VEHICLES, ETC. COMMON AND EQUIPMENT OF INDIVIDUAL WORK

At the end of use and at least at the end of each working day, clean with alcohol or water and bleach the elements in contact with the hands, in particular the levers, steering wheels and handles of the work equipment, as well as the keyboard and mouse of the computers.

Avoiding the exchange of tools. When exchanging objects or documents, use gloves and avoid touching your face. Wash your hands immediately after use.

3.4 INTERNAL COMMUNICATION

Use radiofrequency or telephone communication means as a priority, avoiding personal proximity as much as possible.

3.5. PERSONNEL IN CONTACT WITH THIRD PARTIES OUTSIDE THE COMPANY

- ☒ The minimum interpersonal safety distance of 1.5 metres must always be respected.
- ☒ The use of a mask is compulsory when contact with people outside our work centres occurs, such as the reception of raw materials, loading of finished products or others.
- ☒ Maintenance personnel from external companies will be served by one person simultaneously.
- ☒ Avoiding the exchange of tools.
- ☒ Use gloves when exchanging documents. Avoid face-to-face communication by word of mouth.
- ☒ Greetings involving physical contact between people shall be avoided.

3.6 JOB-SPECIFIC INSTRUCTIONS FOR ACTION

Below are specific instructions for action for the different jobs in the dosing plants, which complement the previous general instructions that all workers must comply with:

A. Additional prevention instructions for operators of mobile machinery

- After the end of the working day, the cab and the grip points for access (ladders and door handle) to heavy mobile machinery and vehicles should be cleaned before shift changes, with particular emphasis on controls, surfaces and glass.

B. Additional prevention instructions for General Services, Administration, Laboratory and Dispensing personnel

- An attempt will be made to organise the space so that the distance between workstations is as great as possible and at least 1.5 metres. As far as possible, the aim is to ensure that there are no workers in front of each other.
- Do not share objects without first cleaning them (staplers, scissors, ...)
- Clean the contact points of the photocopier before and after use.
- Health protection gloves should be worn when touching commonly used surfaces. If you do not wear them, it is mandatory to wash your hands every time you enter the premises and touch any element of the doors or other common surfaces.
- In the case of dispensers or other cases where third parties (e.g. transporters) need to be contacted for the issuing of any documentation, direct contact shall be avoided, and for this purpose:

It is recommended to prevent access to third parties to the dispenser enclosure. Place a sign on the outside of the door.

The installation of a physical bulkhead type barrier that prevents direct contact. Another simple option can be to pass the documents through the window for signature and return from the outside. This barrier will be disinfected with alcohol at least at the end of each shift.

In all cases, a simple poster will be prepared and placed in a clearly visible place outside the premises, with prevention instructions for people, pointing out

— The obligation not to form groups of people at the entrance and to maintain distances greater than 1.5 metres between them.

— The obligation to wait to be called, to avoid the concurrence of people indoors (except in the case of dosage rooms, which are not accessible to third parties).

C. Additional prevention instructions for transport companies Concrete and mortar

a) PRECAUTIONS IN THE LOADING OF CONCRETE AND MORTAR IN CONCRETE PLANTS

- ✂ In Cementval's workplaces, you should avoid direct contact with people. Maintain a minimum safety distance of 1.5 metres if you are unable to maintain these minimum distances, the use of a mask IS MANDATORY.
- ✂ You will not be able to access the inside of the dispenser booth. The exchange of documents will be done through the window. Use gloves to protect your hands and to handle the delivery notes with the dispenser.
- ✂ Wear gloves when handling gutters or any other tools or accessories on the truck. Remember not to touch your face while using the gloves, and wash your hands once you remove them.
- ✂ The individual use of tools and other work equipment is recommended and should be disinfected after use. When tools or other equipment are shared, they should be disinfected after use.
- ✂ Stay in the truck cab as long as possible. Avoid contact with other transporters.
- ✂ **ALBARANS:** It is very important that you use gloves when handling the delivery notes with the dispenser and later on site. In addition, it is necessary to correctly identify your data on the delivery note. This information will also be used to contact and inform you in the event of possible contagion in the company. **Use only your pen to sign the documents, do not share it!**

B) PRECAUTIONS WHEN UNLOADING CONCRETE IN SITU.

