

**Annex H - INSTRUCTIONS FOR VISITORS AND SUPPLIERS -
Covid-19**

15 May 2020

Coronavirus

With growing concerns about the new Coronavirus (COVID-19), Technoedif Engenharia is following all the recommendations defined by the General Directorate of Health (DGS) to protect our employees (and families), customers, visitors and service providers .

Signs and symptoms

The signs and symptoms of COVID-19 vary in severity, from the absence of symptoms (being asymptomatic) to:

- Fever;
- Coughing;
- Difficulty breathing;
- Muscle pain and tiredness;
- Loss of smell / taste.

Transmission Mode

The new coronavirus (SARS-CoV-2) can be transmitted to a person through the respiratory droplets of an infected person when he speaks, coughs or sneezes (**direct transmission**). On the other hand, the contact of a person's hands with infectious respiratory secretions found in the material components of the work (eg light switches, door handles, equipment,...) and later transfer to their mucous membranes (from the mouth, nose or eyes) is also a form of transmission of COVID-19 in the workplace (**indirect transmission**).

Incubation Period

Time between exposure to the virus and the onset of symptoms can be up to 14 days.

Rules for entering the premises

- The entry and circulation in the company requires the use of surgical masks or level 2 community masks certified by CITEVE;
- It is mandatory to sanitize hands at the entrance with alcohol-based solutions;
- Body temperature control on entering.

Screening at TEE entrance

- You are not allowed to enter if you have symptoms related to Covid-19 (fever, cough, sore throat, difficulty breathing);
- If your **body temperature is higher than 37.5°** the access will not be granted.

Rules of movement on the premises:

- The social distance rule (minimum 2 meters) is mandatory;
- Preferably use the stairs and enjoy physical activity. If it is not possible to use the stairs, it is recommended that you use the elevator individually. Use a handkerchief to press the buttons;
- Go up and down the stairs on the left side;
- Circulate in the corridors as far to the left as possible.

Social distance and work-related measures

- Avoid greetings that involve physical contact.
- **Do not shake hands** or in any other way that involves physical contact. Greetings are an ingrained habit that, at this stage, should be avoided;
- Avoid small spaces with many people (if possible), try to keep 2m distance between yourself and other people;
- Whenever possible, **favor the use of audio or videoconferences to hold meetings**. In any face-to-face meetings, the minimum distance of 2m between participants must be maintained.

Basic procedures for hand hygiene

Frequent hand washing, with soap and running water or alcohol-based solutions, is the best and most effective way to prevent infection.

It is everyone's duty to wash or disinfect hands whenever:

- Arrive at the TEE facilities;
- After coughing, sneezing or blowing your nose;
- After touching surfaces / objects frequently handled by third parties or for shared use (door / elevator handles, telephones,...);
- After using the bathroom,...

Respiratory etiquette procedures

When coughing or sneezing, cover your mouth and nose with your forearm or with a tissue paper. That should be placed immediately in the bin.

Put immediately used tissues into a closed bin **available in the bathrooms**. Wash your hands.

Isolation for suspected Covid-19 cases

TEE created an isolation room and procedures in accordance with the recommendations of the DGS.

If you are at TEE and meet the criteria for a suspected / symptom of Covid-19: you should report the situation to the person you are visiting, who will immediately inform QAS. You will be taken to the isolation room, avoiding contact with other employees during the way.

You should call the **SNS 24** Hot line – **808 24 24 24**.

Everyone's health and safety is our top priority.

Only then can we guarantee business continuity.

Thank you!!!