



Studios and Audiovisual Production Center

# **COVID-19 SAFETY AND PREVENTION PROTOCOL**

## **WHAT IS THE AIM OF THIS PROTOCOL?**

The aim of this document is to establish guidelines and recommendations for the development of activities carried out at REDUCTO during the period of health emergency caused by the pandemic of COVID-19.

In order to reduce the chances of contracting or spreading COVID-19, and to ensure a proper development of activities within REDUCTO facilities, and to know what to do in the event of infection or contact situations, the following prevention and action measures are established:

## **WHO DOES IT APPLY TO?**

These rules are applicable to anyone who works or comes to REDUCTO.

These provisions do not exclude other rules the companies installed at REDUCTO may establish and adopt. Therefore this document is just a minimum list of provisions that every individual must comply with. These provisions may be modified considering the recommendations of the Ministry of Public Health.

Regarding the companies installed at REDUCTO, we request all the employees, suppliers or visitors to be informed in advance about the security and prevention measures set forth in this document.

# SECURITY AND PREVENTION MEASURES

## What are the basic measures implemented in REDUCTO?

- **Access control**

REDUCTO uses Proxyclick, a visitor management and control system that registers all the people who enter the premises in order to establish an inventory and traceability of everyone entering the facilities. As far as possible, all planned visits should be pre-loaded into the system in advance so guards are informed beforehand.

- **Temperature control**

Upon entering REDUCTO the security guard will take the temperature of each visitor.

- **Entering REDUCTO's premises: Alcohol gel and face mask**

When entering REDUCTO, every single person must sanitize/rub hands with alcohol gel. To this end, dispensers are available at the entrance.

Use of face masks is requested at the entrance and in all common and circulation areas within REDUCTO facilities. Its use is mandatory for the staff that is in contact with the public or shall maintain close contact (less than two-meter distance) for 15 minutes or more.

- **Use of offices and rooms**

It is recommended to limit the number of persons entering the offices and production areas, warehouses and common use spaces. It is recommended to keep a two-meter distance between persons.

## What prevention and personal cleaning measures are required at REDUCTO?

Washing hands with soap and water or alcohol gel is a basic and fundamental measure of prevention and control against infection.

Covering nose and mouth with a tissue when coughing and sneezing, and disposing of it in a garbage bin. If tissues are not available, the inside of the elbow shall be used so as to avoid contamination of hands.

Avoid touching eyes, nose or mouth with hands that are not disinfected. Maintain good practice of respiratory hygiene.

Keep social distancing of at least 2 meters.

The use of face masks is recommended while circulating in common areas of REDUCTO facilities, such as cafeteria, hallways, dining hall, among others, and in all such occasions where several people remain in the same room for a long time and an appropriate social distancing is not possible.

Glasses, cutlery, plates, maté drink or other items for personal use shall not be shared.

### **What are the cleaning and hygiene measures recommended in REDUCTO workspaces?**

Each company installed in REDUCTO is responsible for the appropriate ventilation of private offices on a daily basis and for a minimum of five minutes, at reasonable intervals.

Each company shall reinforce the cleaning tasks related to the personal work items, with special attention to surfaces, especially the ones that are most frequently touched, such as desks, countertops, chairs, keyboards, mice, PCs, telephones, production equipment, among others.

Cleaning and disinfection of restrooms, kitchen and common spaces are reinforced by REDUCTO, seeking a thorough cleaning at all times. We request everyone's cooperation to maintain hygiene and cleanliness in these spaces taking the necessary actions to keep them in adequate conditions.

We suggest minimizing face-to-face meetings. However, at any meeting that is held, apart from the personal protection measures, minimum distancing and room ventilation shall be observed. Traditional greetings with physical contact shall be avoided as well.

## **ACTION PROCEDURE**

### **What to do if you have certain symptoms such as a sore throat, coughing, fever, shortness of breath, loss of smell, loss of taste, etc. before or during your stay at REDUCTO?**

Any person with such symptoms shall leave our premises and go home to call the healthcare provider immediately, perform the necessary tests (or any measure the healthcare provider considers appropriate), in order to verify whether the person is a carrier of COVID-19 or not.

Such person shall only be allowed to re-enter our facilities with a medical certificate stating that the person is in suitable health condition, or presents the test result stating that is not a carrier of COVID-19.

Each company shall assess the situation and decide how to proceed as regards the persons who had contact with the one who has left the premises as a potential carrier of the virus. Nonetheless, in all cases REDUCTO shall be informed, so as to allow us to take the collaboration measures we deem appropriate.

