



COVID-19 PREVENTATIVE ACTION PROTOCOL



Code: DOC-015-01

Date created: 13/03/2020 – Rev.3

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Valid Review Date: 10/07/2020	Date: 10/07/2020
Signature 	Signature 



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PERSONNEL WITH ACCESS TO THE DOCUMENT

NAME	CAPACITY	DATE AND SIGNATURE
Xavier Roca	Management	See annexes to P-001 Documentation and register control.
Sandra Fabregat	Quality Manager	See annexes to P-001 Documentation and register control.
Adrian Dudila	Production Manager	See annexes to P-001 Documentation and register control.
Jordi Llinàs	Sales and Logistics Manager	See annexes to P-001 Documentation and register control.
Jordi Pla	Maintenance Manager	See annexes to P-001 Documentation and register control.

DOCUMENT REVISION STATUS

Cod: R-01-04

Review no.	Date of approval	Pag. / Amended Section	Amendment description
0	13/03/2020	-	Initial drafting of protocol
1	30/03/2020		Internal and external communications added
2	19/05/2020		Reviewed according to Order SND//399/2020 of 9 May 2020. BOE-A-2020-4911
3	10/07/2020	5f	Addition of the operation and maintenance of air conditioning and ventilation systems in buildings and other premises



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1.-PURPOSE

In the context of the healthcare emergency caused by the COVID-19 pandemic, a preventative action protocol is established and implemented that allows for the operation of our activity by guaranteeing the food safety of our products, safeguarding the health of our company's employees.

2.-SCOPE OF APPLICATION

This procedure applies to all areas, processes and to all personnel who work at our company:

- In-house personnel of Carniques Celrà, SL.
- Employees of the company VVG; Viande Valles Grup, SLL.
- External couriers who have access to our facilities for product delivery or collection.
- External companies that carry out work at our facilities, such as pest control, maintenance, cooling equipment, laundry or others.

3.-REFERENCES

- Action protocols prepared by the Spanish Ministry of Health to combat the COVID-19 pandemic.
- Recommendations and preventative regulations prepared by the WHO to combat the COVID-19 pandemic.
- Action protocol from the Occupation Risk prevention company.

4.-RESPONSIBILITIES

Responsibility is shared between the following departments:

√ MANAGEMENT

As head of the organisation, it is also responsible for the implementation and correct application of this preventative measures protocol.

Management will procure and provide all the necessary resources for this protocol to be put into practice and it will ensure that the measures implemented are effective.



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✓ **PRODUCTION**

It intervenes directly to ensure compliance with internal regulations and to carry out entry checks on personnel and operational controls.

✓ **QUALITY AND ENVIRONMENT**

It must review this protocol and the relevant procedures that may affect it.

It logs the registers for this procedure.

It forms and establishes the crisis team that is made up of the department heads affected.

Through the associations Anafric, Anice and our Occupational Risk Prevention company, Ergolaboris keeps us informed of any updates to regulations on actions regarding COVID-19.

5.- EXECUTION

Our company has a Quality and Food Safety management system in place in accordance with the BRC, IFS and ISO 22.000 standards.

According to our crisis procedure (P-015-01), the crisis management team is formed by a department manager. Therefore, the COVID-19 crisis management team consists of:

Name and surname	Capacity
Xavier Roca	Management
Adrian Dudila	Production Manager
Sandra Fabregat	Quality Manager
Jordi Llinàs	Sales and Logistics Manager
Jordi Pla	Maintenance Manager

In order to establish a protocol with the preventative measures, we have reviewed all the procedures that we already have in place and which are currently of particular importance and must be monitored and strengthened as far as possible.



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a. RULES FOR ACCESS TO FACILITIES TO BE FOLLOWED BY ALL PERSONNEL

Before entering the facilities, the managers of each area will:

- Check that the schedule of entry to the facilities is respected, observing the 2-metre safety distance.
- Employees will disinfect their hands with a hydro-alcoholic solution.
- Check that employees are not showing symptoms compatible with COVID-19 (coughing, sneezing, etc.).
- Ask employees if they have been in contact with anyone who is unwell, is suspected of having the illness, or who has symptoms.
- Body temperature will be taken with a facial recognition and automatic temperature screening system.

