

ACTION PROTOCOL FOR COVID-19 EMERGENCIES

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CHANGES TO THE PROCESS:
Rev. 01: 23/03/20: Protocol revision
Rev. 02: 18/05/20: Regulatory revision.
Rev. 03: 06/08/20: The entire document is revised, adapting it to the "Coronavirus control guidelines for meat companies", issued by the People's Republic of China on 21/07/2020 and forwarded by the Spanish Ministry.

CREATED BY	<i>REVISED AND APPROVED BY</i>
OSH and QUALITY DEPT.	<i>MGMT.</i>
NAME: MERCÈ ESQUENA / GEMMA TARRÉS	<i>NAME: PILAR PUIG</i>
SIGNED	<i>SIGNED</i>

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1. BACKGROUND

On 31 December 2019, the Wuhan Municipal Health and Sanitation Commission (China) reported a cluster of 27 cases of pneumonia, of unknown aetiology and with onset of symptoms on 8 December. Of the 27 cases, 7 were severe, and all had common exposure at a wholesale seafood, fish and animal market. No common source of the outbreak was identified.

The market closed on 1 January 2020. On 7 January 2020, Chinese authorities identified a new type of virus in the **Coronaviridae family** as the causative agent of the outbreak. It was initially named the novel **coronavirus (2019-nCoV)** and has since been named coronavirus 2 (**SARS-CoV-2**).

On 30 January 2020, the World Health Organization declared the coronavirus 2 (SARS-CoV-2) outbreak in China a public health emergency of international concern.

The WHO has since declared the disease a Pandemic, meaning it is worldwide in scope.

The Government of Spain declared a state of alarm throughout all Spanish territory, thereby restricting free circulation and putting extraordinary measures in place.

At this time, the source of infection is unknown, and there is uncertainty regarding the severity of the infection and the transmission capacity of the virus. Due to its similarity to other known types of coronavirus, SARS-CoV-2 is believed to be transmitted primarily **by respiratory droplets larger than 5 microns and by direct contact with the secretions of infected persons.**

Other possible transmission routes are being studied.

The incubation period of the first cases has been estimated at between 2 and 14 days.

2. OBJECTIVE

In view of the health emergency caused by the COVID-19 pandemic, Olot Meats has established a series of standards, instructions and preventive measures for addressing the possibility of infection by the coronavirus (COVID-19).

3. CRISIS INTERVENTION TEAM

A work team has been created with the aim of coordinating and managing the response to the health crisis.

NAME and SURNAME – ROLE	SUBSTITUTE IN CASE OF ABSENCE:
Pilar Puig - Management CRISIS COORDINATOR	Xavi Roca
Gemma Tarrés - Head of Quality Control (Cleaning and Disinfection)	Mercè Esquena
Joan Reixach, Miquel Campasol, Antonio Perez - Production Supervisors at Slaughterhouse, Offal area	Pilar Puig
Àngel Morera - Head of Maintenance	Quim Estarriola

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Merce Esquena- Head of Occupational Hazard Prevention and Environment	Gemma Tarrés.
Eduard Verdaguer - HR	Silvia Vilanova

4. INTRODUCTION

In view of the current health emergency caused by the COVID-19 pandemic, Olot Meats, S.A. has implemented tools that allow for the adoption of measures with a triple objective:

1. Ensure the supply of foods to the cutting plants and, in turn, to the population at large, in a complex working environment as detailed below. Normal operations at Olot Meats should not be affected if we retrofit the facilities, strictly follow the recommendations of health authorities and continuously monitor the situation at the company.
2. Guarantee the food safety of our products. Maintain food safety standards at the same level as usual, at minimum, and prevent food from coming into contact with COVID-19, even when there is no evidence to suggest that food is a vehicle of transmission.
3. Safeguard the health of the company's workers and, in this sense, apply the same protocols to workers who are not in the plant yet may have access to it.

To this end, we have begun by reviewing the most relevant information on this infectious agent, which has come to us through the official channels of the Health Department and/or the associations to which we belong such as ANICE, Insurance Companies and Occupational Hazard Prevention services.

We will continue developing the different aspects of the quality management system that we have put in place in order to apply any corrective measures as required by the current situation.

This Manual does not replace existing procedures (Good Practices Manual, Instructions, etc.), rather it should be understood as supplementary guidance material.

5. LEGAL REFERENCES

You can consult all updated information on the coronavirus (COVID-19) outbreak using the following resources:

The World Health Organisation (WHO) website

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Coronavirus SARS-Cov-2 global cases by the John Hopkins CSSE

- <https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

The Ministry of Health, Consumer Affairs and Social Welfare website

- <https://www.mscbs.gob.es>

The Generalitat de Catalunya website for queries or doubts regarding COVID-19 for citizens and professionals in relation to health and public health recommendations.

- <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/>

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- Coronavirus control guidelines for meat companies, issued by the People's Republic of China on 21/07/2020.

6. MEASURES TO BE TAKEN BY THE FOOD INDUSTRY (OLOT MEATS)

Below, we will go over the measures and practices that Olot Meats has implemented in view of this crisis.

