



COVID-19 ADAPTATION AND CONTINGENCY PLAN Academic year 2020-2021 GANDARA INTERNATIONAL SCHOOL

School: Gondomar

CHANGE CONTROL			
REVIEW	DATE	DESCRIPTION OF CHANGES	
0	28/07/2020	Initial document "Protocolo de adaptación ao contexto da COVID-19 nos centros de ensino non universitarios de Galicia para o curso 2020-2021", Version 31-08-2020, Xunta de Galicia, Consellería de Educación, Universidade e Formación Profesional.	
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CREATED BY	REVIEWED BY	APPROVED BY	
Date: 07/09/2020	Date:	Date:	
Ms M. Ángeles Centeno Barbosa, Health & Safety Supervisor at PRL Quirón Prevención S.L.	Ms Marina Ribas Valls (Head of Studies of Elementary School, Ms Raquel Galavís Troncoso (Principal) Mr. Iago Ferraz Martínez (Head of Studies of Pre-School) COVID TEAM	Ms Raquel Galavís Troncoso Principal/ COVID team Coordinator	

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0. COMPANY INFORMATION

COMPANY	Gándara International School	CIF (Tax Identification No.)	B27829449
		CONTRACT	7002000351841
ADDRESS	LG DE MOREIRA 1 MAÑUFE, GONDOMAR		
	noguerayvaldes@gmail.com	PHONE	986369778
ACTIVITY	PRESCHOOL AND ELEMENTARY SCHOOL		
SITUATION	<input type="checkbox"/> Activity maintained because it is an essential or critical sector		
	<input checked="" type="checkbox"/> Non-essential sector but with activity during state of alarm		
	<input type="checkbox"/> No activity during state of alarm		
CLASSIFICATION OF EXPOSURE TO SARS-CoV-2 AT THE WORKPLACE	<input type="checkbox"/> Risk exposure		
	<input type="checkbox"/> Low risk exposure		
	<input checked="" type="checkbox"/> Low probability of exposure		

1. INTRODUCTION

COVID-19 Adaptation and Contingency Plan. Year 2020-2021

The present document establishes an Operational Plan for the reincorporation to the post-COVID-19 activity, in order to define the essential elements and guidelines to be applied and taken into account when resuming school activities when the regulations issued by the Government and the Health Authorities make it possible.

For the preparation of this document we have followed the legal instructions issued by the government for the de-escalation process according to the transition phases to a new normality, and the guidelines and recommendations for the reduction of SARS-CoV-2 coronavirus infection. In addition, the guidelines prepared by public and private organizations and institutions have been taken into account, including recommendations and requirements for the prevention of SARS-CoV-2 coronavirus infection.

The Plan contemplates the actions that should be taken to continue providing school services detailed in point 2.1 of this plan.

The objective of these measures will always be to prevent COVID-19 infection and to respond to an eventual occurrence of suspected or confirmed cases or close contacts with suspected or confirmed cases. All measures should be applied in accordance with the duty of care and protection.

This is a dynamic document that should be constantly reviewed and updated according to the different epidemiological scenarios, as well as to the scientific documents that are published. This document will be subject to the mandatory procedures established by the competent authorities and to the sectoral guides, recommendations and guidelines of private and public organizations of sufficient solvency.

This document is based on the information provided by the company and the data collected during the visit to the facilities on September 7, 2020.

The indicated measures related to the safety and health of workers must be applied in a complementary manner to those established in the risk assessment, planning of preventive activities and other documents established by the occupational risk prevention regulations.

The development of the Covid-19 Adaptation Plan in academic year 2020-2021, indicated as mandatory in the "Protocolo de adaptación ao contexto da COVID-19 nos centros de ensino non universitarios de Galicia para o curso 2020-2021", Version 31-08-2020, Xunta de Galicia, Consellería de Educación, Universidade e Formación Profesional, will be developed in this report, indicating the correlation of points of Annex 5 of said protocol with the points of this contingency plan, an indicative table will be added in Annex 8 of this report, "Table correlation with the points of the Plan of adaptation to the situation COVID 19 in 2020-2021" and the modification of the same in the "Protocolo de adaptación ao contexto da covid-19 nos centros de Ensino non universitario de Galicia para o curso 2020-2021" VERSION 16-09-2020.

2. DETAILED DESCRIPTION OF THE ACTIVITY AND THE PHYSICAL ENVIRONMENT IN WHICH IT IS DEVELOPED.

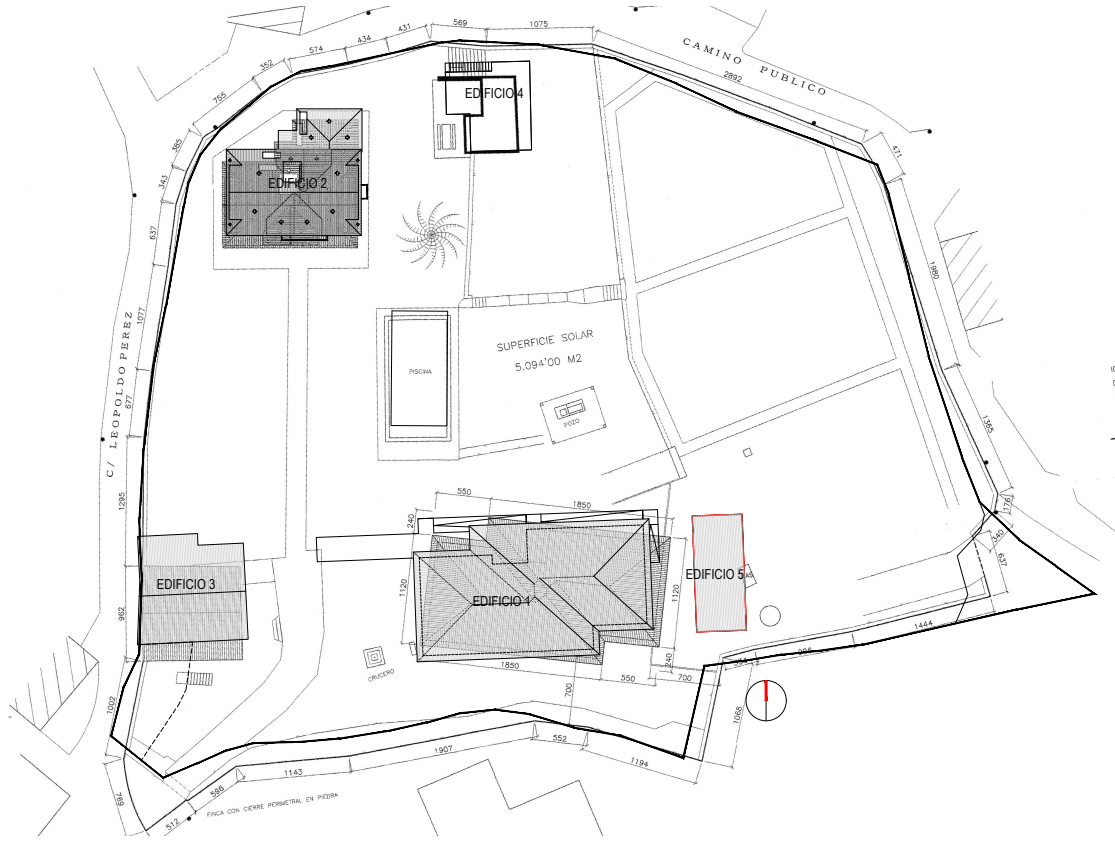
2.1 DESCRIPTION OF EACH OF THE ACTIVITIES CARRIED OUT UNDER THE PLAN.

The main activities carried out in the center are described below:

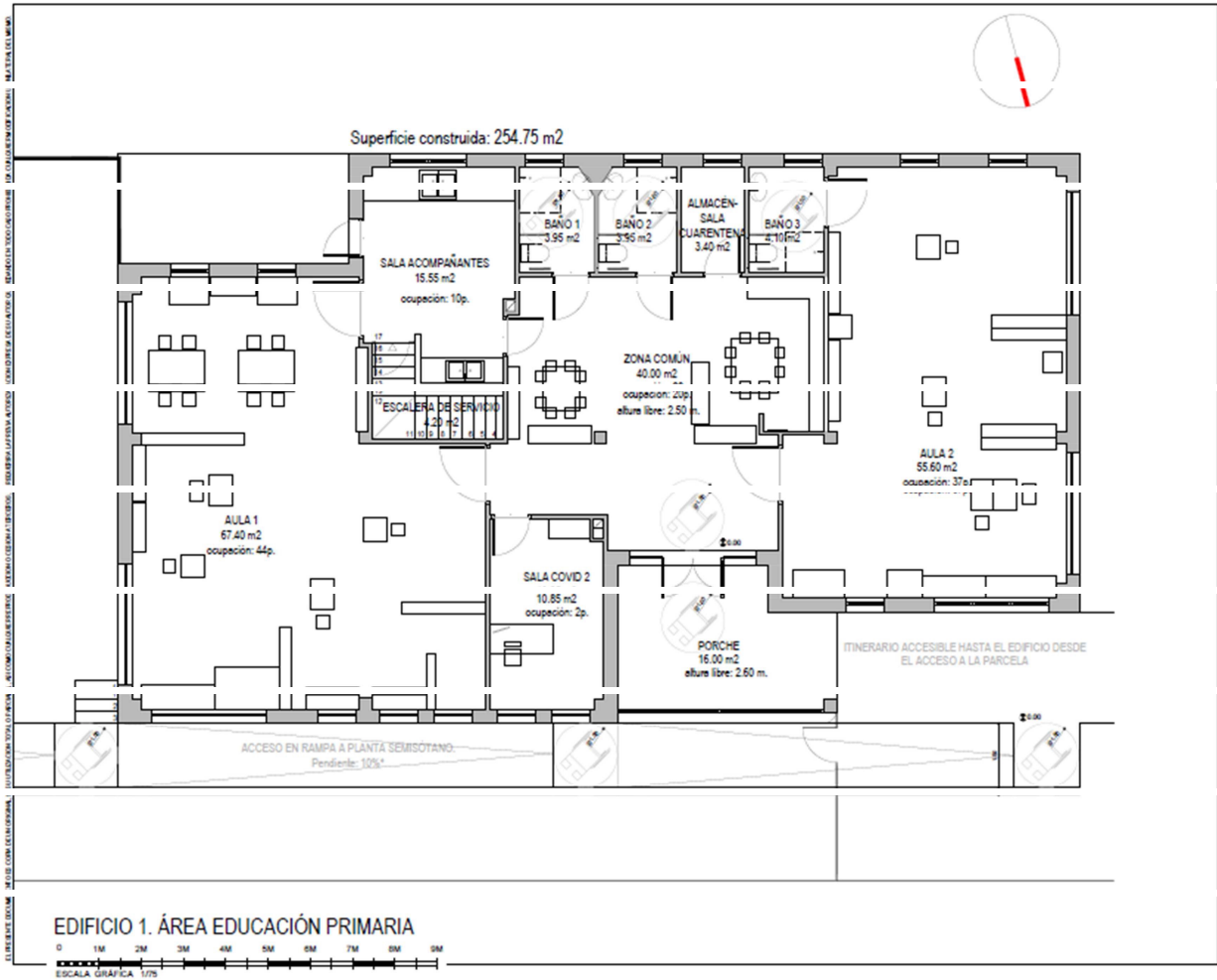
LG DE MOREIRA 1 MAÑUFE, GONDOMAR. PONTEVEDRA

