



## COVID-19 PREVENTIVE ACTION PROTOCOL

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Signature 	Signature 



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### STAFF WITH ACCESS TO THE DOCUMENT

NAME	POSITION	DATE AND SIGNATURE
Xavier Roca	Quality Manager and responsible for the purchase of live animals	See annexes of the P-001 Control of documentation and records.
Elena Bosch	Quality Manager	See annexes of the P-001 Control of documentation and records.
Idoia Soraluze Anna Puig	Manager for Sales to third countries	See annexes of the P-001 Control of documentation and records.
Vlad Casionic	General Manager	See annexes of the P-001 Control of documentation and records.
Marinel Cita	Logistics	See annexes of the P-001 Control of documentation and records.





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### 1.-OBJECTIVE

In the face of the health emergency crisis originating from the COVID-19 pandemic, at CÀRNIQUES DE JUIÀ, S.A. we have established a preventive measures protocol that allows us to run our business activity whilst guaranteeing the safety of our food products and safeguarding the health of the employees at our company.

### 2.-SCOPE OF APPLICATION

This procedure applies to all areas, processes and members of staff working at our company:

- Càrniques de Juià, S.A. employees
- External carriers with access to our facilities for the delivery or collection of products
- External companies carrying out work in our facilities such as pest control, maintenance, freezing equipment, laundry or others.

### 3.- REFERENCES

- Action protocols created by the Spanish Health Ministry to face up to the COVID-19 pandemic
- Recommendations and preventive regulations created by the WHO to face up to the COVID-19 pandemic
- The company's action protocol for Occupational Risk prevention
- Coronavirus control guidelines for meat companies, issued by the People's Republic of China on 21/07/2020.
- "Good practice guidelines for its application to the contingency and Covid-19 control protocols of pork companies authorised to export to China" on 30/11/2020.

### 4.- RESPONSABILITIES

The company's Management is responsible for the implementation and correct application of this preventive measures protocol.

Management will provide all the necessary resources to ensure that this protocol is practised and that the measures implemented are effective.



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The Anafric and Anice associations, as well as our Occupational Risk Prevention company, Ergolaboris, keep us informed of any update to the current regulations regarding Covid-19. The Quality Manager is to revise this protocol and the corresponding procedures that affect it.

The Production Manager must ensure compliance with the measures with regards to staff entry and access to the facilities.

Every employee must be aware of the current situation and is responsible for acting in accordance with the established Health regulations and recommendations.

### 5.- DEVELOPMENT

Our company has a Food Safety Management System implemented in accordance with the BRC, IFS and ISO 22000 regulations.

The HACCP plan has been revised and the Management System has been updated in line with the new emergency situation: the COVID-19 PANDEMIC.

The HACCP has been designated as the COVID-19 CRISIS MANAGEMENT team

<b>MEMBERS</b>	<b>Department</b>
Mikel Soraluze	Management
Xavier Roca	Attached to Management
Idoia Soraluze	Human Resources
Elena Bosch	Quality
Jordi Pla	Maintenance
Vlad Casionic	Production Managers

In order to establish a preventive measure protocol, we have revised all the procedures that we already had in place and that are of significant importance at the moment and should be monitored and reinforced as much as possible.

They have been revised by taking into account all the staff who work in or have access to our facilities as suppliers or subcontractors:

- PLANT STAFF
- ADMINISTRATION STAFF
- MAINTENANCE STAFF
- TEAM THAT CLEANS AND DISINFECTS THE FACILITIES
- COMPANY CARRIERS AND SUBCONTRACTORS
- PACKAGING MATERIAL PROVIDERS
- SUBCONTRATERS: pest control, dry cleaning, facility maintenance, waste management
- VISITS

We have revised the following points:



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### **5-1 STAFF WORKING IN OUR FACILITIES**

#### **1- ENTRY CHECKS ON WORKERS IN ALL AREAS**

On 15/03/2020, we established a new entry check system carried out upon the arrival of our own workers at the facilities as the main preventive measure. This is in place for all areas, including administration:

