

CHAPTER 1

GRAN VIA BUSINESS CENTER CONTINGENCY AND PREVENTION PROTOCOL IN FRONT OF COVID-19.

INTRODUCTION

According to the opinion of public health specialists and epidemiologists who are spreading in the media, the measures to be taken by the Government in order to restore activity will depend on how the epidemic progresses and on how many people have really passed the disease, to know the degree of immunization of the population.

The first indications in this regard suggest that the measures to return to normality will be applied little by little; Just as not everyone stopped working at the same time, not everyone will return to their jobs at the same time. More activities will be allowed and it will be checked with very strict vigilance if there is any regrowth, with the possibility that there are measures that will have to be reversed.

Reincorporation may be different when it comes to age sectors, previous pathologies, or even differentiated in terms of the level of progress in controlling the epidemic in the different autonomous communities or populations of Spain. And with measures that enhance teleworking whenever possible.

That is why, once the situation created by the state of alarm and the application of measures for essential activities has ended, we should all return, in one way or another, with greater or lesser progressivity, to our daily activity in function of lifting measures established by the Government.

This document establishes a Contingency and action Plan to COVID-19, to define the essential elements and guidelines to apply and take into account for the maintenance of the activity to the extent that the regulations issued by the Government and the Health Authorities make it possible.

The Plan **contemplates the actions to be carried out to make possible this process of reincorporation to the activity, as well as the pertinent organizational, collective and individual measures to adopt.** These measures will always be aimed at preventing COVID-19 infection and responding to the eventual appearance of cases or close contact with infected people.

be safe
now

1. NATURE OF ACTIVITIES AND EXPOSURE RISK ASSESSMENT

According to the document prepared by the MINISTRY OF HEALTH, "ACTION PROCEDURE FOR LABOR RISK PREVENTION SERVICES AGAINST EXPOSURE TO SARS-CoV-2" (latest update available), depending on the nature of the activities and the transmission mechanisms of the SARS-CoV-2 coronavirus, the different exposure scenarios in which workers and users can be found are established, which are presented in Table 1, in order to establish the required preventive measures, according to which The activities carried out at the Gran Via Business Center facilities are categorized as having a low probability of exposure or risk.

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

EXPOSURE OF RISK	LOW RISK EXPOSURE	LOW CHANCE OF EXPOSURE
Healthcare and non-healthcare personnel who attend to a suspected or confirmed case of COVID-19.	Health personnel whose work activity does not include close contact with a suspected or confirmed case of COVID-19, for example:	Workers without direct attention to the public, or more than 2 meters away, or with collective protection measures that avoid contact, for example:
Medical transport technicians, if there is direct contact with a suspected or confirmed case of transferred COVID-19.	<ul style="list-style-type: none"> - Companions for transfer. - Warders, stretcher-bearers, cleaning workers. 	<ul style="list-style-type: none"> - Administrative staff. - Technicians of sanitary transport with collective barrier, without direct contact with the patient.
Situations where close contact at work with a suspected or confirmed case of COVID-19 cannot be avoided.	Laboratory personnel responsible for virological diagnostic tests.	<ul style="list-style-type: none"> - Public transport drivers - Security personnel
	Non-health personnel who have contact with possibly contaminated medical equipment, fomites or waste	
	Home help for asymptomatic contacts.	

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

In relation to the classification contained in said table:

The vast majority of workers who may be affected by this document would be at the **LOW CHANCE OF EXPOSURE** level. In general, working people in this scenario do not require exceptional protection measures as long as the safety distance of 2 meters is maintained. Since this situation cannot always be guaranteed, Gran Via Business Center will make the use of face masks compulsory in all common spaces.

In compliance with the sanitary recommendations, the use of protection masks with filtering valve is not allowed inside the facilities.

