



GUIDE FOR SHOOTING SAFELY IN TIMES OF COVID-19



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This protocol has been revised by KPMG in accordance with the international best practices.

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INTRODUCTION

In the middle of the response phase to the coronavirus crisis, and knowing that the recovery process will be slow, companies must think of strategies to guarantee the security of their employees and customers, so that they will be able to meet the demand once the mobility restrictions disappear and the activity starts to be reactivated.

The aim of this document is to provide a guide containing the measures, procedures and protocols of action to be carried out in the event of a new health alarm situation and the immediate aftermath in which you will have to live with the COVID-19. This guide has been prepared after consulting the corresponding health and labor sources. In addition, it establishes the principles of information, organization and prevention, which allow the establishment of a plan of continuity and recovery of the activity, ensuring the protection of own and external workers against COVID-19.

Its content is, in any case, subject to the procedures established by the Ministry of Health and competent health authorities and must be adapted to the health instructions issued by those authorities in the light of the evolution of the pandemic.

These protocols or action plans should exceptionally be applied during the recovery phase and updated/withdrawn according to the evolution of the situation and the guidelines of the competent authorities.

MEASURES TAKEN AGAINST COVID-19 AT HEADQUARTES

1. PREVENTION MEASURES

I. HYGIENE AND CLEANING

1) Personal hygiene and good habits

- a. Frequent hand washing is mandatory, hydroalcoholic gels will be available both at the entrance and exit of the Work Space.
- b. Control sneezing and coughing. Cover your nose and mouth when you cough and sneeze using a tissue, throw it away immediately afterwards, and wash your hands. If this is not possible, cover the sneeze or cough with the inside part of your elbow and wash your hands and arms immediately afterwards.
- c. Avoid touching body parts such as eyes, nose and mouth. Avoid any hand contact with the eyes, nose or mouth when your gloves are dirty or unwashed, or directly with the hands to avoid possible infection.
- d. Sharing objects such as mobile phones, computers or any other work tools of another person should be avoided. It is recommended that all documents are

distributed online, in case of printed scripts, these should be personalized and each one should only handle his or her own.

2) Disinfection and maintenance of facilities

- a. The facilities shall be disinfected in accordance with the procedure laid down by the authorities. Surfaces frequently touched (tables, chairs, doorknobs, surfaces of the toilet and bathroom, taps, keyboards, telephones, etc.) should be cleaned with disposable material and disinfected daily with a household disinfectant containing diluted commercial bleach (approximately 20-30 ml in 1 litre of water) prepared on the day of use. As an alternative to bleach, we also recommend 70% alcohol or other approved viricides that have been purchased for the company's cleaning service.
- b. The frequency of cleaning will be increased over the usual one, with emphasis on areas of common use. In addition, an adequate supply of cleaning materials will be maintained in order to carry out sanitation tasks.
- c. Hydroalcoholic gel dispensers shall be properly marked and replenished with sufficient frequency to ensure supply. In addition, disposable tissues will be available.
- d. Containers marked with signs shall be placed for this purpose, with a movable cover for the removal of protective equipment and its disposal.
- e. Adequate ventilation of workplaces shall be ensured. At the beginning of the day, each person must clean his or her individual work space, using the means that the company makes available to him or her.

I. ORGANIZATION, CONTROL AND SECURITY

3) Control and security in the facilities

- a. Avoid manual opening and closing of doors on the premises: whenever possible, doors or accesses should be left open to avoid the need to open them.
- b. All workers will have their body temperature measured before entering the workplace. This measurement shall be carried out by means of a thermometer gun that does not require physical contact. In the case of a temperature higher than 37.5°C, the worker shall be sent home or to a health centre to be diagnosed with the origin of the fever.
- c. The entry of outside personnel shall be avoided as far as possible.

4) Measurements in the working space

- a. The arrangement of the workplaces should, as far as possible, ensure that safety distances of 2 metres are maintained. If it is not possible to maintain this distance, the use of the *FPP2 mask* provided by the company will be mandatory.
- b. Avoid handshakes, kisses, hugs and actions that encourage physical contact between people.
- c. Every effort will be made to hold all meetings via video call. In exceptional and duly justified cases of holding meetings in person, the safety distance (2 metres) must be maintained. To this end, at least one empty chair must be placed between each member of the meeting as a minimum safety distance measure. If this is not possible either, the FPP2 mask should be used.
- d. The use of lifts will be reduced to people whose situation requires its use, making access to the various work stations by means of the access stairs to them.
- e. Differentiated and adequately signposted entry and exit areas will be established in order to avoid people crossing, as well as an entry and exit register.