1. The Production Managers for each shift supervise the entry of staff. The following measures apply:
  - Staff must wait their turn to enter facilities, keeping a safe distance of 2 metres apart, which we have marked out on the floor.
  - When it is their turn to enter, they must disinfect their hands by using the hydroalcoholic gel dispenser found at the entrance.
  - We will check that the member of staff does not display visible symptoms such as a cough, physical discomfort or difficulty breathing.
  - Members of staff will be asked whether they have any symptoms and whether they have been in contact with people with COVID-19 or with people who are suspected of having it
  - A body temperature test will be carried out for every worker, with an automated temperature control system and facial recognition. No one with a body temperature over 37.1°C shall be allowed to enter the facilities.

In the event a body temperature of over 37.1°C or virus symptoms are detected, or if the employee has been in contact with people with COVID-19, they will be denied entry into the facilities. The employee will be sent to the medical centre who will call the 061 telephone line and follow medical advice.

2. The temperature will be recorded in the R-14-50 register
3. Entry to the facilities will be carried out gradually, in order to enable smaller group access to the changing rooms and to ensure a safe distance between workers.
4. On 04/08/2020, after receiving the Coronavirus Control Recommendations, drafted by the People's Republic of China, we have implemented the following control measures:
  - Personnel exit and entry control measures.  
After a period of sick leave over 3 months, the operator must submit the result of a COVID-19 screening test before he or she can begin working.  
The operator can only be reinstated if the test result is negative.  
In the event of testing positive, medical instructions must be followed.  
In the event of an increase in significant cases, a screening process shall be carried out by department or sections, which will be determined alongside the health authorities.  
A record of this data is kept.
  - New worker control measures.  
All new workers must submit the result of a COVID-19 test before he or she can begin working.



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The new worker can only begin working if the test result is negative.  
All respective data must be recorded on a computer.

### 2- STAFF PROTECTIVE EQUIPMENT AND UNIFORMS

1. Once the worker has been authorised entry to the facilities, they will be provided with:

- 2 protective surgical masks.  
One must always be worn from now, and in order to access the changing rooms.
- Gloves.

The use of gloves is mandatory except when they may interfere with a task. In these cases, the use of sanitising gel is permitted.

2. Work clothing

Every worker has a designated locker in the changing room where their work clothing should be separated from their everyday clothing.

Every day, workers will find the clothing to wear, washed and disinfected by Bugaderia Nuria in the clothing compartment.

Bugaderia Nuria is the company that provides cleaning and disinfecting services for work clothing. This service will be provided on a daily basis and we have been assured that clothing will be washed at more than 60° for at least 10 minutes with approved disinfecting detergent

3. Work clothing will be placed with protective gloves in the changing room lockers on a daily basis. At the same time, checks will be made to ensure that there is no other everyday clothing or personal belongings left in the locker. If there is, any item will be removed.

4. At the end of the working day, work clothing will be deposited in the container left by Bugaderia Nuria in the changing room, for daily collection.

### 3- HYGIENE AND PERSONAL HYGIENE PRACTICES

Apart from the measures we already have established in the GHPC (Good Hygiene Practices Code), we also make sure that:

1. All plant staff must pass through the hands and footwear disinfecting room.
2. We supervise and ensure the correct handwashing protocol, lasting for approximately 40 seconds is followed, and that it is always carried out:
  - at the beginning of the working day
  - when continuing work after a stoppage or break in the workplace
  - when continuing work after a toilet break
  - after touching external packaging material

Hand-washing instructions can be found on the notice board in the dining room and changing rooms.



