

PREVENTION MEASURES AGAINST COVID-19 IN THE PERFUMERY AND COSMETICS INDUSTRY



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1. Subject of the Guide

The commitment of the perfumery and cosmetics industry ¹ to the safety and health of working people in the face of the challenge of the COVID-19 pandemic is the main priority of the sector.

For this reason, as actors of the Social Dialogue of the Perfumery and Cosmetics Sector, UGT - FICA, CCOO of Industry and STANPA, we consider it appropriate to subscribe to this code of good practices in relation to risk prevention measures in the perfumery and cosmetics sector to deal with COVID-19.

Based on the fact that the companies in the industry already comply with the ISO 22716 standard of Good manufacturing practices for cosmetic products and other UNE and ISO application standards that guarantee strict hygiene and safety in all industrial processes, this guide aims to establish common principles of an informative, organizational and preventive nature that allow a recovery of the industrial activity in the cosmetics sector that ensures the protection of own and external workers against COVID-19.

This document is set up as a reference guide. Its content is, in any case, subject to the procedures established by the Ministry of Health and competent health authorities and its content must be adapted to the health instructions issued by those same authorities, depending on the evolution of the pandemic.

In this sense, having published the Guide to **"Good practices in workplaces"** by the Ministry of Health, the present **"Good practices in workplaces of the perfumery and cosmetics industry against COVID 19"** includes the actions indicated in the ministerial guide, committing ourselves in any case to keep it permanently updated, as well as actively collaborate in its dissemination to workers and companies.

As this guide is a guiding document for all companies and people who carry out their work in the sector, regarding the specific needs and measures of each center or job, the specific necessary measures must be taken in the area of preventive activity for each of them and in accordance with their particular circumstances.

¹ All **industrial activity** affected by the Collective Agreement on Perfumery and Related Products published in BOE of August 20, 2019 is included.

2. Informational Measures

Informational measures are one of the main means to avoid contagion within companies. The information provided by the company to its personnel should include that which has been issued by the Ministry of Health, or, alternatively, by the corresponding Ministry of Health of the Autonomous Community where the production centers are located. The following aspects to be reported are included, without limitation:

- The COVID-19 routes of infection and associated symptoms will be reported.
- The staff will be informed about the action protocol in the event of symptoms appearing during the working day or confirmed case in the company. It is recommended that, if a person present in the company develops fever and respiratory infection symptoms such as cough, they should immediately notify the personnel department and, in parallel, it is recommended that the employee go to the public health service to assess the case and indicate the steps to follow with your contacts. In addition, it must include the identification of the internal contacts of the worker and the obligation of the workers to communicate to the company in case the person becomes a confirmed case.
- Inform about the obligation to stay in the habitual residence in case of fever (more than 37.5 °) or other flu symptoms (runny nose, sneezing, cough...) and call the family doctor and/or the authority health, as well as the company medical service if it is available.
- Continuous information on hygiene measures and precautions to take. It is essential to reinforce personal hygiene measures in all areas of work and against any exposure scenario. Hand hygiene is the main measure of infection prevention and control.

In addition to the aforementioned information, all organizational and preventive measures to be taken by the company must be reported.

All this information must be made available to all workers by the most appropriate means of communication. In this sense, any of the following measures may be useful:

- Use of the available means to transmit the information: informative posters, circulars, intranet or email.
- Designation of a single contact person/department (the Prevention department may be) from whom to request information and report possible cases.
- Establish a Commission, in which the Directorate, HR and Prevention Delegates participate to monitor the situation.
- Establish a protocol of how to act from the moment you arrive at the workplace until you leave.

A series of informative posters are included in the annex, which may be useful for informing workers.

3. Protection, Hygiene and Cleaning Measures

Preventive measures should include both general and specific measures for those workers with risk of exposure or low risk of exposure.