5) Transport and travel

- a. The use of private and individual transport should be encouraged. In case of use of public transport, health recommendations should be followed.

6) Supplier Management

- a. When handling packages or items that come from outside the workplace, it is mandatory to use the gloves that the company makes available to the workers. Hands must be cleaned with disinfectant gel before and after handling the package.

II. INDIVIDUAL AND COLLECTIVE PROTECTION EQUIPMENT.

7) Management of PPE (Personal Protective Equipment)

- a. A personal kit for each worker will be delivered on the first day of attendance at the workplace, before entering the facilities.

This kit must contain at least the masks and gloves, which are the minimum PPE required for office activity.

- b. Upon delivery of the kit, each worker must sign a receipt stating that they have received the protective elements made available to them.

- c. From the moment of initial delivery, each worker must request a new protection kit when the elements available are worn out. Each time a new kit is delivered, the worker must sign the corresponding receipt.
- d. It must be expressly stated that the main purpose of these protection kits is to reduce the risk of contagion in the course of work, i.e. their use is restricted to the working environment. Workers must make responsible and appropriate use of them, and to this end there will be a control over the delivery of kits to each person.
- e. The estimated duration of PPE is defined by the time of use and the conditions of the workplace. FFP2 respirators have a duration under normal conditions of one day's continuous use, but in a controlled workspace and a clean workplace they can last up to 3-4 days. Regarding gloves, they are only effective if you know how to put them on and take them off well. Gloves are single-use PPE, but it is advisable that, due to the scarcity of them, you can wash your hands with soap and water while wearing them, if they are cracked or broken, they should be thrown away immediately, even so, we must point out that proper hand hygiene is more effective.

1. OPERATIONAL MEASURES

I. GENERAL MEASURES AT HEADQUARTES

8) General shift information

- a. Those people who do not attend the Work Centre in turn, and whose job allows them to work from home, will choose to carry out their work under this modality.
- b. Rotating work shifts will be established, so that as few people as possible are at the Work Centre and the 2-metre distance between workstations is respected.

9) Management of the Pre-Production Phase

- a. Casting: As far as possible, casting will be done remotely by *SELF-TAPE* mode; for this purpose, actors and actresses will be recorded at home following the instructions of the casting director who will be in charge, together with the director and the producer, of making the appropriate selection. In the case of extreme necessity, castings may be carried out in person and in stages, in which the casting director will record the candidates.
- b. Searching for locations: The teleworking modality will be chosen to carry out all the location search tasks that are possible, giving priority to the least number of people involved in the face-to-face location search and only carrying out the dialogue that is indispensable to reduce contact.

To reduce the time spent on location, the necessary photographs will be taken, and attempts made to minimize scouting. If the work is done in an indoor location, shoe covers should be used, as well as general cleaning and hygiene measures.

10) Management of the Post Production phase

- a. Teleworking will be chosen to carry out all possible Post Production tasks.
- b. These measures may affect timetables, budgets and other documentation that will have to be adapted to the new regulations accordingly.

MEASURES TAKEN AGAINST COVID-19 IN SHOOTING AREAS

1. PREVENTION MEASURES

I. CORONAVIRUS TESTING

11) Type of test

As of today, these are the two main tests for detecting the virus:

- a. **PCR:** Validated test for detection of SARS-CoV-2 virus that causes COVID-19 disease. It is based on the direct detection of the genetic material of the virus (RNA) and allows the identification of patients infected shortly after the infection is established, (48 hours before having symptoms). It is a highly sensitive and specific test that produces a low number of false negatives. It is considered the best choice for an acute/early diagnosis.
- b. **Serological test:** It is based on the detection of IgG and IgM antibodies generated by the patient's immune system after infection. It allows the identification of infected patients from 5 days after infection. Due to this long window period, its isolated use as an acute/early diagnostic tool is not recommended since it can result in a high number of false negatives.

12) Test protocol

Considering this type of testing, the following protocol is recommended:

- a. **7 days before the start of the shooting:** A serological test will be carried out on all persons who are going to take part in the shooting. The objective is to be able to detect those people who are already immunized.

