

## Technical Guidelines for Health Safety in the work environment

### 1.- Return to the “new normal” strategy

Composed of 3 stages.

STAGE 1	Starts on May 18, 2020; only companies in municipalities with no infections can operate and it requires local authorization.
STAGE 2	Starts from May 18 <sup>th</sup> to 31 <sup>st</sup> , 2020; all essential businesses, as well as construction, mining and transport equipment manufacturing companies return. All these companies must have implementation of protocol procedures in place in order to safely resume operations.
STAGE 3	Starting on June 1, 2020, all essential businesses will be able to resume activities, even if the traffic light is red. The rest of the companies will resume according to the warning level (MAX=RED, HIGH=ORANGE, MEDIUM=YELLOW and LOW=GREEN).

### 2.- Guiding principles for a successful return

- **Health and life** (above any other value or principle).
- **Solidarity with all and no discrimination** (full support to housewives and child caretakers, but especially no disparaging of those infected with COVID-19).
- **Moral economy and productive efficiency** (a new cultural start, aimed at promoting safety and health, with the purpose of obtaining successful productivity).
- **Shared responsibility** (society is responsible for a coexistence normality both in the public and private sectors).

### 3.- General strategies of control and healthcare promotion and protection

- **Social distancing.-** The purpose is to avoid clusters of people.
- **Entry and exit control.-** Absolute control so as to identify possible infections; the ability to have an isolation space designated for people with symptoms; delivery of essential health care equipment (disinfectant gel and face masks); if possible, designate exclusive entry and exit doors.
- **Infection prevention measures.-** Guarantee and provide the necessary health care equipment at the workplace (water, soap, disinfectant gel, disposable towels, face masks and face shields); permanent disinfection and sanitization at the work site and of the work tools; natural ventilation at the work sites and/or the proper functioning of air extraction systems; signaling that reiterates safe distancing measures of at least 1.5 meters between people; constant hand washing; and encouraging the use of stairs in order to avoid large gatherings of people in elevators.
- **Use of personal protection equipment.-** Distribute face masks and provide training in its proper use; provide face shields as well as what is required by the applicable Mexican Official Norms.

#### 4.- Return-to-work plan

- **Planning:** A committee is created or a person is designated to undertake and supervise the *new normal* measures. This person or committee will be responsible for identifying whether the workplace can resume activities pursuant to the corresponding health alert traffic light; they will define the actions that need to take place depending on each work area; they will identify vulnerable personnel and the infection risk levels of personnel. They will also establish protection measures for vulnerable personnel and will classify risks according to the workers' exposure.
- **Information and training:** The strategy to resume activities will be communicated through official notices, which will also contain emergency numbers as well as messages of no discrimination against people who are recovering from COVID-19. In addition, training on protection measures and the actions to be implemented in the reopening of the workplace will be provided.
- **Preventive company outbreaks measures:** Employees who present symptoms will be sent home or to the corresponding health center. Training will be provided and information kits containing the steps to follow in case of a possible infection will be distributed. Special care is to be provided to people who have been in contact with an infected person. Infected employees who have not yet been medically discharged will not be allowed to return to work. There should be a track record of infected personnel and those who are suspected to be infected and who require at-home shelter.
- **Temporary policies:** Work schedules will be modified; measures regarding those who are vulnerable to the virus will be established; massive events will be suspended, etc.
- **Monitoring and oversight:** Monitoring of the adopted protection measures; provide essential care elements such as water, soap and disinfectant gel; comply with the changes or official dispositions issued by the authorities and continue with the punctual and continual follow-up of infected personnel.
- **Health safety self-evaluation:** Comply with the self-evaluation document that can be obtained in the following link: [www.gob.mx/nuevanormalidad](http://www.gob.mx/nuevanormalidad).

#### 5.- Protection measures for the vulnerable population

- Aimed at people who are prone to developing complications due to COVID-19.
- They will be allowed to attend consultations in order to evaluate their control measures and treatment.
- When the traffic light is RED, they are prohibited from coming in to work.
- When the traffic light is GREEN, they will work in the usual manner, with no specific measures.
- When the traffic light is ORANGE or YELLOW, their attendance will be avoided. If they are unable to work remotely the committee or the designated person will be in charge of identifying the vulnerable personnel, ensure that they have the necessary elements to provide work safety, to reduce work capacity in order to avoid clusters, allow for work rescheduling, establish exclusive zones at the company, but most importantly, not limit their right to work.

## 6.- Worker risk classification according to occupation or vulnerability

RED	Justice and legislative institutions will resume activities only via videoconference.
ORANGE	Operating business activities will take place by appointment only and there will be intensive digitalization.
YELLOW	Customer service by appointment will begin for current operating sectors, and government offices will return, while adhering to digitalization.
GREEN	All offices will resume activities and window services for all procedures will begin.

## 7.- Self-evaluation of the Health Safety Protocol

- A checklist of the health safety measures that each company must self-evaluate pursuant to their Health Safety Protocol.

### COMPANIES WITH NON-ESSENTIAL ACTIVITIES

- Should have a Health Safety Protocol, with a health safety measures check-list, according to company the size, which indicates whether the measures are fulfilled or not, or even whether they are applicable or not.
- Should be carried out taking into account the aforementioned principles, control strategies and return-to-work plan.

### ESSENTIAL ACTIVITY COMPANIES, must comply with the following requirements:

- They will have to complete the "Health Safety Protocol Self-evaluation", which must be approved by the Mexican Social Security Institute (MSSI), through a registration form available in the platform.
- They will fill out the general and identification information and will have to comply with the Commitment-Letter.
- In a period of 72 hours at the latest, the MSSI will notify the company, via e-mail, of any of the following three results:
  - **Approval of the protocol**, which will allow the company to resume operations;
  - **Inconclusive**, in which case the company will have to forward additional information to the MSSI and wait for approval in order to resume activities; and
  - **Denied**, in which case the company will have to review their Protocol, modify it and send it back to the MSSI, pending approval in order to resume activities.