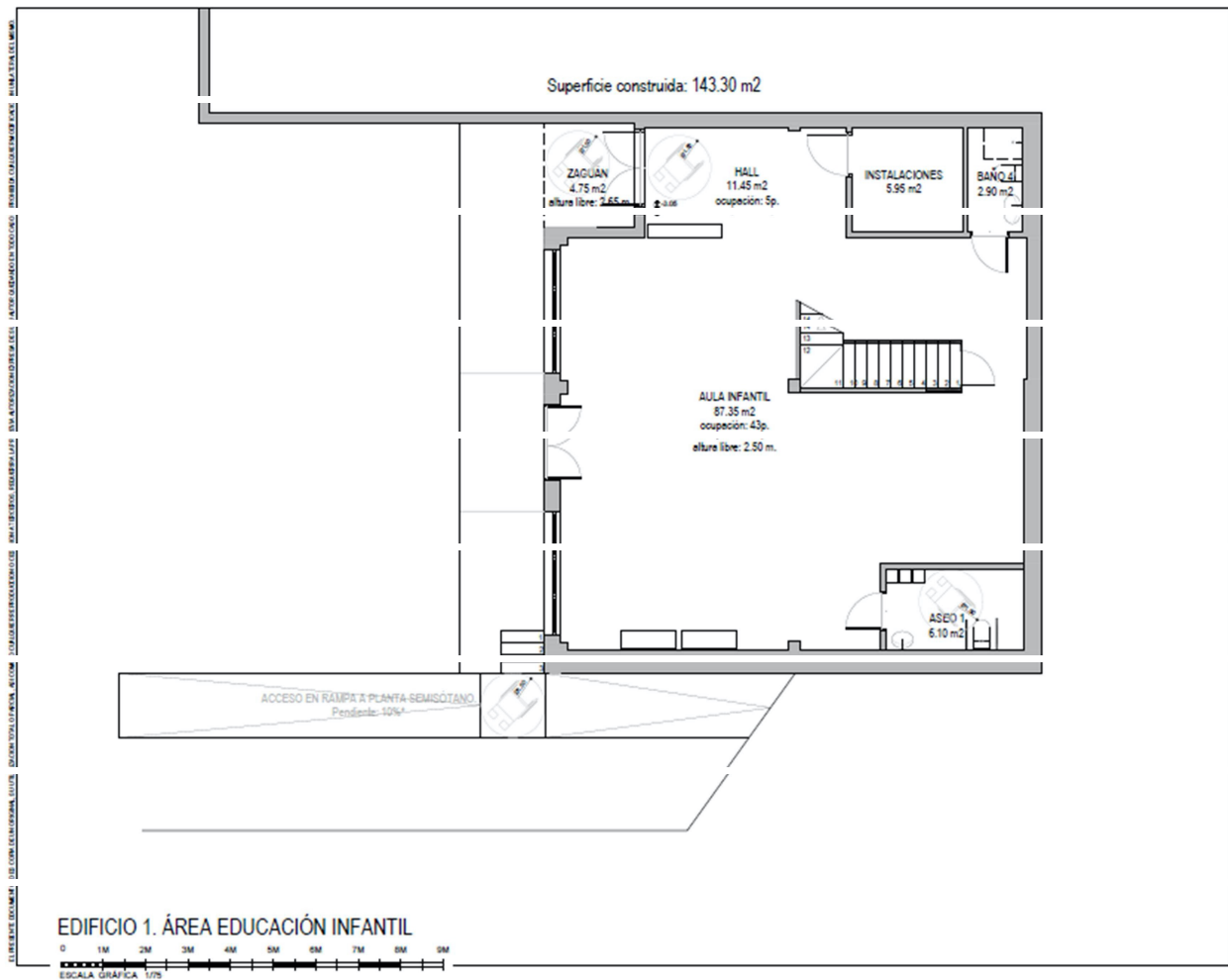
Pre-school and Elementary School

The school has a SELF-PROTECTION PLAN prepared by the company SEGURGAL, an occupational risk assessment and other technical documents, and an evaluation for possible exposure to COVID19.



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BUILDING 1. MAIN BUILDING

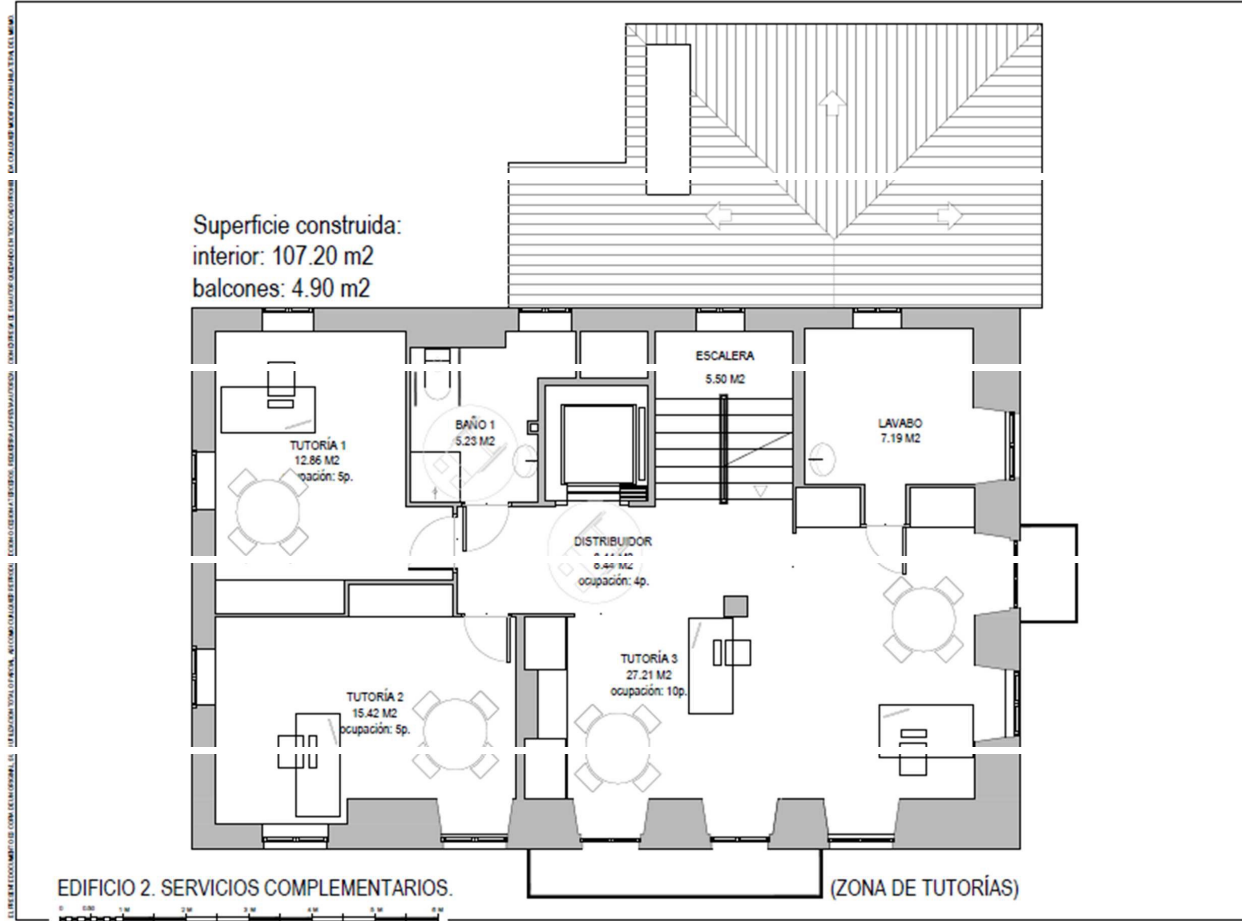
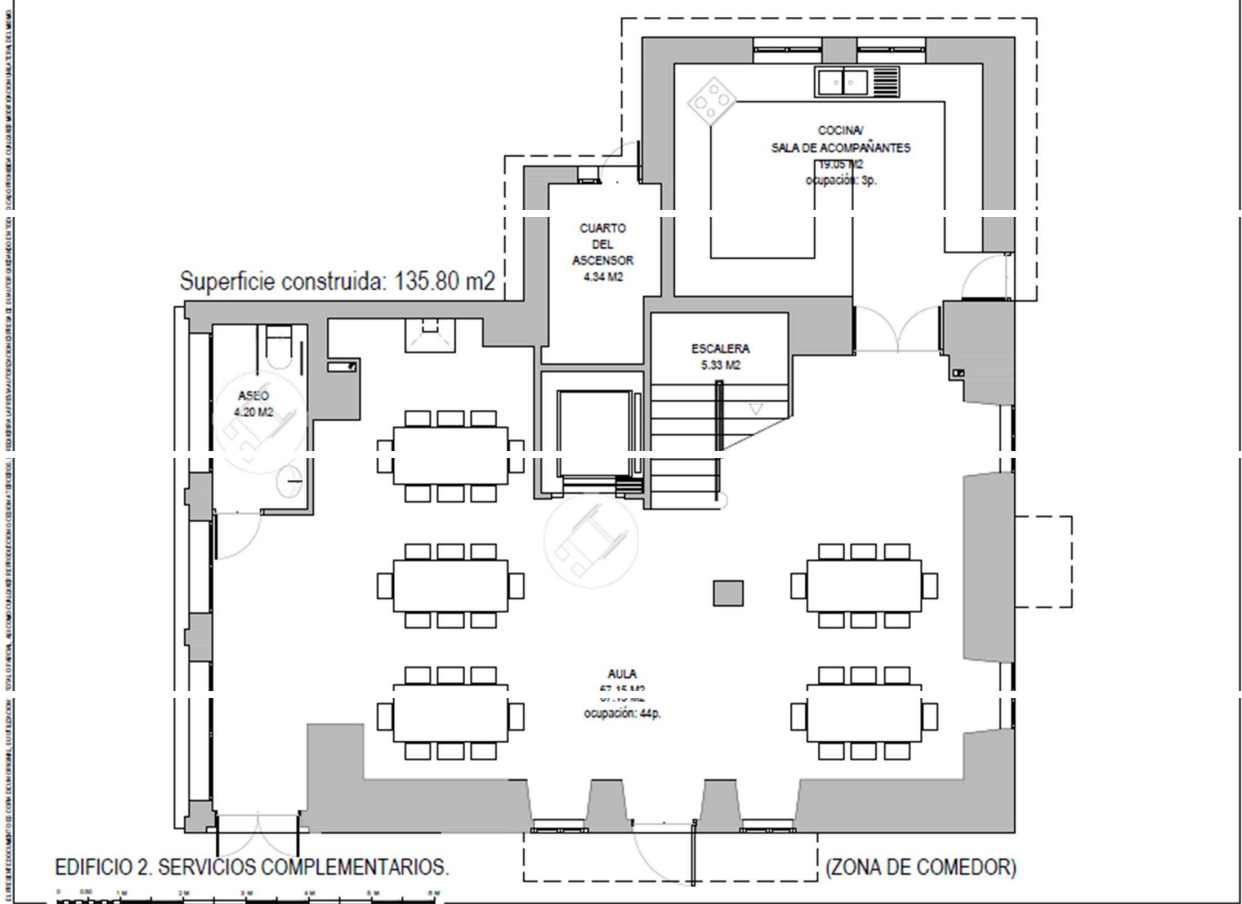
The building has two stories: first floor and semi-basement.