- b. **2 days before the start of the shooting:** Perform a PCR on all persons who are not immunized according to the results of the serological test. Consider that the results of this test are obtained 48 hours after it has been performed. This is in order to know which people could be infected near the beginning of the shooting.
- c. **Lead actors or main cast:** Perform the test every 7 days (time in which the test reaches its maximum degree of reliability) in order to continuously identify if there has been any contagion among those workers who do have physical contact.
- d. The personnel will be responsible when leaving the shooting places, until they return to them, for a responsible behavior following all the safety measures marked in the protocol of action.

The aim is to certify that at the beginning of the shooting all the workers involved are free of COVID-19 and that during the shooting phase the production company provides all the necessary means to protect the health of its workers and avoid any kind of contagion in their environment.

II. HYGIENE AND CLEANING

13) Personal hygiene and good habits:

- a. Frequent hand washing is mandatory, either with soap and water or with the hydroalcoholic gels distributed throughout the recording area, which will be marked.
- b. Control sneezing and coughing. Cover your nose and mouth when you cough and sneeze with a tissue, throw it away immediately afterward, and wash your hands. If this is not possible, cover the sneeze or cough with the inside of your elbow and wash your hands and arms immediately afterwards.
- c. Avoid touching body parts such as eyes, nose and mouth. Avoid hand contact with the eyes, nose or mouth with dirty or unwashed gloves, or directly with the hands to avoid possible contamination.
- d. Sharing objects such as mobile phones, computers or any other work tools of another person should be avoided. It is recommended that all documents be distributed online, with the exception of scripts that will be delivered to directors, scripts and actors, which should be personalized, and each should only handle his or her own.
- e. All personnel involved in production must wear the personal protective equipment (PPE) provided. Its use is detailed in the Annex to this document

14) Disinfection and maintenance of shooting locations:

- a. The places where the running-in is to be carried out shall be disinfected in accordance with the procedure laid down by the authorities. Surfaces which are frequently touched (tables, chairs, doorknobs, bathroom and toilet surfaces, taps, keyboards, telephones, etc.) should be cleaned with disposable material and disinfected daily with a household disinfectant containing diluted commercial bleach (approximately 20-30 ml in 1 litre of water) prepared on the day of use. As an alternative to bleach, we also recommend 70% alcohol or other approved viricides that have been purchased for the company's cleaning service.
- b. The frequency of cleaning will be increased over the usual one, with emphasis on areas of common use. In addition, an adequate supply of cleaning materials will be maintained in order to carry out sanitation tasks.
- c. Hydro-alcoholic gel dispensers shall be properly marked and replenished with sufficient frequency to ensure supply. In addition, disposable tissues will be available.
- d. Containers marked with signs shall be placed for this purpose, with a movable cover for the removal of protective equipment and its disposal.

III. ORGANIZATION, CONTROL AND SECURITY**15) Control and security in shooting locations**

- a. Differentiated and adequately signposted entry and exit areas to the film set will be established in order to avoid people crossing over. To this end, as far as possible, these entrances and exits shall be staggered in order to respect distance measures and ensure the safety of employees.
- b. The spaces that comprise the shooting areas must be clearly and concisely delimited so that the people inside the shooting area are controlled at all times.
- c. Avoid manual opening and closing of doors on the premises: whenever possible, doors or accesses should be left open to avoid the need to open them.
- d. All workers will have their body temperature measured before entering the shooting area. This measurement shall be carried out by means of a thermometer gun that does not require physical contact. In the case of a temperature higher than 37.5°C, the worker shall be sent home or to a health centre to be diagnosed with the origin of the fever.

16) Measurements in the working space

- a. The arrangement of the various workers should, as far as possible, ensure that safety distances of 2 metres are maintained. In the event that it is not possible to maintain this distance, the use of the FFP2 mask provided by the company is mandatory. Given the logic of the work to be done, it is difficult to be able to control continuously in certain shootings that the two meters distance between workers is respected. In such cases, it is advisable to use the FFP2 mask continuously.
- b. Avoid handshakes, kisses, hugs and actions that encourage physical contact between people.
- c. Except in exceptional and duly justified cases, visits and working meetings shall be avoided. In the event of such visits and meetings, the minimum safety distance must be maintained.

17) Transport and travel

- a. The use of private and individual transport should be encouraged. In case of use of public transport, health recommendations should be followed.
- b. If public transport is indispensable and unless technically impossible, measures should be taken to maintain the safety distance between passengers. As far as possible, workers should be informed so that they always occupy the same place. In addition, public transport must be disinfected before and after each journey.