6.1. COMMUNICATION MEASURES FOR PLANT PERSONNEL/VISITORS

Firstly, with regard to **plant personnel and/or subcontractors** working in the plant, the heads of each section (maintenance, new installations/improvements, production, etc.) are informed of the preventive measures to be taken by all persons entering our facilities, in accordance with the protocol established for COVID-19.

We ensure that any personnel who access our facilities understand the rules through the use of infographics displayed at different key points.

We also ensure that any personnel working in the production process is adequately trained in food hygiene.

We hold a training workshop to update workers on hygiene practices, taking advantage of this training to introduce practices that we have established specifically for COVID-19. Furthermore, from now on, new personnel will be trained based on this protocol and on the new standards.

All company personnel, including new employees, will receive training on Preventive Protection Measures against the Coronavirus. This training is created and carried out by the Occupational Hazard Prevention company Ergolaboris. Its effectiveness will be evaluated and recorded.

Infographics are displayed in the different sections of the slaughterhouse, offal area, pens, etc.



- 1. WE PLACE SPECIAL EMPHASIS ON THE HAND WASHING PROCEDURE,** as this is highly effective in preventing potential infections. **Annex 1.**



**RENTANT-SE SOVINT LES MANS
AMB AIGUA I SABÓ O SOLUCIONS ALCOHÒLIQUES**

**LAVARSE FRECUENTEMENTE LAS MANOS
CON AGUA Y JABÓN O SOLUCIONES ALCOHÓLICAS**

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2. **WHAT ARE THE SYMPTOMS?** All personnel need to be aware of the symptoms; if they think they may be infected by the coronavirus or notice any symptoms, they must immediately notify their department supervisor. **Annex 2.**



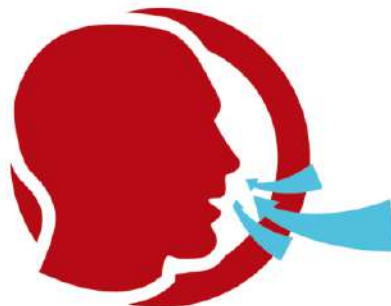
QUINS SÓN ELS SÍMPTOMES?
¿CUÁLES SON LOS SÍNTOMAS?

CORONAVIRUS

FEBRE / FIEBRE



TOS / TOS



SENSACIÓ DE FALTA D'AIRE
SENSACIÓN DE FALTA DE AIRE



MALESTAR GENERAL
MALESTAR GENERAL

**SI CREUS QUE POTS ESTAR AFECTAT PEL CORONAVIRUS
O NOTES ALGUN SÍMPTOMA, HAS D'AVISAR IMMEDIATAMENT
A L'ENCARREGAT DEL TEU DEPARTAMENT.**

**SI CREEES QUE PUEDES ESTAR INFECTADO POR EL CORONAVIRUS
O NOTAS ALGÚN SÍNTOMA, TIENES QUE AVISAR INMEDIATAMENTE
AL ENCARGADO DE TU DEPARTAMENTO.**

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In general, we have avoided receiving **visitors** at the plant. As a precautionary measure and whenever possible, client visits, meetings with external collaborators and audits have been postponed until the crisis comes to an end.

In the event that outside personnel need to access the plant, they must undergo the same access protocols as plant personnel, particularly:

1. Temperature checks.
2. Completion of the health questionnaire described in the document "**Instructions on mandatory safety and hygiene standards for visitors**", which has been updated in accordance with said Covid-19 protocol. Code: SEG-1002; no. 7; Date: 23/03/2020. **Annex 3.** In accordance with **Instruction: Good hygiene practices for visitors**. Code: IN-1033; Rev. 4; Date: 23/02/2020. **Annex 4.**


INSTRUCCIÓN: BUENAS PRÁCTICAS DE HIGIENE PARA VISITANTES

CÓDIGO: IN-1033	REVISIÓN: 4	FECHA: 23/03/2020
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OBJETIVO: Delante la situación de crisis provocada por el Covid-19 , **extremamos las precauciones** para garantizar la seguridad y salud de los trabajadores, la de los proveedores así como garantizar la cadena de suministro.
Colocar equipos de protección para entrar en producción siguiendo los pasos que se observan a continuación para evitar posibles contaminaciones.
Haber **leído las normas de seguridad e higiene y rellenado el cuestionario de salud.**
Los **pasos generales** a seguir son:

<p>1.- MASCARILLA PROTECTORA Y GORRO CUBRE PELOS Y OREJAS.</p> <div style="text-align: center;"> </div>	<p>2.- LAVADO Y DESINFECCIÓN DE MANOS</p> <div style="text-align: center;"></div> <p>3. GUANTES DE PROTECCIÓN</p> <div style="text-align: center;"></div> <p>4. LAVADO Y DESINFECCIÓN DE MANOS</p> <div style="text-align: center;"></div>
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INSTRUCCIÓN: BUENAS PRÁCTICAS DE HIGIENE PARA VISITANTES

CÓDIGO: IN-1033REVISIÓN: 4FECHA: 23/03/2020

5.- PANTALONES



6.- BOTAS O CUBRIDOR DE ZAPATOS



7.- BATA DE VISITAS O MONO INTEGRAL





8.- RETIRAR TODOS LOS ELEMENTOS DE PROTECCIÓN TRAS LA VISITA EN VESTUARIO, ZONA HABILITADA.