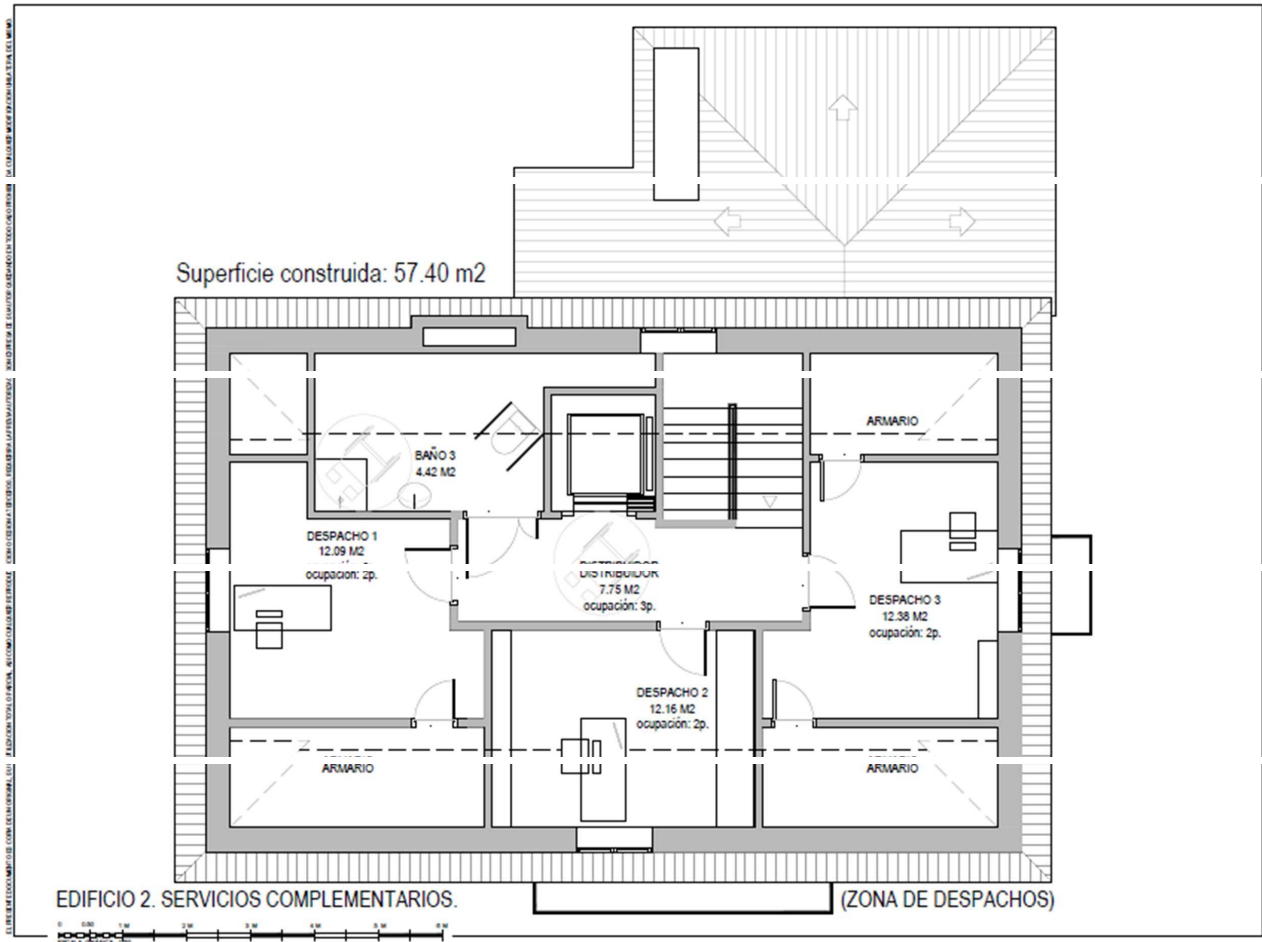
The semi-basement houses the pre-school for children from 3 to 6 years old, and has a maximum capacity of 25 students.

The first floor is occupied by the elementary school, with the lower elementary grades that include students from 6 to 12 years of age, and has a maximum capacity of 50 children.

Building 1. Main Building		Number of building exits: 3		
Story	Uses	Capacity (max.)	Approx. surface areas (m2) (m2)	Exits
GROUND FLOOR Elementary School (6-12 years)	Classroom 1	50	67,40	2
	Classroom 2		55,60	
	Kitchen Classroom		15,55	
	Toilet 1		3,95	
	Toilet 2		3,95	
	Toilet 3		4,10	
	Storage Room		3,40	
	Common Area		40,00	
	Covid-2 Room		10,85	
	Porch		16,00	
BASEMENT Pre School (3-6 years)	Hall	25	11,45	2
	PS Classroom		87,35	
	Toilet 4		87,35	
	Toilet		6,10	

BUILDING 2. COMPLEMENTARY SERVICES.





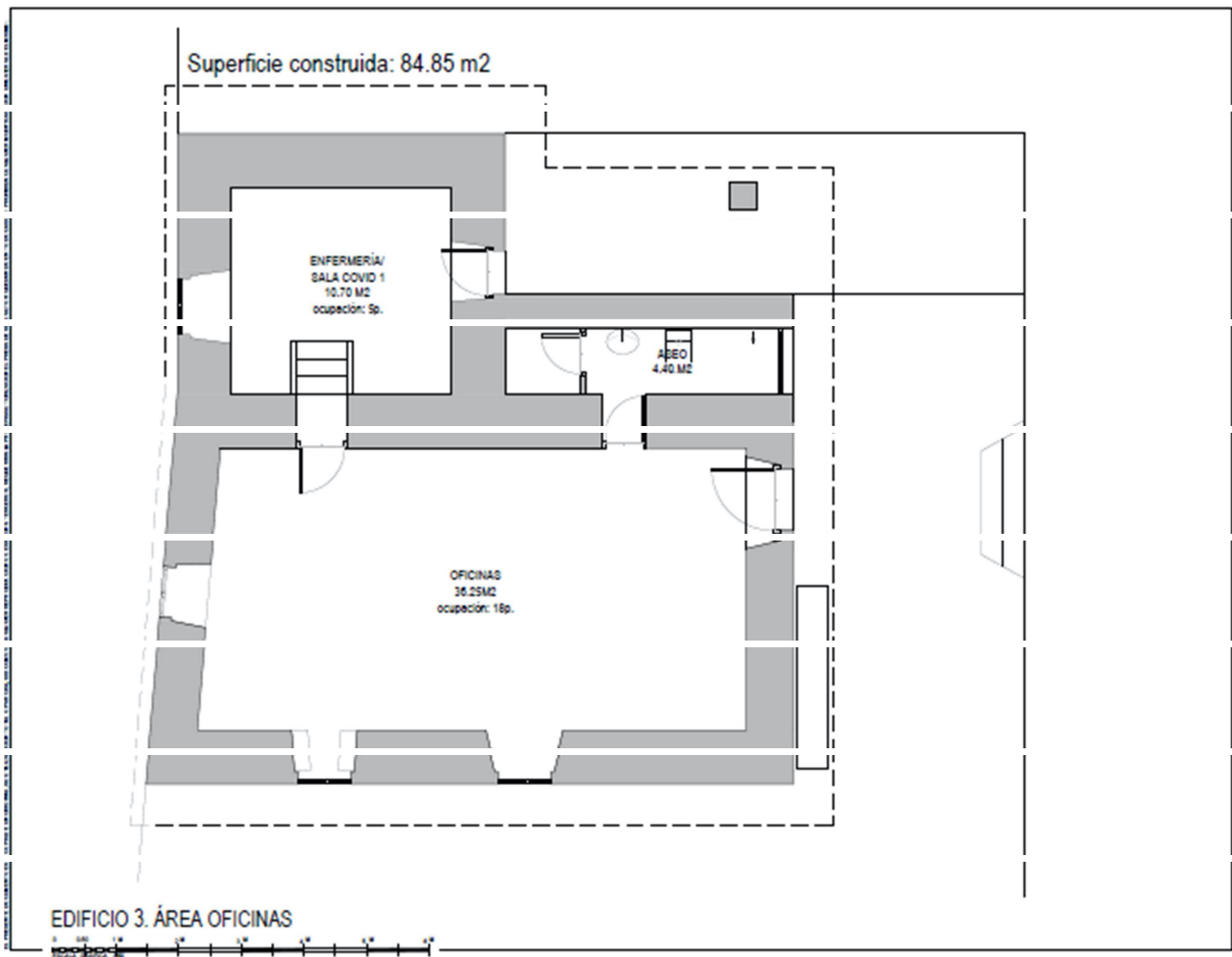
BUILDING 2. COMPLEMENTARY SERVICES.