In this sense, the following measures are considered effective to help in the prevention of contagion by working people:

- (i) Proper cleaning of surfaces and spaces must be ensured, trying to carry out daily cleaning of all surfaces, especially those in frequent contact such as door knobs, railings, etc.
The usual detergents are sufficient. Special attention will be paid to the protection of working personnel who carry out cleaning tasks.
- (ii) The stock of products necessary to carry out daily cleaning must be assured.
- (iii) Work tables, control room tables, keyboards, mice, and shared telephones or walkie-talkies must be cleaned with disinfecting liquid.
It can be established to do so the next shift to ensure that it is always used in proper hygiene conditions.
- (iv) If they are available, use film or plastic elements in the seats of the forklift trucks and in those other chairs that are shared use and at the controls of the overhead cranes or have disinfectant gel for cleaning the keypads, if not possible.
- (v) Safe disposal of possibly contaminated waste (disposable masks and gloves, etc.)
- (vi) Install bins with lid and pedal and double bag.
- (vii) In telephones used by different people, use the “hands-free” system.
- (viii) Do not share the pen, neither with carriers nor internally.
- (ix) In general, extreme order and cleanliness in the workplace, especially on surfaces with a high risk of favoring transmission.
- (x) As far as possible, keep the doors open with wedges and other systems to avoid people from touching the handles and knobs.
- (xi) Work equipments should only be used by the person holding the position and should be disinfected with hydroalcoholic solutions.
- (xii) If possible, windows in work areas will be opened for good ventilation.
- (xiii) Moistened doormats with a 2% solution of water and bleach will be available at the entrances and exits to the work center.

- (xiv) Whenever cleaning of work clothes is carried out in the company, the clothes should be handled as little as possible, gently rolled and taken directly to the laundry or placed in a bag for transport. Clothes should be washed at a temperature of at least 60 ° C for at least 30 minutes, or with any other method that ensures proper sanitation.
- (xv) Cleaning conditions for toilets and common areas will be reinforced. As far as possible, dispensers will be placed or hydroalcoholic gel will be provided individually for hand disinfection.
- (xvi) When the minimum safety distance between personnel cannot be guaranteed and the function cannot be eliminated as it is essential, the personnel of said areas or works must be provided with the following Personal Protective Equipment:
 - Respiratory Protection: surgical mask and, where required, risk assessment of the workplace self-filtering masks against particles FFP3 or FFP2. Given the emergency situation, in case of supply difficulties and with the sole purpose of preventing the spread of the virus, masks whose type corresponds to the indications of the health authority may be used.
 - Protective gloves, according to the UNE-EN ISO 374.5: 2016 standard.
 - Long-sleeved workwear.

4. Organizational Measures

Organizational and preventive measures must start from an analysis of the different degrees of exposure to the virus of staff members, in accordance with the provisions of the Ministry of Health in the document "ACTION PROCEDURE FOR LABOR RISK PREVENTION SERVICES IN FRONT OF EXPOSURE TO THE NEW CORONAVIRUS (SARS-COV-2)".

In any case, the following measures are foreseen as effective to avoid or reduce the possibility of contagion in the workplace:

- (i) Reduce the number of face-to-face workers in the workplace by promoting telework. In particular, it is recommended to limit as far as possible the presence of the particularly sensitive worker in the workplace through the promotion of teleworking or other flexibility measures (see point 6 below for the definition of a particularly sensitive person). In case of impossibility, the medical service of the prevention service of the company will indicate the guidelines to follow.
- (ii) When remote work is not possible, each worker must be given an individual certificate certifying the need for personal displacement for work reasons, in relation to the state of alarm.
- (iii) In general, a distance of 2 meters will be maintained.

