



# Contingency Plan - Coronavirus Covid - 19

25 June 2020

# Coronavirus

## What are Coronaviruses?

Coronaviruses belong to the Coronaviridae family, which includes viruses that can cause infection in humans, other mammals (for example, bats, camels, civets) and birds. To date, we have known eight coronaviruses that infect and can cause disease in humans. Typically, these infections affect the respiratory system and can be similar to common colds or progress to a more serious illness, such as pneumonia. Of the coronaviruses that infect humans, SARS-CoV, MERS-CoV and SARS-CoV-2 crossed the species barrier, that is, these viruses were transmitted to humans from a reservoir or host animal of these viruses. SARS-CoV originated an epidemic in 2002-2003 and MERS-CoV emerged in 2012 and caused sporadic cases of human infection or small clusters of cases of respiratory disease. The new coronavirus, SARS-CoV-2, that originated the COVID-19 disease, was first identified in China in December 2019

# Coronavirus

## What is the New Coronavirus?

The new coronavirus, designated SARS-CoV-2, was first identified in December 2019 in China, in the city of Wuhan. This new agent has never been identified in humans before. The source of the infection is still unknown.

The route of transmission is still under investigation.

## What is COVID-19?

COVID-19 is the designation given by the World Health Organization to identify the disease caused by the new coronavirus SARS-CoV-2.

## SARS-CoV-2 is the same as COVID-19?

SARS-CoV-2 is the name of the new virus and means Severe Acute Respiratory Syndrome - Coronavirus - 2.

COVID-19 (Coronavirus Disease) is the name of the disease and means Coronavirus Disease, referring to the year it was discovered, in 2019.

# Coronavirus - Covid-19

## Signs and symptoms

From what is known so far, the infection caused by the new coronavirus (COVID-19), in 80% of cases causes mild flu-like symptoms, such as:

- Fever (body temperature above 37.5°C)
- Coughing (persistent or worsening of the usual cough)
- Difficulty breathing
- Muscle pain and tiredness.
- Loss of Smell / Taste

## Coronavirus - Covid-19

### Which groups are considered at risk for COVID-19?

Risk groups for COVID 19 include:

- Elderly people;
- People with chronic diseases - heart disease, lung disease (including asthma), neoplasms, among others;
- People with compromised immune systems (undergoing chemotherapy treatments, treatments for autoimmune diseases (rheumatoid arthritis, lupus, multiple sclerosis or some inflammatory bowel diseases), HIV / AIDS infection or transplant patients.

**note:** According to Statement of Rectification no. 18-C / 2020, 5 May, diabetic and hypertensive individuals were excluded from the risk group.

Generally, the elderly and people with underlying conditions (for example, heart disorders, liver disease and respiratory diseases) may be at increased risk of developing severe symptoms.

Workers who fall into risk groups may have advice from the occupational physician to do so, and for this purpose they should request the scheduling of an occasional Occupational Medicine appointment with HR's.

## How is it transmitted?

COVID-19 is transmitted person-to-person by close contact with people infected with SARS-CoV-2 (**direct transmission**), or through contact with contaminated surfaces and objects (**indirect transmission**).

Transmission by close contact occurs mainly through droplets that contain viral particles that are released by the nose or mouth of infected people when they speak, cough or sneeze, and that can directly reach the mouth, nose and eyes of those close to them.

Droplets can settle on objects or surfaces that surround the infected person and thus infect other people when they touch these objects or surfaces with their hands, then touching their eyes, nose or mouth.

There is also evidence to suggest that transmission can occur from an infected person about two days before symptoms develop.

## Incubation Period

Currently, it is estimated that the disease incubation period (time from exposure to the virus to the appearance of symptoms) is between 1 and 14 days.

## Preventive and Self-Protection Measures

### ✓ Access and Circulation in the Facilities:

- **Clocking In/Out (Sisqual):** should be carried out using the **use of the individual card of each employee.**
  - At all TEE facilities, each employee will be subject to a body temperature control upon entry to reception. If there is a temperature measurement higher than the normal body temperature (above 37.5°C), access to the workplace will not be allowed.