3. Instructions on how to disinfect their hands at the entrance. For this reason, the person is met outside the facilities and is accompanied at all times to ensure that they follow the standards correctly.
4. They must wear a mask when they are met and throughout their entire visit to the facilities.

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5. They must wear gloves and wash their hands before and after putting on the gloves. We will guide them through the entire process.
6. We will wear a single-use protective uniform and throw out all protective elements after the visit.
7. We will send a notice of the **Preventive action protocol designed by the Head of Occupational Hazard Prevention. Code: COVID-01; Rev. 01; Date: 23/03/2020. Annex 5.**
And the Business Activity Coordination (CAE) Protocol: Addressing cases of infections by the novel coronavirus (Covid-19), created by ERGOLABORIS (prevention services company). Annex 6.

6.2. GENERAL HYGIENE MEASURES

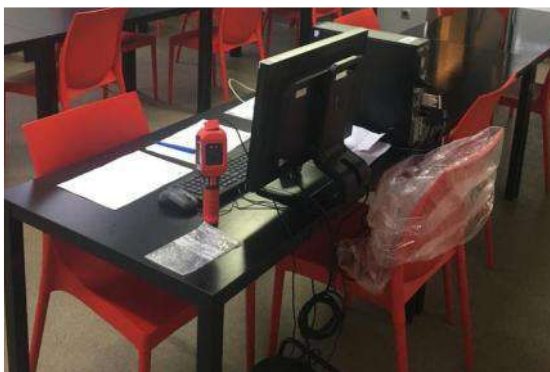
At this time, we recommend that all personnel who enter Olot Meats follow the MANDATORY STANDARDS.

First barrier: DISINFECTION AT MAIN ENTRANCES with hydroalcoholic solution.



BODY TEMPERATURE CHECK carried out by an employee who supervises the entrance process in an effort to detect symptoms. Employees and external personnel have their temperature checked while maintaining the safety distance. They are also given a safety mask and hood.

The temperature reading is recorded in an internal control document. Preventive control action for Covid-19. Code: COVID-1001; Rev. 00; Date: 13/03/2020
Annex 7.



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PROTECTIVE EQUIPMENT AND UNIFORMS FOR PLANT PERSONNEL

1. Workers wear a **hood with mask** that cover the ears, hair and mouth, or a **mask with protective cap** that covers the ears and hair. Workers must use clean clothes daily and the required footwear as per **Good Food Hygiene Practices (Protective work clothes in the production area) Code: BP-1001; Rev.1; 13/03/2020. Annex 8.**



2. A **surgical mask is provided daily** at the entrance to the facilities when taking the person's temperature.
3. All personnel will **continue using the mandatory PPEs** established for their job function. Protective gloves (mesh, nitrile, cut resistant, etc.), hearing protectors and safety footwear.
4. New PPEs are provided in accordance with how quickly they deteriorate. All workers must request replacement of PPEs from their supervisor.
5. **Uniforms and hoods are washed daily** and separately. The laundry service has a contingency protocol to tackle the coronavirus, ensuring it is eliminated from clothes during the washing process. **Annex 9.**

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INSTRUCCIÓN: BUENAS PRÁCTICAS DE HIGIENE ALIMENTARIA PROTECCIÓN ROPA DE TRABAJO AREA DE PRODUCCIÓN MATADERO

CÓDIGO: BP-1001

REVISIÓN: 1. COVID-19

FECHA: 13/03/2020

✓ 1º VERDUGO CON MASCARILLA O MASCARILLA CON GORRO CUBRE PELOS Y OREJAS.
AURICULARES LIMPIOS



⊘ PROHIBIDO LLEVAR GORRAS QUE NO CUBRAN LAS OREJAS, PELO Y TRABAJAR SIN MASCARILLA.



✓ 2º PANTALONES DE PRODUCCIÓN



✓ 3º CASACA DE PRODUCCIÓN



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INSTRUCCIÓN: BUENAS PRÁCTICAS DE HIGIENE ALIMENTARIA
PROTECCIÓN ROPA DE TRABAJO AREA DE PRODUCCIÓN MATADERO

CÓDIGO: BP-1001	REVISIÓN: 1. COVID-19	FECHA: 13/03/2020
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✓ 4º CALZADO OBLIGATORIO



6. **How to put on, use, remove and throw out the mask/hood.** See attached instructions. **Annex 10.**
- a. Before putting on a mask, wash your hands with an alcohol-based disinfectant or soap and water.
 - b. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
 - c. Avoid touching the mask while wearing it; if you do, wash your hands with an alcohol-based disinfectant or soap and water.
 - d. Change your mask every day and do not reuse single-use masks.
 - e. Removing the mask: take it off from behind (do not touch the front of the mask), **dispose of it immediately in a closed container (duly identified solid waste container, similar to municipal waste)** and wash your hands with an alcohol-based disinfectant or soap and water.
 - f. Removing the hood: take it off from the top without touching the mouth area and throw it immediately into the designated bag. Do not leave the hood on the floor or among work clothes.

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PROTOCOLO DE ACTUACIÓN PREVENTIVA COVID-19.
Rev. 00 . Fecha 13/03/2020.