- (iv) Avoid courtesy greetings: shaking hands, etc.
- (v) Avoid face-to-face meetings that are not essential. If this is the case, keep the recommended distance between people.
- (vi) Likewise, minimize the number of people in common areas or rooms. In the lunch, rest or company dining areas, crowds should be avoided by establishing maximum capacity. Hygiene and safety distance instructions must be maintained and if necessary, rest or meal shifts will be established.
- (vii) Only carry out essential work trips.
- (viii) Eliminate water coolers that require bringing the mouth closer to the tap.
- (ix) Eliminate common coffee machines in offices.
- (x) Organize a staged and turn-based entrance into work areas in order to avoid crowds.
- (xi) In the queues of entry/exit/access to common areas, devices will be signposted and established to guarantee the minimum safety distance between people. If for reasons of space this is not possible, employees should wear a mask.
- (xii) Whenever possible, dedicate an entrance door and an exit door to these premises and ensure the presence of adequate cleaning means for hand washing.
- (xiii) If the worker presents symptoms such as fever, cough or feeling of shortness of breath before leaving home, they should notify the company by telephone. The company must justify not attending the workplace, in order to guarantee the safety and health of the rest of the workforce. The affected person must provide the corresponding medical report as soon as possible.
- (xiv) Avoid staying in the company outside of working time, both at the beginning and at the end of the shift.
- (xv) In the lunch, rest or company dining areas, crowds should be avoided by establishing maximum capacity. Hygiene and safety distance instructions must be maintained and if necessary, rest or meal shifts will be established.
- (xvi) Before entering the workplace, own and external personnel may undergo a prior health check, consisting of taking the temperature and declaring by the employee that they are not aware of having symptoms of the coronavirus. The taking of temperature will be carried out keeping the safety distances and without registering the data. If this temperature is above 37.5 °, access to the workplace will not be allowed and temporary isolation will be carried out. Likewise, they will be provided with a mask and must follow the instructions of the medical service. The refusal of access must be registered by the company and communicated to the worker.

- (xvii) Use in turn and in stages of changing rooms so that the safety distance can be maintained to limit the number of users at the same time or, where appropriate, recommend, as far as possible, that workers come already dressed in uniform working from home. If this measure had an impact on the time of entry or exit to the workplace, this time will be considered as effective working time.
- (xviii) Minimize the visits of contracts, clients and suppliers. For those contracts that must provide services in the establishment, the same security measures will be maintained as for the own staff.
- (xix) Establish a protocol to minimize contact with carriers.
- (xx) Send electronically, as far as possible, the signed delivery notes so that they are not delivered on paper from hand to hand.
- (xxi) Reorganization of shifts to limit the number of coincident workers (split days, maintenance, etc.), as well as the tasks for which work in pairs was established, now do it individually as far as possible, or, if it were not, maintaining safety distances.
- (xxii) Recommendation for the use of individual transportation.
- (xxiii) Reorganization of public transport (where it exists) to guarantee safety distances. Workers will be informed so that, whenever possible, they always occupy the same place and, if the characteristics of the transport allow it, with one seat occupied every two seats and a diagonal position between two rows of seats that will mark the maximum capacity of each transport.

5. Occupational Hazard Prevention Services

The activities to be carried out by the health service of the Prevention Service are detailed below, in accordance with the guidelines of the Ministry in its document "Procedure for the Prevention Services to act against COVID-19", dated April 8.

Especialty Sensitive Workers

The presence of particularly sensitive workers must be evaluated, the nature of the workers' special sensitivity must be established, and a report must be issued on prevention, adaptation and protection measures.

Groups defined (as of March 23) as vulnerable for COVID19:

- *Over 60 years old.*
- *Arterial hypertension.*
- *Diabetes.*
- *Cardiovascular diseases.*
- *Chronic liver disease.*
- *Chronic lung diseases.*
- *Chronic kidney disease.*
- *Cancer in active treatment phase.*
- *Immunodeficiencies.*
- *Pregnancy.*

Study and Management of Contacts

The mechanisms for the investigation and follow-up of close contacts within the scope of their competencies, in coordination with the public health authorities, should be established as follows:

The monitoring and management of working people in general is established in the Procedure of action against new coronavirus cases:

https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCovChina/documentos/Procedimiento_COVID_19.pdf

Collaboration in the Management of Temporary Disability

The doctors from the Public Health Service will issue the work leave and the certificate of discharge in all cases of coronavirus involvement, both in isolation and disease situations.

