



CHAPTER MEASURES AND CARE AT HOME FOR EMPLOYEES OF GEB AND TGI



Back to work,
taking care of me *and* taking care of you!



PROTOCOL FOR REACTIVATING CONSTRUCTION, OPERATION AND MAINTENANCE
PROJECTS AND ADMINISTRATIVE PROCESSES FOR THE COVID19 EMERGENCY

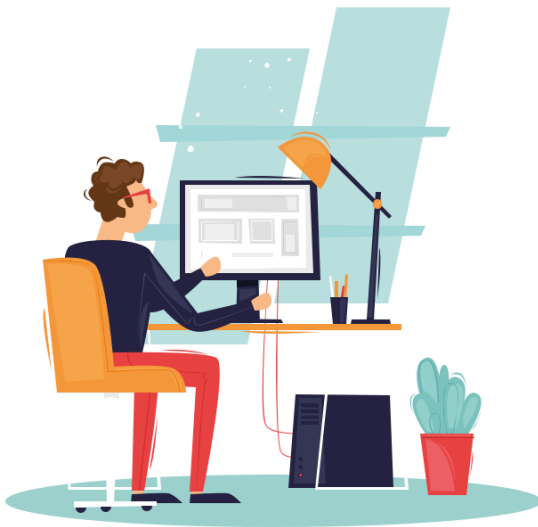


COVID 19 GUIDELINES FOR WORKING FROM HOME

The following provisional guidelines may help prevent exposure to COVID-19 for employees working at home.

The Human Talent Management area must prioritize and identify those employees who, because of the nature of their work in the company, can continue to work remotely, and will notify employees who meet the health requirements or criteria established by the National Government - Ministry of Labor and Ministry of Health - to work from home.

Elements to consider



- Strengthen options and tools for working from home and determine who should and can work remotely.
- Generate a census of employees, including the following variables: name, telephone number, contact, age, previous illnesses, pregnancy status (if applicable), EPS and ARL.
- Identify from the census the individual risk of employees who are most at risk of complications from COVID-19 include workers who meet the following conditions: age over 60, lung disease, heart disease, high blood pressure, kidney disease, diabetes, hypothyroidism, immunosuppressive conditions (cancer, prior transplant, lupus, among others), or pregnancy. Additionally, define if a worker, due to the role he/she plays within the company, could work from home.
- Define a strategy for the workers at home to continue to be involved in the day-to-day business of the company.
- If a worker meets the risk criteria and carries out a specialized activity, consider: allowing this person to guide a person with lower risk to perform his/her duties from a safe place or from his/her home. If this cannot be done, change the processes and flows so that this person has less possibility to come into contact with others (at lunch, transportation and leisure activities)
- Having technological tools for personnel to perform their work at home in an ideal manner, including: the use of teleconferences and video calls for supervision, management and control of their own activities and those of their contractors.
- Identify the vulnerable personnel who, because of their socio-economic conditions (e.g., household structure, contact with potentially infected people, means of transport), are at greatest risk of infection,
- Promote and implement the use of technological tools that reduce personal contacts within organizations.

- The physiotherapist will perform a virtual inspection of the workplace and generate recommendations and improvements to be implemented
- These recommendations will be evaluated by the relevant areas.
- The Talent Management area should establish communication channels for those employees who express concerns about working or not working at home.

When leaving the home

- Be aware of the local authority's indications on **mobility restrictions and access to public places**. Register at Coronapp Colombia
- Visit only those places that are **strictly necessary** and avoid agglomeration of people.
- Assign a person in the house who is at **low risk of infection** to do the household shopping, trying to minimize the number of outings.
- **Restrict visits** to family members and friends if you have respiratory problems.
- Do not kiss, nor hug, nor shake hands.
- **Use face masks in enclosed places** where a minimum distance of 2 meters between people is not possible, including public transportation, supermarkets and banks, among others.
- Avoid going out with jewelry or other non-essential items that may become contaminated
- Promote the arrival and departure at work by walking, riding a bicycle or motorcycle without passenger.



When returning to the home (follow this specific order)