### ✓ Use of Breakrooms / Common Spaces

- Groups are forbidden in Breakrooms and Common Spaces. The max. of people is one that guarantees a min. of 2m.
- In order to minimize agglomerations in the collective meal spaces (breakrooms), it will be allowed (during the duration of this contingency plan), with due precautions, that meals can be eaten at the workplace. The breakrooms will be used only for heating the meal in order to allow its use by all employees.
- Circulation between floors or moving from your workplace to professionally contact colleagues should be avoided. Whenever possible, the use of computer tools, such as Microsoft Teams, which has features such as viewing / sharing documents, should be privileged, in addition to allowing to speak directly or via chat, with the colleague inside or outside facilities.
- Circulate as far to the left as possible in the corridors (for more details on the circulation rules of the headquarters building, see Annex A).
- Use the stairs on the left side.

## Preventive and Self-Protection Measures (continuation)

### ✓ Access and Circulation in the Facilities (continuation):

#### • Use of Elevators:

- 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 paper tissue to press the buttons and, if applicable, open the door.

#### • Rules on the use of food / hot beverages - “Vending ”

- Wash your hands before and after using the machines.
- Avoid the concentration of people near the food / hot beverage machines - “Vending”- the max. of people is one that guarantees a min. of 2m;
- Take the measures of respiratory hygiene (coughing into your forearm / arm or a tissue) and avoid touching your nose, eyes and mouth when you are handling the machine.
- Handle the machine with a tissue or equivalent, which should be disposed of in the end.
- Do not remove food from the machine for other people's consumption.
- Consume products in open areas, with few people and respecting social distance.

#### • Social Security Distance

- **Do not shake hands** or through any other form that involves physical contact (hugs, kisses). Greetings are an ingrained habit that, at this stage, should be avoided.
- All employees during their work activity must maintain, among themselves, the **minimum social safety distance (2m)**.

## Preventive and Self-Protection Measures (continuation)

### ✓ Travels:

- **Professional Travel**

- They must be reduced to the minimum necessary and carried out after approval by the Administration.
- Service vehicles must be used max. by two people, in which case the use of a mask will be mandatory.

- **Personal travel**

- Leisure travel to areas identified as endemic should be avoided, following the recommendations of official health organizations.

- **Procedures to be followed after any international trip:**

- In case of symptoms:

- Contact the SNS 24 Hot line as soon as possible and do not go to the workplace;
- Contact the chief in order to agree to your quarantine during the 14-day period or until there is a confirmation of the case by the health authorities.

- Without symptoms:

- Contact the manager (preferably by telephone) in order to agree the need for quarantine at home (during the 14-day period) on a work from home or return to the workplace, properly protected with surgical mask and gloves.

## Preventive and Self-Protection Measures (continuation)

### ✓ Meetings:

- Whenever possible, prioritize the use of audio or video conferences (eg Microsoft Teams, Skype,...) for the **holding meetings**.
- When this is not possible, and with regard to all types of meetings (internal / external), try to keep the minimum distance of 2m between the participants. If there is a need for meetings with many participants, inform the Administration (through the Secretariat) to investigate the possibility of booking the Taguspark Auditorium.
- Participants should ensure that, whenever possible, ventilation of the meeting room throughout the day.
- With regard, in particular, to face-to-face meetings with external suppliers, these should be avoided as much as possible.

## Preventive and Self-Protection Measures (continuation)

### ✓ Organization of Spaces:

- In open spaces and offices, employees must keep safety distances (min. 2m) between them;
- **Natural ventilation** must be guaranteed of the rooms / open-spaces by opening the tilting windows of the building most of the time possible, in order to increase the rate of air renewal. Interior doors (rooms, offices, pantries) should preferably remain open.

### ✓ Hygiene and cleaning planning:

- Request from companies that provide cleaning services for TEE's facilities for a more careful and thorough cleaning of the most handled surfaces (ex: stair handrails, door handles and handles, buttons and handrails for elevators, switches).