2. CENTER INFORMATION

ACTION PLAN FOR REINCORPORATION TO ACTIVITY POST COVID-19 DATE: 07/02/2020	
COMPANY	GRAN VIA BUSINESS CENTER S.L. CIF B61389763
ADRESS	Gran Via, 630 / 08007 Barcelona
ELECTRÓNIC MAIL	Info@granviabc.com TELEPHONE 932702222
ACTIVITY	Business Center with support to essential and non-essential sectors
SITUATION	Activity maintained as it is an essential or critical sector
	X Non-essential sector but with activity during alarm state
	No activity during alarm state
EXPOSURE CLASIFICACION TO SARS-CoV-2 IN WORK AREA	Risk exposure
	Low risk exposure
	X Low probability of exposure

2.1. Description of spaces and accredited users

The Gran Via Business Center facilities occupy the 1st, 2nd, 4th, 5th and 6th floors of the office building located at Gran Via Corts catalanes 630, in the center of the city of Barcelona.

These facilities consist of specific and differentiated spaces, both for their use and for the influx of users. The clients of the center are users of the facilities, access to which is not permitted to any outsider unless accompanied by an authorized user.

- Lobby of the building with free access to clients, visits and external services
- Main reception and waiting area on the 4th floor with free access to clients, visits and external services
- Private offices with exclusive and restricted Access
- Meeting and training rooms with restricted access and upon request
- Phone booths located on the 5th floor with free access exclusively to customers

- Terraces and Office-dining room located on the 6th floor with free access exclusively to clients
- Coffee Points and common areas with free access exclusively for customers
- Warehouses in the basement with restricted access to customers with storage contracts, the staff of the Gran Via Business Center and maintenance services

External personnel: This group includes all workers belonging to other companies or activities, but who perform management and maintenance functions of the different facilities, networks, machines and equipment that the center is equipped with. These are subcontracted workers not belonging to the Gran Via Business Center team who can provide services for a more or less short period of time and their actions are concurrent with those of the activity carried out in this Property. Access to the spaces will always be pre-programmed with the center to minimize influx and contacts as much as possible.

Visitors: This group includes all those people who sporadically come to the offices and premises to carry out various procedures and who are part of the building's occupation for a certain period of time. In the current scenario, it is a priority to avoid introducing the virus into the centers. Therefore, all visits without professional links with the center are restricted unless strictly necessary. In no case will visits by people presenting any respiratory symptoms or fever be allowed.

2.2. General facilities of the center

Instalation	Specific measures taken
Air conditioning / heating	There is an air conditioning system in all rooms. Conditioning of the offices: Air-water system, with installation of pipes with registers and independent temperature regulation for each space. The permitted margins in temperature are determined, depending on the season, by the environmental recommendations of the Generalitat de Catalunya and the Spanish Ministry of the Environment.
Toilettes/ Washrooms	Differentiated toilets for women and men on all floors. Both sinks and toilets are made of vitrified white porcelain. They have hand soap and cream, non-contact taps and disposable paper towels for drying hands. Disposable handkerchiefs are also available to operate toilet cisterns and wastebaskets with foot pedal and lid to dispose of them.
Lifts	The building has two elevators with a normal capacity of 10 people. The capacity allowed in them has been limited to 2 people since the decree of the state of alarm and it is recommended to all users the preferential use of the stairs.

2.3. Accesses and accessibility conditions

Espacio	Medidas específicas adoptadas
Building	During the working day, the access doors to the building will remain open without contact. Outside of the day, it will be accessed, as usual, through the personal proximity card. It is mandatory to access with a mask and wear it in elevators and other common areas of the facilities.
Indoor areas	The access procedure is the same as in the lobby; During working hours it will not be necessary to operate the main doors of the plant since they will remain open. On the 4th and 5th floors, as they receive the most user traffic, the 2 access doors have been exceptionally enabled to facilitate the transit of users without any type of agglomeration.
Toilettes/ Washrooms	Exceptionally, the access doors will remain open so that the capacity can be viewed at all times and the coincidence of 2 or more users at the same time. The use of a mask inside the toilets is essential and it is recommended to lower the covers of the toilets as a preventive measure against the spread of the virus.
Terraces	Dispensers of hand sanitizing solution and disposable placemats have been placed at the entrance to it. The capacity of the office has been limited and the kitchenware has been replaced by disposable items.