The health service of the occupational hazard prevention service will prepare the report so that the indication of temporary disability is accredited, in order to facilitate the primary care services in processing:

- Probable (laboratory results are inconclusive), possible (with mild acute respiratory infection) or confirmed cases, as well as close contacts of probable, possible or confirmed cases.
- Working people with special sensitivity in relation to the SARSPCoVP2 coronavirus infection, without the possibility of adaptation to the workplace, adequate protection to avoid contagion or relocation to another position free of risk of exposure to SARSPCoVP2.
- When the period of isolation or illness becomes known after the start of the period, the work leave will be issued retroactively and, if necessary, without the physical presence of the worker.

The prevention service will inform the affected people, the company and the representative bodies in matters of safety and health, if any, about the previous actions, keeping due confidentiality.

In addition, it will inform about:

- The obligation of preventive isolation.
- That the work leave and the confirmation report will be issued without the physical presence of the worker.
- The person concerned should not go to pick up the reports, they can be collected by someone else or use other available means to avoid displacement.
- That, although the work leave and the certificate of discharge will be issued due to a common illness, the INSS will carry out the corresponding internal procedure to convert them into an accident at work, for the purposes of financial benefit.
- General preventive measures and recommendations, especially hygiene in the workplace.

On the other hand, the Prevention Service must review the Risk Assessment, incorporating the preventive measures regarding COVID-19 and the Self-Protection Plan in case it has to be activated, ensuring the extraordinary measures against COVID-19.



6. ANNEX.

Information posters COVID-19

1st, April 2020

COVID-19

PEOPLE

PROTECTIVE MEASURES



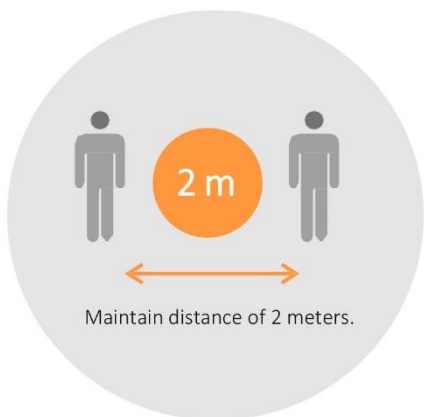
Frequent hand hygiene.
Washing with soap and water or alcoholic solutions.



When coughing or sneezing, **cover your mouth and nose** with your elbow flexed.



Use **disposable tissues** and throw them away after use.



Maintain distance of 2 meters.

If respiratory **symptoms** occur, **avoid close contact** (maintaining a distance of approximately 2 meters) with other people.



Avoid touching your eyes, nose and mouth since hands facilitate transmission.



Maintain **short and cared nails**. **Avoid the use of rings, bracelets, wrist watches or other accessories that may hinder proper hand hygiene.**

1st, April 2020

COVID-19

COMPANY

HYGIENE AND CLEANING MEASURES

CLEANING OF SURFACES AND WORKSPACES



When?

Daily, whenever possible. With special attention to those of **frequent contact** such as:



Door handles



Handrails



Buttons

What products should be used?

Common detergents



General
cleaning

Ensure stock of products necessary to carry out daily cleaning.

Disinfectant liquid



Work desks and control rooms, keyboards, mice, and shared phones or walkie-talkies.

It can be established to do so the next shift, to ensure that it is always used in proper hygiene conditions.



Protection of **personnel** who carry out cleaning tasks.



If available, **film or plastic elements** can be used on shared keyboards and mice, which should be discarded at each shift change. In crane bridge buttons and also in shared chairs and in the seats of the trucks.

RECOMMENDATIONS FOR WORKSPACES



As far as possible, the doors will be **kept open with wedges or other systems** to avoid touching handles and knobs.