The situation of "having contact with", refers to such employees who may have had close contact with an infected person, which implies: (i) to be face to face with the infected person for more than 15 minutes, (ii) sharing a closed room without adequate ventilation for more than 2 hours at a distance of less than 2 meters, or (iii) through non-disinfected objects or tools.

Every company shall adopt the corresponding sanitary measures in the workplace, in all the cases as deemed necessary.

### **What should I do in case of being in contact with a possible (undiagnosed) case of COVID-19?**

You must inform immediately the company with which you are linked and caused you to use REDUCTO's facilities, so that they can analyze the specific situation and evaluate if you are in a position to enter REDUCTO's facilities or if, on the contrary, you should stay home and call your health care provider, to be sure you are not spreading COVID-19.

### **What should I do if I have been in a high risk area?**

Anyone who has circulated or stayed at high risk areas (as defined by the WHO) shall be refrained from entering REDUCTO. Such person shall remain isolated for at least 14 days, or for 7 days in case the swab test has given a negative result, and shall follow the special sanitary measures established by the authorities.

### **Having elapsed 14 days (or 7 days as the case may be) after your return from a risk area:**

- **If you are in good health:**  
You may enter REDUCTO, in accordance with the instructions given by the National Authorities. It is recommended to continuously check your own health condition being attentive to the possible onset of any of the following symptoms: fever, cough or shortness of breath.
- **If you develop respiratory symptoms (cough, fever, or shortness of breath):**  
You will not be allowed to enter REDUCTO, so it is recommended that you stay in your usual residence and avoid close contact with other people, keeping a distance of more than 2 meters. Contact the Health Authorities by phone through 0800 1919 or your health care provider to get a diagnosis of your condition.
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### **What should I do if I was in direct contact<sup>1</sup> with a confirmed case?**

You will not be allowed to enter REDUCTO. You must call 0800 1919 or any other authorized telephone numbers provided by the Health Authorities to communicate such event. Please contact the company with which you are linked and caused to use REDUCTO's facilities, so that it can adopt the corresponding prevention measures. You must remain isolated for at least 14 days, in compliance with provisions of Decree 93/020.

### **What do I have to do if I was in REDUCTO before I was confirmed COVID 19 positive?**

Whatever the reason of your entrance to REDUCTO, once you know that you are a COVID-19 carrier, you should immediately notify REDUCTO and you will not be allowed to re-enter REDUCTO'S premises.

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<sup>1</sup> Decree 92/020 defines "direct contact" as having been within less than a meter away from the patient or shared items of frequent use, such as cleaning supplies, telephone sets, mobile phones, computers, maté drinks, tableware and food products.

You will only be allowed to return to REDUCTO, after the elapse of 14 days from the onset of symptoms and provided the test bears a negative result or if an authorization is issued by the treating physician stating that you can return to work as usual.

Regarding such persons who had contact with a positive case of COVID-19, each company shall implement the control and monitoring measures of their health situation for a period of 14 days, in accordance with the provisions of the health authorities and/or the contracted occupational doctors, if such is the case. Likewise, companies shall evaluate each particular situation, and will consider which prevention measures are most appropriate to be applied, regarding not only the person but also their workplace, and where the person that resulted positive may have been around. Each company is responsible for complying with this protocol, in addition to the collaboration and obligations of REDUCTO.

In the event of a confirmed case of Covid-19 disease at REDUCTO's work areas, both the company related to the person resulted positive and REDUCTO, must inform those persons who may have been exposed to the risk of infection, and shall communicate the measures to be adopted. Similarly, those who had casual or indirect contact with the confirmed infected person shall be notified so they can pay special attention to their health condition and check the appearance of symptoms.

Among other measures, under Resolution 54 of the Ministry of Labor and Social Security, the Health Authority will be informed in order to follow the instructions and recommendations. Also, those persons who were in close contact will be notified that they shall not be allowed to enter REDUCTO. In compliance with the sanitary recommendations, a protocol for deep cleaning shall be applied.

### **Particularly sensitive persons**

Companies operating in REDUCTO are recommended to take all possible measures to avoid exposure to the risk for such people who, due to their own personal characteristics or known biological condition, are particularly sensitive, including such individuals with previous conditions (such as hypertension, heart or lung conditions, diabetes, cancer, etc.), medication, immune disorders.

### **Compliance with this protocol**

Compliance with this Protocol and the measures stated in relation to the prevention of virus transmission shall be monitored. Failure to comply with these measures shall be reported and all measures contributing to compliance with the protocol shall be adopted.

**REDUCTO**

[www.reducto.uy](http://www.reducto.uy)