3. MEANS AVAILABLE TO ALL USERS OF THE CENTER

The material means for prevention and response to the eventual appearance of cases and outbreaks of COVID-19 in the center are listed below:

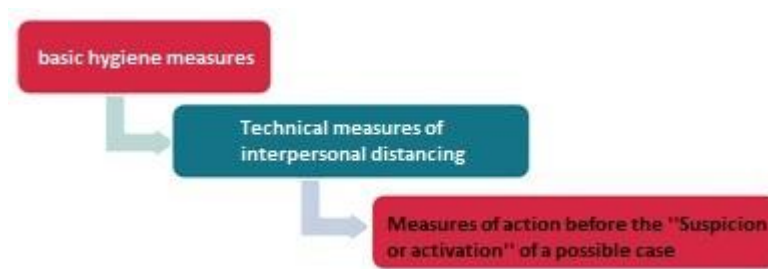
3.1. General measures

Means	Observations
Informative posters on hand hygiene and mask use	Located at the entrance to the center, toilets, hallways and common areas.
Hand hygiene soap.	In all the toilets of the center, public and private.
Paper towels for hand hygiene.	In all the toilets of the center, public and private.
Hydroalcoholic solution dispensers for hand hygiene.	In common areas.
Disinfectant with virucidal effect.	For areas of ambulation and of greater traffic of people, frequent contact surfaces such as railings and handrails, buttons, door knobs, tables, etc.
Sodium hypochlorite (with 1000 ppm of active chlorine).	For cleaning and disinfecting toilets and mail and parcels
Tissues	In the building lobby, meeting rooms and toilets
Wipes with disinfectant.	In meeting rooms, for cleaning and disinfection of remote controls and other audiovisual elements
Waste containers, with opening lid with pedal.	In the lobby of the building, kitchen and toilets to dispose of tissues, gloves and other items, without contact
Surgical masks	
Disposable vinyl gloves	
Sanitary kit with mask and hydro-alcoholic gel	
Floor signage	

Means	Observations
Surgical masks	Available to users and visits in case of routine or loss of the user's own
Disposable paper tablecloths	To protect the work or dining area. Available on 4th and 6th floors
Disposable vinyl gloves	For specific tasks such as package disinfection

In the case of the use of a self-filtering mask, in no case will this include an exhalation valve, since in this case the air is exhaled directly into the environment without any type of retention and the spread of the virus would be favored, where appropriate.

4. ACCIONES Y MEDIDAS PREVISTAS



4.1. Basic hygienic measures

They are intended to prevent the potential risk of contamination or contagion, own or others, in the workplace.

- **A social distance of 2 meters must be maintained and personal hygiene measures must be reinforced** in all work areas and against any exposure scenario. The use of signs and signage to promote hygiene measures will be promoted.
- **Hand hygiene is the main measure of infection prevention** and control and they should periodically perform hand hygiene for infection prevention and control. Frequent washing with soap and water is preferably recommended. If your hands are clean, you can use the disinfectant alcohol dispensers that are found in all common areas and meeting rooms.
- **Respiratory hygiene measures** must be adopted:
 - When coughing or sneezing, cover your mouth and nose with a tissue and dispose of it in a trash can with a lid and pedal. If scarves are not available, use the inside of the elbow to avoid contaminating the hands.
 - Avoid touching your eyes, nose or mouth.
 - After coughing or sneezing, and before touching your mouth, nose, or eyes, wash your hands carefully with soap and water for at least 20 seconds. If you don't have soap and water, use sanitizing solutions with alcohol to clean them.
- When the interpersonal distance is less than 2 meters, or when working with other people around, the use of a hygienic barrier mask is recommended (with marking according to the

UNE-0064-1 or UNE-0065 specification). In the case of the common areas of the center, the use of a mask is established as mandatory.

