

COVID-19 PREVENTION MEASURES AND ORIENTATION GUIDELINES FOR EMPLOYEES

If you have any signs and symptoms of **COVID-19** or if you have had contact with infected people, seek care at the health care unit closest to your residence.

- > Self-isolate for 14 days, remaining as far away as possible from other people at home or at the collective accommodation in which you are installed.
- > Inform the company you work at about your condition by phone or electronic service channels.
- > Your remuneration must be maintained during the leave of absence period.
- > If you do not have symptoms after the self-isolation period, seek the medical service of your municipality or company for safe work return.

Pay **ATTENTION** to these signs and symptoms:



Fever



Cough



Chills



Sore throat



Headache



Runny nose



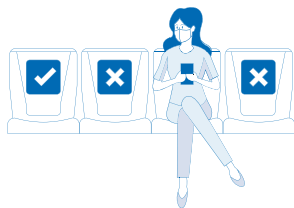
Shortness of breath or difficulty breathing



Loss of taste or smell

You **MAY** also experience:

- > Muscle pain
- > Tiredness or fatigue
- > Nasal congestion
- > Diarrhea



Wear a cloth or surgical face mask over your mouth and nose while at work or in public and when using public transport.

- > Wear your protective face mask tight to your face, but in a comfortable way, adjusting it on the sides.
- > When removing the mask, avoid touching your eyes, nose or mouth and wash your hands immediately.
- > Wash or replace the face mask after using it.
- > Replace the face mask when it is wet or dirty.
- > Stay at least 1 meter away from other people, even if you are wearing a cloth protective face mask.
- > Continue using the Personal Protective Equipment (PPE) required for your regular work.
- > Never share your PPE or cloth or surgical face masks with co-workers during your activities. colegas de trabalho durante as atividades.

HOW TO put on the protective face mask



SOURCE: ANVISA (NATIONAL HEALTH SURVEILLANCE AGENCY)- MINISTRY OF HEALTH

Try to stay at least 1 meter away from other people at work and in public as well as when using public transport:

- > Avoid being around other people when on public transportation, changing rooms, cafeterias, resting areas, corridors, stairs, elevators, entrances and exits;
- > Avoid hugs, kisses, handshakes and unnecessary conversations;
- > Stay away from other people while talking;
- > Do not share towels, personal items, drinks or food with co-workers;
- > Avoid touching surfaces of frequent contact such as elevator buttons, door handles and handrails;
- > If at the workstation it is not possible to maintain a minimum distance of 1 meter in addition to the use of a cloth or surgical face mask;
 - » check for impermeable barriers to separate the workstations or the public; or
 - » use plastic face shield or goggles with side shields.

Do not touch your eyes, nose, mouth or face:

- > With dirty hands;
- > While wearing gloves;
- > When adjusting or removing the face mask or the safety glasses or the face shield.

Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 70% alcohol:



- > Before and after work shifts and breaks;
- > After blowing your nose coughing or sneezing;
- > After using the bathroom;
- > Before eating;
- > Before and after preparing meals.
- > After placing, touching or removing the cloth or surgical face mask, glasses or face shield.

Cover your face when you cough and sneeze:

- > Cover your mouth and nose with tissue paper or with the inside of your elbow
- > Throw used tissues in the trash
- > Wash your hands or use hand sanitizer right after sneezing or coughing



Remember:



- > When possible, help promote natural ventilation in the workplace or increase the maximum number of air changes in the rooms, bringing clean air from outside;
- > Avoid the use of air conditioning. If necessary, it should never be used in the air recirculation mode;
- > When removing work clothes and equipment, you must remove the face mask last to avoid contamination;
- > When drinking water from drinking fountains always use a disposable cup.

Employees that belong to the risk group:



They should receive special attention, prioritizing their stay at home and doing telework or remote work, or they should perform their activities in places of reduced contact with other workers/employees and the public when possible.

Who is considered at increased risk:

- > Employees who are 60 or older; and/or
- > at clinical risk for the development of COVID-19 complications such as:
 - » severe or decompensated heart failure (cardiomyopathies, heart failure, heart attacks, revascularized patients with arrhythmias and systemic arterial hypertension);
 - » severe or decompensated lung diseases (patients with moderate/severe asthma, Chronic Obstructive Pulmonary Disease - COPD);
 - » immunosuppression and immunodepression;
 - » chronic kidney disease in advanced stage (grades 3, 4 and 5);
 - » diabetes Mellitus, according to clinical judgment;
 - » malignant neoplasms (except for non-melanotic skin cancer);
 - » haematological malignancy;
 - » pregnancy.