18) Supplier Management

- a. Wherever possible, carriers shall be prevented from leaving the vehicle and entering the premises.
- b. Suppliers who must enter the facilities must be subjected to the same temperature test as employees, preventing access if a temperature higher than 37.5°C is detected.
- c. When handling packages or elements that come from outside the place of recording, the gloves that the company makes available to the Workers must be used. Hands must be cleaned with disinfectant gel before and after handling the package.
- d. It would be recommended to designate a specific point for the collection and disinfection of external material, as well as to establish a specific person for its management.

IV. INDIVIDUAL AND COLLECTIVE PROTECTION EQUIPMENT.

19) Management of PPE (Personal Protective Equipment)

- a. A personal kit for each worker will be delivered on the first day of attendance at the workplace, before entering the facilities.

This kit must contain at least the masks and gloves, which are the minimum PPE required for office activity.

- b. Upon delivery of the kit, each worker must sign a receipt stating that they have received the protective elements made available to them.
- c. From the moment of initial delivery, each worker must request a new protection kit when the elements available are exhausted. Each time a new kit is delivered, the worker must sign the corresponding receipt.
- d. It must be expressly stated that the main purpose of these protection kits is to reduce the risk of contagion in the course of work, i.e. their use is restricted to the working environment. Workers must make responsible and appropriate use of them, and to this end there will be a control over the delivery of kits to each person.
- e. The estimated duration of PPE is defined by the time of use and the conditions of the workplace. FFP2 respirators have a duration under normal conditions of one day's continuous use, but in a controlled workspace and a clean workplace they can last up to 3-4 days. Regarding gloves, they are only effective if you know how to put them on and take them off well. Gloves are single-use PPE, but it is advisable that, due to the scarcity of them, you can wash your hands with soap and water while wearing them, if they are cracked or broken, they should be thrown away immediately, even so, we must point out that proper hand hygiene is more effective.

2. OPERATIONAL MEASURES

I. GENERAL MEASURES IN SHOOTING AREAS

20) Assistance on the set

- a. It is recommended that on the film set there be personnel specialized in Occupational Risk Prevention or, failing that, a specific person assigned specific ORP tasks.

This person must verify that all the protocols and actions set out in this document are complied with, as well as compile and control all the documentation derived from the management of occupational risk prevention. Depending on the size of the shooting, this role must be adapted to the needs.

- b. The person indicated in the previous point may also be responsible for setting up the systems for checking the temperature of all team members and keeping a record of these checks, which shall be carried out before the start of the day. These checks shall be carried out daily prior to entering the set to ensure that no professional enters with potential symptoms. It would be recommended that these records collect the information provided by the team prior to their incorporation about possible contacts, ailments, etc., in order to bring them to the attention of the doctors of the company's occupational risk prevention service.

In this regard, appropriate processing of personal data must be taken into consideration.

- c. In the event that, due to the size of the shooting, there is a risk prevention technician, he must issue a daily report that includes all the incidents or circumstances that have occurred and that must be resolved, indicating exactly the measures proposed and the maximum date that the company's management must adopt.
- d. The health team of the company's occupational risk prevention service will evaluate the medical-sanitary records and recommend, if necessary, the individual measures it considers necessary (previous pathologies, risk groups, etc.)
- e. In the case of presenting a symptomatology associated with the COVID-19 (fever above 37.5º, general malaise, cough, etc.), the worker must inform his/her corresponding superior and production and the worker will be isolated until the corresponding health services indicate the procedure to be followed.
- f. Until a positive diagnosis of COVID-19 is made by the health authorities, the rest of the film crew will continue to carry out their work normally, taking into account the corresponding precautionary and hygienic measures.
- g. If, after testing the worker, the result is negative and he or she does not have the COVID-19 and cannot transmit it, he or she will return to the shooting. If the result is positive, it will be replaced.

21) Communications on the set

- a. In order to facilitate communication between team members while respecting the recommended safety distance of 2 meters, devices such as walkies and mobile technology, bluetooth and wifi will be used. These devices will be, as far as possible, for individual use, and will be disinfected before and after each day.

22) Organization of the shooting spaces:

- a. It is recommended that the corresponding isolation and hygiene measures be maintained between the spaces and film crew that have been disinfected and the

rest of the spaces in order to guarantee safety and cleanliness in plates, make-up sets, etc.