- Cleaning and disinfection have been reinforced in all spaces and contact areas with specific products (see ANNEX I)
- Special attention is paid to the elements that must be touched by different people: door handles, keypads, touch screens for non-individual use, coffee machines, bathrooms, tools and other elements for collective use ... Regardless of this, It will reinforce the instruction of hand washing after touching these surfaces of massive use.
- Since all spaces for private use (offices) have openable exterior windows, it is recommended that all users open the windows and ventilate their office daily, for 10-15 minutes.
- The building's air conditioning systems have been adjusted, the filter cleaning has been reinforced and the number of renovations per hour or the percentage of clean outside air have been increased, avoiding air recirculation as much as possible. reinforce cleanliness.
- Within an office or work team, it is recommended to avoid sharing office supplies, equipment and tools.
- Optionally and at the request of each company installed in the center, Gran Via may program additional disinfection actions in mode or frequency, to those provided for in the Cleaning and Disinfection Protocol (see Chapter 2)

4.2. Technical measures. Interpersonal distancing.

- We have reduced to 2 the jobs at the center reception to facilitate distance in our team and protective screens have been installed to minimize contact with users and the general public.
- **Signs have been placed on the floor** at coffee points and in the office.
- A courier reception cart has been set up in front of the reception and 3 meters away. **The reception of mail and parcels is carried out without contact** and the **received packages are disinfected** before being delivered to the recipient.
- The maximum capacity in the pergola-office is limited to 4 people, having removed the necessary chairs to ensure interpersonal distance and informative posters have been placed about personal and collective protection measures to follow.
- The usual tableware in office and coffee points has been removed, replacing it with disposable, eco-friendly single-use tableware. Still, users are recommended to use their own cutlery and the areas have been marked to facilitate distance between people.

- Optionally and at the request of each company installed in the center, Gran Via will be able to offer **personal separation barrier measures** to place inside the private office space.

4.3. Measures of action before the "suspicion or activation" of a possible case.

- It is the individual responsibility of each user to observe their own state of health in the event of the possible appearance of any of the following symptoms: fever, cough, feeling of high fever, difficulty breathing, feeling of shortness of breath, sore throat, loss of smell, loss of taste, muscle aches, diarrhea, chest pain, or headaches.
- In case you have any of these symptoms outside the center, you should stay home, not go to the office and **immediately notify your company's manager and the Gran Via Business Center.**
- In the event that you present any of these symptoms within the facilities, **you must immediately notify Gran Via Business Center in order to proceed with their preventive isolation.**

In the event of suspicious symptoms of possible infection such as fever (higher than 37.7), cough or respiratory distress, mainly, the measures to be applied will be the following:

- **Isolation of the suspected case:**
The affected person will be put on a surgical mask and taken to an isolation area for this purpose. A specific room on the 5th floor has been determined as an isolation area.
- **Action, evacuation and isolation measures:**
The center will contact the health authority through 112/061 / COVID-19 telephones of the Autonomous Communities and the affected person will remain isolated until the health authorities allow them to leave or evacuate.
- **Cleaning measures:**
Once the person suspected of being infected has been evacuated, the work area in which they are working will be cleaned, especially the work surfaces and the tools, utensils or devices with which they were working at the time, as well as the isolation room.
- **Contact identification:**
By "close contact" is meant:
 - Any person who has provided care to a case: health or socio-health personnel who have not used adequate protection measures or people who have other similar physical contact.

- Anyone who has been in the same place as a case, at a distance of less than 2 meters (eg visits, meeting) and for more than 15 minutes.
 - Anyone who has traveled on a plane, train or other long-haul ground transportation (access to traveler identification whenever possible) within a two-seat radius around the case, as well as any crew had contact with him.
- The **health service of the occupational risk prevention** service of each company installed in the center will be in charge of establishing the mechanisms for the investigation and monitoring of close contacts of those cases confirmed in the workplace and within the scope of their competences. , in coordination with the public health authorities.