If possible, work area **windows will be opened** for good ventilation.



Install **bins with lid and pedal** and double bag.



Doormats moistened with a 2% solution of water and bleach will be available at the entrances and exits to the workplace.

1st, April 2020

COVID-19 WORKER

PREVENTIVE MEASURES



In telephones used by different people use the **"hands-free"** system.



Notify the company (HR, person in charge, Prevention Service) **in case of presenting symptoms or having been in close contact with an infected person.**



Do not share the pen, neither with carriers nor internally.



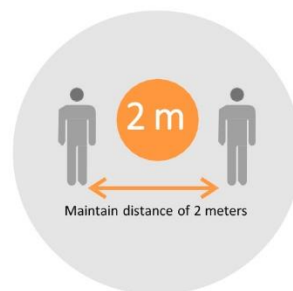
Make an **appropriate and responsible use** of the PPE's.



Extreme order and cleanliness in the workplace, especially on surfaces with a high risk of promoting transmission.



Collaborate in the application of the measures and **get involved** by providing suggestions.



Maintain safety distances between people and follow all preventive measures against the spread of COVID-19.

1st, April 2020

COVID-19

WORKER

HYGIENE AND CLEANING MEASURES

HAND WASHING WITH WATER AND SOAP

Duration of the entire procedure: **40-60 seconds**

0



Wet your hands with water;

1



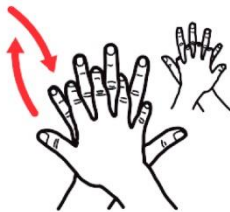
Put enough soap in the palm of your hand to cover all surfaces of your hands;

2



Rub your palms together;

3



Wet them and rub the palm of your right hand against the back of your left hand, interlocking your fingers and vice versa.;

4



Rub your palms together, fingers interlocked;

5



Rub the back of the fingers of one hand with the palm of the opposite hand, holding your fingers;

6



Rub your left thumb in a rotational motion, catching it with the palm of your right hand and vice versa;

7



Rub the tips of the fingers of the right hand against the palm of the left hand, making a rotational movement and vice versa;

8



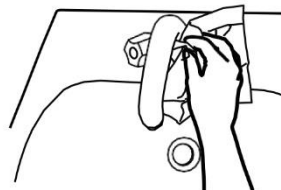
Rinse your hands with water;

9



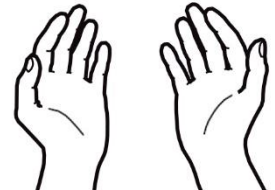
Dry your hands with a disposable towel;

10



Use the towel to turn off the tap;

11



Your hands are safe.

1st, April 2020

COVID-19

WORKER

HYGIENE AND CLEANING MEASURES

HAND WASHING WITH DISINFECTANT SOLUTION

Duration of the entire procedure: **20-30 seconds**

1a



Place a sufficient dose of product in the palm of your hand to cover all surfaces;

1b

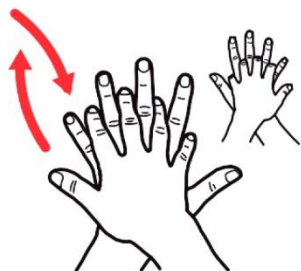


2



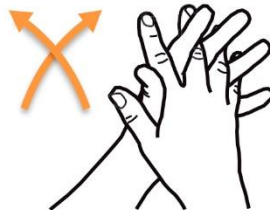
Rub your palms together;

3



Wet them and rub the palm of your right hand against the back of your left hand, interlocking your fingers and vice versa.;

4



Rub your palms together, fingers interlocked;

5



Rub the back of the fingers of one hand with the palm of the opposite hand, holding your fingers;

6



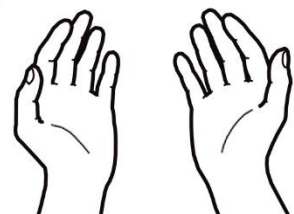
Rub your left thumb in a rotational motion, catching it with the palm of your right hand and vice versa;

7



Rub the tips of the fingers of the right hand against the palm of the left hand, making a rotational movement and vice versa;

8



Once they are dry, your hands are safe.