### ✓ Posting of leaflets / General Disclosures:

- Detailed information about Covid-19 symptoms and various instructions will be posted on TEE's premises.

## Preventive and Self-Protection Measures (continuation)

### ✓ **Basic procedures for hand hygiene:**

- Wash your hands with water and soap for at least 20 seconds **OR** Use alcohol-based solutions that has at least 70% alcohol, covering all surfaces of the hands and rubbing them until they are dry.
- It is everyone's duty to wash hands whenever:
  - Upon arrival at TEE facilities,
  - After coughing, sneezing or blowing your nose,
  - Before and after eating,
  - After touching surfaces / objects frequently handled by third parties (door handles / elevators /....) Or shared use (for example, photocopiers, telephones, tools or other utensils),
  - After using the bathroom,
  - After handling waste.
  - Whenever they contact other employees, customers and / or suppliers.

## Preventive and Self-Protection Measures (continuation)

### ✓ Respiratory Hygiene:

- When you sneeze or cough you should do it into the elbow crease, with your forearm flexed, or use tissue paper (never do it into the hands or air); the tissue should be placed immediately in the **container in the WC's. Wash your hands;**
- Avoid contact of the hands with the face, nose and mouth.

### ✓ Wc's - Flush cisterns:

- According to the WHO, the fecal-oral route is implicitly recognized as a third transmission route for infections by SARS-CoV-2. In this way, and as a preventive measure, all employees are requested to **flush the toilet with the toilet lid closed**, in order to minimize the release of droplets and droplet residues into the air.

## Preventive and Self-Protection Measures (continuation)

### ✓ Visitors and suppliers travel to our facilities:

- Visits by all suppliers are prohibited (except cleaning and food services and urgent maintenance);
- All visitors and suppliers will be subject to body temperature control upon entry to reception. If there is a temperature measurement higher than the normal body temperature (37.5°C), access to the facilities will not be allowed;
- Access for visitors and suppliers to our facilities implies the use of surgical masks or community textures level 2 certified by CITEVE.

## Preventive and Self-Protection Measures (continuation)

### ✓ Individual Prevention Measures:

- If you experience symptoms of coughing, fever or difficulty breathing, proceed as follows:
  - Stay at the place of residence and immediately call the **SNS 24 Hot line tel. nº 808 24 24 24** and follow the directions received;
  - Inform the HSE and hierarchical chief of the situation and the indications received.
- If COVID-19 is diagnosed to a direct family member who shares a room with you or with whom you have close contact (spouses, parents, children, grandparents, etc.), prior to your access to the company's premises, you should contact **SNS 24 Hot line tel. nº 808 24 24 24** and follow the directions received. Inform the Head of the situation; the I hierarchical chief will inform the HSE.
- If you have had occasional contact (close contact with low risk of exposure) with a Confirmed Case, and whether or not you have symptoms, you should contact the **SNS 24 Hot line (808 24 24 24)** and follow the directions received.

## Communication of suspected cases of contamination

All TEE employees, service providers and visitors, must collaborate in the containment and identification of possible cases. If someone shows any symptoms of Covid-19 disease (cough or fever or difficulty breathing, shortness of breath) should proceed as follows:

- 1) If you are on TEE's premises, you should follow the instructions set forth in “**How to act on a suspicious case**”.
- 2) If you are outside TEE's premises: stay at home, inform the **SNS 24 Hot line (808 24 24 24)** and you should follow their instructions. After this telephone contact you must inform the HSE and hierarchical chief. The employee must inform the HSE of his clinical situation in all the following phases: suspected case not validated / suspected case validated, confirmed case / confirmed case. Whenever there is confirmation of Covid-19 disease, the instructions in point “**Procedures for monitoring close contacts**”.
- 3) If you are at the customer's premises, you must inform the customer, follow his instructions; informs its hierarchical chief, who in turn must inform the HSE.