LEGAL BASIS OF THE PLAN

The Regulations of general application, a non-exhaustive relationship and open to updates or subsequent publications, for the purposes of the scope and content of this Plan, are:

- Royal Decree 463/2020, of March 14, declaring the state of alarm for the management of the health crisis situation caused by COVID-19.
 - Initial note.
 - Article 3. Duration.
 - Article 4. Competent authority.
 - Article 5. Collaboration with the delegated competent authorities.
 - Article 9. Containment measures in the educational and training field.
 - Second additional provision. Suspension of procedural deadlines.
 - Third additional provision. Suspension of administrative deadlines.
 - Fourth additional provision. Suspension of prescription periods and expiration.

Modified on May 23.

- Law 31/1995 on Occupational Risk Prevention.
- R. D. 39/1997, by which the Regulation of Prevention Services is approved.
- R. D. 664/1997, of May 12, on the protection of workers against the risks related to exposure to biological agents at work.
- R. D. 773/1997, of May 30, on minimum safety and health provisions related to the use by workers of personal protective equipment.
- R. D. 486/1997, of April 14, which establishes the minimum provisions for safety and health in the workplace.
- “Action procedure for occupational risk prevention services against exposure to SARS - CoV - 2” (latest update available). Ministry of Health
- Guide to good practices in work centers in front of COVID-19. GOVERNMENT PRESIDENCY, April 11, 2020.
- Plan for the Transition towards a new normality, of April 28, 2020, of the Ministry of Health; and its annexes:
- Plan for the Transition towards a new normality, of April 28, 2020 of the Ministry of Health. Phase 1 guide.
- Plan for the Transition towards a new normality, of April 28, 2020 of the Ministry of Health. Phase 2 guide.
- Plan for the Transition towards a new normality, of April 28, 2020, of the Ministry of Health. Phase 3 guide.
- Order SND / 399/2020, of May 9, for the relaxation of certain restrictions of national scope, 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 national 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 TMA / 400/2020, of May 9, which establishes the conditions to be applied in phase I of the mobility de-escalation and establishes other requirements to guarantee safe mobility.

-  Order SND / 403/2020, of May 11, on the quarantine conditions that people from other countries must undergo upon arrival in Spain, during the health crisis caused by COVID-19.
- Order TMA / 410/2020, of May 14, which limits entry into Spain to aircraft and passenger ships through designated entry points with the capacity to attend to public health emergencies of international importance. Order SND / 414/2020, of May 16, for the relaxation of certain national 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 / 271/2020, of March 19, which establishes instructions on waste management in the situation of sanitary crisis caused by COVID-19.
- Order SND / 340/2020, of April 12, by which certain activities related to intervention works in existing buildings in which there is a risk of contagion by COVID-19 for people not related to said activity are suspended.
- Order TMA / 379/2020, of April 30, establishing the application criteria of Royal Decree 463/2020, of March 14, declaring the state of alarm, in the training activities of railway personnel, during the health crisis situation caused by COVID-19.
- Order SND / 440/2020, of May 23, which modifies various orders for better management of the health crisis caused by COVID-19 in application of the Plan for the transition to a new normality.
- Order JUN / 430/2020, of May 22, activating Phase 2 of the De-escalation Plan for the Administration of Justice before COVID-19. **Posted on May 23.**
- Order SND / 439/2020, of May 23, extending the controls at the internal land, air and maritime borders due to the health crisis caused by COVID-19. **Posted on May 23.**
- Order SND / 427/2020, of May 21, which relaxes certain restrictions derived from the health emergency caused by COVID-19 to small municipalities and local authorities of lower territorial scope. **Posted on May 22.**
- Resolution of May 14, 2020, of the Secretary of State for Social Rights, by which various measures that affect ONCE gaming activities are published, as a consequence of the approval of Royal Decree 463/2020, of 14 March, declaring the state of alarm for the management of the health crisis situation caused by COVID-19. **Posted on May 22.**
- Order TMA / 384/2020, of May 3, which dictates instructions on the use of masks in the different means of transport and establishes requirements to guarantee safe mobility in accordance with the plan for the transition to a new normal.
- Order TMA / 419/2020, of May 18, updating the measures in general management of maritime navigation adopted during the state of alarm for the management of the health crisis caused by COVID-19 to the process de-escalation.
- Resolution of May 11, 2020, of the General Technical Secretariat, by which the Agreement with the State Public Employment Service and the Spanish Banking Association is published, for the advance of unemployment benefits previously recognized by the Public Service of State employment. **Posted on May 21.**
- Resolution of May 11, 2020, of the General Technical Secretariat, publishing the Agreement with the Public State Employment Service and CECA, for the advance of unemployment benefits previously recognized by the Public State Employment Service. **Posted on May 21.**
- Resolution of May 11, 2020, of the General Technical Secretariat, by which the Agreement with the State Public Employment Service and the National Union of Credit Cooperatives is published, for the advance of unemployment benefits previously recognized by the Public Service of State Employment. **Posted on May 21.**