This building has three stories. It has an elevator for the exclusive use of people with special locomotor needs, etc. for the activities of elementary school students in upper elementary 2. On the ground floor, there is a classroom and the teachers' room.

The second floor hosts rooms for teacher-student sessions, and an office.

Building 2. Multipurpose room		Number of building exits: 3		
Floor	Uses	Capacity (max.)	Approx. surface areas (m2) (m2)	Exits
0	Classroom 1	44	67,40	3
	Teacher's room	3	19,05	
	Toilet	1	4,20	
1	Tutoring 1	5	12,86	0
	Tutoring 2	5	15,46	
	Tutoring 3+sink	10+1	34,4	
	Bathroom 1	1	5,23	
2	Office 1	2	12,09	0
	Office 2	2	12,16	
	Bathroom 3	1	4,42	
	Office 3	2	12,38	

BUILDING 3. OFFICE BUILDING

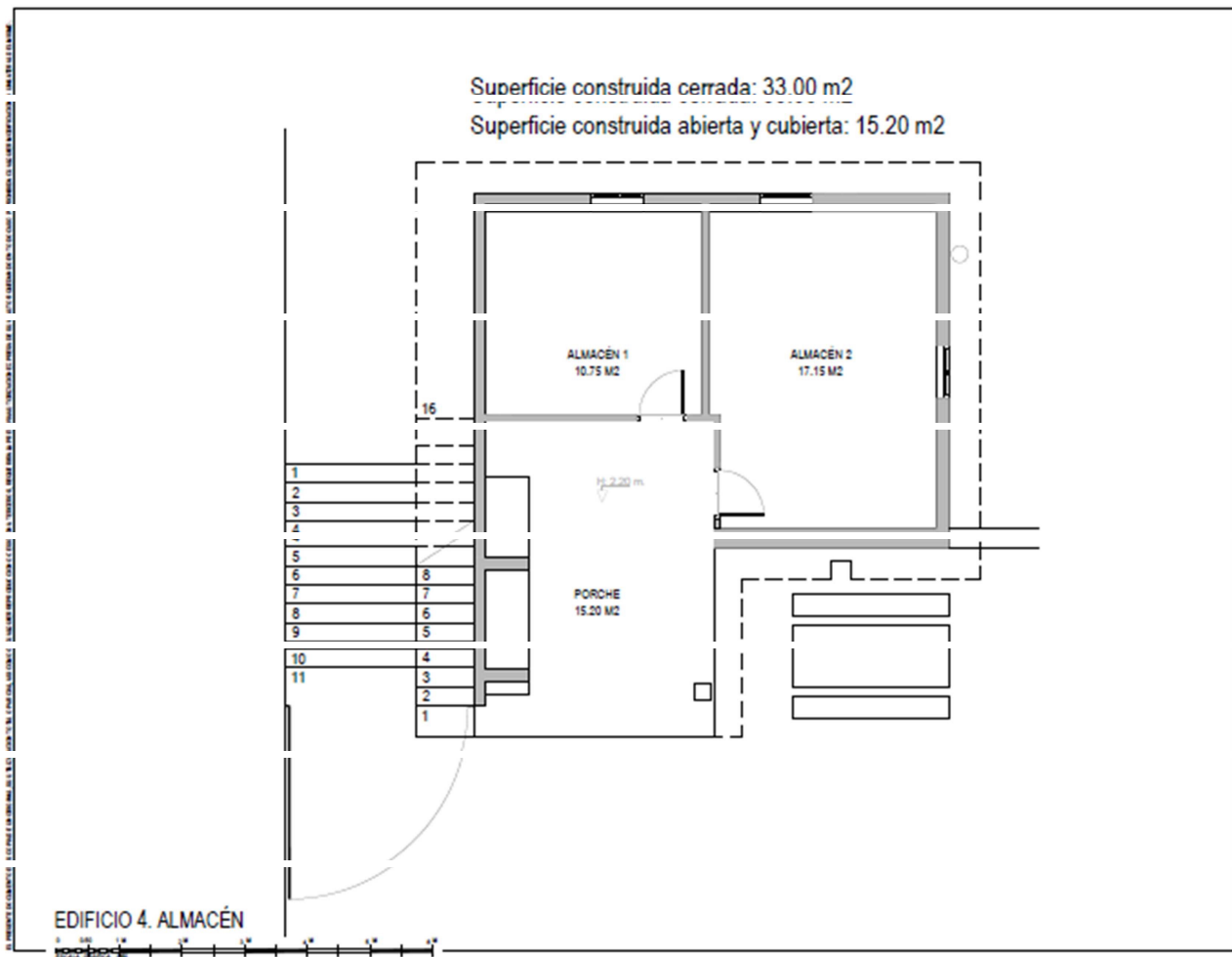


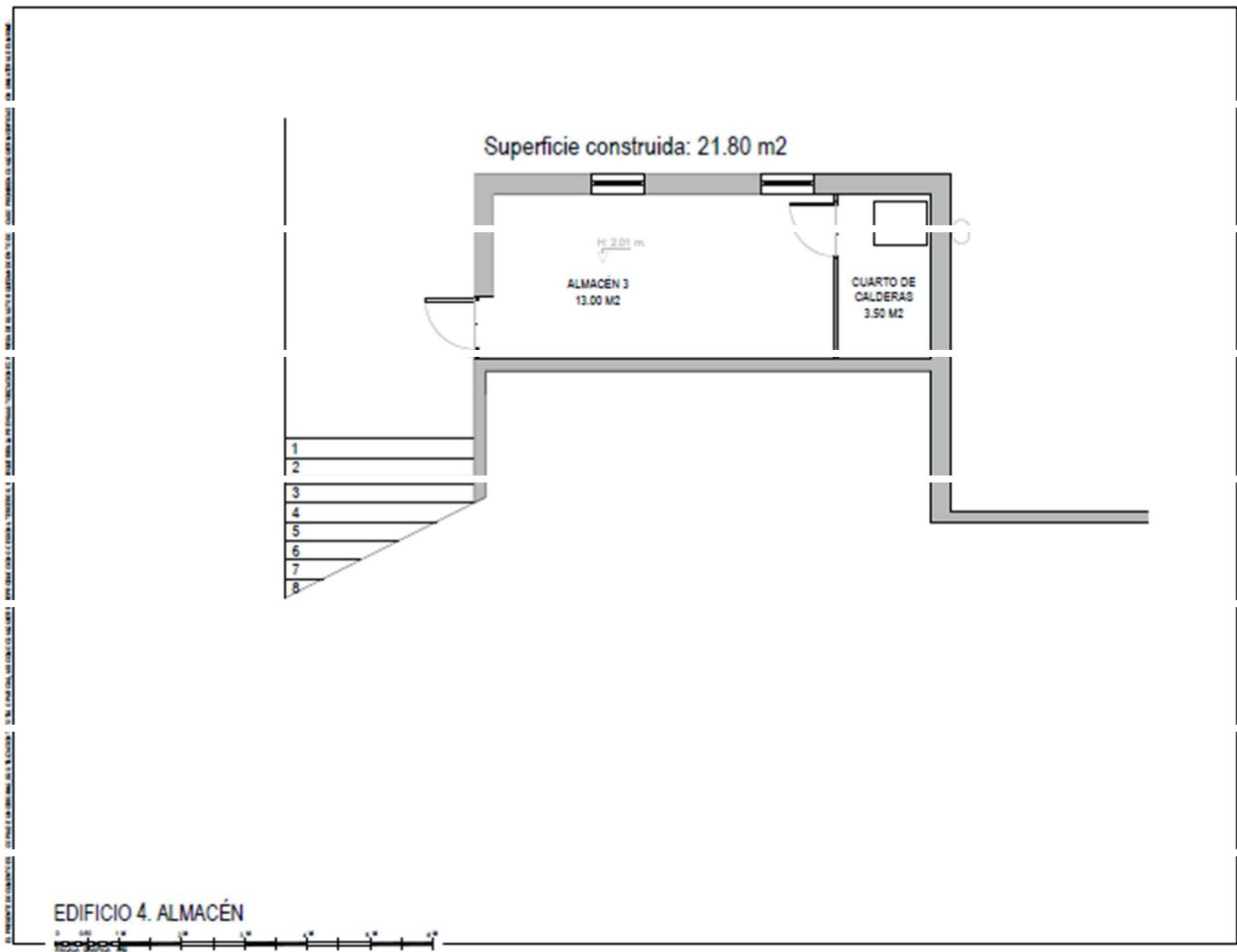
BUILDING 3. OFFICE BUILDING

This one-story building is divided into two rooms: the office area and the infirmary.

Building 3. Office Building		Number of building exits: 1		
Floor	Uses	Capacity (max.)	Approx. surface areas (m ²) (m ²)	Exits
0	Offices	16	36,23	1
	Nursing (Covid-1 Room)	5	10,70	
	Toilet	1	4,40	

BUILDING 4. STORAGE





BUILDING 4. STORAGE: This building has two stories, a ground floor and a semi-basement. The first floor is divided into two rooms: the music room and a storage room. The semi-basement floor contains the boiler room.

Building 3. Office Building		Number of building exits: 1		
Floor	Uses	Capacity (max.)	Approx. surface areas (m2) (m2)	Exits
0	Storage 1		10,75	1
	Storage 2		17,15	
	Porch		15,20	
-1	Storage 3		13,00	0
	Boiler room		3,50	

2.3 USER CLASSIFICATION AND DESCRIPTION

The users of the school can be generally classified into the following groups:

- The school's own or regular workers: This group includes the group of people who carry out management tasks.
- External workers: This group includes all workers belonging to other companies or activities, either through collaboration or as contractors, who perform functions or tasks in these facilities, such as cleaning staff, canteen and bus service.
- Public: This group includes people who use the facilities (students and parents or family members who drop off and pick up students).