COMO PONERSE, USAR, QUITARSE Y DESECHAR LA MASCARILLA / VERDUGOS

- 1** ANTES DE PONERSE UNA MASCARILLA, LÁVASE LAS MANOS CON UN DESINFECTANTE A BASE DE ALCOHOL O CON AGUA Y JABÓN.



- 2** CÚBRASE LA BOCA Y LA NARIZ CON LA MASCARILLA Y ASEGÚRESE DE QUE NO HAYA ESPACIOS ENTRE SU CARA Y LA MÁSCARA.



- 3** EVITE TOCAR LA MASCARILLA MIENTRAS LA USA; SI LO HACE, LÁVASE LAS MANOS CON UN DESINFECTANTE A BASE DE ALCOHOL O CON AGUA Y JABÓN.



- 4** CÁMBIESE DE MASCARILLA CADA DÍA Y NO REUTILICE LAS MASCARILLAS DE UN SOLO USO.



- 5** PARA QUITARSE LA MASCARILLA: QUÍTESELA POR DETRÁS (NO TOQUE LA PARTE DELANTERA DE LA MASCARILLA); DESÉCHELA INMEDIATAMENTE EN UN CONTENEDOR DE RESIDUOS Y LÁVASE LAS MANOS CON UN DESINFECTANTES A BASE DE ALCOHOL O CON AGUA Y JABÓN.



- 6** PARA QUITAR LOS VERDUGOS: QUÍTESELOS POR LA PARTE DE ARRIBA SIN CONTACTO CON LA ZONA CUBRE BOCA Y ÉCHELO INMEDIATAMENTE EN LA BOLSA ASIGNADA PARA DICHA ROPA, NO DEJE VERDUGOS POR EL SUELO O ENTRE LA ROPA DE TRABAJO.



OLOT MEATS S.A.

Av. Europa 8 - 17800 OLOT - Girona, Tel: +34 972 26 92 50 - Fax: +34 972 27 45 46 - olotmeats@olotmeats.com

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MANDATORY STANDARDS FOR ALL PERSONNEL WHO ENTER OLOT MEATS Annex 11.

NORMAS OBLIGATORIAS PARA TODO EL PERSONAL QUE ACCEDA A OLOT MEATS.

- 1** UTILIZA CORRECTAMENTE Y DE FORMA OBLIGATORIA EL GEL DESINFECTANTE DE MANOS Y PONTE MASCARILLA AL ENTRAR DENTRO DE LAS INSTALACIONES DE **OLOT MEATS**.


- 2** LE DEBERÁN CONTROLAR LA TEMPERATURA CUANDO LLEGUE A LAS INSTALACIONES DE **OLOT MEATS**. SI USTED ESTA A 37,2º NO PODRÁ INCORPORARSE AL TRABAJO, DEBERÁ LLAMAR AL 061.


- 3** DEBES UTILIZAR LA ROPA DE PROTECCIÓN INDIVIDUAL QUE TIENES EN LA TAQUILLA Y SUBSTITUIR EL GORRO CUBRE CABELLO Y OREJAS POR EL VERDUGO CON MASCARILLA.


- 4** LÁVATE LAS MANOS CON FRECUENCIA CON AGUA Y JABÓN DURANTE MAS DE 20 SEGUNDOS, DESINFÉCTATE LAS MANOS CON SOLUCIONES DESINFECTANTES ALCOHÓLICAS. TIENES NUEVOS PUNTOS DE DESINFECCIÓN EN VESTUARIOS, ENTRADAS/SALIDAS DE PRODUCCIÓN.


- 5** PROHIBIDO CUALQUIER CONTACTO FÍSICO (ESTRECHAR LAS MANOS, ABRAZOS, BESOS..)


- 6** MANTÉN AL MENOS 1.5 M DE SEPARACIÓN ENTRE PERSONAS EN ZONAS COMUNES COMO PASILLOS DE ENTRADA, COMEDOR, VESTUARIOS, SALA AFILADO, SALA LAVADO ÚTILES (RESPECTAR LOS CARTELES DE AFORAMIENTO)


- 7** CUMPLIR CON TODA LA INFORMACIÓN DESCRITA EN LA CARTELERÍA NUEVA QUE ESTÁ REPARTIDA POR TODAS LAS INSTALACIONES.



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6.3. PREVENTIVE MEASURES FOR ADDRESSING COVID-19 - Annex 12.

