

Labour

PAHSE 1

From 11.05 to 25.05

Whenever possible, working from home will be encouraged for those workers who can carry out their work activity remotely.

Cleaning and Employee Protection

It will be ensured that all workers have permanently available hydroalcoholic gels or disinfectants with viricidal activity authorized and registered by the Ministry of Health for hand cleaning, or when this is not possible, soap and water. Likewise, when the interpersonal safety distance of approximately two meters cannot be guaranteed, it will be ensured that workers have adequate protective equipment for the level of risk. In this case, all employees must be trained and informed on the correct use of the aforementioned protective equipment.

Registration of Working Hours

Fingerprint clocking will be replaced by any other time control system that guarantees adequate hygienic measures to protect the health and safety of workers. Alternatively, the recording device will be disinfected before and after each use, warning workers about this measure.

Safety Distance

The distribution of the workplace, the organization of shifts and the rest of the working conditions will be modified to guarantee the possibility of maintaining the minimum interpersonal safety distance of two meters between the workers.

Distance measures must be complied with in all common use areas and, where appropriate, in workers' locker rooms, lockers and toilets.

Employee with Symptoms

If a worker begins to have symptoms of the disease, they will immediately contact the telephone number enabled for this and, where appropriate, the corresponding occupational risk prevention service. Whenever possible, the worker will put on a mask, and, in any case, will leave their job until their medical situation is evaluated by a health professional.

Crowding Avoidance

In order to avoid the risk of overcrowding of people, workers or not, in spaces or workplaces during the periods of foreseeable maximum influx or concentration, office hours will be adjusted if necessary.

Cleaning Tasks

In cleaning tasks, special attention will be paid to common use areas and the most frequent contact surfaces such as door knobs, tables, furniture, handrails, floors, telephones, hangers, and the like, according to the following guidelines:

- a) Disinfectants such as bleach dilutions (1:50) or any of the disinfectants with viricidal activity that are on the market and have been authorized by the Ministry of Health will be used. During the use of these products, label instructions will be carefully followed.
- b) After each cleaning, the materials and the protective equipment used will be disposed of safely, proceeding afterwards to hand washing.

Cleaning tasks will also be carried out, where appropriate, in workers' private areas, such as locker rooms, lockers, toilets, kitchens and rest areas. Likewise, when spaces are shared by more than one worker, said spaces will be cleaned and disinfected after the end of each use, with special attention to furniture and other items that tend to be manipulated.

Uniforms and Work Clothes

In the event that uniforms or work clothes are used, they will be washed and disinfected daily, having to be washed mechanically in washing cycles between 60 and 90 degrees Celsius. When uniform or work clothes are not used, the garments used by workers in contact with clients, visitors or users must also be washed in the conditions indicated above.

Air Ventilation

Air ventilation must be done periodically, at least, once a day and for a period of not under five minutes.

Lifts

Lifts and forklifts use will be limited to the essential minimum, preferably using stairs. When it is necessary to use them, the maximum occupancy will be one person, unless it is possible to guarantee the separation of two meters between them, or in those cases of people who may require assistance, in which case they will also be allowed to be used by their companion.

Toilets

When clients or visitors are allowed to use toilets, its maximum occupation will be one person, except in those cases of people who may require assistance, in which case use will also be allowed by their companion. They will be cleaned and disinfected at least six times a day.

Payment Methods

Payment by credit card or other means that do not involve physical contact between devices will be encouraged, avoiding, as far as possible, the use of cash. The dataphone will be cleaned and disinfected after each use, as well as the POS if the employee who uses it is not always the same.

Litter Bins

There should be litter bins, if possible, with a lid and a pedal, in which you can deposit tissues and any other disposable material. These bins should be cleaned frequently, and at least once a day.