2.3.1 Staff.

The school staff can be generally classified into the following groups or jobs:

Position	Own / External	No. of employees (max)
Principal	Own	1
Secretary	Own	1
PS Teachers	Own	3
Lower Elementary teachers	Own	3
Upper Elementary teachers	Own	3
Cleaner	Own	1
Gardener	Own	1

2.3.2 Staff presence at different times of the day.

The schedules for students, teachers (including extracurricular activities) and non-teaching staff are as follows:

School opening times:

8:45 hrs to 14:15 hrs

Staggered student arrival:

- Upper Elementary - 8:45 hrs to 13:35 hrs
- Lower Elementary - 9:00 hrs to 14:00 hrs
- Pre-school - 9:15 hrs to 14:15 hrs

Non-teaching staff:

Office: Mondays from 8:45 hrs to 15:00 hrs; Tuesdays, Wednesdays, Thursdays and Fridays from 8:45 hrs to 14:15 hrs

Housekeeping:

- Monday: from 18:15 hrs to 21: 45 hrs
- Tuesday: from 11:00 hrs to 13:45 hrs and from 16:00 hrs to 21:00 hrs
- Wednesdays at 18:15 hrs, leaving at 22:35 hrs

Teaching Staff

Monday to Friday from 8:45 hrs to 14:15 hrs and Monday and Wednesday from 14:30 hrs to 17:30 hrs.

2.4 HEAD OF PLAN AND ORGANIZATION

In accordance with the provisions laid out in the Occupational Risk Prevention Law, the company will be responsible for the development of those prevention activities that guarantee a higher level of protection for the health and safety of workers, including those recommended in this plan and arising from the special circumstances that society is going through nowadays.

For this purpose, and during the development and implementation of this Plan, the necessary resources, both economic and material as well as human, will be deployed to this purpose.

In this sense, the head of the plan will count on the usual preventive organization/modality or any other resource deemed appropriate.

2.5 GENERAL REQUIREMENTS FOR RISK MANAGEMENT

The company's management assumes a firm commitment to risk management, leading the systematic implementation of measures aimed at containing the spread of the SARS COV-2 virus. For this purpose, in addition to the Covid-19 risk assessment, this contingency plan is developed where the procedures and specific measures adapted to the facilities where the activities of the 2020-2021 school year are developed.

In the process of adapting the risk assessment and health and safety protocols resulting from this plan, it is mandatory to consult either the prevention coordinators or the committee for risk management that will include the workers' representatives.

This plan is of joint and complementary application to the preventive planning and to the emergency measures/self-protection plan of the centers.

3. LEGAL GROUNDS OF THIS PLAN.

For the purposes of the scope and content of this Plan, the Regulations that will be generally applied, and a non-exhaustive list and open to subsequent updates or publications, are as follows:

- Royal Decree 463/2020, of March 14, declaring a state of alarm for the management of the health crisis situation caused by COVID-19.
- Royal Decree-Law 10/2020, of March 29, regulating a recoverable paid leave for employees who do not provide essential services, in order to reduce the mobility of the population in the context of the fight against COVID-19.
- Law 31/1995 on Occupational Risk Prevention.
- R. D. 39/1997, approving the Prevention Services Regulations.
- R. D. 664/1997, of May 12, 1997, on the protection of workers against risks related to exposure to biological agents at work.
- R. D. 773/1997, of May 30, on minimum health and safety provisions regarding the use by workers of personal protective equipment.
- R. D. 486/1997, of April 14, establishing the minimum safety and health provisions in the workplace.
- “Procedimiento de actuación para los servicios de prevención de riesgos laborales frente a la exposición al SARS-CoV-2” (latest available update).
MINISTRY OF HEALTH.
- Best practice guide for the workplace against COVID-19. PRESIDENCY OF THE GOVERNMENT, April 11, 2020.
- Plan for the Transition to a new normality, of April 28, 2020, of the Ministry of Health; and its annexes:
 - Annex I: Integral panel of indicators.
 - Annex II: Indicative forecast for the lifting of the nationwide limitations established in the state of alarm.
 - Annex III: Orientation schedule.
- Order TMA/384/2020, of May 3, 2020, by which instructions are issued on the use of masks in the different means of transport and requirements are established to ensure safe mobility in accordance with the plan for the transition to a new normality.
- Order SND/385/2020, of May 2, which modifies Order SND/340/2020, of April 12, which suspends certain activities related to intervention works in existing buildings where there is a risk of infection by COVID-19 for individuals not related to such activity.
- Order SND/386/2020, of May 3, which relaxes certain social restrictions and determines the conditions for the development of retail trade and service activities, as well as hotel and catering activities in the territories less affected by the health crisis caused by COVID-19.

- Order SND/388/2020, dated May 3, establishing the conditions for the opening to the public of certain businesses and services, and the opening of archives, as well as for the practice of professional and federated sports.
- CECOP Agreement of May 5 (DOG do May 6, 2020) establishing the admission procedure for students in the 2nd grade of pre-school, elementary education, compulsory secondary education and upper secondary in publicly funded schools for the 2020/21 academic year.
- Order SND/399/2020, of May 9, for the relaxation of certain nationwide restrictions, established after the declaration of the state of alarm in application of phase 1 of the Plan for the transition to a new normality.
- Order SND/414/2020, of May 16, for the relaxation of certain nationwide restrictions established after the declaration of the state of alarm in application of phase 2 of the Plan for the transition to a new normality.
- Order SND/422/2020, of May 19, which regulates the conditions for the mandatory use of masks during the crisis situation.
mask during the health crisis situation caused by COVID-19.
- Order SND/440/2020, of May 23, amending several orders for a better management of the health crisis caused by COVID-19 in application of the Plan for the transition to a new normality.
- Royal Decree-Law 21/2020, of June 9, on urgent measures of prevention, containment and coordination to deal with the health crisis caused by COVID-19.
- RESOLUTION of 12 June 2020, of the General Technical Secretariat of the Department of Health, which publicizes the Agreement of the Council of the Xunta de Galicia, of 12 June 2020, on prevention measures necessary to deal with the health crisis caused by COVID-19, once phase III of the Plan for the transition to a new normality has been overcome.
- DECREE 90/2020, of 13 of June, by which it is declared the overcoming of phase III of the Plan for the de-escalation of the extraordinary measures adopted to face the pandemic of COVID-19, approved by means of the Agreement of the Council of Ministers of 28 of April of 2020.
- RESOLUTION of July 17, 2020, of the General Technical Secretariat of the Department of Health, which publicizes the Agreement of the Council of the Xunta de Galicia, of July 17, 2020, which introduces certain modifications in the prevention measures foreseen in the Agreement of the Council of the Xunta de Galicia, of June 12, 2020, on prevention measures necessary to face the health crisis caused by COVID-19, once phase III of the Plan for the transition to a new normality is overcome.
- BOE - electronic codes Covid-19
- Protocolo de adaptación ao contexto da COVID-19 nos centros de ensino no universitarios de Galicia para o curso 2020-2021".
Galicia para o curso 2020-2021", Version 31-08-2020, Xunta de Galicia, Consellaría de Educación, Universidade e Formación Profesional.

- Guía de actuación ante la aparición de casos de COVID-19 en centros educativos. Version of August 27, 2020. August 27th, 2020
- ORDE do 28 de agosto de 2020 pola que se modifican determinadas medidas previstas no "Acordo do Consello da Xunta de Galicia, do 12 de xuño de 2020, sobre medidas de prevención necesarias para facer fronte á crise sanitaria ocasionada polo COVID-19, unha superada a fase III do Plan para a transición cara a unha nova normalidade, e se dispón a publicación da Orde comunicada do ministro de Sanidade, do 27 de agosto de 2020, mediante a que se aproba a declaración de actuacións coordinadas en saúde pública fronte ao COVID-19 para centros educativos durante o curso 2020/21".

The updated documentation and regulations on this matter are also available on the websites of both the Ministry of Health and *Quirónprevención*:

- www.quironprevencion.com
- www.mscbs.gob.es
- www.insst.es
- <http://www.mitramiss.gob.es/>

4. NATURE OF SERVICES AND RISK EXPOSURE ASSESSMENT.

Given that contact with the virus can affect both healthcare and non-healthcare environments, it is the responsibility of companies to assess the risk of exposure that workers may be exposed to in each of the different tasks they perform and to follow the recommendations issued by the prevention service, following the guidelines and recommendations issued by the health authorities.

Any decision on the preventive measures to be adopted by each company should be based on information gathered through the specific exposure risk assessment, which should always be carried out in accordance with the information provided by the health authorities.

We can consider all the personnel affected by this document to be at the LOW PROBABILITY OF EXPOSURE level, according to the document prepared by the MINISTRY OF HEALTH, "PROCEDURE OF ACTION FOR THE OCCUPATIONAL RISK PREVENTION SERVICES AGAINST EXPOSURE TO SARS-CoV-2", which in its Table 1 includes the risk of exposure to the SARS-CoV-2 coronavirus in the work environment.

Table 1. Risk scenarios for exposure to SARS-CoV-2 coronavirus at the workplace.

RISK EXPOSURE	LOW RISK EXPOSURE	LOW PROBABILITY OF EXPOSURE
<p>Healthcare and non-healthcare personnel caring for a suspected or confirmed COVID-19 case. Medical transport technicians, if there is direct contact with a transferred suspected or confirmed COVID-19 case. Situations in which close contact at work with a suspected or confirmed COVID-19 case cannot be avoided.</p>	<p>Healthcare personnel whose work does not involve close contact with a suspected or confirmed COVID-19 case, e.g:</p> <ul style="list-style-type: none"> -Transfer escorts. -Administrative personnel. -Orderlies, cleaning workers. Laboratory personnel responsible for virological diagnostic tests. -Non-health personnel who have contact with sanitary material, -fomites or possibly contaminated waste. -Home help of asymptomatic contacts. 	<p>Workers not working directly with the public, or more than 2 meters away, or with collective protection measures that prevent contact, for example:</p> <ul style="list-style-type: none"> -Administrative staff -Health transport technicians with collective barrier, without direct contact with the patient. -Public transport drivers -Security personnel.

Note: The table includes some jobs as examples, it is NOT an exhaustive list.

5. PLAN DEVELOPMENT

5.1 INITIAL SITUATION

With the publication of Royal Decree 463/2020, of March 14, declaring a state of alarm for the management of the health crisis situation caused by COVID-19, it is suspended the opening to the public of retail premises and establishments, museums, archives, libraries, monuments, as well as premises and establishments where public shows, sports and leisure activities are held, as indicated in the Annex to the Royal Decree.

The Ministry of Health, on April 28, established a Plan for the transition to a new normality, and in Annex II of the Plan for the transition, an indicative forecast is given of the measures for lifting the restrictions with the permitted activities and their conditions in four phases (phase 0 - phase 1 - phase 2 - phase 3). The phases of the de-escalation will be determined by the situation of the evolution of the pandemic in each territory.

