

Guide for action in the field of preventive matters due to Covid-19 in the activities of the metal sector

April 2020

CONTENTS

1. Introduction
2. Nature of activities and evaluation of exposure risk
3. Basic preventive measures
4. Individual protection measures for persons with symptoms
5. Preventive measures in the workplace
 - 5.1. Training, information and coordination measures
 - 5.2. Before and during the movement of persons to the workplace
 - 5.3. At the entrance to the work centre
 - 5.4. During work at the workplace
 - 5.5. Breaks and rests
 - 5.6. On leaving the site
6. Annex i. Hand washing (at the beginning to the end of the day)
7. Annex ii. General measures

1. INTRODUCTION

This Guide aims to set out recommendations for preventive measures such as consequence of the COVID-19 in the Industry and Services of the Metal Sector, for it is absolutely necessary to adapt the concrete implementation of the measures contained therein, to the characteristics and size of each company, after consulting the Prevention Delegates or Security Committee.

The employer and trade union organisations (Confemetal, CCOO Industria and UGT-FICA) state that the priority of the Metal Sector, in view of the opening of the industrial facilities, is that this is carried out with the maximum health guarantees. The first objective of the Sector is prioritizing the health of workers to help contain and disappear of COVID-19 by making a gradual and safe start of the activity.

The State Collective Agreement for Industry, Technology and Services in the Metal Sector (EMF) defines in Article 2 on the functional scope and in Annex I the activities concerned for the same.

The Guide applies to all workplaces where activities are carried out of the Metal Sector, to all persons acting in the different jobs or in the facilities of the mentioned work centres: workers, visitors, subcontractors, freelancers, suppliers and any other third party who comes to or is in such facilities. The companies and workers of the Metal Sector that carry out their activity in construction works, they should take into account the Guide to Preventive Action because of the COVID-19, approved by the social agents of the Construction Sector.

Companies are recommended to attach, through their preventive technical organization, this Reference Guide of the Sector and keep the Plan of Prevention of Labor Risks updated, as established by Law 31/1995, of 8 November, on Risk Prevention Labor. Regardless of the above, the aforementioned Royal Decree 463/2020 on the declaration of the state of alarm, as well as any other guidelines of the Ministry of Health, the Ministry of Labour or the Ministry of Industry, and in particular the "Procedure for action by the occupational risk prevention services against exposure to SARS-CoV-2", published by the Ministry of Health.

(https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documentos/PrevencionRRLI_COVID-19.pdf)

The companies in the sector must establish a procedure for action in each work centre that must be consulted with the Health and Safety Committee, with the Delegates of Prevention, or if not, follow the procedure laid down in Article 41 of the Statute of the Workers.

This document is intended to serve as a reference guide to facilitate the development of such a procedure by companies in the sector. The recommendations included in this document will be revised according to the indications that the Ministry of Health will be publishing.

The implementation of these measures should not affect the protection of personal data of workers. (LOPD)

Finally, this Guide is also based on the consideration that the different companies concerned will have the legal capacity to acquire the goods and PPIs necessary to carry it out, as well as to maintain the necessary stock in accordance with the continuity of the industrial activity.

2. NATURE OF ACTIVITIES AND ASSESSMENT OF RISK OF EXPOSURE

In accordance with the Ministry of Health's assignment to the Prevention Services to evaluate the possible exposure to COVID-19 in companies, and the approach to preventive measures the following risk scenarios in the working environment are established accordingly:

- Risk exposure: those work situations in which contact may occur narrow with a confirmed case of symptomatic COVID-19 infection.
- Low-risk exposure: those work situations where the relationship that is you may have with a probable or confirmed case does not include close contact.
- Low likelihood of exposure: workers who do not have direct contact with the public or, if they do, it is more than two metres away, or they have collective protection that avoids contact (glass partition, separation of cabin from ambulance, etc.).

All this taking into account that "close contact" is defined by the Ministry of Health like:

- any worker who provides care to a probable or confirmed symptomatic case: health care workers and other workers who will have other contact
- similar physicality; or
- any worker who is in the same location as a probable or confirmed symptomatic case, at a distance of less than 1.5-2 meters (e.g. visits, meetings/work trips); and
- close contact in an airplane or other means of transport is considered to be of crews serving symptomatic passengers returning from a risk.