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3. After washing hands, they must be dried with paper towels and disinfected with the approved hand sanitiser.  
The plant staff may use the automatic hand sanitiser dispensers in the sinks upon entry and in the sinks located in all work zones.  
The administration and maintenance staff have been provided with sanitising gel. This must be used after handwashing.
4. A minimum safety distance of 2 metres between workers must be maintained in workplaces and the dining room.  
The status as an essential Industry has meant that Carniques de Juià, S.A. is obliged to maintain high levels of production in order to guarantee the supply of meat to the Food Chain. We have had to adapt job roles and working hours to meet this obligation.  
It is not possible to maintain a distance of approximately 2 metres when carrying out some job roles, due to the design of the production equipment and systems required to fulfil this obligation.  
For these roles, employees have been provided the necessary PPE in order to strengthen their protection: masks and gloves to be used on a daily basis.
5. Stickers have been placed on the dining room tables to show which seats people can sit in to respect social distancing measures.
6. Every worker has a locker in the dining room in which they can keep their personal food only. It is forbidden to share food and/or cutlery.  
These lockers are cleaned and disinfected on a daily basis.
7. Bin lids have been removed from the dining room for hygiene purposes.
8. Administration staff:
  - Cannot share office material, computers or telephones. Each employee has their own material and hydroalcoholic solution to disinfect it with.
  - The use of protective face masks is obligatory
  - Tables have been placed at a 2-metre distance between workers.

#### **4- CLEANING AND DISINFECTING OPERATIONS**

Proquimia is the company that consults us and produces the Cleaning and Disinfecting Plan for our facilities.

We have revised the current Cleaning and Disinfecting Protocol for our facilities alongside Proquimia:

- ✓ All the disinfectants that we use are virucidal and comply with the Central Government's Ministry of Health Classification .
- ✓ We have reinforced the plan with the following operations:
  - Disinfecting of dining room and bathrooms after every work stoppage. 4 times a day for every shift.  
Registered in REG.: R-14-02-06





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- Disinfection of the inside of containers before filling with the ASEP-TA-35 disinfectant product by PROQUIMIA; authorised by the Spanish government's Department of Health. They are registered in the shipment's control log.
  
- An environmental disinfection of the most at-risk zones in terms of the presence and movement of people occurs once a week:
  - The carving and packing rooms
  - Dining room
  - Changing rooms and access passagewayswith the virucidal ASEP-TA-35 product by PROQUIMIA; Authorised by the Spanish government's Health Ministry  
Registered in: REG. R-14-08
  
- Additional disinfecting of the administration area: keyboard, tables and material. On top of the daily cleaning of this area and equipment carried out by the cleaning and disinfecting staff, every user is responsible for disinfecting their own material, which should be cleaned and disinfected twice during the working day with approved disinfectant.

The Cleaning and Disinfecting team is internal and trained annually by Proquimia. This training is carried out every February.

**We carry out supervision and verification on the efficiency of the cleaning and disinfecting in order to guarantee its effectiveness. The following controls are performed:**

1. Daily supervision of the cleaning before the working day begins: visual check of the cleaning in its entirety including all areas, equipment, surfaces and utensils
  
2. Weekly microbiological testing of staff equipment, utensils and hands.  
Account of total aerobes, enterobacteria and *Listeria monocytogenes* is carried out to verify correct cleaning and disinfecting protocols.
  
3. Detection of the presence of the SARS-COV-2 virus on the surface areas and packaging materials.  
The FAO/WHO have rated the associated risk as very low.  
5 samples a month are chosen at random:  
3 samples per week are taken at random:
  - Product (PORK meat/PORK OFFALS)
  - Packaging material: cardboard box
  - Packaging material: plastic material

The analysis is carried out in an external laboratory, following the sample taking protocol. In the event of a positive result, it will be reported immediately, and the cleaning and disinfection plan will be stepped up.



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### 5- MAINTENANCE OPERATIONS

1. The maintenance staff have their own tools, and in the event of tool sharing, the tool must be disinfected before use with the approved disinfectant.
2. The maintenance team is divided into an INTERNAL TEAM AND AN EXTERNAL TEAM.  
The internal maintenance team carries out its work inside the facilities and does not go outside the facilities during its work shift.  
The external team only enters facilities if entry is ESSENTIAL due to an equipment fault. If it does enter facilities, it will do so by going through all entry checks, cleaning and disinfecting.
3. Equipment faults inside the facilities will always be repaired at the end of the working day when possible, when there are no employees working in the area.  
If the repairs must be made during the working day, the appropriate PPE must be worn and a safety distance of 2 metres shall be maintained.
4. Once maintenance tasks are completed, the area, equipment and tools used must be washed and disinfected. Work will not be resumed until the Production Manager has checked the work.  
The work performed and the final decision shall be recorded in the Equipment Faults List.

