



RETURN TO WORKPLACE - RTW

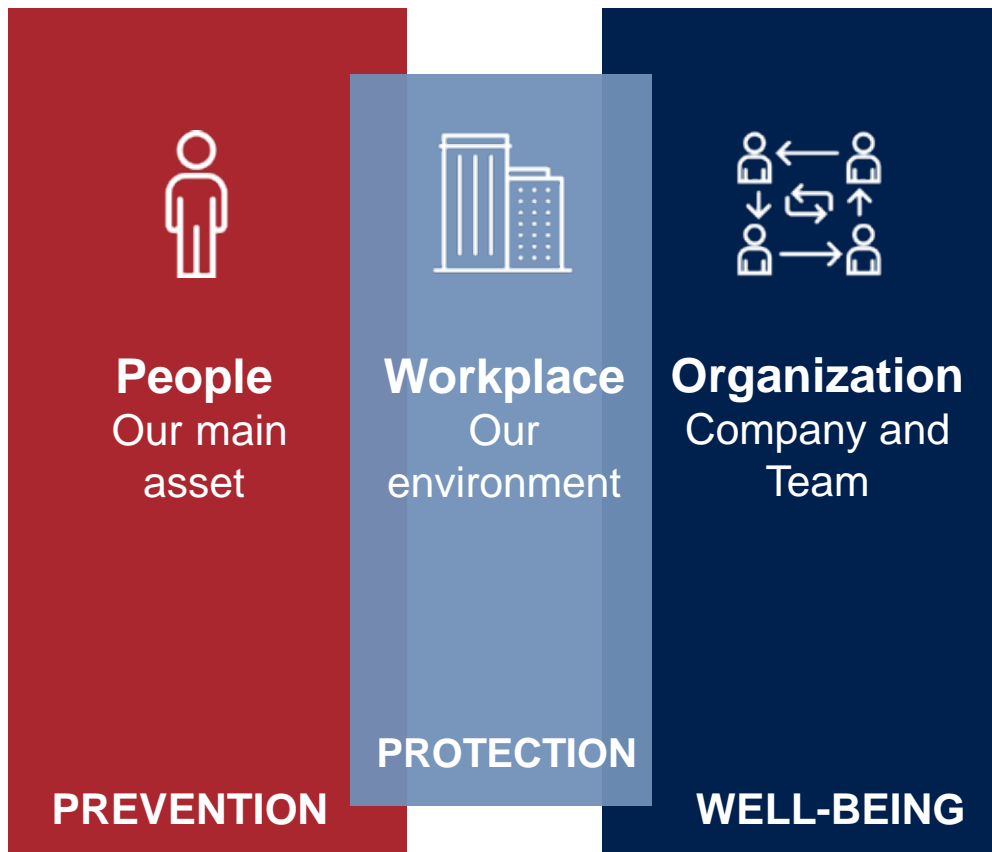
#NoatumWeCare

May 2020



¿WHY SHOULD WE DEFINE A NEW NORMAL?

The current crisis caused by COVID-19 has changed our reality in nearly all aspects, compelling us to change our focus.



WHAT IS THE MOST IMPORTANT THING?

Our top priority is our people. They are our main asset.
Therefore:

- 1 | We strictly observe the local government Health and Safety regulations in each region
- 2 | We have updated our Health and Safety Policy at work
- 3 | We assessed the risks affecting our employees considering the activities they are involved in.
- 4 | Each business unit will adapt to ensure the maximum safety conditions for employees and interested parties when returning to their workplaces, considering the specific regulations of each country and the evolution of the pandemic situation in each region
- 5 | Noatum's Health and Safety Policy will always prevail in cases where our internal directives are more protective than local regulations.

	SITUATION COVID19	PEOPLE	PHASES ACCORDING TO LEGISLATION BY COUNTRY	RESPONSE
INITIAL STAGE	Mobility restrictions/ Protection	Home office and protective measures	Lockdown	Business Continuity Plan (BCP)
INTERMEDIATE STAGE	Gradual lockdown exit, possible viral rebound	Gradual return, H&S Policy	Gradual lockdown exit	RTW Plan
FINAL STAGE	Stability period with a minimum level of restrictions until the existence of a vaccine or medication	Monitoring and protection	Opening of economic activity and coexistence	New reality

HOW DO WE FACE THIS NEW REALITY? INTERMEDIATE STAGE MESURES



PREVENTION - Individual Measures

Individual prevention at work,
commuting and at home



PROTECTION - Collective Measures

Prevention while using common
áreas and workplaces



WELL-BEING - Organizational Measures

Adapting organizational models

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Prevention Measures

INDIVIDUAL MEASURES





1. LEAVING HOME

Complete the COVID-19 self-assessment before going to your workplace.

