

1. OBJECTIVES

▪ GENERAL

The general objective of this document is to prevent and control the biological risk generated by the COVID-19 virus, by providing information in a direct, personalized and assertive manner to our personnel, clients and suppliers. As well as create a COVID-19 protection and prevention protocol.

▪ SPECIFIC

- To propose a series of procedures to attend to operation of the activities of the company in the provision of its services, in the face of sanitary events related to COVID-19 and that due to biological risk may affect the health of its employees.
- The scope of this protocol, prepared exclusively to prevent spreading of COVID-19, extends to all of its employees, clients, suppliers, subcontractors and it also extends to preventive measures for all of those who maintain a relationship with the aforementioned.
- Establish the procedures, safe practices and control measures of exposure to biological risk: COVID-19, aligned in compliance with the applicable Peruvian laws.
- Evaluate the level of exposure to COVID-19 in employees, clients, suppliers and subcontractors.
- Establish guidelines and minimum parameters for the conservation, evaluation and follow up of the health of employees from associated companies, clients, their suppliers and subcontractors.
- Prioritize the application of collective protection measures.

2. GENERAL MEASURES FOR THE SURVEILLANCE, PREVENTION AND CONTROL OF COVID-19 AT WORK

The regular preventive measures are: social distancing, respiratory and hand hygiene, use of appropriate personal protective equipment based on the risk assessment, and the cleaning and/or disinfection of the work area.

- **SOCIAL DISTANCING**

It's the disposition of maintaining a distance of at least 1.00 meter between one person and another. In case a person with respiratory symptoms is detected (eg. Cough, abundant nasal or oral mucus, acute rhinitis or constant sneezing) they will be asked to leave the work group, as well as the work center, dining room, bathrooms or any shared space. They will be directed to a preventive isolation zone to be examined.

It's recommended to cover your nose and mouth with the elbow flexed or with a paper tissue in case of sneezing, until being able to cover yourself with a recommended mask, facial mask and a pair of gloves that facilitate support to the personnel with the indicated symptoms.

- **ADEQUATE VENTILATION IN AREAS**

Areas must be kept naturally ventilated and in case it weren't possible, implement artificial ventilation in work and closed areas.

- **OCCUPATIONAL MEDICAL EXAM: ADDITIONAL WORKER PROTECTION**

The company commits to implementing the services of an occupational physician who will direct the actions, preventions and handling of a suspected case of COVID-19, as well as presenting the indicated symptoms for restarting activities and as previous commitment and requirement of the company in the beginning of any activity.

Afterward, said workers will be evaluated again by means of periodical tests or if the occupational health area requires it.

The criteria of aptitude for the jobs will be adapted to the current reality of biological risk in order to avoid exposing company personnel and generating conditions of high contagion risk. High risk personnel are senior citizens, pregnant women, people with diabetes, hypertension, asthma, immunosuppressive diseases and related diseases.

In the case of personnel in high risk conditions, they will not be able to part take in activities that involve a higher risk for their health, since they would be predisposed to complications in case of contracting COVID-19. In this case, the company will coordinate and/or agree with the personnel for remote working conditions, as long as it may apply.

- **IDENTIFICATION OF ALARM SYMPTOMS ON ENTRY**

It's been disposed that all company personnel, visitors, subcontractors and any other person that requires entering, will be quickly evaluated by having their body temperature take, and ruling out the main clinical signs of having COVID-19, such as fever over 38 C° and/or an oxygen saturation (O2) lower than 95%.

In case a person presents symptoms by having their temperature taken, and wishes to enter the company, to which it belongs, the safety protocols will be applied, by having them directed to a health center.

In case it's determined that the person is has not contracted the virus, after a medical evaluation is performed (negative result), they will be able to be reinstated to their job, on the contrary, if the person has contracted the virus, we will proceed in accordance with the laws regarding medical license.

In the case of suppliers or subcontractors, it will be reported immediately to the company from which the person comes.

Visitors that wish to enter the company and who are with symptoms, will not be allowed to enter and will be provided with the proper recommendations.

3. PREVENTIVE MEASURES FOR PERSONNEL

The scope of the measures detailed below, applies to management personnel, trusted staff, operational and administrative personnel, suppliers and subcontractors as well as visitors.

3.1 ADMINISTRATIVE AND OPERATIONAL PERSONNEL

Considerations before starting activities

- ☐ Check the use of masks.
- ☐ Temperature control of entering personnel with an infrared clinical thermometer.
- ☐ Disinfect shoes when entering the company.
- ☐ Check washing or disinfection of hands.
- ☐ The company is responsible of providing clean and disinfected garments daily.

Considerations during the development of activities

- When coughing or sneezing, cover your mouth and nose with a disposable tissue or with your forearm, never with the hands directly.
- Avoid touching eyes, nose and mouth without previous hand wash.
- The use of cellphones is forbidden in company areas, these must be guarded by administrative personnel.
- It is forbidden to greet through physical contact among personnel, suppliers, visitors and clients.

Considerations for the end of activities

- Place work garment in the designated container for disinfection and washing.
- Wash and disinfect hands and place the necessary personal protection equipment for your return home.
- Control personnel temperature when exiting the company with an infrared clinical thermometer.

Awareness and training

- Manage the awareness and training of all the personnel on the virus and its implications.
- Training on COVID-19 measures must be logged and documented.

3.2 EXTERNAL PERSONNEL

External personnel considered in this protocol are: suppliers, inspectors and visitors. Use of personal protection equipment (masks and hair liners), these will be provided in case they do not have them to develop their activities.

Comply with the established biosecurity preventive measures, otherwise, entering or staying in the company will be denied.

4. PREVENTIVE MEASURES FOR THE CLIENT

4.1 CONSIDERATIONS FOR THE CLIENT

- Possess the necessary personal protection equipment and comply with what is established by the company in this protocol.
- The company will not service clients who don't comply with the established preventive measures, the same which must be displayed in a clear and visible manner in all means of communications established between the client and the company.
- The client must be located in the spaced defined by the company during the collection of the order.

4.2 CLEANING PROCESS

1° Cleanliness and disinfection before going to the client's house

- Make to have the protocol and authorization of the building's/complex administration.
- All work tools must be disinfected.
- Organize work team in such manner that members are not the same, as far as possible.

2° Cleanliness and disinfection during services at the client's house

- ALL personnel must wear a mask at all times.
- The team leader and/or field supervisor, must always carry alcohol, gel sanitizer or soap.
- Before entering a household, they must disinfect the soles of their shoes.
- Recommend clients that only one person be present in the house, and maintain the minimum distance of 1.0 meter every time there is contact with the client. In case this weren't possible, recommend that members of the family remain in one room only.
- Request authorization from the client to maintain open windows and check that the work area is always ventilated.

3. Cleanliness and disinfection when leaving the client's house

- By the end of the serve, paper, cartons, tape, etc. will not be left behind, it Will all be collected and taken back to the warehouse.
- Disinfect the elevator in the client's house.

4. Cleanliness and disinfection when returning to the company after activities

- All personnel must enter through the pedestrian access to proceed to have the soles of their shoes disinfected and have their temperature taken.
- Once the services are completed, the warehouse manager or whoever he assigns, must disinfect the tools delivered/used in the services.