The temperature must be $<37.2^{\circ}\text{C}$ to be allowed access to the workplace; if access is authorised, a surgical mask will be provided. If the recorded temperature is higher than 37.2°C , access will not be granted and the individual must go to a medical centre. This temperature will be logged in register R-015-02.

In order to facilitate entry and access checks at the facilities and common areas, entry to the frozen section, packaging section and special produce area will be delayed by 30 minutes to avoid the concentration of people at the entrances and exits and to maintain safety distances.

b. PROTECTION EQUIPMENT AND UNIFORMS FOR PERSONNEL

Once entry by the operative to the facilities is authorised, they are provided with:

- 2 surgical masks (mandatory use).
- Gloves.

With regard to work clothing:

- Each operative has a personal locker allocated to them in the changing room, where their work clothes are separated from their everyday clothes.
- Each day, the work clothes section will contain the clothes to be changed into, which have been washed and disinfected by Bugaderia Nuria. The work clothes are placed in the changing room lockers on a daily basis using protective gloves. At that time, an



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inspection is made to ensure that there are no everyday clothing or personal effects. If this is the case, they are removed.

Bugaderia Nuria is the company that carries out the cleaning and disinfection service for the work clothes. The change continues to be made daily and ensures a wash temperature of above 60º for at least 10 minutes with approved detergent-disinfectant.

c. RULES OF HYGIENE AND SPECIFIC HYGIENE PRACTICES TO BE FOLLOWED

We ensure that, in addition to the measures already established in the CBPH (code of good practices for hygiene), we comply with the following:

1. All plant personnel must pass through the hand and shoe disinfection area.
2. We oversee and ensure the correct handwashing protocol: approximate duration of 40 seconds and carried out always
 - At the start of the working day.
 - On returning after a break or absence from the workplace.
 - On returning after going to the bathroom.
 - After touching external packaging material.

Hand washing instructions are found on the changing room wall.

3. After washing, we dry our hands using paper towels. And we disinfect our hands using approved hand sanitiser.

Plant personnel have automatic disinfectant dispensers at the sink in the entrance and the sinks in each of the work areas.

Administration and maintenance personnel have been supplied with disinfectant gel. They must use it after washing.

4. The minimum safety distance of 2 metres is maintained between operatives in the work areas and the dining room.

The essential industrial nature of Càrniques Celrà, SL has obliged us to maintain high levels of production to guarantee the supply of meat in the Food Chain. We have had to adapt jobs and the pace of work to this condition.



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This condition means there are jobs where we are not able to maintain the approximate 2-metre distance due to the design of the production equipment and systems.

In these cases, employees have been provided with the necessary PPI to reinforce their protection: masks and gloves for daily use.

5. Stickers have been placed on the tables in the dining room to indicate which chairs can be used so that safety distances are respected.
6. Each operative has a locker in the dining room solely for storing their personal food. Sharing food or cutlery is prohibited. These lockers are cleaned and disinfected daily.
7. The lids of the bins in the dining room have been removed to avoid soiling our hands.

Personnel breaks have been modified to avoid gatherings in the common areas.

d. CLEANING AND DISINFECTION OPERATIONS

Proquimia is the company that advises us and prepares the Cleaning and Disinfection Plan for our facilities.

With Proquimia, we have reviewed the current Cleaning and Disinfection Plan for our facilities:

- ✓ All the disinfectants that we are using are virucides, in accordance with the classification of the Ministry of Health of the central government.
- ✓ We have reinforced the plan with the following operations:
 - Disinfection of the dining room and toilets after each work break. 4 times per day for each shift. This is logged in the register: R-014-02-06.
 - Environmental disinfection once per week (Saturday) of the cutting plant and packing rooms using AMBISEP D, a product registered by Proquimia.
 - Additional disinfection of the administration area: keyboards, desks and material.

In addition to the daily cleaning of this area and equipment carried out by the cleaning and disinfection personnel at the facilities, each user is responsible for



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disinfecting their own material, cleaning and disinfecting it twice throughout the working day with approved disinfectant.

The Cleaning and Disinfection personnel at our facilities are an in-house team and they are trained annually by Proquimia. This training is carried out in February each year.