## How to act on a suspicious case (Headquarters and B1)

**Note: Reading Appendix B is essential for the interpretation of these instructions.**

- Any employee with symptoms of COVID-19 disease should:
  - At Headquarters and B1:
    - 1st Inform the hierarchical chief **preferably via phone** with due serenity;
    - 2nd Hierarchical chief ensures that the isolation room \* and copy room are empty and informs the HSE ;
    - 3rd The employee with symptoms of COVID-19 disease uses the stairs and not the elevator to travel to the isolation area;
    - 4th Signals your presence (fixes the red and white signaling tape on the access door to the floor, in order to prevent access by third parties).

\* The isolation area defined in **Headquarters and B1** will be **-2 floor training room**.

## How to act on a suspicious case (Headquarters and B1) (continuation)

- **Only in a situation of impossibility of getting to the isolation room** is that hierarchical chief at headquarters must request a companion. In these situations:
  - The companion should wear a surgical mask, disposable gloves and goggles before starting to help, in addition to the basic precautions for infection control regarding hand hygiene, after contact with the suspected case (this equipment available with the kits of the 1st SOS).
- Hierarchical chief at Headquarters and B1 should inform the HSE regarding the situation.
- The employee “suspected case” after arriving at the isolation room should contact the **SNS 24 Hot line - 808 24 24 24** to validate the situation of a suspected case.

## How to act on a suspicious case (Headquarters and B1) (continuation)

- The health professional of the **SNS 24 Hot line** asks the employee about the signs and symptoms and epidemiological link compatible with a suspected case of Covid-19. After evaluation, the **SNS 24 Hot line** informs the employee:
  - If it is considered a Non-Suspicious Case, you must follow the instructions provided by the **SNS 24 Hot line**; you must immediately inform the HSE and leave the isolation room, returning to the workstation, after signaling your abandonment of the isolation (at the Headquarters remove the red and white signaling tape on the access door to the floor).
  - If it is **Suspicious Case** COVID-19: **SNS 24 Hot line** contacts the Doctor Support Line (LAM), of the Directorate-General for Health, to validate the suspicion. From this validation the result can be:
    - **Non-Validated Suspect Case**: the case is **closed for COVID-19**. The SNS 24 Hot line defines the usual procedures and appropriate to the employee's clinical situation. The employee must immediately inform the HSE, and leave the isolation room, returning to the job post, after signaling his abandonment of the isolation (at the Headquarters, remove the red and white signaling tape on the access door to the floor). HSE informs the hierarchical chief and HRs (the latter will report to the occupational physician);
    - **Validated Suspect Case**: DGS activates INEM, INSA and the Regional Health Authority, starting epidemiological investigation. It should be followed **Procedures in a Suspected Validated Case**.

## Procedures in a validated suspect case

- The sick employee must remain in the isolation area (with a surgical mask, as long as their clinical condition permits), until the arrival of the team from the National Institute of Medical Emergency (INEM), activated by the DGS, which ensures transportation to the hospital reference, where biological samples will be collected for laboratory tests at INSA;
- The access of other employees to the isolation area is prohibited (the First Aid team and, if necessary, should follow up remotely (telephone, preferably)).
- The sick employee must immediately inform the HSE, which in turn must immediately inform the hierarchical chief and HR's;
- Hierarchical chief with the support of HSE, should collaborate with the Local Health Authority in identifying close contacts. HSE informs the other employees of the existence of the validated suspect case, awaiting results of laboratory tests.
- DGS informs the Regional Health Authority of the laboratory results, which in turn informs the Local Health Authority;
- The Local Health Authority informs the company of the results of the laboratory tests, and this information must be immediately reported to the SHST:
  - **If non-validated** , the case is **closed for COVID-19**
  - **If confirmed** should follow **Procedures in a confirmed case for COVID-19**.