- b. It is recommended that different accesses be established for the film crew and other personnel and that the cleaning and disinfection of the shooting spaces be carried out to the utmost (access control, establishment of entrance and exit doors, shifts, etc.).
- c. A continuous meal schedule will be established so that professionals can eat in shifts. Following the health regulations, the food will be delivered to the team in closed boxes to avoid its manipulation and will be consumed on the set, respecting the recommended safety distance of 2 meters.
- d. Priority will be given to the film crew in the use of facilities and common spaces.

23) Organization of the film team

- a. Distance and measurements will be extreme in the case of the artistic team and their personal equipment. Production will provide bathrooms for the exclusive use of the interpretation team and its environment (director/principal, make-up, hairdresser, wardrobe), which will be isolated from the rest of the technical team.
- b. It is recommended that the most sensitive members of the shooting, such as the artistic or acting team and the director, stay in a hotel during the time of the shooting to avoid possible contagion during this period.
- c. If the participation of animals in the shooting is required, the presence of the person responsible for the shooting and a veterinary team will be required, and hygiene and disinfection measures will be taken when interacting with the artistic team.

24) Establishment of a core team

- a. Only the essential technical and artistic equipment should be on the set, everyone else will be able to watch the film remotely (Q-take, Go Pro, etc.).
- b. It is recommended to have back-up for all essential equipment, both technical and artistic. However, in the event of an essential loss, it must be decided whether to cancel the shooting or if it is possible to replace the professional with another person from the team.

25) Team-specific measures

- a. All technicians in all departments will use the PPEs provided by the designated person throughout their stay on the film sets and during the entire day of shooting and will keep the corresponding distance at all times.

b. WARDROBE STAFF:

- i. You will have a disinfection kit for all the garments, which will be used during the shoot, both before and after use. And this will be done every day at the end and beginning of each day of shooting. For disinfection, it is recommended to follow the recommendations of the health authorities regarding the disinfection of textile elements such as the use of washing machines with bactericidal properties or washing at more than 60º.
- ii. If the garment is new, the manufacturer must be asked for a health guarantee.
- iii. Dress rehearsals for the main team and back-ups should be avoided before shooting, and replaced with a dossier with sizes, models, etc.
- iv. The costumes of each actor must be correctly identified and isolated from the costumes of the other actors. It must be individually and correctly disinfected after each use. Double or precision drivers must also have their own individual wardrobe.
- v. The use of "second skin overalls" and booties is recommended to avoid direct contact between the clothing and the actors for all actors so that the main clothing has as little interaction with the skin as possible.

c. ARTISTIC STAFF:

- i. The artistic staff, while not on the recording set, will have to comply with the same rules as the technicians and, before entering the set and starting their performance, they will undergo the cleaning and disinfection protocol, and the same at the end of the scene, and return to their dressing room or resting place.
- ii. They will always be transported to the shooting locations, from their home in a production team vehicle, and during the shooting time they will undertake not to travel on a private basis to sites that may be prone to contagion. The production team will be responsible for providing you with all the means to comply with the safety protocol when you are not on the shooting premises.
- iii. It is recommended that gloves and a mask be worn at all times, except for those strictly necessary for shooting, and that a safety distance of 2 metres be maintained. If it is not possible to maintain this distance, a record should be kept of the interactions between the actors so that possible contacts can be identified if someone were to contract the virus.
- iv. If the make-up or hairdressing activities of the artistic team cannot be carried out in accordance with health and safety measures or require direct

contact with the actors, the safety and isolation measures will be increased to guarantee the health of the professionals.

- v. The double and precision drivers, except when the shooting requires it, must comply with the same health and safety measures as the artistic team, including the use of mask, gloves, PPE, etc.
- d. PRODUCTION STAFF: You will have to ensure the safety of all the technical and artistic team and their compliance with the rules set out in the protocol for the safety of shooting. They will be more exhaustive in the control of all the people that have a direct and close treatment with them.
- e. STANDBY VEHICLES (SPORTS TRUCKS) AND TRANSPORTATION OF PERSONS AND EQUIPMENT: All transport personnel shall have adequate equipment for disinfecting the vehicle and the material they are transporting and shall carry out a correct disinfection of the same every time they load or unload the material.
- f. MAKE-UP AND HAIRDRESSING:
 - i. All personnel must wash and disinfect their hands before and after each make-up or hairdressing service. Equipment should be individual or disposable and when common equipment is used, it should be disinfected after each use. All equipment used in each make-up session should be disinfected and disposable single-use material should not come into contact with the product again.
 - ii. All products and materials must be previously cleaned and disinfected before each use.
 - iii. It is recommended to use brushes, sponges or any other material to avoid direct contact with the actors. If this is not possible, extreme hygiene and disinfection measures should be taken before and after these cases.
- g. REST OF THE TEAM (SOUND, ART, LIGHTS, ETC.): The use of individual material will be prioritized and the measures of hygiene and disinfection of all the used material will be extreme.