The conditions established in the different phases may vary depending on the Ministerial Orders published in the BOE and DOG.

By way of summary:

PHASE 0	By appointment only.
PHASE 1	Opening is allowed with a limited capacity and with technical, organizational and hygienic measures established in the Ministry of Health corresponding orders.
PHASE 2	Opening is allowed with a limited capacity and with technical, organizational and hygienic measures established in the Ministry of Health corresponding orders.
PHASE 3	Opening is allowed with a limited capacity and with technical, organizational and hygienic measures established in the Ministry of Health corresponding orders.
NEW NORMALITY	Opening is permitted provided that the necessary organizational measures are taken to avoid crowds and to ensure that customers and workers maintain social distance of at least 1.5 meters, and when this is not possible, that adequate hygiene measures are taken to prevent the risk of contagion.

5.2. INVENTORY OF THE HUMAN AND MATERIAL RESOURCES AVAILABLE AT THE SCHOOL FOR COVID-19 PREVENTION.

5.2.1 Human Resources.

The School Management Team will designate a Contingency Plan Coordinator for the coordination of the exceptional prevention activities during the Covid-19 crisis, with a sufficient number of substitute personnel to cover the school's opening hours, so that there is always a worker present who can perform that task when the incumbent is not available.

CONTINGENCY PLAN COORDINATOR/COVID19 TEAM			
	NAME	E-MAIL	PHONE
Coordinator	Raquel Galavís Troncoso	contacto@raquelgalavis.com	620522084
Alternate Coordinator	Iago Ferraz Martinez	iagofm85@gmail.com	653481753
Team member	Mariina Ribas Valls	marinaribas83@gmail.com	605659477

REFERRAL HEALTH CARE CENTER Gondomar			
	NAME	E-MAIL	PHONE
Contact Doctor	Olga Villar	OlgaMaria.Villar.Morera@sergas.es	986369055 986369056
Substitute	Unknown to the health center	Not Applicable	Not Applicable

5.2.1.1 Roles and Responsibilities.

Contingency Plan Coordinator/Coordinator of the COVID-19 Team

- Coordinate and ensure compliance with the organizational, technical and individual protection measures necessary to contribute to generating safe conditions for the company's own and external workers, students and visitors to the facilities at the restart of the activity.
- Ensure compliance with the organizational, technical and individual protection measures necessary to contribute to generate safe conditions for own and external workers as well as for students and visitors to the facilities at the restart of the activity.
- Assign the necessary resources, both human and material, for the implementation of the Contingency Plan.
- Ensure compliance with the procedures and standards established in the Contingency Plan.
- Ensure that the risk assessment is carried out, as well as the establishment of the control measures established in the risk assessment.
- Participate proactively in the development of organizational and technical measures against Covid-19, in order to stimulate efficient behaviors, detect deficiencies and show interest in their solution.

REFERENCE HEALTH CARE CENTER

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- To guarantee the consultation and participation of prevention coordinator and the health and safety committee.
- Guarantee the implementation of training and informative activities for workers and users, in relation to the actions against Covid-19, established in the center's procedures and rules.
in relation to the actions against Covid-19, established in the procedures and norms of the center.
- Ensure that a correct cleaning and disinfection procedure is established in all areas of the center's facilities, so that they are suitable for their activity and use.
- Reinforce cleaning according to the hygienic measures established by the authorities.
- Verify the protocols applied by the cleaning company in the facilities, bearing in mind that they must be adapted to the new cleaning and disinfection conditions.
- Ensure compliance with the specific and general prevention guidelines during the Covid-19 crisis aimed at protecting the health of employees and external workers, as well as students and visitors to the facilities.
- Participate proactively in the development of organizational and technical measures against Covid-19, in order to promote efficient behavior, detect deficiencies and show interest in their solution.
- Collaborate with the Management Team in the implementation of the measures and actions to be carried out and which are described in this Plan.
- Purchase of materials related to COVID19
- Inventory of materials
- Consider the proposals of the Elementary and Pre-school Faculty.
- In relation to the rest of the staff, students and public users of the facilities.
- Report on the procedures, rules and guidelines established in this procedure that apply to them for the use of the facilities.

Other workers and users.

- Comply with all measures and actions related to hygiene and protection against Covid-19.
- Collaborate, in the event that it was classified as probable or confirmed, in the identification of all persons with whom they may have had close contact while presenting symptoms, both with users and with others.
symptoms, both with users and with other workers of the center.

5.2.2. Technical Means and Personal Protective Equipment

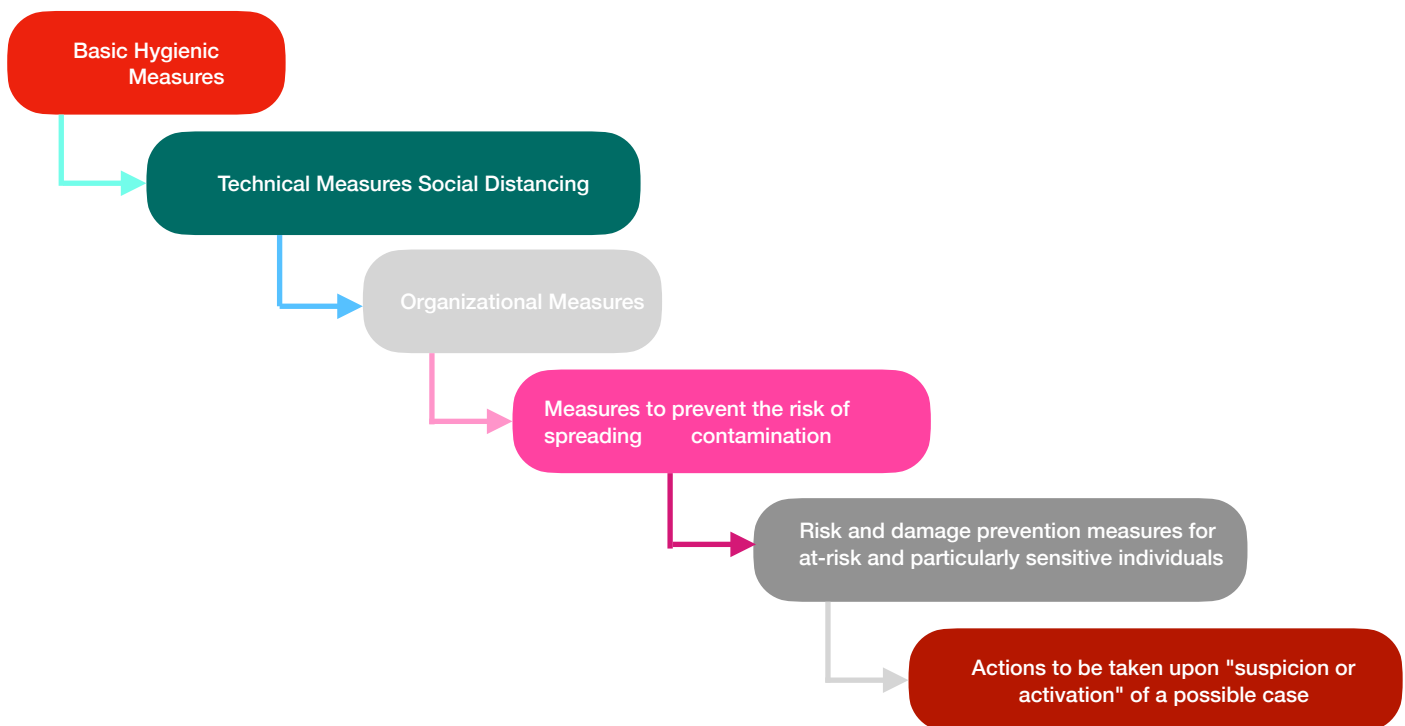
Annex 1 lists the material resources available for prevention and response to the possible appearance of cases and outbreaks of COVID-19 in the center.

5.3 MEASURES AND ACTIONS.

The approach of this Action Plan is based on measures for the premises in use and for the own and external Personnel that develop activities referred to in point 2 of this Adaptation and Contingency Plan.

With regard to the measures to be adopted for this reincorporation, it should be avoided that the will and/or need to reactivate the activity, may entail a risk of an increase in infections, which would result in new containment measures and even greater economic repercussions.

In this process, care must be taken to define a specific plan with collective and individual hygiene measures, technical and organizational measures, sanitary disinfection and control measures and the application of the tools provided by "new technologies".



5.3.1 PREMISES IN USE: HYGIENIC AND ORGANIZATIONAL MEASURES

In relation to the premises in use we will establish hygienic and organizational measures for each space according to its use and capacity.

5.3.1.1 Hygienic Measures: Cleaning and disinfection of Premises in Use.

The owner of the center's activity must ensure that cleaning and disinfection measures appropriate to the characteristics and intensity of use of the centers and activities are adopted.

It is therefore necessary to reinforce the cleaning and disinfection of workplaces and equipment by modifying the current cleaning criteria, taking into account the requirements indicated in Annex 2 "Cleaning and Disinfection of Premises in Use".

5.3.1.2 Organizational Measures:

Rules for Access to Premises in Use

In order to reduce the risk of exposure to the lowest possible level, technical organizational measures will be taken to limit interpersonal contacts, respecting safety distances and controlling the flow of personnel through the premises used by both workers and the public using the facilities.

Therefore, a general guideline is established to indicate the maximum number of users and their location in the premises in use in such a way that the safety distance is respected.

In Annex 3 "Organizational Measures, Technical Measures and Access Rules" for all users.

It will be necessary at all times to comply with the current specific regional regulations of the maximum capacity stipulated, taking into account the capacities indicated in the center's self-protection plan, there will be signage at the entrances to each area with the maximum capacities. (Poster 3 Safety Distance - Maximum Capacity)

5.3.2 PERSONNEL: HYGIENIC GUIDELINES

The measures aimed at personnel are included in Annex 4 "Basic personal hygiene measures" applicable to all personnel accessing or working in any of the College's premises, and "Specific personal hygiene measures" for the workers themselves.

5.3.3 TECHNICAL MEASURES. SOCIAL DISTANCING.

The measures aimed at the reorganization of space and the arrangement of physical barriers and signage elements to ensure that social distancing can

be guaranteed are included in Annex 3 "Organizational Measures, Technical Measures and Access Rules".

5.3.4 COORDINATION OF BUSINESS ACTIVITIES

This point establishes the guidelines for action in relation to the Coordination of Business Activities with users and contractors who may perform work or services in the centers.