## Procedures in a confirmed case for COVID-19

In the case of a confirmed case, you should:

- In the event of a Confirmed Case by COVID-19, surveillance procedures for close contacts should be activated, regarding the onset of symptoms.
- Provide for cleaning and disinfection (decontamination) of the isolation area;
- Reinforce cleaning and disinfection, especially on surfaces frequently handled and most used by the confirmed patient, most likely to be contaminated. Pay special attention to cleaning and disinfecting the work table, including materials and equipment used by the confirmed case;
- Store the case residues Confirmed in a plastic bag (50 or 70 microns thick) or double bag (fill up to 2/3 (two thirds) of its capacity), must be segregated and sent to a licensed operator for waste management hospitals with biological risk.

All of these procedures can be found in the flowcharts of a suspected worker with symptoms of Covid-19 at Headquarters and B1, in Annex B.

## Procedures for monitoring close contacts

It is considered “**Close Contact**” a employee who has no symptoms at the moment, but who had or may have had contact with a confirmed case of COVID-19. The type of exposure of the close contact will determine the type of surveillance.

Close Contact with confirmed case COVID-19 can be:

- “**High risk of exposure**” Which is defined as:
  - Cohabitation with confirmed case of COVID-19;
  - Exposure associated with healthcare with the confirmed case of COVID-19 (without use of PPE);
  - Direct physical contact (eg handshake) with confirmed case of COVID-19;
  - Contact in proximity (face to face) or in a closed environment with confirmed case of COVID-19 (ex: workstation, meeting room,...), at a distance of up to 2 meters during more than 15 minutes.
- “**Low risk of exposure**” (casual), is defined as:
  - Sporadic contact (in movement / circulation) with confirmed case of COVID-19
  - Face-to-face contact at a distance of up to 2 meters **AND** during less than 15 minutes;
  - Contact in a closed environment with confirmed case of COVID-19, at a distance greater than 2 meters **OR** for less than 15 minutes.

## Procedures for monitoring close contacts (continuation)

High risk of exposure	Low risk of exposure
<ul style="list-style-type: none"> <li>- Active monitoring by the Local Health authority for 14 days since the last exposure;</li> <li>- Daily self-monitoring of Covid-19 symptoms; Restrict social contact to the essential;</li> <li>- Avoid traveling;</li> <li>- Contactable for active monitoring during the 14 days since the last exposure date.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily self-monitoring of Covid-19 symptoms;</li> <li>- Monitoring of the situation by the occupational physician.</li> </ul>

It is important to underline that:

- Daily self-monitoring, carried out by the employee himself, aims at assessing fever (measuring body temperature twice a day and recording the value and time of measurement) and checking for cough or difficulty breathing;
- If symptoms of COVID-19 occur and the employee is in the company, **Procedures in a Suspicious Case**;
- If no symptoms appear in the 14 days resulting from the last exposure to a confirmed case, the situation is closed for COVID-19.

## Actions inherent to business continuity

Given the specific nature of TEE's activity, the difficulty of replacing technical teams that are part of the company, the impossibility of training being effective in the short and medium term, for the purpose of a possible replacement / rotation of functions, the actions to be taken in a crisis situation are:

- Minimizing the risk of contamination of employees by implementing the preventive measures recommended by DGS, including the main ones, namely, hand hygiene, respiratory hygiene, social distance, cleaning / disinfecting surfaces;
- Minimum distance from workstations;
- Cleaning / disinfection of workstations;
- Use of teleworking in cases where this is possible;
- Undo of schedules / shifts, if necessary;
- Conducting non-face-to-face meetings (using video conferencing, ...);
- Use of the scholarship of technical consultants, specialists, and engineers who usually work with TEE, if necessary;
- In specific cases, recourse to the overtime of the staff present, should it be necessary.

Depending on the seriousness of the situation, or the scenario that is presented, the company's activity will be replanned, in order to be able to provide an effective response to TEE's customers.

Regardless of these background solutions, **prevention** is, and remains, the keyword.

## Attachments:

- Annex A - Measures and rules to be adopted at the TEE facilities (hold)
- Annex B - Flowcharts of suspected worker with Covid-19 symptoms at Headquarters and B1
- Annex H - Instructions for Visitors and Suppliers

**Everyone's health and safety is our top priority.**

**Only then can we guarantee business continuity.**

**Thank you!!!**