PREVENCIÓNES APLICADAS PARA HACER FRENTE AL COVID-19

- | | | |
|-----------|--|---|
| 1 | SE HAN INHABILITADO EL USO DE LOS ACCESOS MEDIANTE HUELLAS. ACTUALMENTE HAY UN RESPONSABLE DE CONTROL DE ACCESOS AL PERSONAL LAS 24 HORAS DÍAS, TODOS LOS DÍAS DE TRABAJO. |  |
| 2 | SE HAN INHABILITADO LAS FUENTES DE AGUA. |  |
| 3 | HEMOS AUMENTADO PERSONAL Y TURNOS DE LIMPIEZA Y DESINFECCIÓN DE LAS ZONAS COMUNES Y SUPERFICIES DE CONTACTO (BARANDILLAS, TAQUILLAS, MESAS COMIDA, MANETAS ABRE PUERTAS, BAÑOS...DE FORMA PERMANENTE). 3 TURNOS (MAÑANA, CAMBIO DE TURNO Y NOCHE). |  |
| 4 | HEMOS PROTOCOLIZADO LA DESINFECCIÓN CONTINUADA DE MOBILIARIO DE OFICINAS, SILLAS, MESAS, INTERRUPTORES, PUERTAS, ORDENADORES, PANTALLAS... |  |
| 5 | SE SEPARAN LAS ENTREGAS DE ROPAS DE TRABAJO SUCIAS CON LOS VERDUGOS + MASCARILLA. LA LAVANDERÍA ENTREGA PROTOCOLO DE CONTINENCIAS ANTE LA CRISIS SANITARIA. |  |
| 6 | DESINFECCIÓN DE ROPA DE TRABAJO Y VERDUGOS CON MASCARILLAS; LA EMPRESA DE SERVICIOS "BUGADERIA NURIA" SIGUE LOS PROTOCOLOS PROFESIONALES ESPECIFICADOS POR LA OMS. |  |
| 7 | SEPARAR LOS DOS TURNOS DE TRABAJO EN UN INTERVALO DE 1 HORA PARA EVITAR EL CONTACTO ENTRE PERSONAS Y REALIZAR DESINFECCIÓN DE ZONAS COMUNES. |  |
| 8 | SUSPENSIÓN DE VISITAS EXTERNAS Y DE VIAJES. |  |
| 9 | CERRAR ACCESO PRINCIPAL A OFICINAS. |  |
| 10 | PERSONAL DE OFICINAS UTILIZAR MASCARILLA Y GUANTES, DESINFECTARSE PERMANENTEMENTE Y RECEPCIÓN DE PAQUETERÍA CON PROTECCIÓN OBLIGATORIA (GUANTES). |  |

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Annex 13.

PREVENCIÓN PARA EL CONTAGIO

- 1** | CÚBRETE BOCA Y NARIZ AL TOSER O ESTORNUDAR, CON PAÑUELOS DESECHABLES O TU ANTEBRAZO.



- 2** | CON TOS, FIEBRE O DIFICULTAD PARA RESPIRAR NO ACUDAS A TRABAJAR.
LLAMA AL TELÉFONO: 061



- 3** | SI TIENES SÍNTOMAS GRIPALES O CORRES EL RIESGO DE CONTRAER EL COVID-19 POR CONTACTOS O VIAJES, QUÉDATE EN CASA Y LLAMA AL 061.



Work Organisation

For transfer to the work centre, a coach service has been hired to bring personnel who live in Vic and Manlleu. This transport is offered at the beginning and end of the morning shift and at the beginning and end of the afternoon shift. All persons must maintain interpersonal distance between their fellow passengers.

Social distancing: Maintaining social distancing.

1. We have workers in different sections (production, offal area, stables, cleaning, maintenance and administration) at different times throughout the day.

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2. To avoid these persons coming into contact with each other, the exit time for the morning and afternoon shifts have been extended.
3. The morning shift starts 15 minutes earlier than usual, and the afternoon shift starts 15 minutes later than usual. This leaves a space of one hour between shifts.
4. Staggered entry into the changing rooms. Entry is monitored by the department heads and supervisors.
 - a. In the production section, at any time, a maximum of 15 people can enter the men's changing room and a maximum of 6 can enter the women's. Their respective capacity is 70 and 30 workers.
 - b. In the offal section, at any time, a maximum of 10 people can enter the men's changing room and a maximum of 10 can enter the women's. Their capacity is 45 workers each.
5. Staggered entrance and rotations in the dining hall in order to maintain social distancing and the appropriate availability of seating. The department heads control distances and entry to the dining hall. The dining hall is cleaned between rotations as workers finish.

Production: Workers will sit diagonally from each other at tables of two, with a maximum of 15 people in the dining hall at any time. Breaks are held during each shift. Fifteen (15) workers take their turn, and, when they finish, another 15 take their turn.

Offal area: Workers will sit diagonally from each other at tables of two, with a maximum of 7 people in the dining hall at any time. Breaks are held during each shift. Seven (7) workers take their turn, and, when they finish, another 7 take their turn.

Stables, cleaning: These personnel have different schedules and can therefore use the dining hall without interfering with the other sections.

Maintenance: Maintenance personnel have different schedules and can therefore use the dining hall without interfering with the others.



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Respect the safety distance in production areas. The company has reduced production and has changed the speed of the chain so that safety distances between workstations can be kept to approximately 1.5 metres.



6.4. CLEANING AND DISINFECTION OPERATIONS

The current cleaning and disinfection procedures have been revised, in particular:

1. Cleaning intervals. The frequency of cleaning using the proper disinfectants has been increased at certain points. In addition, proper ventilation has been implemented by opening windows and doors.

Frequency: *1 general cleaning of the facilities* is carried out by disinfecting work surfaces, and special care has been taken to boost the cleanliness of common entrance and sanitation areas. Revision **DAILY Cleaning and Disinfection Control Log. Code: HG-1008; Rev. 2; 17/04/2020. Annex 14.**

Three (3) intermediary cleanings of the facilities are carried out, including additional actions in high-risk and common areas. Review of hazard analysis and critical control points programme logs. **HAACP cleaning and disinfection control Code: PNCH-1010; Rev. 3; 17/04/2020. Annex 15.**

Revision/verification: daily and operational inspection of the sections and areas included in the cleaning and disinfection plan.

