

The evolution of the Covid-19 virus so far requires of the companies which have not yet established a specific contingency plan to do so, and plan preventive and organizational measures, according to the instructions and recommendations issued daily by the corresponding authorities, specifically the Department of Health of the Generalitat de Catalunya, the Ministry of Health and social policies, the World Health Organisation (WHO), European authorities, as well as the risk prevention service itself and/ or the Mutual Insurance company for accidents and occupational diseases.

In general, and with the information currently available, the main recommendations, but not limited to, are the following:

- ✓ Contact the corresponding occupational risk prevention services to determine what specific measures should be taken depending on the sector and number of workers.
- ✓ Workers who show symptoms compatible with coronavirus infection (fever, shortness of breath or cough, or those determined by health authorities) should call 061 and follow the instructions of the health authority.
- ✓ Adopt environmental measures:
 - Provide means for frequent hand cleaning
 - Intensify surface cleaning actions, and their periodicity
 - Provide sufficient supply of hygienic products

- ✓ Adopt informative measures:
 - Establish appropriate internal communication channels
 - It is vital that workers feel properly informed
 - Foresee communications with external companies, which directly or indirectly may be affected by your actions.
 - Workers must report any symptoms as soon as they start.

- ✓ Adopt organizational measures:
 - Cancel or postpone all professional trips to high-risk areas until further notice.
 - Avoid face-to-face meetings as well as concentrations (the Government has just announced the ban on concentrations of more than 1,000 people)
 - Facilitate teleworking and job flexibility to the where possible. Have the necessary devices and systems adapted for when preventive measures require so.
 - Ask workers to inform HR managers of any travel or displacement they make on a personal level.
 - In the event of a significant impact on production, it is necessary to assess other types of measures such as: suspension of contracts, reduction of working hours...

We attach the document published by the Catalan Labour Relations Council on Monday, which contains a series of recommendations for companies and workers.

On the other hand, we must take into account:

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- ✓ Modifying the initial criteria, yesterday the Government announced that all cases of sick leave as a consequence of the coronavirus, including preventive isolation, will be considered work accidents. Thus, regardless of possible supplements, the benefit in these cases will be 75% of the regulatory base from the day following the leave and will be borne by the managing or collaborating entity.
- ✓ Business decisions must be made from official and / or verified information, without rushing, but in accordance with official recommendations.
- ✓ It is recommended that temporary individual or collective agreements be adopted in writing on certain measures taken, for example, teleworking.
- ✓ Regarding any permits to attend to children in the case of the closure of educational centres, without prejudice to possible regulatory changes in the set of measures that will be adopted shortly, these permits should be treated as leave without pay or on account of vacation, provided there is agreement between the parties.

The Government is developing a set of measures to help the companies and people affected.