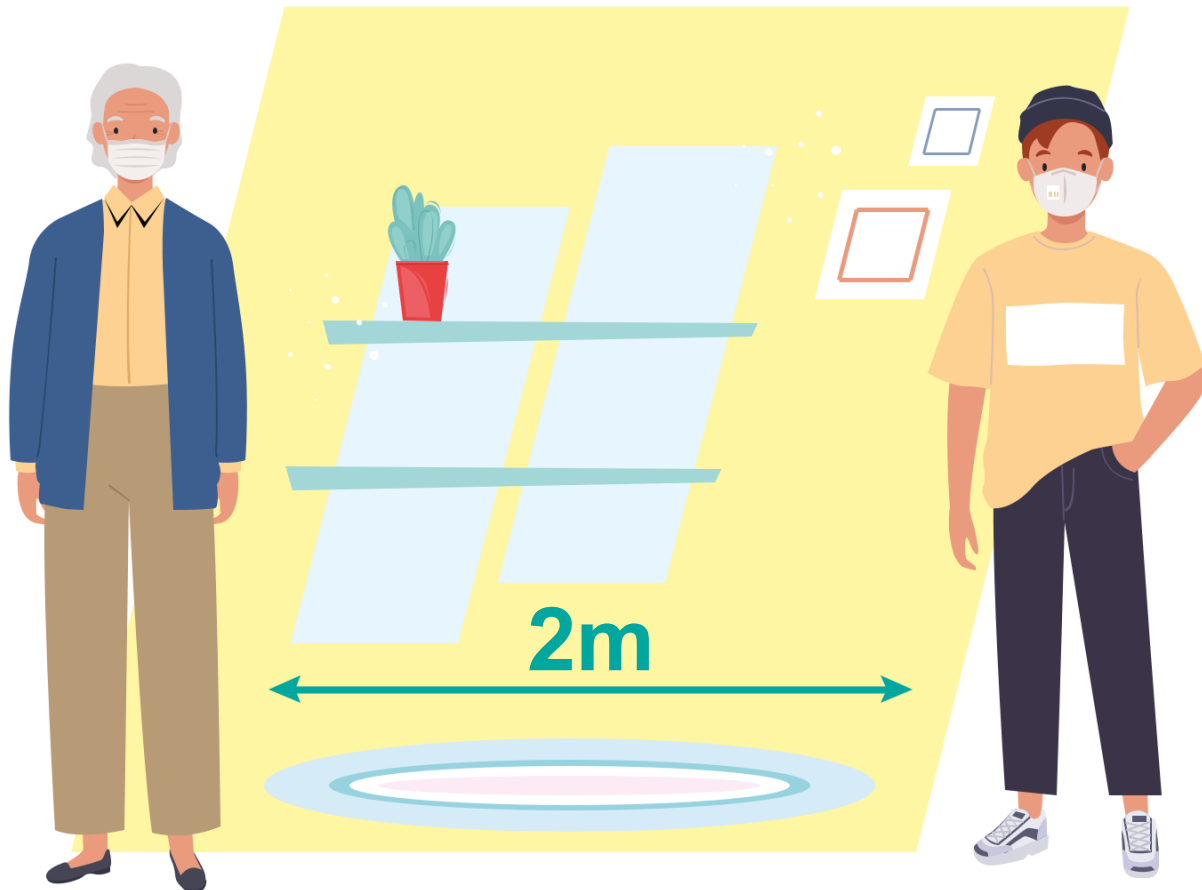
- **Step 1:** Avoid contact with family members
- **Step 2:** Remove personal items such as cell phone, keys, bags and clean them with a clean rag/cloth or disposable towel with soap and water or a disinfectant, e.g. 70% alcohol.
- **Step 3:** Wash hands according to the protocols established by the National Government - Ministry of Labor and Ministry of Health - including whenever you arrive at work or at home, before returning home, at least every 3 hours, after going to the toilet, handling money, or coming into contact with surfaces that have been contaminated by other people.
- **Step 4:** Change clothes and shoes **before any contact with family members.**
- **Step 5:** Remove shoes upon entry and **wash the sole with soap and water**, if you are going to use them inside the house.
- **Step 6:** Avoid touching your face at any time during this process, until your hands are washed, and disinfecting objects and clean clothes.
- **Step 7:** If there is a person with flu symptoms in the home, both the person with flu symptoms and those who care for them should constantly use a face mask at home.
- **Step 8:** Biosecurity waste should be disposed of in double bags and the bag that is to be touched by the collection personnel should be disinfected.



When living with a high-risk person

If the employee is living with people over 60 or people that have pre-existing conditions considered to be at high risk for COVID-19, he or she should take extreme caution to:

- Always keep a distance of **more than 2 meters** between people, handwashing, respiratory hygiene, cleaning and disinfection of surfaces and objects.
- Use face masks at home, especially when in the **same space as the person at risk**, including when cooking and serving food.
- **Increase ventilation** of the home.
- If possible, **assign a separate toilet and room** for the person in risk. If not possible, increase ventilation, cleaning and disinfection of surfaces.
- Fully comply with the **recommendations issued** by the Ministry of Health and Social Protection regarding hand-washing and respiratory hygiene.



Complimentary measures

- Maintain **constant communication with GEB/TGI personnel** who monitor the health conditions of employees. In the case of contractors, they must designate a competent person for follow-up.
- Follow the recommendations of the **working from home** infographics developed by GEB/TGI.
- **Attend virtual workplace inspections** for epidemiological, psychosocial and musculo-skeletal disorder surveillance programs that may be scheduled for you.