As always, we control all surfaces that come into contact with food, but now we are placing special emphasis on surfaces with a high risk of infectious transmission to people through contact.

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We will continue using the total aerobic bacteria hygiene indicator, which is a more general indicator of the level of hygiene that allows us to check that the cleaning and disinfection operations have been effective.

Cleaning and Disinfection products: To ensure our supply of hand and surface disinfectants, we have approved new suppliers and products.

We have approved the supply of the following products:

1. Hydroalcoholic hand solutions.
2. Disinfectants for common surfaces.

Products with Bactericidal, Fungicidal and Viricidal properties are used.

The list of the chemical products for cleaning and disinfection has been updated. Code: FPN-0001; Rev. 34; Date: 22/04/2020.

On large surfaces inside the facilities, we follow the established cleanliness and disinfection protocol as per the Cleanliness and disinfection of machinery and facilities programme, Code: PND-0001; Rev. 37; Date: 13/03/2020.

On small surfaces in common areas (e.g. changing rooms, entrances, doors, computers, etc.) we use a spray bottle with a Bactericidal, Fungicidal, Viricidal disinfectant and a rag in addition to the usual products such as hypochlorite, sanitiser detergent and descaling cleaner.

We validate the disinfection system for small common surfaces during the different shifts.

The common surfaces with high risk of infectious transmission to people through contact, which are continuously disinfected and checked 4 times daily, are:

- a) Men's and women's changing rooms in the slaughterhouse, the unclean area and Offal area: showers, toilets, sinks, dryers, paper dispensers, floors, walls and doors.
- b) Lockers for street clothing.
- c) Lockets for soiled clothing.
- d) Entrances to slaughterhouse and unclean area: Doors, corridors, handrails, stairs and corridor floors.
- e) Dining halls of the slaughterhouse, unclean area, Offal area, including tables, seats and floors.
- f) Exterior vending machines
- g) Waste bins
- h) Food cabinets
- i) Refrigerators and microwaves
- j) Weighing and OVS office in production (tables, chairs, floors, glass, sinks, computers, door handles, telephones)
- k) Admin., Management and OVS offices, meeting room (tables, chairs, floors, computers, door handles, telephones)
- l) Admin. personnel, visitor and OVS lockers and bathrooms
- m) Main entrance and visitor reception (table, chair, floor, glass, computers, phones)
- n) Administration stairs, corridors, handrails and door handles to the entrance to production.
- o) Entrance to stabilisation chamber, handrails, doors and floor.

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- p) Entrance to cold compressor room, handrails and floor.
- q) Entrance to incoming carcass dock, handrails, doors, hygienic entrance, bathroom (toilet) and sink.
- r) Reception shed for live animals (doors, handles, glass, tables, chairs, floor, computers, telephones).
- s) Bathroom for live animal transporters (showers, toilets, sinks, doors, etc.).
- t) Entrance to Offal area for personnel: doors, stairs, handrails, corridors to changing rooms and dining hall.



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LIQUIDO DESINFECTANTE DE ACCION RAPIDA

DYBACOL-GT LÍQUIDO

Desinfectante, Bactericida, Fungicida, Virucida, de secado rápido

Producto incoloro y no perfumado para la desinfección de contacto en seco de zonas, superficies, utensilios y pequeño material con alto riesgo de infección, que se caracteriza por su facilidad de aplicación y su rapidez de secado.

Adecuado también para la desinfección de Unidades Climatizadoras en equipos y sistemas de aire acondicionado.

COMPOSICIÓN

La formulación consiste en una combinación sinérgica de Glutaraldehído y Cloruro de Alquilodimetilbenzilamonio específico (Quat), en presencia de una mezcla equilibrada de alcoholes.

PROPIEDADES FÍSICO-QUÍMICAS

- Aspecto:	Líquido
- Color:	Incoloro a ligeramente amarillo
- pH del producto:	No aplicable.
- Solubilidad:	Soluble en agua

PROPIEDADES BACTERIOLÓGICAS

El DYBACOL-GT Líquido es un excelente desinfectante que presenta una gran actividad germicida.

1- Actividad Bactericida:

Cumple la norma UNE-EN 1276 a la temperatura 20°C ± 1°C, y la norma UNE-EN 13697 a la temperatura comprendida entre 18 °C ± 1°C y 25 °C ± 1°C, ambas a un tiempo de contacto de 5 minutos, cuando los organismos de ensayo son:

- . *Escherichia Coli* (ATCC 10536)
- . *Enterococcus hirae* (ATCC 8043)
- . *Pseudomonas aeruginosa* (ATCC 15442)
- . *Staphylococcus aureus* (ATCC 6538)

Cumple la norma UNE-EN 1276 a la temperatura 20°C ± 1°C, a un tiempo de contacto de 5 minutos, cuando el organismo de ensayo es:

- . *Salmonella enterica* (CECT 545)

Por otra parte, ensayos de campo han demostrado su eficacia frente a *Listeria monocitogenes*.