The activities included within the functional scope of the EMF will be assessed according to the guidelines defined by the Ministry of Health.

3. BASIC PREVENTIVE MEASURES

They affect all workers in the Metal Sector, and are as follows:

Good respiratory hygiene:

- When coughing or sneezing you should cover your mouth and nose with a tissue or, if not possible, with the sleeve of your forearm or the bend of your elbow.
- Tissues should be discarded immediately after use. Wash your hands.

Good hand hygiene:

- Hands should be washed frequently, especially after coughing or sneezing (and avoiding touching your mouth, nose or eyes first) carefully with water and soap, for at least 40 seconds. If soap and water are not available, the following should be used hydro-alcoholic disinfectant solutions (Annex I).

Good environmental hygiene:

- Reinforce the cleaning of work places and surfaces.

In addition, the following actions should be considered:

- Availability of water, soap and disposable paper towels will be ensured. Hydro-alcoholic solutions may be used in addition.
- Tissue boxes and containers for disposal shall be provided.
- Visits will be limited to those that are essential. If necessary, a waiting area for them.
- Information posters will be distributed throughout the work centre to promote preventive measures (Annexes I, II).
- Particularly sensitive persons (over 60 years of age) will be taken into consideration, with high blood pressure, diabetes, cardiovascular disease, lung disease cancer, immunodeficiency or pregnancy).
- Whenever possible, teleworking will be chosen.

4. INDIVIDUAL PROTECTION MEASURES FOR PERSONS WITH SYMPTOMS

These measures will be applied to all those people who show symptoms of being infected. The most common symptoms include fever (over 37.5°), dry cough, and feeling short of breath. In some cases, there may also be digestive symptoms such as diarrhea and abdominal pain.

If they occur **before the start of the working day**,

- The employee must inform his or her direct supervisor and must not go to the centre and contact the health services of your Autonomous Community. The company will send the worker a receipt for non-attendance to the workplace, in order to ensure the safety and health of other people workers. The working person must provide the corresponding medical report of is coming down as soon as possible.

If the symptoms appear **during the working day**, as established by the authorities health, this should be taken into consideration:

- To evaluate if it presents CLINICAL CRITERIA, that is to say, IF IT PRESENTS COMPATIBLE SYMPTOMS WITH ACUTE RESPIRATORY INFECTION, OF ANY GRAVITY, IF IT HAS FEVER, DRY COUGH, RESPIRATORY DIFFICULTY.

Based on the above, it will be considered a CASE of probable INVESTIGATION and will proceed to perform the following steps:

- The person will leave his job, by indication of the company, providing This is the necessary means to avoid spreading the virus, referring you to your home, avoiding contact with other working people in the centre. Delegates will be informed of Prevention.
- In the case of subcontracted personnel, the heads of the company concerned and the head of the contracting company shall be informed, and they shall inform the other companies involved, if any, and, where appropriate, the Health and Safety Committee and/or the legal representation of the workers. In both cases, the worker will contact the Health Authorities (corresponding Autonomous Community) by telephone.
- The worker will follow the instructions of the health authority and will keep them informed to the company.

Handling of contacts before the previous case:

- In the case of own personnel or subcontracted personnel, identify (collect identification and location data) to persons who have had close contact (continuous for a time and less than 2 m) in the workplace with the person considered a CASE in COVID-19 RESEARCH.
- If the suspected case is finally confirmed as a positive case or in the absence of The protocols established by the health authority shall be adopted for the evidence. - If any of these persons who have maintained close contact, understanding this as "any person who has been in the same place as a probable or confirmed while the case was showing symptoms, at a distance of less than 1.5 meters" and for at least 15 minutes (criterion of the Ministry of Health) with the positive case, will present symptoms will be a CASE of probable INVESTIGATION.
- If, according to the analysis carried out, it is impossible to determine the contacts made, the Health Authority shall be notified immediately for action accordingly.
- The contagion will be communicated to all members of the faculty management and to the representation and subcontractors and self-employed workers who have could have been in the workplace for the last fortnight.
- The health authorities' determination will be followed.