### 6- OPERATION AND MAINTENANCE OF AIR CONDITIONING AND VENTILATION SYSTEMS IN BUILDINGS AND ON OTHER PREMISES

The company FRITECNO, S.L. is responsible for the maintenance of the air conditioning and ventilation system in our facilities.

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.

### 7- RECEPTION OF MATERIALS AND DOCUMENTATION



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- 1- The reception of packaging materials must be carried out whilst avoiding direct contact between the person receiving the package and the external company. The material received must be deposited in the assigned area in reception and collected later by company staff.  
Once it has passed the control checks at reception and it is approved, it must be locked in a storage facility for packaging material.  
It must only be handled by staff wearing PPE and must be disinfected with hydroalcoholic gel.
- 2- We ask all suppliers to send documentation via telematics when possible.
- 3- Tape indicating where the external person must wait is placed on the reception floor. If packages are delivered to the administration department, they must be left in the area marked out, and will be collected by our staff wearing PPE and then disinfected with hydroalcoholic gel.
- 4- Drivers delivering documentation must do so from behind the office and loading bay windows. It will be collected by our staff with gloves and using protective face masks.

### 8- INTERNAL COMMUNICATION

All company personnel, including new employees, will receive training on Preventive Protection Measures against the Coronavirus. This training is created and carried out by the Occupational Hazard Prevention company Ergolaboris.

Its effectiveness will be evaluated and recorded.

The protocol and instructions considered necessary shall be put up on the notice board and in reception. These will include actions such as washing and disinfecting hands and wearing protective face masks.

All staff will be kept informed on the development of the pandemic and the internal decisions that may affect them.

### **5-2 EXTERNAL STAFF, ESSENTIAL SERVICES, VISITS**

Generally speaking, any kind of visit of our facilities will be avoided as a preventive measure. Therefore:

- External visits are forbidden
- Only services that are essential to the functioning of our business activity may enter our facilities.  
To enter inside the facilities:
  1. The R15-02-01 health questionnaire must be completed and
  2. the body temperature must be taken.Entry shall be authorised only if the questionnaire answers are suitable and the body temperature is below 37.1°C.  
If entry is authorised, the same entry checks as those made on company workers shall be performed.



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- In the office reception area, safety measures shall be followed in order to avoid contact with the person. Lines have been marked out on the floor.
- Access limitations for external suppliers.  
The carriers that deliver packaging, maintenance, office and other types of material must follow safety measures and use protective face masks. They will be asked to send documentation electronically where possible.
- Information for:
  - Customers: will be informed immediately if there are changes that will affect the transport/delivery of orders
  - Suppliers: will be informed of entry restrictions for our facilities and the delivery of material shall only be permitted in compliance with internal instructions
  - General purposes: bans on entry into the company shall be communicated appropriately

### 5.3. HOW TO ACT IN THE EVENT OF A POSITIVE CASE OF CORONAVIRUS

**In the event of a positive case of coronavirus**, the following medical instructions will be followed.

An investigation and monitoring of the work environment, which will include the tracking of work colleagues, accommodation and transport to the workplace, will be carried out.

Close contacts will be defined alongside the health authorities and they will be placed under quarantine.

A return to work will not be permitted until medical discharge is obtained as well as a corresponding negative Coronavirus test.

**In the event of detecting an increase in significant cases**, we will proceed in carrying out screening for a SARS-COV-2 test by sections, alongside the health authority, on a fortnightly basis. The regularity of this will change depending on the result.

### 6.- ANNEXES / RECORDS

- Records of workers' body temperatures; R-14-50
- Record of the additional daily cleaning and disinfecting of the dining room and changing rooms. R-14-02-06
- Record of environmental disinfections; R-14-08
- Register shipment's control
- List of equipment faults
- Records of essential authorised entry; R-15-02-01
- Communication with customers and suppliers
- Annex: how to wear the protective face mask
- Annex: how to remove protective gloves
- Annex: how to wash hands correctly