2º- Actividad Fungicida:

Cumple la norma UNE-EN 1275 a la temperatura de 20°C ± 1°C, a un tiempo de contacto de 5 minutos, cuando los organismos de ensayo son:

- . *Candida albicans* (ATCC 10231)
- . *Aspergillus niger* (ATCC 16404)

3º- Actividad Virucida:

En base a datos bibliográficos sobre la actividad de sus componentes, el producto presentaría actividad virucida frente a los virus siguientes^{(1) (2) (3)}:

- | | |
|----------------------|------------------------|
| . bacteriófagos de: | <i>S. thermophilus</i> |
| | <i>L. Bulgaricus</i> |
| | <i>Herpes simplex</i> |
| | <i>Asian influenza</i> |
| | <i>Influenza virus</i> |
| . lipofílicos: | <i>Vaccinia virus</i> |
| . así como frente a: | |

Gracias a la presencia en su formulación de la combinación altamente sinérgica de los ingredientes activos, Glutaraldehído y un Compuesto de Amonio Cuaternario específico (Quat), ambos muy efectivos frente a los virus Influenza A, como demuestran los distintos artículos y publicaciones científicas relacionados en el apartado de Referencias de esta ficha técnica, el producto DYBACOL GT LIQUIDO sería un producto de elección para combatir la Gripe Aviar, la Gripe Porcina y la Gripe A, pues todas ellas son causadas por virus Influenza A. ^{(4) (5) (154)}

DATOS TÉCNICOS

Es un producto que se aplica con suma facilidad, por simple pulverización, sin dejar olores desagradables ni molestos.

- **Rapidez de secado:**
Posee una base alcohólica que confiere al producto la capacidad de secar en un tiempo mínimo.
- **Poder de difusión:**
La presencia de alcoholes confiere al producto un excelente poder de difusión, expandiéndose rápidamente y llegando a los lugares más inaccesibles.
- **No corrosiva:**
Puede utilizarse sin riesgo alguno sobre todo tipo de materiales, excepto los sensibles a la acción de los alcoholes.
- **Estabilidad:**
El producto puro puede conservarse durante 5 años, almacenado en los envases de origen, en lugares frescos y secos, preservados del contacto de la luz directa y alejados de cualquier fuente de calor o ignición.

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ALCOLAC PLUS

DESINFECTANTE RÁPIDO PARA SUPERFICIES BACTERICIDA/LEVURICIDA/VIRICIDA

Producto para la desinfección mediante pulverización de superficies (mesas de trabajo) y material que deben ser descontaminados con frecuencia o en aquellos casos en que por causas particulares no pueden aplicarse desinfectantes por contacto directo.

Util para:

- * Industria Alimentaria, Láctea, Cárnica, Mataderos, Embotelladoras, etc.
- * Todos los lugares donde se requiera una desinfección en la manipulación de alimentos, cocinas, instituciones, etc.

DESTRUCCION DE MICROORGANISMOS

Actividad antimicrobiana: Bactericida y Levuricida. Actuación y secado rápidos. Buena capacidad de impregnación.

DOSIS Y FORMA DE EMPLEO

Pulverizar sobre superficies o materiales limpios a unos 40 cm de distancia para formar una película uniforme. El disolvente alcohólico se volatiliza rápidamente sin dejar residuos quedando sobre la zona tratada una fina película formada por los principios activos. Debido a su alto contenido alcohólico, evitar su utilización sobre materiales sensibles al alcohol. No pulverizar sobre superficies calientes ni en presencia de llamas.

DATOS TECNICOS

- Densidad: 0,892
- pH: 6.9±1

COMPONENTES PRINCIPALES:

- Etanol

PRESENTACION

Caja de 16 Botellas 1L, Garrafa de 10L., Caja 4x5L., Garrafa de 25L., etc...

PRECAUCIONES DE UTILIZACION O MANIPULACION

INDICACIONES DE PELIGRO:

- H225 Líquidos y vapores muy inflamables.
- H319 Provoca irritación ocular grave.

CONSEJOS DE PRUDENCIA:

- P210 Mantener alejado del calor, de superficies calientes, de chispas, de llamas abiertas y de cualquier otra fuente de ignición. No fumar
- P280 Llevar guantes, prendas y gafas de protección. Lavarse concienzudamente tras la manipulación.
- P233 Mantener el recipiente herméticamente cerrado.
- P403+P235 Almacenar en un lugar bien ventilado. Mantener en lugar fresco
- P501 Eliminar el contenido y/o su recipiente como residuo peligroso a través de un gestor autorizado, de acuerdo con la normativa vigente
- No mezclar con otros productos químicos.
- En caso de accidente o ingestión, comunicarse con el Servicio Médico de Información Toxicológica, Tel. 915620420.

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6.5. CROSS CONTAMINATION PREVENTION

In order to identify sources of cross-contamination, we have taken an in-depth look at the following:

1. Movement of personnel and, especially, contact between personnel from different shifts, which should be avoided.
2. Movement of materials, personal work tools, cleaning, transport, waste.
3. Procedure for cleaning and disinfecting external vehicles.
4. With visual inspections and microbiological analyses, we ensure that returnable packaging (boxes, containers, etc.) are cleaned and disinfected before entering the Olot Meats plant.
5. Maintenance and repair operations must follow maintenance instructions with particular care: Hygiene control of repaired installations and equipment. Code: IN-1002; Rev. 3; Date: 14/12/2018.