Cleaning and disinfection: The surfaces should be cleaned and disinfected with who may have been in touch with the case in possible investigation. Since these viruses are inactivated after 5 minutes of contact with disinfectants used by the general public, are recommends the use of lye diluted in water and freshly prepared, in appropriate proportions according to the instructions established by the health authorities. The cleaning staff who performs the same, shall wear the necessary personal protective clothing in each situation.

5. PREVENTIVE MEASURES IN THE WORKPLACE

These measures shall apply to all workers in the workplace.

5.1. TRAINING, INFORMATION AND COORDINATION MEASURES

The company and the workers should be trained and informed of the procedure for action and its preventive measures and their updates.

It will be necessary to disseminate the procedure for action by the principal company among the subcontracted companies and self-employed workers who carry out activities in the work for an adequate coordination, as well as between the visitors of the same.

The information, of a very visual nature in the form of brochures, posters, etc., on the new health and safety rules for workers where the new procedures to be followed.

Maximum collaboration will be requested from all persons in the organization in the adoption of preventive measures and follow-up to recommendations made.

In order to identify personnel considered sensitive to this risk and to analyse the conditions in order for them to be able to carry out the work safely, they must proceed as indicated in the "Procedure for action by the occupational risk prevention services against exposure to SARS-CoV-2" (prepared by the Ministry of Health).

(https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documents/PreventionRRL_COVID-19.pdf)

To all coordination meetings held on protection protocols and prevention of workers' health in the case of COVID-19, should be convened on Health and Safety Committee and/or Prevention Delegates if they exist.

5.2. BEFORE AND DURING THE MOVEMENT OF PERSONS TO THE CENTRE WORKING

- Before leaving home, the working person, if he or she has a fever or respiratory symptoms (coughing or shortness of breath) must be reported, via telephone, to the person responsible direct. You must also communicate if you live or have lived with a person who has contracted the disease. The company will send the working person a proof of non-attendance at the workplace, in order to ensure safety and the health of the rest of the working people. The working person must provide the corresponding medical leave as soon as possible.
- Whenever possible, the vehicle should be used individually. High risk points such as metro, buses and other public transport elements and, in general, any place likely to be crowded shall be avoided as far as possible.
- Where car sharing is necessary, the following recommendations should be taken into account:
 - In a 4/5-seater car, a maximum of 2 persons may travel.
 - In vehicles with up to 9 seats (including the driver's seat) having three rows, a maximum of 3 people may travel.
 - Never more than one person per row of seats.
 - Stand diagonally to keep as much distance as possible.
 - The use of a mask is recommended.
- The vehicle should be disinfected after each use, especially handles, gear lever, steering wheel, etc., using hydroalcoholic gel or other disinfectants.

- Where there is a transport service organised by the company, the safety of workers must be guaranteed and respected at every movement. In the case of buses of companies, the passengers on these buses must comply with the health guidelines of minimum distance with one seat occupied every two seats and a diagonal position between two rows of seats which will impose a maximum capacity occupancy on each transport. If the minimum safety distance of employees cannot be guaranteed, this will provide a mask. Whenever possible, routes should have a maximum duration of 60 minutes. The company will carry out strict rules of cleaning and disinfection of each vehicle or transport rolling stock at least once by day. Unless technically impossible, the company will make any arrangements adapted to separate the driver from the passengers by a distance of at least and inform the passengers. If possible, employees should enter and exit from the bus through the back door.