The criteria and guidelines will be:

- An exchange of information regarding infection prevention standards similar to that usually carried out in relation to health and safety standards will be encouraged.

Public using the facilities:

Information will be made available to the public on existing standards (Annex 5 - Hygiene and COVID-19 Hygiene and Protection Measures for the Public) and requirements for accessing the facilities using the following means:

- Website/ email/ telephone/ Whatsapp dissemination group.
- Placement, in all accesses and rooms that require it, of informative posters with the rules of protection and hygienic measures in force.

Contractors:

Contractors will be provided with information on existing standards and the requirements to be met by workers who will provide services at the centers (Annex 6 "Hygiene and protection measures for contractors in relation to Covid-19").

5.3.5 PREVENTION MEASURES FOR PARTICULARLY SENSITIVE PERSONNEL.

With the scientific evidence available as of July 21, 2020, the Ministry of Health has defined the following as COVID-19 vulnerable groups: people with cardiovascular disease, including hypertension, chronic pulmonary disease, diabetes, chronic renal insufficiency, immunosuppression, cancer under active treatment, severe chronic liver disease, morbid obesity (BMI>40), pregnancy and people over 60 years of age.

The following guidelines will be followed for the prevention of risk and harm in vulnerable persons Covid-19:

- Workers should be informed that they are considered personally sensitive workers and vulnerable groups for COVID-19 according to the criteria established by the Ministry of Health.
- Any worker who meets any of the above conditions must inform immediately, without giving diagnoses or treatments, to the person in charge so that an appointment can be arranged with the health service of the Occupational Risk Prevention Service.

- The health service of the Occupational Risk Prevention Service must evaluate the presence of particularly sensitive workers in relation to SARS-CoV-2 coronavirus infection, establish the nature of the worker's special sensitivity and issue a report on prevention, adaptation and protection measures.

To this end, it will take into account the existence or non-existence of conditions that allow the work to be carried out without increasing the risk inherent to the worker's health condition.

This action can conclude in deciding that the worker:

- may return to his or her job
- may return to work under certain protective measures
- A change of job is required and, if this is not possible, IT or the pregnancy and breastfeeding risk benefit should be processed.

pregnancy and breastfeeding.

- The measures to be applied in the event that you are able to return to work will depend on the characteristics of the work to be done and the criticality of the

The measures to be applied in the event of being able to return to work will depend on the characteristics of the work to be performed and the criticality of the jobs occupied by this type of person (need for on-site or off-site work).

In any case, the measures to be applied by criteria of recommendation and possibilities of applicability are:

- Full teleworking: As a priority and as a measure to be applied whenever possible.
- Mixed working day: With reduction of face-to-face time to the minimum possible and the rest of the time teleworking, if it is necessary to be present at the post at certain times or for certain tasks.
- Flexibility: Of the work schedule and even of the center to which to go in case of having to do it in the facilities of the company, when it is possible.
- Withdrawal from work: For sensitive people who start with potential symptoms until they are under control and the situation is confirmed.
- Facilitate, if the social distance measures were not sufficient or could not be guaranteed,
- Respiratory protection (self-filtering mask FFP2 or FFP3 UNE-EN149) to recognized vulnerable persons.

5.3.6 GUIDELINES IN THE EVENT OF A SUSPECT OR ACTIVE CASE OF COVID-19

In the current situation, it is likely that COVID-19 cases will continue to occur, for which a series of measures should continue to be applied, in addition to those indicated above.

Each worker should observe his or her own state of health in the event of the possible appearance of any of the following symptoms: fever, cough, or shortness of breath. It will be mandatory that each teacher and member of the school staff as well as students perform a daily self-check to check the symptoms following the protocol of the Department of Education under the Xunta de Galicia (See Annex 7 - Self-questionnaire COVID19).

People who present symptoms compatible with COVID-19 or who are in home isolation due to a COVID-19 diagnosis or who are in a home quarantine period for having had close contact with someone with COVID-19 should not go to the school and should notify the Principal and the Health authorities by telephone.

In case of any of these symptoms, while at school, you should immediately notify the Principal or in his absence the person in charge.

In case of an infected case or a suspected infected case of coronavirus at school, either for students, teachers or staff of the center, the COVID-19 coordinator will report the case through the computer application of the Department of Education ("EduCovid"), specific for reporting the basic data related to close contacts of possible confirmed cases.

This report will include information on the close contacts of the affected person, including classmates, those closest to the infected person and teachers who teach that group, school transport and canteen companions, companions of private transport in which several children travel from the center, as well as information on other contacts linked to the school that can be provided voluntarily by parents or legal guardians. The tracking of potential contacts from other areas, including extracurricular activities, should be collected by SERGAS.

The family of a child suspected of being infected should request a telephone consultation with their pediatrician to evaluate the need to request a diagnostic test. If there is no appointment for the same day, they will go to a Health Care Center in order to be evaluated by the primary care physician. The measures to be applied when a person has symptoms that reveal he or she may be infected are the following:

- Isolation of the suspected case:

The affected person will put on a surgical mask and will be taken to an isolation area intended for this purpose; the room will have adequate ventilation, hydroalcoholic gel and a wastebasket with a pedal lid. For this purpose, the Storage room in building 4 has been designated as "NURSING ROOM" or "COVID ROOM 1" and there is also a second room, if necessary, located in building 1 Lower Elementary Education Area, which will be called "NURSING ROOM" or "COVID ROOM 2".

The accompanying person will wear an FFP2 mask without a valve, as well as a face shield and a disposable gown.

Action, evacuation and isolation measures:

Once the above measures have been taken, contact the reference Health Center and the SERGAS reference telephone number, and follow their

instructions. To initiate the protocol for detection, investigation and tracking of cases and close contacts within the scope of its competences, in coordination with the public health authorities.

Clean-up measures:

Once the person suspected of being infected has been evacuated, the work area in which he/she was working shall be cleaned, especially the work surfaces and the tools, utensils or devices with which he/she was working at the time. Such cleaning shall be carried out with a virucidal disinfectant, bleach water solution or cleaning cloths with hydroalcoholic solution depending on the cases and type of device.

After cleaning, the materials and protective equipment used shall be disposed of in a safe manner.

Contact tracking:

The Galician Education Authorities will be responsible for establishing the mechanisms for the detection, investigation and tracking of cases and close contacts at the workplace, in coordination with the public health authorities. As soon as a suspected case is detected, tracking of close contacts will be initiated. The period to be considered will be from 2 days before the onset of symptoms until the case is isolated. In asymptomatic cases confirmed by PCR, contacts will be sought from 2 days before the date of diagnosis.

Any asymptomatic person who meets the definition of a close contact of a confirmed case should be informed and active or passive surveillance should be initiated, following the protocols established in each Autonomous Community.

Follow-up and control measures:

- Suspected cases

All suspected cases should be kept in isolation while awaiting the PCR result and the tracking of their contacts should be initiated.

In cases that do not require hospital admission, home isolation will be indicated. The isolation will be maintained until three days after the resolution of fever and clinical picture with a minimum of 14 days from the onset of symptoms. In asymptomatic cases, isolation will be maintained until 14 days after the date of diagnosis.

Follow-up will be supervised until medical discharge in the manner established in each Autonomous Community.

- Close contacts

Close contacts of confirmed cases will go on home quarantine for 14 days from the date of last contact with the case. If during the 14 days of quarantine symptoms develop, it will be considered a suspect case, should make immediate self-isolation in the place of residence and urgently contact the person in charge of monitoring.

If the contact remains asymptomatic at the end of the quarantine period, he/she may return to his/her normal routine.

After the appearance of a case of COVID-19 diagnosis, the recommendations of the Health Chief Officer for Galicia will be followed, and it may be possible that a school has to isolate a part of the school (classroom or group of classrooms) maintaining the operation of the rest as usual depending on the number of contacts identified in each contagion. The health authority, in coordination with the Ministry of Education, will determine in each case the number of staff and students affected and the duration of the quarantine measures that will be communicated to the school's COVID-19 team r to communicate with the educational community, without prejudice to the information that is provided by the health authority. The health authority, depending on the number of infections, may order the closure of one or more classrooms, school stages or the school as a whole according to the following cases:

- The appearance of a single confirmed case in a classroom may imply the quarantine of the entire group that makes up the classroom and that of the faculty assigned to that group.

- When 3 confirmed positive cases are detected in the last 7 days, it is possible to agree on the measure of closing the entire educational level where the outbreak occurred or, if appropriate, the entire school.

The appearance of a suspected infection with subsequent confirmation is a notifiable case that will involve the health authority the obligation to enter into quarantine for at least 10 days for all persons who have the consideration of close contact.

The suspension of in-person teaching will imply the application of the rules laid out in the present protocol in relation to online education. For the purposes of determining the level of risk, the health authority may reassess the transition to risk level NR 2 for cases of vulnerability consideration and sensitive personnel qualification.

5.3.7 GUIDELINES FOR THE ONLINE TEACHING PERIOD

Non-contact teaching will be provided by the students' usual teachers, preferably through the virtual classroom of each group. The teaching staff will supervise the students and will teach the subject online using the available contents provided by the teacher himself/herself or those available by the Department. Likewise, the teacher will be able to give tasks to the students as a way to recap the content of a particular subject or do continuous assessment of that subject.

The school's COVID-19 team will identify the students who have difficulties connecting due to lack of equipment, so that the Consellería can adopt the appropriate measures to minimize the eventual difficulties of online education.

For each specific case of suspension of in-person teaching, the Regional Ministry may adopt the appropriate measures in relation to the ordinary periods of evaluation of students when they coincide with the time of suspension.

5.3.8 GUIDELINES FOR RESUMING IN-PERSON SCHOOL ACTIVITIES

At the end of the on-site closure period of the classroom, school stage or school as a whole, school activities will resume in phases. These phases are just a guide, and it may be possible to modify both their duration and the percentage of students included in each phase. The model to be applied corresponds to the Ministry of Education, with the advice of the Ministry of Health.

Without prejudice to the general guidelines established in the protocol approved by the Ministries of Education and Health, the school has planned the following phases for resuming school activities:

- Phase 1 (Adequacy of premises).
- Duration: 2 days.

In this first phase, prior to the resumption of activity, the center's COVID-19 team will establish the actions to be developed, in collaboration with the health and education authorities.

- Objectives: (to be determined)

Review of compliance with this plan, review of premises, passage areas, state of classrooms, signage,....