Please **report to management and do not** go to work:

- You have **symptoms** (cough, fever, breathing difficulty). You shall contact health authorities and report to management.
- You had close **contact with a Covid-19 POSITIVE CASE**. If necessary, quarantine 14 days at home. Contact your doctor for a SICK LEAVE evaluation.
- You are an **especially sensitive worker (ESW)**. You shall inform the management in order to start the HR-H&S procedure.

Who would be an ESW?

Employees with respiratory, cardiovascular or hepatic illnesses, chronic kidney diseases or chronic neurological diseases. Employees with diabetes. Employees affected by immunodeficiency. Pregnancy. Age over 60.

2. COMMUTING TO THE WORKPLACE

- Utilize **individual transportation** when possible.
- If you normally walk, cycle or drive a motorbike, it is not necessary to use a mask. **Keep social distancing** while walking in the street.
- If you are using a your car, taxi or private service, make sure appropriate **housekeeping in the vehicle** is noticeable, avoid sharing the rear seats with other people and **ensure social distancing between passengers**. Refresh the air by opening the windows periodically and utilize electronic payment.
- For journeys in public transport, **keep social distancing of 2 meters. The use of masks (hygienic or surgery) is mandatory for this case.**



3. DURING YOUR WORKDAY

- Keep **social distancing of 2 meters** when entering, exiting and staying in the building.
- **Avoid crowds** when accessing and exiting the building . Avoid using elevators unless extremely necessary. Use stairs without touching the handrail and walls.
- It is not essential to use masks at all the times at work if social distancing can be ensured. **If** your activity **requires using a mask and gloves**, follow appropriate procedures for putting them on and taking them off.
- **Hand wash frequently with soap**. You can see here how to do it properly.
- **Respiratory** hygiene and cough **etiquette**: Cover nose and mouth when coughing or sneezing with a disposable towel/tissue and throw it in a trash bin. If a disposable towel/tissue is not available, it is recommended to use your elbow to cover your mouth and nose when sneezing or coughing in order to avoid hand infection.
- **Avoid touching eyes, nose and mouth**.
- Practice **good habits of respiratory hygiene**.
- **Cooperate** in keeping your **workplace clean**.

4. WHEN FINISHING WORK AND RETURNING HOME

- When finishing work, if you are using **PPE**, take it off **following the procedure**.
- Keep social distancing and follow all the **safety measures** for avoiding the spreading of the virus. Particularly if you live with people with a high risk for contagion.
- Recommendations:
 - **Change your clothes** and wash them.
 - **Wash your hands thoroughly**.
 - **Disinfect** keys, mobile phones, wallets and any other **items you use regularly**.
 - Leave your **shoes at the entrance**.
 - Take a **shower**.

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Protection Measures

COLLECTIVE MEASURES: USE OF
COMMON AREAS





1. USING COMMON AREAS

- Maintain social distancing of 2 meters
- BEFORE EATING, DRINKING AND SMOKING, wash your hands before touching anything or taking your mask off.
- Stay away from people when waiting to use vending machines and coffee corners. Clean buttons before and after its use.
- **Do no drink directly from the water fountains.** Use a glass or bottle and remember to clean the button panel before and after using it.
- Open doors with your arm / forearm as opposed to using hands
- **Ventilate the room before and after use..**
- Use extreme cleaning measures for all utensils and surfaces. Do not share kitchen utensils or food.
- **Minimize conversations with other employees in order to avoid the spreading of the virus.**
- Do not to leave unclean cutlery or any other items in the sink.



2. USING MEETING ROOMS

- **Avoid concentrations** of several people in small spaces whenever possible.
- If you have a meeting, keep the **social distance of at least 2 meters.**
- **Clean common surfaces**, tables, projectors and screens before and after the meeting.
- **Wash your hands** before and after the meeting.
- **Ventilate** the room before and after use.
- If you can, **open and close the doors with your arm** and not with your hand.