- Royal Decree-Law 17/2020, of May 5, which approves measures to support the cultural and tax sector to face the economic and social impact of COVID-2019.
- Order SND / 421/2020, of May 18, by which measures are adopted regarding the extension of authorizations to stay and reside and / or work and other situations of foreigners in Spain, in application of Royal Decree 463 / 2020, of March 14, declaring the state of alarm for the management of the health crisis situation caused by COVID-19. Posted on May 20.
- Order SND / 422/2020, of May 19, which regulates the conditions for the mandatory use of a mask during the health crisis caused by COVID-19. **Posted on May 20.**
- Resolution of May 19, 2020, of the Secretary of State for Economy and Business Support, by which the Agreement of the Council of Ministers of May 19, 2020 is published, instructing the Official Credit Institute to launch the fourth section of the line of guarantees approved by Royal Decree-Law 8/2020, of March 17, and it is established that its beneficiaries are small and medium-sized companies and the self-employed affected by the economic consequences of COVID- 19. **Posted on May 20.**
- Resolution of May 18, 2020, from the Collection Department of the State Agency for Tax Administration, which modifies the period of entry in the voluntary period of the receipts of the Tax on Economic Activities of the financial year 2020 related to national quotas and provincial, and the place of payment of said quotas is established. **Posted on May 20.**
- Order TMA / 258/2020, of March 19, by which provisions are made regarding administrative titles and inspection activities of the maritime administration, under Royal Decree 463/2020, of March 14, which A state of alarm is declared for the management of the health crisis situation caused by COVID-19.
- Order TMA / 419/2020, of May 18, updating the measures in general management of maritime navigation adopted during the state of alarm for the management of the health crisis caused by COVID-19 to the process de-escalation. **Posted on May 19.**
- Order SND / 458/2020, of May 30, for the relaxation of certain national restrictions established after the declaration of the state of alarm in application of phase 3 of the Plan for the transition to a new normality.
- Order SND / 487/2020, of June 1, establishing the conditions to be applied in phases 2 and 3 of the Plan for the Transition to a New Normality in the field of air and maritime services. **Posted June 1.**
- Resolution of June 1, 2020, of the State Public Employment Service, adopting measures for the recovery of face-to-face training activity in vocational training for employment in the workplace, within the framework of the implementation of the Plan for the transition to a new normal. **Posted June 1.**
- SN Order SND / 507/2020, of June 6, which modifies various orders in order to relax certain restrictions at the national level and establish the territorial units that progress to phases 2 and 3 of the Plan for the transition to a new normal. **Posted on June 7.**
- Order SND / 520/2020, of June 12, which modifies various orders for the relaxation of certain national restrictions established after the declaration of the state of alarm and establishes the territorial units that progress to phase 3 of the Plan for the transition to a new normal. **Posted on June 13.**
- Order SND / 518/2020, of June 11, regulating the authorization of a pilot program to open safe tourist corridors in the Autonomous Community of the Balearic Islands by partially lifting temporary controls at established internal borders on the occasion of the health crisis situation caused by COVID-19. **Posted June 12.**

