



Título: COVID 19 OUTBREAK SAFETY INSTRUCTION	Código: PCL-8
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Protocolo actuación COVID 19. PCL – 8 Rev. 3

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1. INTRODUCTION AND OBJETIVE

The objective of this document is to gather and summarize all guidelines issued by management throughout 2020 and 2021.

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 NHS, 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. A new edition (No 8) of CYGSA Emergency Plan has been also released. Both documents has been distributed to all CYGSA staff and subcontractors.

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:

- Face mask must be used at any time at the premises, excluding in áreas out of the exisiting buildings: parking area, loading áreas, etc. In those áreas is also mandatory use face protection unless you mantain a safe distance of 1.5 mts.
- Keep a social distance of 1.5 meters
- Ensure a proper ventilation and air renovation of places as rest and meeting romos, locker rooms, control rooms and cantines.
- 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 always 1.5 meters between the

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members. With a strict observance of max people allowance according with N&H regulations

- In the locker rooms, respect the separation instruction between shifts (including different ckecking hours) and once inside the cabin, there should never be more than four people at same time
- In the two exisiting canteens there cannot be more than **3 or 2 people respectively** at a time permanently, this leaves room for one more person to access the coffee and food machine.
- In áreas such lifter/elevator and PC rooms please follow the restrictions fixed concerning max no of people allowed.
- Use of additional protection material to that normally used, as reflected in the specific point no4.
- Fingerprint clocking in and out will no longer be utilized, instead each staff member will use the personal badge they were issued or computers installed to be used for each working area
- Before joining the workforce, take your body temperature it this is above 37.5 °C is mandatory to leave the premises immediately
- 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 except those related with new personnel training program.
- In the event those two latests (visits and training activities) those should be conducted following same instructions applying for CYGSA staff including body temperatura, max capacity allowed, social distance and PPE use

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



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- 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



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. **Once they are leaving truck cabin: they must wear a reflective vest and always protective mask into the buildings. This also applies outdoor if social distance can not be kept.**

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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.

According to our H&S services, it is mandatory to wear face mask: higienic mask or FFp2.

Use of the equipment should be made based on the recommendation given, **which is wearing a face mask at any time meanwhile you are at Cygsa premises. Exception is when using showers in the locker rooms or canteens, our outdoor if social distance can be kept.**

Face mask must be renewed every day.

Use of nitrile gloves is not recommended against COVID 19 infection, it should be prioritized a frequent hand washing.



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5. SPECIAL ACTIONS

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

Hidrogel dispenser units have been implemented throughout promises to ensure continuous hand washing action

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

Finally, Cygsa is carrying out regular screening with external support to detect and prevent a COVID 19 outbreak within regular staff.

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

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 covid19@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

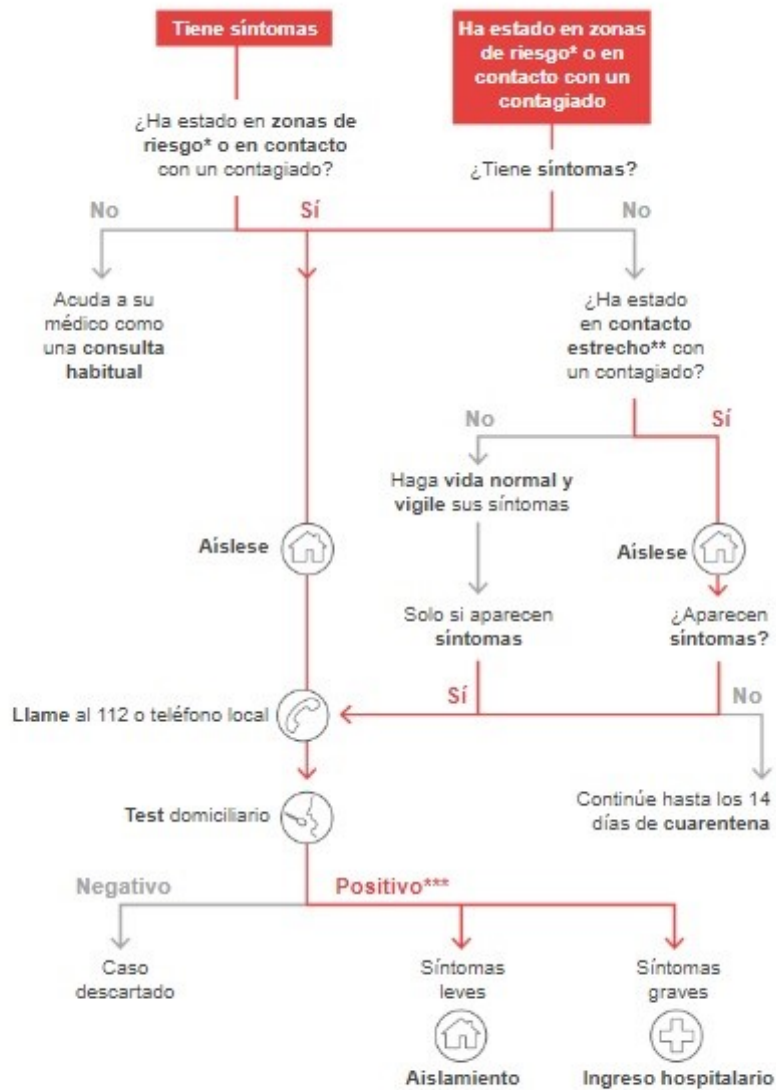
Do you have symptoms?

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.



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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.

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