26) Transport to the film set

- a. If the vehicle provided by production is not used, the use of individual transport is recommended, with only one person per vehicle. If more than one occupant is travelling, the greatest possible distance should be respected, using one row per person. If public transport is used, the recommended distance should be respected and a mask should be worn. If using a taxi or VTC, the same recommendations should be respected as for individual transportation, traveling one occupant per row with the maximum distance.

- b. The production company will provide all workers who need it with a responsible statement that covers them in their movements between their residence and the place of work.

II. SPECIFIC MEASURES IN OUTDOOR SHOOTING AREAS

27) Obtaining permits and outdoor running-in markings

- a. All times and reactivations of the different shooting permits for public spaces should be checked with the administrations.
- b. The recording area should be marked to ensure that only permitted personnel have access. Access to the shooting space shall have a defined entrance and exit area and there shall be a designated person to control such access. Differentiated and adequately signposted entry and exit areas shall be established in order to prevent people from crossing over.

III. SPECIFIC MEASURES IN PRIVATE SHOOTING AREAS

28) Management of private spaces

- a. The number of people, including technical and artistic equipment, who will have access to the shooting space must be agreed upon. If it is allowed, if the shooting also requires the use of common spaces such as doorways or stairs, this must also be stated in the contract or agreement together with the disinfection measures and the personnel with access
- b. The measures of disinfection and cleaning of the spaces of shooting will be extreme, taking care of their characteristics and isolating in their case those facilities that have not been disinfected.

INFORMATION MEASURES

29) General information

- a. Workers should be informed of the obligation to stay at the usual residence in case of symptoms compatible with COVID-19: fever (over 37.5°C) or other symptoms (runny nose, sneezing, coughing...). The employee must also call the family doctor and/or the health authority, as well as the company medical service if available.
- b. Employees shall be regularly informed of updated health measures published by official bodies to ensure that they are practiced during working hours.

30) Specific information

- a. All workers will be provided with information on this protocol, as well as additional information prepared by the Ministry of Health.
- b. In addition to the training in Occupational Risk Prevention, which is the minimum required by law, specific prevention courses will be given on how to use PPE and how to wash your hands properly, as well as all the protocols and safety considerations regarding COVID-19.
- c. A specific line of contact will be established to deal with issues related to COVID-19. All workers must have a direct line with the company to deal with any issue related to health and safety.
- d. The health service of the occupational risk prevention service (SPRL) will evaluate the existence of workers who are particularly sensitive to coronavirus infection and will issue a report on the necessary prevention, adaptation and protection measures. To this end, those who consider that they fall within these parameters must make themselves known.

31) Signage and reminders

- a. Signs indicating the obligation to wash hands after each use shall be placed in the toilets. Efforts will be made to increase the cleanliness of the toilets.
- b. Posters and signs promoting hygiene and prevention measures will be colored. The Prevention Service will provide infographics and summaries schematized with the Information and will be placed in visible places and in areas of common use.

SCOPE OF ACTION

The measures and protocols set out in this document may be modified depending on the evolution of the health crisis and/or the different guidelines/standards set by the government.

In the same way the management of the company will evolve and adapt the rules and measures adopted to the general situation.