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Organizational measures

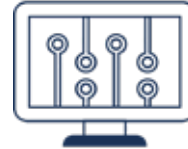
WORK ORGANIZATION
WORKPLACE ORGANIZATION
VISITORS
REINFORCEMENT OF CLEANING
AND HYGIENE
WASTE MANAGEMENT



Work Organization - The Noatum management team will:



Promote **working remotely** when possible following recommendations and phases of health authorities.



Automate processes to reduce workers exposure.



Promote **private** ways of commuting to work or **public transport that can ensure social distancing**.



Provide Personal Protective Equipment to workers based on position, **tasks performed** and the level of exposure, avoiding stock shortages.



Plan gradual entry to work so that crowds are avoided when entering the workplace.



Train workers in the use, maintenance, storage and disposal of **PPE**, especially when putting it on and taking it off.



Whenever possible, allow more **flexible timetables for work to accommodate family** responsibilities and avoid crowds of workers when entering and **leaving the workplace**.



Coordinate with contractors and outsourced companies regarding **safety measures and risks assessments of affected personnel**.



Promote **phone meetings and video calls** if possible in order to avoid face-to-face contact.



Restrict access of external personnel to the a minimum.



WORKSPACE ORGANIZATION

- **Ensure that workers avoid sharing** the same area in confined spaces such as storage bins, warehouses, etc.
- **Calculate the capacity in each of the facilities** ensuring the **social distancing of 2 meters** (recommended up to a maximum of **50% occupancy**).
- **Organize and arrange workplaces to ensure social distancing** of 2 meters between workers and if that is not possible evaluate the need for physical barriers.
- **Place signs displaying** the rules in the indicated places..
- **Ensure** that employees have easy **access to water and soap** in the workplace at all times, as well as **hydro alcoholic gels** for hands hygiene (hand sanitizer), disposable towels for drying hands and trash bins.
- **Avoid the use of dining rooms** whenever possible and **establish timetables** for the use of dining rooms in order to avoid crowds, ensuring social distancing of 2 meters between employees/visitors/interested parties. Employees will also reduce the handling of goods and consumption of food/drinks in the workplace. Instructions regarding this matter shall follow.
- **Limit** (if possible) **the use of dressing rooms and toilets/bathrooms** and will follow procedures to protect employees when using such spaces.
- **Limit use of the following:**
 - **Lifts** (elevators) and other non-essential facilities.
 - **Buttons/switchboards** (keep doors opened and disable vending machines)
 - **Handrails** in staircases.



HOW TO ACT WITH VISITORS

- **Cancel or postpone**, if possible, **any visits** or deliveries **unless it is strictly necessary** for business continuity. If this is not possible, follow the procedure.
- While external personnel is in the workplace it is **mandatory to comply with all the safety measures** listed in the risks assessment for Covid19 which shall be provided in writing.
- All visitors **shall keep the social distancing**.
- Appropriate **personal protective equipment shall be provided when risks cannot be avoided** or it is not possible to apply technical measures for ensuring collective protection or organizational measures for works
- If any visitor feels **Covid19 symptoms** while in the work place (fever, dry cough) please check the **procedure** to see the mandatory actions to follow.
- **External temperature control** with **thermometer** that does **not require physical contact** (use of mask and gloves required).



REINFORCEMENT OF CLEANING AND HYGIENE IN THE WORKPLACE

- Noatum will implement **routine practices** for **disinfecting and cleaning** of surfaces, equipment and other elements in the workplace. Also, we will increase the frequency of such practices focusing on surfaces which are frequently touched.
- Cleaning personnel shall use **PPE** adapted for such purposes and as per the risks assessment.
- For cleaning and maintenance of **PPE**, **manufacturer info data shall be taken into account**.
- Keep working environments clean, **ventilated and disinfected**. Increase ventilation ratios in the workplace in order to refresh air frequently by increasing both the frequency for cleaning air filters and the level of ventilation of air conditioning systems.
- **Share reminders** (internal communications) frequently during the workday via communication tools (emails, sound system, etc.) the need to maintain a safety distance of 2 metres, wash your hands frequently and avoid hand/face contact as much as possible.



WASTE MANAGEMENT

- The Company will increase **frequency of waste disposal**.
- **The bins / containers** will have **pedal-operated bin lids**.
- If workers **present symptoms while at work**, the rubbish trash bin in used shall be **isolated**.



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