We supervise and verify the cleaning and disinfection to order to ensure its effectiveness. The following checks are made:

- ✓ Daily supervision of cleaning before the start of the working day: visual check of the state of cleaning and integrity of areas, equipment, surfaces and utensils.
- ✓ Weekly microbiological check of equipment, utensils and the hands of personnel. With count of total aerobes, enterobacteria and *Listeria monocytogenes* to verify proper cleaning and disinfection.

e. MAINTENANCE OPERATIONS

1. The maintenance personnel have their own tools and in the event of sharing a tool, it will be disinfected with approved disinfectant before use.
2. Repairs to breakdowns inside the facilities will be made at the end of the day whenever possible. When there are no personnel working in that area. If the repair must be made during the working day, the personnel will wear the appropriate PPI and the safety distance of approximately 2 metres will be maintained.
3. After carrying out the maintenance tasks, the area, equipment and utensils must be cleaned and disinfected. Work will not resume until it is overseen by the Production Manager. The action and final decision are logged in the List of Breakdowns.

f. OPERATION AND MAINTENANCE OF AIR CONDITIONING AND VENTILATION SYSTEMS IN BUILDINGS AND ON OTHER PREMISES

The companies FRITECNO, S.L. and ITISA, S.L. are responsible for the maintenance of the air conditioning and ventilation system in our facilities.



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In July 2020, they updated the conditions of use and maintenance in line with the operation and maintenance recommendations drafted by the Sub-directorate General for Environmental Health and Occupational Health, Sub-directorate General for Energy Efficiency and IDAE – Ministry for the Ecological Transition and the Demographic Challenge together with the Ministry of Labour and Social Economy.

A ventilation system has been put in place that guarantees air renewal alongside a maintenance, cleaning and disinfection protocol that is suitable for the characteristics and intensity of the equipment.

g. RECEIPT OF MATERIALS AND DOCUMENTATION

1- The receipt of packaging materials will be carried out while avoiding direct contact between the receiving person and the external company. The material received is unloaded at a bay exclusively designated for packaging materials. When it has gone through reception control and it is accepted, it is placed in the warehouse exclusively designated for packaging material and locked up.

It will only be handled by personnel using PPI and it is disinfected with hydro-alcoholic gel.

2- All suppliers are asked to send documentation electronically whenever possible.

3- In the administration reception, a line of tape has been placed on the floor to indicate where the external person should wait. In the case of delivery of packages to administration, they will be left in the designated area, collected by our personnel wearing PPI and disinfected with hydro-alcoholic gel.

4- Drivers who deliver documentation to us will do so at the offices. It will be collected by our personnel wearing gloves and using protective masks.

h. EXTERNAL PERSONNEL, ESSENTIAL SERVICES, VISITS

In general, any type of visit to our facilities will be avoided as a preventative measure.

For this reason:

- External visitors are prohibited.
- Only those services that are essential to guarantee the operation of our activity may enter our facilities.



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To access the facilities:

- ✓ Health questionnaire R15-03 will be filled in.
- ✓ Body temperature will be taken.

Access will be authorised if the questionnaire is correct and the body temperature is < 37.2°C; the same guidelines must be followed as for the entry control for our employees.

- Security measures will be put in place at the office reception to avoid contact with the visitor. A line has been marked on the floor.

6.-COMMUNICATION

- Internal:
 - All personnel will be kept informed of the evolution of the pandemic and the internal decisions that may affect them through information posted on the announcement boards and in the dining room.
 - Internal instructions on hand washing and mask use will be placed on the changing room boards.
- External:
 - Clients: they will be informed immediately of any changes that may affect the transportation/delivery of their orders.
 - Suppliers: they are informed of entry restrictions at our facilities and they are only allowed to deliver material according to internal instructions.
 - General: the ban on entry to the company is stated.

7.-ARCHIVE

All registers generated by this procedure will be filed for a minimum of 3 years in the Quality Department.

8.- ANNEXES / REGISTERS

- Register of temperature control and PPI provision to operatives R-015-02.
- Register of cleaning of common areas after breaks R-014-02-06.
- Register of pre-operational and operational control (R-11-01 to R-11-07).
- Register of entry R-10-11-01 and visit questionnaire I-10-11_1.
- Internal and external communications.
- Communications from Proquimia on recommended biocide products.
- Bugaderia Núria protocol to be followed in the event clothes are contaminated with COVID-19 (PRO-NC-03).