ANNEX. ACTIONS IN SPECIFIC SITUATIONS

Procedures for action

SITUATION	PROCEDURE
<p>INFECTED PERSONS</p>	<ul style="list-style-type: none"> · Contact the information telephone number available to the different Autonomous Community Health Departments. · Follow the instructions of the health authorities and inform the company.
<p>PEOPLE WHO HAVE BEEN IN CLOSE CONTACT WITH CONFIRMED CORONAVIRUSES</p>	<ul style="list-style-type: none"> · Contact the information telephone number available to the different Autonomous Community Health Departments. If you have symptoms. · Follow the instructions of the health authorities and inform the company · Home quarantine will be carried out for 14 days with active surveillance of symptoms. · Contact your general practitioner to have the relevant part of the discharge issued.
<p>CASUAL CONTACT WITH POSSIBLE, PROBABLE OR CONFIRMED CASE OF COVID-19</p>	<ul style="list-style-type: none"> · Normal work activity will be continued and passive surveillance for the appearance of symptoms will be carried out. · In the case of confirmation of the infection, contact the information telephone number available to the different Health Departments of the Autonomous Communities and inform the company. The protocol and follow-up will be activated.
<p>PERSONS WITH SYMPTOMS (Cough, fever, sore throat and difficulty breathing).</p>	<ul style="list-style-type: none"> · Do not go to the work place in case of the appearance of symptoms and follow the indications of the health agencies. · In the case of confirmation of the infection, contact the information telephone number available to the different Health Departments of the Autonomous Communities and inform the company. The protocol and follow-up will be activated.

Instructions and information on the use of protective equipment and cleaning

a. Hand washing procedure



Wet hands with water.



Lather up your hands with enough soap.



Rub your hands together,



right palm over left dorsum with interlaced fingers and vice versa,



palm to palm with fingers interlaced,



backs of fingers to opposing palms with fingers interlocked,



rotational of thumbs clasped in opposite palms,



rotational moving, backwards and forwards with clasped fingers in opposite palm,



up to the wrists.



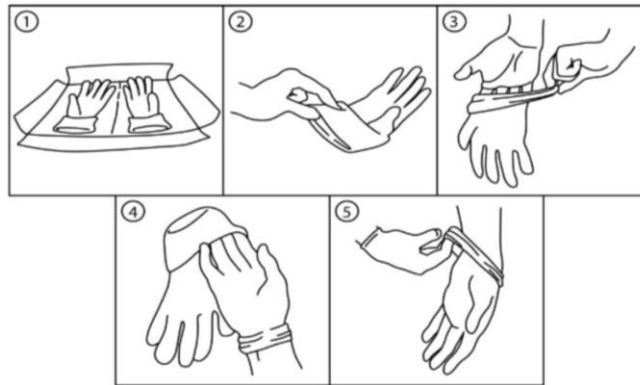
Rinse hands with water.

When you wash your hands with hydroalcoholic gel you do not need to wet your hands.

Putting on and taking off gloves

a. Steps for putting on the gloves

- Place the glove pack in a clean work area.
- Wash your hands according to the above procedure (procedure1).
- Take the gloves out of the package and do not touch anything inside the package.
- If the person is right-handed, the right glove should be put on first, and the opening of the glove should be lifted with the left hand. The fingers of the left hand should only touch the inside of the invaginated area of the glove.
- Once the glove of the dominant hand is placed, take the left glove by the fold and lift the entry to introduce the left hand.
- Finally, the adaptation of the gloves to the hands is corrected, to feel comfortable and perform the tasks without problems. The cuffs of the gloves will be raised when both are correctly placed and taking into account that we can only touch the external face of the gloves.



b. Steps to remove your gloves

- Grasp one of the gloves by the fists touching only the outer face and remove it halfway.
- Take the glove from the other hand with the gloved hand halfway and remove both slowly.
- Throw the gloves into the appropriate container.
- Perform hand washing again.



Correct use of masks

a. Steps for putting on your mask

- It should be put on after hand cleaning and before putting on gloves.
- It has to cover the nose and mouth.
- Mold the nose over the bridge of the nose to minimize air leakage.
- Hand washing as explained in the procedure.
- Remove the mask by hand if it comes in the bag.
- Place the mask over your mouth and nose by holding the rubber band in place and pushing it to the opposite side.
- Place the upper rubber bands above the ears.
- Place the lower rubbers under the chin on the neck.

b. Steps to remove your mask

- Join the upper and lower rubber bands using your index finger and thumb and pull them over your head.
- Place the mask in the appropriate container.
- Perform the hand washing explained in the procedure.

Cleaning procedure for technical work and/or office equipment

- Hand washing as explained in the previous point.
- We take the wipe, or cleaning spray, and apply it to the equipment as appropriate.
- We passed the wipe through the technical team area. For the wipe to disinfect the area where it was placed, it must act for a certain period of time, approximately 3 to 5 minutes.
- Throw the wipe away.

If the Worker has to use a company vehicle, before using it, the steering wheel, gear lever, seat and any other part of the vehicle to be handled must be cleaned in accordance with the guidelines indicated in this procedure.

