

PREPARATION

Send a message 15 days in advance informing employees about the expected date for a gradual return to the office.

Initially, the following employees should not return to the company's premises, individuals:



(i) whose family had COVID-19 cases 30 days prior to date of return;



(ii) with health risk conditions;

(iii) who are pregnant;

(iv) who had symptoms 30 days prior to the return date; and



(v) who live with individuals belonging to a risk group.

PERSONAL PROTECTION EQUIPMENT



Protective masks + hand sanitizers.

In accordance with Note no. 3/2020 of the Ministry of Health, due to the lack of N95/PFF2 masks, masks can be fabricated with at least two layers of cloth (cotton, triline and non-wovens), observing the correct measurements and fully covering the mouth and nose with no space on the sides. It is important to have an alcohol dispenser for hand sanitation. If temperature scans are implemented, they should be conducted by SESMT members or specialised professionals.

ADDITIONAL H&S PROTOCOLS



In accordance with Instruction 1088/2020 of the Ministry of Economics/Labor Secretary, employers should have additional protocols in place to avoid the spread of the disease, including when employees arrive, during work, and when they leave the company. Mechanisms should also be implemented for employees to report COVID-19 symptoms and contamination.

LAYOUT + WORK SCHEDULE



It is important to study not only the layout of the workplace, so that seats can be occupied in a way that respects the required social distance of each location, but also the possibility of employee rotation so that 50% work remotely and the other 50% work from the company. A timetable of different work schedules shall also be considered.

IN PERSON MEETINGS

In person meetings should be avoided to the most extent possible. If not possible:



- (1) only essential people should attend;
- (2) appropriate sized meeting rooms should be used;
- (3) separate the seats in a way that social distancing is respected;
- (4) ensure all surfaces have been properly cleaned (table, chairs, telephones, video equipment etc.);
- (5) ensure all participants use masks;
- (6) make hand sanitizers available; and
- (7) open doors and windows, if possible.

MEALTIME



Only a certain number of people should be able to use the cafeteria (if any) at the same time. Tables should be separated to respect the required social distancing rules of each location.

Remove objects that may be shared and advise employees not to share them. Post communications about the need to sanitize surfaces, before and after use. Make available materials for sanitizing surfaces (e.g., coffee machine, drinking fountain and refrigerator).

It is also crucial to implement flexible meal and rest breaks for employees who do not have their meals inside the company's premises.

RECEPTION AREA



Reception is often a high circulation area. To guarantee the appropriate separation between individuals, there should be stickers on the floor indicating the social distance recommended by the authorities of each location. In addition, there should be signs in the waiting area asking that social distancing be respected.

EXAMS



The need for exams prior to returning to the office or after the reporting of symptoms or contact with people infected should be made by the doctor responsible for the SESMT and/or the coordinator of the Program of Medical Control of Occupational Health ("PCMSO").