- ✘ The safety coordinator on the site must guarantee **the safety distance** between the driver and the person responsible for receiving the concrete. He must have organisational measures to ensure this distance in the execution of the work and in the exchange of documentation.
- ✘ They must inform you of the organisational means implemented on site in relation to the reception of goods and other general means that you should be aware of in order to minimise the risk of contagion between people.
- ✘ When the material is unloaded by site personnel, the driver must remain in the vehicle cab.
- ✘ When the carrier is the one who carries out the loading/unloading of the goods, it will be arranged in specific places so that it can carry out this operation without coming into contact with any person on site or maintaining a distance of 1.5 metres. In the event that this distance cannot be guaranteed, the use of a mask is obligatory. Remember to use gloves when exchanging documentation. It is RECOMMENDED, when entering the vehicle, to clean the gloves with alcohol after unloading.
- ✘ You should avoid groupings of workers that involve contact with them on site.
- ✘ It will be **totally forbidden for** site personnel to touch the elements of the truck. The gutter arrangement of the gutter for unloading the concrete will be the driver's EXCLUSIVE responsibility.
- ✘ Stay in the truck cab as much as possible. Do not leave the truck to place the channels until you can ensure the recommended distance from the site personnel.

C) VEHICLE MAINTENANCE

- ✘ Reinforce the cleaning and disinfection routines, paying special attention to the areas and elements that are most common to the touch, such as door handles, safety belts and their opening and closing elements, the various controls (windows, radio, automatic closing, etc.), steering wheel, gear change, handbrake, armrests and handles. RECOMMENDATION: at the end of your working day, disinfect your vehicle with 1% diluted bleach or an equivalent system. When cleaning the cabin, it is advisable to allow it to ventilate (for a minimum of 10 minutes).
- ✘ Whenever possible, keep the window half-open during circulation to promote ventilation.
- ✘ Please have disinfectant gel available.
- ✘ Do not operate or handle equipment that has not been specifically assigned to you.
- ✘ Disinfect vehicle keys, mobile phones and items you handle regularly.

4. ACTION PROTOCOLS**4.1 BY THE EMPLOYEE**

If you begin to notice symptoms that are compatible with COVID-19, put on your mask, inform your colleagues and superiors, take extreme precautions in terms of both social distancing and hygiene while you are at work and contact your primary care doctor or the COVID-19 helpline in your autonomous community immediately). Preferably, you will not use public transport for your return. KEEP INFORMED TO THE COMPANY OF ITS EVOLUTION.

Telephone attention services for previous screening in possible cases of coronavirus:

Community of Valencia: 900 300 555/ 112 Community of Madrid: 900 102 112/112

4.2 BY THE COMPANY

In the case of an employee who shows symptoms while at work, the company's actions should consist of ventilating the work area where the person concerned has been and cleaning the work surfaces with which he or she may have come into contact (table, chairs, keyboard, work equipment, etc.) with a solution of sodium hypochlorite (bleach) in water at a ratio of 1/50 (one part bleach to 49 parts water) and the cloth used should be discarded. Cleaning personnel should use protective gloves and minimum FFP2 masks for this task.

The company will notify the External Prevention Service which will determine, with regard to the rest of the workers who have been in contact with the person presumably infected, whether they have had close contact.

5. STANDARDS AND TECHNICAL DOCUMENTATION

- ✂ Law 31/1995, of 8 November, on the Prevention of Occupational Risks.
- ✂ Royal Decree- Law 21/2020 of 9 June on urgent measures of prevention, containment and coordination to deal with the health crisis caused by the COVID-19.
- ✂ AGREEMENT of 19 June, of the Council, on measures of prevention against the Covid
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- ✂ Good Practice Guide in the Workplace. Measures for the prevention of COVID-19 infections (Ministry of Health. 11 April 2020).
- ✂ Action procedure for occupational risk prevention services in relation to exposure to SARS-CoV-2.