INSTRUCCIÓN MANTENIMIENTO: CONTROL HIGIÉNICO INSTALACIONES Y EQUIPOS REPARADOS

CÓDIGO: IN-1002	REVISIÓN: 3	FECHA: 14/12/2018
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- ✓ En las operaciones de **mantenimiento operativo y/o de intervención** inmediata, la limpieza y higiene de la zona deberá ser revisada por el encargado de producción antes de volver a reanudar las operaciones de sacrificio. Toda esta información debe quedar reflejada en la hoja de "**Registro de Averías**" (**control higiene / control herramientas de trabajo**). El encargado de producción deberá firmar conforme se ha realizado correctamente la limpieza y desinfección de la zona y en el apartado de observaciones quedará descrita la acción realizada y el tiempo de duración.
- ✓ En las operaciones de **mantenimiento preventivo**, la limpieza y desinfección de todas las zonas será revisada por la operaria de control pre-operativo (PNCH) antes de iniciar los procesos de producción diaria. En caso de incidencia se seguirán los protocolos establecidos en el Plan de Normalización y control de higiene.
- ✓ Las operaciones del **personal subcontratado** para realizar trabajos de mantenimiento deben ser supervisadas al finalizar la actuación por parte del responsable de mantenimiento o operarios de mantenimiento de la zona y/o maquina, seguir todas las normas mencionadas en dicha instrucción y saber valorar si existe algún indicio de contaminación mal intencionada de la zona, maquinaria y/o producto procesado que este cerca del área intervenida.
- ✓ Obligatorio **desinfectar a diario útiles** una vez preparadas para su utilización diaria:
 - i. Discos robots (4)
 - ii. Pistolas de corte cular (2)
 - iii. Sierra partir manual
 - iv. Cuchillas de corte
 - v. Maquina arrancar diafragma. (en el caso de su substitución)
 - vi. Cuchilla corte cabezas.
 - vii. Discos estómagos.
 - viii. Cuchillas separar jamón.

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6. The reception of materials (e.g. in the workshop) will be carried out without direct contact between internal and external personnel. The supplier will deposit the materials in the designated area and the delivery note in the reception area. Subsequently, our own personnel will review the material so that the delivery note is signed and delivered without the courier having to enter the Olot Meats facilities.

Cleaning and disinfection of hands after handling goods or paper documents.

External personnel will be served through the counter/window in the exchange area or by keeping a safe distance.

6.6. REINCORPORATION OF WORK AFTER HOLIDAYS OR LEAVE.

On 24/07/2020, after receiving the Coronavirus Control Recommendations, drafted by the People's Republic of China, we have implemented the following control measures:

- Personnel exit and entry control measures.
After a period of absence due to holiday or sick leave, the operator must submit the result of a Coronavirus screening test before he or she can begin working. The operator can only be reinstated if the test result is negative. A record of this data is kept. (Annex 17).
- New worker control measures.
All new workers must submit the result of a Coronavirus test before he or she can begin working. The new worker can only begin working if the test result is negative. All respective data must be recorded on a computer.

6.7. ADAPTATION AND CHANGES IN INTERNAL PRE-REQUISITES

The adaptation to this new situation has implied changes or actions in the following Quality plans, which are defined in our Quality, Food Safety and Environment Manual:

1. Crisis management plan, withdrawal and recall of products from the market and incident management. CRI-0001; Rev. 8; 13/03/2020.
2. Training plan. FR-0001; Rev. 10; 13/03/2020.
3. Cleaning and disinfection plan. HG-0001; Rev. 20; 13/03/2020
4. Waste plan. GR-0001; Rev. 05; 04/05/2020
5. Supplier control plan. Listed of Accepted Suppliers (approval). Code: PC-1005. Annual Rev.; 09/03/2020

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7. DOCUMENTS, FORMS AND INFOGRAPHICS

- Annex 1. Infographic: hand washing.
- Annex 2. Infographic: What are the symptoms?
- Annex 3. Instruction on mandatory safety and hygiene standards for visitors. Code: SEG-1002.
- Annex 4. Instruction: Good hygiene practices for visitors. Code: IN-1033
- Annex 5. Preventive control action for Covid-19 (Olot Meats) Code: COVID-01
- Annex 6. CAE Protocol: Addressing cases of infections by the novel coronavirus COVID-19 (Prevention services)
- Annex 7. Action protocol for Temperature check log. Code: COVID-1001
- Annex 8. Instruction: Good food safety practices. Protective work clothing in production area. Code: BP-1001
- Annex 9. Coronavirus contingency protocol in Bugaderia Nuria.
- Annex 10. Infographic: How to put on, use, remove and throw out masks/hoods.
- Annex 11. Infographic: Mandatory standards for all personnel who enter Olot Meats.
- Annex 12. Infographic: Prevention measures for addressing COVID-19.
- Annex 13. Infographic: Preventing infection.
- Annex 14. Daily cleaning and disinfection control. Code: HG-1008.
- Annex 15. HAACP cleaning and disinfection control PNCH-1010.
- Annex 16. Surface disinfection validation protocol for COVID-19. Code: CS-1002.
- Annex 17. COVID-19 TEST RESULTS. Pccovid-19