1st, April 2020

COVID-19 PPE's

INDIVIDUAL PROTECTION EQUIPMENT

USE OF MASKS AND GLOVES

The WHO (World Health Organization) has rejected the use of masks by the healthy population that is not in contact with patients.

When to wear a mask?

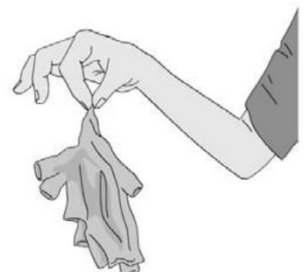
If you are healthy you DO NOT need to wear a mask. The use of masks can give a false sense of security to those who wear them and distract them from other essential prevention measures.

Masks are only effective if combined with frequent hand washing with a hydroalcoholic solution or soap and water. In case of **symptoms during your work shift, notify your manager and use a mask** (surgical or FFP2 without valve) **and stay isolated to avoid infecting your colleagues.**



- **Before** putting on a mask, **wash your hands** with an alcohol-based disinfectant or soap and water.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- **Avoid touching the mask while wearing it**; if you do, wash your hands with an alcohol-based disinfectant or soap and water.
- **To remove the mask**: do it from behind (do not touch the front of the mask) and wash your hands with an alcohol-based disinfectant or soap and water.
- **Using other elements to replace masks** (such as scarves, clothing, etc.) **does not protect** against contagion, giving a false sense of security.

How to remove gloves Follow the next scheme:



and do not forget to **WASH YOUR HANDS** with soap and water after removing the gloves.

1st, April 2020

COVID-19 PPE's

INDIVIDUAL PROTECTION EQUIPMENT

In addition to the mandatory PPE's established in the Risk Assessments of the jobs (helmets, shoes, vest, gloves, etc.), it is convenient to have:



Alcohol-based dispensers
for hand hygiene.



Nitrile gloves.



It is recalled that the **use of masks** is recommended by the Ministry **only for infected people**, therefore, **those who should not go to the workplace**.

RECOMMENDATION USE OF MASKS



In those **tasks in which two or more people must work within 2 meters**, it is recommended that they do so with **protective masks** and, in case they are not available due to the current general shortage, use **facial protections, which can be easily disinfected**.

The general use of masks can produce a false sense of security, since it is not the only route of infection and its use causes us to put our hands to our faces more frequently, generating an additional risk of contagion from hands to eyes.

It is also recalled that **the use of PPE's** must be **carried out following the instructions of the Ministry of Health** because **contagion can occur when the worker takes them off**.

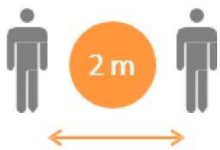
1st, April 2020

COVID-19 WORK ORGANIZATION

MAINTAIN A SOCIAL SECURITY DISTANCE

The World Health Organization (WHO) has published a new technical report in which it ensures that **coronavirus is not transmitted by air, but by the contact of respiratory drops of patients affected by the disease.**

For transmission to take place, both people should be within a meter and the infected person should cough or sneeze. It is also possible to infect if the sick person touches a surface and then a healthy person does it, or if the last one uses objects from the infected person, such as a pen.



Recommended minimum distance of 2 meters.



Avoid polite greetings: shaking hands, etc.



Cancel face-to-face meetings and replace them with teleconferences. If essential, maintain the recommended distance between people.



Just keep essential work trips.



Minimize the number of people in common rooms or offices (control rooms, changing rooms, dining room, coffee machine...).



In case of maintaining vending machines, establish rules to avoid crowds.