- Order SND / 487/2020, of June 1, establishing the conditions to be applied in phases 2 and 3 of the Plan for the Transition to a New Normality in the field of air and maritime services.
- Instruction of June 4, 2020, from the General Directorate of Legal Security and Public Faith, on the lifting of measures adopted by the health crisis of COVID-19
- Order SND / 385/2020, of May 2, amending Order SND / 340/2020, of April 12, suspending certain activities related to intervention works on existing buildings where there is risk of contagion by COVID-19 for people not related to said activity.
- Order SND / 388/2020, of May 3, establishing the conditions for the opening of certain shops and services to the public, and the opening of archives, as well as for the practice of professional and federated sport. Updated on May 16:
 - CHAPTER I
 - Article 1. Reopening of retail establishments and commercial premises and of similar services.
 - Article 2. Hygiene measures to be applied in establishments and premises open to the public.
 - Article 3. Risk prevention measures for personnel providing services in establishments and premises open to the public.
 - Article 4. Protection and hygiene measures applicable to clients, inside establishments and premises.
 - Article 8. Professional athletes and qualified athletes of high level and high performance.
 - Article 9. Other federated athletes.
 - Unique additional provision. Other additional flexibility measures in retail, social services, education and universities, science and innovation, libraries and museums, and professional and federated sports.

The updated documentation and regulations on this matter are also available on the websites of both the Ministry of Health: www.mscbs.gob.es



ANNEX I

GRAN VIA BUSINESS CENTER CLEANING AND DISINFECTION PROCEDURES IN FRONT OF COVID-19.

Taking extraordinary cleaning and hygiene measures in the workplace is essential to fight the new coronavirus SARS-CoV-2 and prevent its spread.

Since the start of the state of alarm and following the criteria and recommendations of the health authorities, at Gran Via we have implemented a series of specific measures and protocols for cleaning and disinfecting our facilities to achieve healthy and safe work spaces.

Our cleaning staff has EPIS and instructions on procedures for sanitizing spaces and personal protection. All the products used in cleaning and disinfecting the facilities are authorized and approved by the Spanish Ministry of Health.

To offer the healthiest environment possible, we have reinforced cleaning and disinfection mechanisms with specific actions depending on the space and its use. The measures detailed below refer exclusively to protocols for the enhanced cleaning of spaces and surfaces and do not include the organizational preventive measures included in the general action plan against COVID-19.

Access to the building, stairs, elevators and common areas

Throughout the working day, a cleaning team is maintained that continuously reviews and sanitizes these common spaces, with special attention to:

- Flooring and contact surfaces
- Reception desks and protective screens
- Stair rails
- Lift buttons
- Main door handles and knobs



Offices*

They are cleaned and disinfected daily with detergents based on ethanol or other virucides, depending on the suitability of the surface to be cleaned. Particular attention is paid to the surface of work tables, armrests, telephone sets, keyboards and telephones, handles, switches, thermostats. To allow the cleaning of the workstations, **it is essential to leave your table fully collected at the end of your workday.** The disinfection of each post will be certified by means of a specific indicator.

Meeting Rooms and Phone Booths

After each use and before the next occupation, they are sanitized using virucidal products (of a variable nature depending on the surface to be cleaned), especially affecting the surface of the tables, armrests, handles, air conditioning thermostats, telephone and technological elements. After disinfection, a certified sign is placed in the rooms and a security seal is placed on the door of the telephone booths. To ensure the best disinfection is necessary, **users should notify Reception that they have finished using the space.**



Terraces, coffee machines and La Pecera office

As in the toilets, disinfections are carried out throughout the working day, especially in the hours before and after lunch. All the elements of common use (refrigerator, coffee machines or microwaves) are sanitized before the working day. The dishwasher is temporarily disabled. At the end of it, any food-related items left in these spaces will be discarded.

Courier and Parcel

We have enabled a system of reception and delivery without contact with the supplier companies. As for the packages and mail that we receive, they undergo a disinfection **process based on prior sodium hypochlorite** before being delivered to the recipients.

- ★ The health authorities recommend keeping a safety distance of at least two meters inside the offices, so if you want to implement additional measures such as a separator or an increase in cleaning, contact us, we will be happy to help you.