

	<h2 style="color: purple;">COVID-19 Safety Protocol for visitors</h2>	
	<p>Document number based on ISO 45001:2018 : HSE.3. PP.2/G11</p> <p>Updated: 24/09/2021</p>	

A. Access to the premises:

1. All visitors (including vendors, subcontractors, external collaborators for labs equipment, journalists etc.) must consult the **«EUC. 12. Entry Screening Safety Protocol»**.

B. During the visit:

1. Taking the stairs is safer than using the elevator. Number of people in elevator should not exceed two (2) at any time.
2. Offices and corridors are naturally ventilated unless the air-conditioning units are operating with slightly open windows (10 cm width maximum for refreshing the air). There is no recirculation of the air.
3. Use of facemasks, covering mouth and nose, is mandatory in all closed public and crowded spaces for all persons aged 12 or older. Use of surgical masks instead of cloth masks is encouraged.
4. Visitors should always keep at least 2m distance from other persons.
5. Sharing of pens, pencils, papers, and other stationery or personal materials is strictly forbidden. Hand hygiene is strongly recommended after touching hard copies and documents.
6. **Visitors are highly encouraged to avoid pointless moving around the premises.**

C. Use of toilet:

1. The toilets are equipped with the appropriate consumables under the responsibility of the Cleaning Department (water, soap, and antiseptic liquids) for disinfection of hands. One person should visit the toilet each time.
2. Before using the toilet, perform hand hygiene with hand antiseptic.
3. Avoid crowding when using the toilet.
4. Perform hand washing with water & soap for at least 20 seconds right before and after use of the toilet.
5. For hand drying, prefer use of single-use paper towels.
6. Keep lid closed when flushing to avoid spread of droplets.
7. Keep toilet adequately ventilated.

	<h2 style="color: purple;">COVID-19 Safety Protocol for visitors</h2>	
	<p>Document number based on ISO 45001:2018 : HSE.3. PP.2/G11</p> <p>Updated: 24/09/2021</p>	

D. Leaving the premises:

1. There is a closed bin with pedal placed outside the exit door of each building for safe disposal of the used protective equipment.
2. Hand hygiene should be followed after disposal.
3. The health professionals from First Aid and Medical Station will be available periodically at all the entrance/exit points for demonstration and guidance on how to remove personal protective equipment safely.

E. Emergency:

1. In case of a suspicious or a positive case, the emergency action plan will be applied by the nursing staff of the First Aid and Medical office.
2. If a person has COVID-related symptoms when arriving at any of the defined entrance/exit points of the premises, the nursing staff of the First Aid and Medical office is properly prepared and adequately equipped to act accordingly in close communication with HSE & Security office.

Notes:

- ✓ The cleaning staff disinfects all surfaces frequently, especially the study spaces, the reception desk, and the toilets, to maintain public health and safety.
- ✓ The nursing staff and the security personnel will be on duty for ensuring compliance with the measures required by the current safety protocol.
- ✓ The TV screens operating in the premises display important information regarding COVID – 19 such as symptoms, protective measures, and correct method of washing hands.
- ✓ There are guidelines for proper handwashing in the toilets and at the defined entrance/exit points of the buildings.