- Phase 2 (Formation of small groups) - Duration: 1 week

The percentage of students that can be simultaneously in a classroom will be 50%. (Unless otherwise stated by the relevant authorities), students will attend on alternate days, each day half of the class.

- Objectives: (to be determined)

To train students on the importance of physical distancing measures, the use of masks and hand hygiene.

Checking the use of masks, monitoring of access controls, distancing and correct use of passage areas.

- Phase 3 (Reinforcement of the measures learned in small groups) - Duration: 3 weeks

The percentage of students that can be simultaneously in a classroom will be 75%.

- Objectives:

To train students on the importance of physical distancing measures, the use of masks and hand hygiene.

Verification of the use of masks, monitoring of access controls, distancing and correct use of passage areas.

- Phase 4 (reactivation phase) - Duration: 1 month

Periodic daily verification of the conditions and attitudes of the students.

5.3.9 MEASURES TO PREVENT THE RISK OF SPREADING CONTAMINATION

These measures are aimed at preventing the appearance of possible sources of contamination or the spread of infection within and from the school. It is essential to be in permanent contact with the health service of the occupational risk prevention service for aspects related to the treatment of susceptible persons, contacts, or reincorporation of workers who have remained in isolation.

- **Measures for monitoring the health condition:**

These are measures aimed at knowing the situation of workers who cannot avoid their presence in the company against SARS-CoV-2 and of action to prevent possible activations of potential transmission points. To this end, there will be the following actions:

- Assessment of current immunological status: Whenever possible, it is very important to carry out immunological tests (rapid test) to assess the condition of people who are going to return to work, so as to ascertain whether there has been contact with the virus, if there is immunization or if they are in a potential situation of viral transmission. Follow-up actions, including the possibility of having to repeat the test, will be determined by the interpretation of the result as summarized in the following table:

IgM (+)
IgG (-)

IgM (+)
IgG (+)

IgM (-)
IgG (+)

IgM (-)
IgG (-)

Positive

Past infection or immunity

Negative

DISEASE-CONFINEMENT

IMMUNITY/FREE
PASSAGE TO WORK

MONITORED
RISK/RISK UNDER
STUDY

RISK
CURRENTLY
CONTROLLED

Health, Socio-Health and Essential
You must go on home isolation for 14 days, inform your Public Health Service and repeat the test when 7 days have elapsed, the last 3 without fever or respiratory difficulty.

General Population:
You must go on home isolation for 14 days, inform your Public Health Service and repeat the test when these days of isolation have elapsed, if you have no symptoms.

Any sector:
You can carry on with your usual work with appropriate protective and safety measures and repeat the test when these days of isolation have elapsed, if you do not show any symptoms

Any sector with symptoms:
You must go on a home isolation for 14 days, inform your Public Health Service and repeat the test when these days of isolation have elapsed, if you have no symptoms.

Any sector with no symptoms:
You can carry on with your usual work with the appropriate protection and safety measures and repeat the test after 14 days have elapsed. If during this period you present compatible symptoms, you must go on home isolation for 14 days, inform your Public Health Service and repeat the test when these days of isolation have elapsed, if you do not present symptoms.

TYPE OF
LICENSE

DISEASE-CONFINEMENT

IMMUNITY/FREE PASSAGE
TO WORK

IMMUNITY/FREE PASSAGE
TO WORK

IMMUNITY/FREE PASSAGE
TO WORK

- **Access control measures:**

It is recommended that this measure is applied with the consent of the workers' representatives and that of the individuals involved, who will inform the company of the results be obtained, respecting the existing limitations by the Spanish Data Protection Regulation.

- **Remote body temperature measurements** on joining the school or in case of suspicion of fever in the classrooms (non-contact thermometer).
- **Prior and periodic performance of rapid tests on workers**, as indicated in the section on health control (assessment of immunological status). This measure is also complementary, and requires the maintenance of hygiene and distancing rules, as the fact that the test result is negative indicates that the person is not infected at that moment, but may become infected within the next five minutes, etc.
- **Assessment of the presence of general or specific symptoms** (self-administered questionnaire: fever, cough or difficulty in breathing)
- In case of temperature equal to or higher than 37.5 or presence of symptoms (fever, cough or respiratory distress, etc.) action shall be taken as indicated in the section on measures to be taken in the event of "suspicion or activation" of a possible case.

- **5.3.10 WORKERS PERFORMING ACTIVITIES OUTSIDE THEIR OWN CENTERS**

- Activities that require travel should be planned taking into account the recommendations and limitations established by the Authorities, both in the form of travel (use of public transport) and in the conditions established at the destination (areas with mobility limitations, quarantines,).
- They should ask the owner of the work center to which they are moving for the existing rules for infection control in that center, and provide those to be applied by the workers of the moving company.
- With the information provided by the owner of the work center to which they are moving, together with the updated information from the health authorities, they should analyze whether it is possible to carry out the planned work under safe conditions.
- If necessary, the company must acquire the personal protective equipment and the specific protective elements established by the owner of the work center and/or the health authorities.
- They shall provide the personal protective equipment and the specific protective elements indicated in the previous section, together with the necessary instructions and rules to the workers who will carry out the activities outside their own centers.

- Workers must use the necessary personal protective equipment and protective elements, in addition to following the instructions and standards provided.

- 5.3.11 OTHER ASPECTS TO CONSIDER WHEN RETURNING TO WORK.

- In addition to all that has been stated in the previous sections during the development of this Plan, other aspects that may condition its development should also be taken into account:
 - Consultation and participation of workers' representatives (Health and Safety Committee, Delegates,...) in those aspects or measures that directly concern workers in one way or another, such as: temperature controls, testing, delivery of protective equipment, modification of schedules or breaks....
 - Information and training on COVID-19
 - It must be ensured that all personnel have specific and updated information and training on the specific measures to be implemented. It is important to stress the importance of adapting the information and training according to the measures updated by the Ministry of Health, for which continuous monitoring is required.
 - Handicap of the possible different rates of return to activity that may condition the supply of certain elements or materials (components, raw materials, etc.) by suppliers. Special attention must be paid to the supply of PPE, especially surgical masks, FFP2 masks, gels, etc.
 - A systematic system must be established to guarantee the updating of the rules and procedures according to the new indications or guidelines established by the health authorities, which may condition certain measures or propose new ones.

6. MONITORING OF THE PLAN

For the development of the Plan and the analysis of the implementation of measures and their follow-up, the company has designated the Principal of the center to coordinate the exceptional prevention activities during the Covid-19 crisis, and to act as a point of reference for all the workers of the company.

They must leave evidence (records of actions, photographs, etc.) of all the actions carried out and all the documentation that may be generated: cleaning reports, external maintenance controls, service delivery notes, sick leave, etc.

7. VALIDITY AND UPDATING OF THE PLAN

This document is elaborated to facilitate the gradual return to normality and its validity will be depend on the THE GUIDELINES AND REGULATIONS DICTATED BY THE AUTHORITIES.

8. SYNOPSIS FOR THE IMPLEMENTATION OF THE PLAN

The following is a synopsis/summary to facilitate the implementation of the PLAN:

Starting from the start-up situation of the company, the PLAN will necessarily lead to a definition of prior actions to design the incorporation to work or the continuation of activities (section 5.3. of the PLAN).

All the actions to be implemented by the company are included in these two basic action modules: **Technical Measures and Health and Control Measures.**

TECHNICAL, SANITARY AND CONTROL MEASURES	Premises in Use (Item 5.3.1)	<ul style="list-style-type: none"> Hygienic measures: Cleaning and disinfection. Organizational measures: Access regulations and technical Technical distancing measures Measures to prevent the risk of spreading contamination COVID-19 (Item 5.3.7)
	Staff (Item 5.3.2)	<ul style="list-style-type: none"> Basic personal hygiene measures
	Social distancing (Item 5.3.3.)	<ul style="list-style-type: none"> Technical Measures: Access rules and technical measures for access and distancing
	Coordination of Business Activities (Pt. 5.3.4)	<ul style="list-style-type: none"> Coordination actions in relation to: contractors and the public.
	Other Aspects (Item 5.3.8/9)	<ul style="list-style-type: none"> Consultation and Participation Training and Information Purchasing Management Travel
	Identification and Management of Sensitive (Item 5.3.5)	<ul style="list-style-type: none"> Identification and communication by the company Assessment by the medical staff of the service of by the external prevention

Actions to be taken in case of "suspicion or activation" of a possible case (Item 5.3.6)	<ul style="list-style-type: none"> • Isolation, communication and cleaning and disinfection by the company. • Identification of close contacts by the health service of the occupational risk prevention service.
Measures to prevent the risk of spreading contamination COVID-19 (Item 5.3.7)	<ul style="list-style-type: none"> • Assessment of current immunological status: (quick test) • Access control measures

9. FINAL PROVISIONS

The document is prepared to facilitate the gradual return to normality and its validity will be conditioned by the guidelines and rhythms indicated by the authorities **AND ITS VALIDITY WILL BE CONDITIONED BY THE GUIDELINES AND RHYTHMS INDICATED BY THE AUTHORITIES.**

10. ANNEXES

Anexx 1	"List of Technical Means and Personal Protective Equipment".
Anexx 2	"Cleaning and Disinfection of Premises in Use".
Anexx 3	"Organizational Measures and Rules for Access to Premises in Use".
Anexx 4	"Basic personal hygiene guidelines"
Anexx 5	"Hygienic and Protective Guidelines against covid-19 for the Public".
Anexx 6	"Hygienic and Protective Guidelines against covid-19 for Contractors and Concurrent Companies".
Anexx 7	"COVID-19 Clinical Self-Assessment Survey."
Anexx 8	"Table correlation with the points of the COVID-19 Adaptation Plan in 2020-2021".
Anexx 9	"Staffing table, educational stage levels."
Anexx 10	"Cleaning protocol"
Anexx 11	"Communication protocol"
Anexx 12	"Contact list of students and teachers"
Anexx 13	"Cleaning Checklist"
Anexx 14	"Responsible parental statement"
Anexx 15	"Assignments of the faculty member in charge of surveillance."
Anexx 16	"Surveillance entry firms"
Anexx 17	"Record of delivery of protective equipment to school personnel".

Anexx 18	"Contingency and adaptation plan delivery record."
Anexx 19	"Contingency and adaptation plan delivery record."
Anexx 20	"Covid material inventory register by educational area".
Poster 1	Hygienic and protective measures against COVID-19.
Poster 2	Mandatory use of face mask
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Poster 6	Mandatory use of face masks - common use areas
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Poster 10	Maximum capacity