

# Return to Work Plan June/2020:

## Guidelines and Recommendations

This Quick Guide outlines the practical steps that must be taken so as to ensure the health and welfare of employees, partners, clients, suppliers, and family members. These recommended practices are intended to create a good environment in the workplace, meeting hygiene and safety requirements at all times.

June.2020

### What measures has Conceito already adopted?

- 1 Increasing personal protective equipment (PPE) and deep cleaning of the office.
- 2 Providing protective kits for employees, including cloth and surgical masks and alcohol gel.
- 3 Disinfecting the premises before the return to work and improved cleaning with specially-formulated cleaning products.
- 4 Providing alcohol gel and surgical masks in communal areas on all floors.
- 5 Providing infrared thermometers for taking temperature measurements of the staff and visitors from outside (voluntary process in line with official guidelines).
- 6 Transforming the medical room into an isolation area, ensuring temporary confinement of people showing symptoms in our premises.

Following government guidelines, Conceito has developed a Return to Work Plan presented below. During the month of May we will favour working from home, although the **office will be open from 9 a.m. to 6 p.m. starting on the 11th.**

Although we know that we are facing a situation of uncertainty, and that every decision that implies the return to normalcy depends on official guidelines and the general situation of the country, Conceito has implemented the following Plan:

- 1. June:** Partially working from home and going to the office two days a week. Those with children under 12 years of age in their care, a degree of disability of over 60%, i.e., immunosuppressed and chronically ill, are able to continue teleworking under the conditions that were in force until 31 May. Depending on the requirements of the functions and/or any work in progress, as well as requests from top management, there may be the need to spend more time at the office.
- 2. July and following months:** To be established in June.

### VISITS TO CLIENTS

In the event of occasional visits to Clients, their own rules and contingency plan shall apply and subsequently those of Conceito.

## In addition to the previously announced measures of hygiene and respiratory etiquette, further recommendations have been issued:

- Protect yourself on public transport (wear a face mask and use alcohol gel whenever you enter/exit).
- Wash your hands regularly with soap and water and/or hand sanitiser.
- Avoid sharing personal belongings (e.g. computers, mobile phones, chairs or pens).
- Avoid crowded spaces (inside rooms, standing next to printers or in communal areas).

- Increase ventilation in all workspaces, keeping doors opened as much as possible.
- Reduce the number of people in workplaces ensuring social distance.
- Introduce flexible schedules so as to avoid public transport during rush hour.
- Limit the use of communal spaces, in particular staff kitchens.

- Reduce face-to-face meetings wherever possible. If not, maintain a social distance of 1.5 m.
- Completely avoid physical contact or greetings.
- Discourage visitors from entering the premises, favouring digital technologies (email, BCC, etc).

- Continue to use virtual tools to offer webinars and specialised technical training.
- Avoid using the lift, take the stairs instead. Lifts should not be used by more than 2 people at a time. After using it, wash your hands as soon as possible.

## IF YOU'RE SHOWING SYMPTOMS, WHAT SHOULD YOU DO?

Various information sheets have been shared with the staff detailing what each person should do in the event of showing symptoms either in the office or at home, and an isolation area has already been defined, as per instructions from the Directorate-General of Health.

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- If the employee is on the Client's premises, he/she must comply with the Client's Contingency Plan, if any, and inform the Manager.

In case there is no such plan, or the employee has not been informed about it, he/she should immediately notify the Manager and wait for instructions, as the latter will take the necessary steps together with the Client.

- In the event that the employee has been in close contact with someone who has been tested positive (within less than 1.5 m and for a period of 15 minutes

or more), he/she must notify the Manager, and preferably work from home in the following 14 days, as well as inform any Clients where he/she may have visited in the 14 days following that contact.

- Should a positive case be detected in Conceito's premises, everybody who shared the same room or who might have been in contact with that person shall be notified and appropriate safety measures shall be taken. The room will be immediately isolated until it is disinfected, as well as the communal spaces that person has used.

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With trust and safety **#Everythingwillbeok**