

Information on Covid-19

Tuesday, November 10th, 2020

FREQUENTLY ASKED QUESTIONS

— How can I ensure my employees remain healthy and safe and keep operations running?

The National Protocol to ensure the health and safety of employees published by the Ministry of Labor was updated on 29 October 2020, following the introduction of a second national lockdown and the reinforcement of health measures to stop the spread of the epidemic.

Each employer must implement the preventive measures defined in the Protocol to ensure the health and safety of employees.

This is in the best interest of both employees and companies, as the presence of employees on-site will largely depend on their faith in the company's ability to address their concerns and protect them against any virus-related risk.

Each company and establishment must lead, in order of priority, to:

- Evaluate the risks of exposure to the virus.
- Implement prevention measures aimed at eliminating risks.
- Minimize exposures that cannot be eliminated.
- Give priority to collective protection measures

Protection measures implemented within the company require a prior evaluation, job by job by the employer, to ensure their practicability and their effectiveness against the spread of the virus.

Companies can rely on occupational health services in defining and implementing measures, as part of their role in advising and supporting employers and employees and their representatives.

Social dialogue is key both for the implementation of the protection measures intended by the company and for the proper information of employees within each work unit.

A COVID-19 referent must be appointed in each company with more than 10 employees to in order to ensure that the measures defined are implemented and that employees are informed. The company's leader can be the referent in small businesses.

Teleworking must be the rule for all activities that can be accomplished remotely. Teleworking time is increased to 100% of working time. In other cases, when teleworking cannot be implemented, special arrangements must be made to limit commuting and to ensure the health and safety of employees.

To promote effective takeover, the employer must take adequate preventive and protective measures.

In this respect, companies must take all necessary action to ensure the protection of the health of the personnel on-site, while enabling operations to continue, based on the following recommendations:

- Physical distancing rules and barriers: handwashing at regular intervals, physical distancing of at least one meter between people (imperative health instructions).
- Wearing a face mask (except in individual office spaces)
- Adapting premises in terms of gauge per open space: (4 m² per person)
- Adapting working hours
- Inform employees about the "TousAntiCovid" app and the importance of downloading it and activating it during working hours.
- People flow management: creating traffic plans to ensure minimum physical distance, in small and cramped areas or in open spaces.
- Individual protective equipment is to be used as a last resort when a collective protection solution cannot be properly implemented.
- Screening tests: broadcasting information health recommendations and encouraging employees to request tests in the event of symptoms.
- Establishing an adapted procedure for taking charge of an employee exhibiting symptoms and its close contacts in consultation with social partners.

- Taking one's temperature: recommended on an individual basis and possibility to allow for it in the company's internal bylaws, which must be transmitted to the CSE and later to the work inspection.
- Ventilating closed rooms for 15 minutes every 3 hours (or make sure there is an adequate supply of fresh air through the ventilation system)
- Deep cleaning: offices, surfaces and toilets with a product which is effective on the virus.
- Cleaning of handrails (twice a day minimum)
- Defining foodservice rules guaranteeing the health and safety of employees.

For more information, please visit:

[National Protocol – Ministry of Labor – October 29th, 2020](#)