1st, April 2020

COVID-19 WORK ORGANIZATION

TRANSIT OF PEOPLE



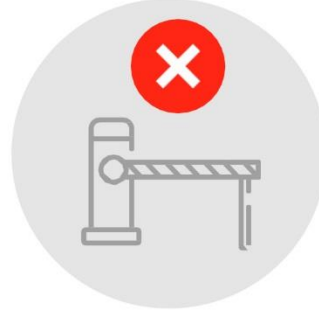
Adapt entry times to prevent all staff from the same shift from entering the same time.



Avoid staying in the company during off hours, both at the beginning and at the end of the shift.



Limit time in the locker room.



Minimize customer and supplier visits.



Establish a protocol to minimize contact with carriers.



Reorganization of shifts to limit the number of coincident workers (split days, maintenance, etc.), as well as the tasks for which work in pairs was established, now do it individually as far as possible.



Send electronically, as far as possible, the signed delivery notes so that they are not delivered on paper from hand to hand.



FICA
Industria,
Construcción y Agro



Asociación Nacional
de Perfumería y Cosmética

1st, April 2020

COVID-19 WORK ORGANIZATION

TRANSPORTATION OF PERSONNEL



Reorganize the transportation of the staff to the workplace by bus.

Recommend individual transport and guarantee safety distances. To the extent possible, workers will be informed to always occupy the same site.

Coordinate with the transport company the **adequate hygiene** of the bus and training of its drivers.

ACCESS



As far as possible, **limit access to contracts to the workplace** and establish the same measures for those who come to work as for own personnel.

TASKS REVIEW



When the activity cannot be canceled, the possibility of **minimizing the number of people** (maintaining security levels) will be analyzed.



In these cases, establish the **use of masks**, and in the event of shortages, use **face shields** (which must be disinfected after use). The **use of eye protection** (glasses or other means of similar protection) is also recommended.



1st, April 2020

COVID-19 EMERGENCY MANAGEMENT

CORONAVIRUS SYMPTOMS



FEVER



DRY COUGH



RESPIRATORY DIFFICULTY



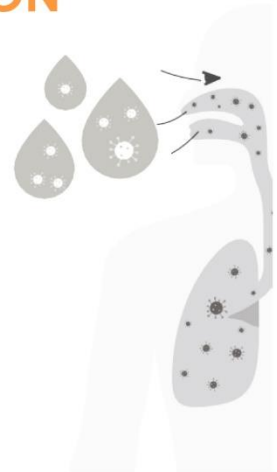
MUSCLE PAIN



HEADACHE

TRANSMISSION

Coronavirus is NOT transmitted through the air, but through the contact of respiratory drops of patients affected by the disease.

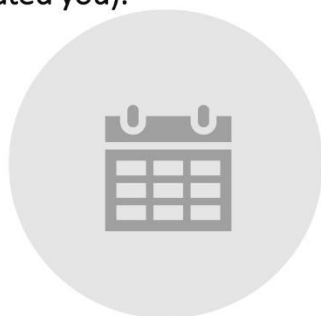


An action protocol should be established in the case of people diagnosed as positive in coronaviruses or people who are in contact with them, as well as for those who present symptoms (fever, dry cough and respiratory distress, mainly muscle pain and headache in some cases).

80% of the cases present **mild symptoms** and the incubation period is 2-14 days.

IF YOUR TEST HAS GIVEN POSITIVE: Immediately inform your Company (responsible, HR or Prevention Service, as indicated). Call the phones established for each autonomous community and, in case of seriousness, call 112.

IF YOU HAVE SYMPTOMS or THERE ARE PEOPLE AFFECTED IN YOUR ENVIRONMENT: You should not go to work and you should notify your Company (person in charge, HR or Prevention Service, as they have indicated you).



If any positive is detected and the quarantine of people close to the infected is necessary, the company will reorganize work shifts.

PREVENTION MEASURES AGAINST COVID-19 IN THE PERFUMERY AND COSMETICS INDUSTRY

