

OPERATIVE ORDER 09 COVID-19 PREVENTIVE INFORMATION FOR EXTERNAL COMPANIES

Preventive information

This preventive information is adressed to external companyies that develop their usual activity at the UAB facilities.

To the date they remain in force the measures established by health authorities in front of COVID-19, and they are mandatory for both and external and own UAB staff.

Before coming to the UAB, remind:

If your staff is within any of the vulnerable groups of COVID-19 (diabetes, cardiovascular disease –hypertension included-, chronic liver disease, chronic lung disease, chronic kidney disease, immunodeficiency, cancer, pregnancy or older than 60 years), you need to report your Prevention Service which will determine the suitability of the working person.

It is also important to keep a close watch and follow-up in front of the appearance of any symptoms related to malaltia (fever, difficulty in breathing or coughing) in your staff. He/She will not be able to work in case of having these symptoms.

Here you find the instructions from the health authorities: Make a daily check of the symptoms and do the test before leaving home, by use of the StopCOVID19 Cat app (Android or iPhone).

Once at the UAB, the recommendations you need to pass on to your staff are:

- Wash your hands once you get to work before starting any task, and in general, frequently.
 Use alcoholic solutions or use the nearest toilet to wash your hands with soap and water.
- 2. Use personal protective equipment provided by your organizations for the performance of your tasks.
- 3. The use of protective gloves is not currently mandatory at the UAB, beyond what it is necessary for the development of the task (cleaning staff, security personnel in interventions, etc.).
- 4. In any space on the UAB campus, whether indoor or outdoor, the use of a mask is mandatory, which in no case eliminates the need to maintain a physical distance and good hygienic practices.

Its use may be dispensed within the cases established by normative. For example, when staff is sitted at his/her workplace, doing a job that does not involve mobility or public attention as long as safety distances are maintained. It may also be dispensed in those jobs that involve great physical effort,



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regardless of whether they are carried out indoors or outdoors (for example in works related to construction).

- 5. Avoid sharing tools and equipment of common use.
- 6. In your own facilities (changing rooms, workshops, warehouses, etc.), remember to ventilate naturally through doors or windows for a minimum of 10 minutes at the beginning and during the day, whether mechanical ventilation is available or not.
- 7. Once the task is completed, keep the area clean and tidy to make it easier to clean.
- 8. Remember, if you have shared use company vehicles, it must be guaranteed its cleaning and disinfection..
- 9. The use of shared vehicles will be done with the preventive recommendations: Two people will be able to move around each row of seats as long as they use a mask and respect the maximum possible distance.
- 10.Also keep the safety distance in your own shared spaces (changing rooms, warehouses, etc.). If necessary for this purpose, you should implement organizational measures.

If symptoms appear during the working day, the person must inform its/her supervisor (manager), go to the Logistics Support and Information Point (SLiPI) and request for a mask. The person should go home or to its/her health center, and avoid close contact with other people. Should also call 061 to report symptoms and follow the communication guidelines set by its/her Prevention Service.

It should also be remembered that if a positive diagnosis is confirmed in COVID-19 or if you are in a situation of isolation, you must inform your prevention service to comply with the contact analysis procedures and report to the UAB.

Always remember that the best way to prevent infection, as with other infectious diseases, is to follow the hygiene, prevention and personal protection recommendations provided.

This information is subject to permanent review. 22/07/2020