5.3. AT THE ENTRANCE TO THE WORK CENTRE

Organizational measures:

- A procedure for collecting information will be developed to establish a list of workers with previous health pathologies that may increase their level of risk to the coronavirus. The company's Prevention Service will assess each case and issue a report on the measures to be adopted, which will be used by the public health service act accordingly in the event that there are no alternatives for the performance of the job.
- Before entering the work place, and upon leaving, it is advisable that the personnel be subjected to a previous sanitary control, consisting of temperature taking. The temperature recording will be carried out maintaining safety distances, guaranteeing the technical rigour of the measuring instrument and without recording the data (complying with the LOPD). If this temperature is higher than 37.5°, access to the workplace will not be allowed. People in this condition will be temporarily isolated and equipped with masks and must follow the instructions of the prevention service. Refusal of access to the workplace must be recorded by the company and communicated to the worker. If it occurs on departure, persons in this condition shall be temporarily isolated and equipped with masks and shall follow the instructions of the prevention service.
- Access to the centre and the entrance to the changing rooms must be organised by establishing shifts, so that the safety distance (2m) is maintained. If, for reasons of space, this is not possible, employees must wear masks provided by the company.
- If these measures impact on the time of entry or exit to the work center, that time will be considered as effective working time.

Personal measurements:

- No shaking hands, hugs or similar.
- Before entering the work place, hands should be washed and appropriate gloves and mask should be worn, if necessary, in this order. (<https://youtu.be/OGHl6eatIIQ>)
- Do not touch your eyes even when wearing gloves, or your nose and mouth if you do not need to wear a mask.

5.4. DURING WORK AT THE WORKPLACE

Organizational measures:

- As far as possible, work will be distributed to maintain the safety distance (2 meters). The planning of the activities shall take into account the distribution of work teams to minimize the overlap of workers from different operations, activities or areas, as far as possible.
- Work vehicles shall be organised in such a way as to provide the greatest possible separation possible between the operators.
- As far as possible, everyone in the workplace will be asked to keep the distances recommended by the health authorities, during the execution of the work and in the whole compound. They will be coordinated to be distributed in different areas.
- If, due to the characteristics of the work to be done, the distance cannot be maintained In order to ensure that the recommended safety precautions are followed, personal protective equipment should be used that correspond.
- The tasks where there may be a greater likelihood of contact between working staff, taking into account the staffing table itself, the competing companies and the freelance staff.
- Whenever the working circumstances so require, the company will provide people workers any additional personal protective equipment that may be necessary in accordance with procedures to be established by the health authority.
- Travel during working hours shall be reduced as far as possible. Restrictions will be placed on visits to the workplace.
- The use of technology to conduct meetings will be facilitated and increased, including of particular interest are teleconferences (audio and video conferences).
- If necessary, give instructions to the representatives or managers of the companies the number of people, and provided that they are not in competition with each other is possible outdoors or using video conferencing systems.
- It is important to ensure proper cleaning of surfaces and spaces by treating that all surfaces are cleaned daily, with emphasis on those frequent contact such as doorknobs, railings, work equipment such as printers etc. The usual detergents are sufficient.
- Access by non-essential personnel outside the organisation shall be avoided of the activity.
- Organisational measures shall be put in place to avoid crowding in common areas, such as dining rooms, smoking areas and changing rooms, for example, by establishing shifts for its use while maintaining the distance between people in any case.
 - Access to common spaces is subject to continuous ventilation of the premises, to the reduction of the time of rest within these spaces and to maintain a safety distance of two metres between people that occupy them or in their absence the use of masks.
 - It is recommended to eliminate water coolers that require bringing the mouth close to the tap (because there is too much hand contact and potentially saliva).
 - It is recommended to eliminate the common coffee machines in the offices.
 - Periodic sanitization and daily cleaning with a detergent should be guaranteed special from the canteen premises, from the keyboards of the distributors of drinks and snacks and to promote self-cleaning linked to their use.

In the changing room area:

- The number of users will be limited as much as possible

- Contact between workers during shift changes will be limited
- A staggered start time is recommended, with flexibility in the timing of input/output.
- Likewise, schedules and shifts will be coordinated with the subcontractors, in order to to avoid competition and to guarantee the limitation of people who change in the locker room. The cleaning service should be reinforced. It is also recommended, at least, additionally, one disinfection per day.

In areas of reception and dispatch of materials or goods:

- Eliminate or minimise the presence of non-business personnel.
- Timetables and specific areas for the reception of materials or merchandise.
- Disinfectant gel dispensers and disposable wipes will be available.
- The outer material should only be handled after a period of 24 hours, using PIDs (special gloves and masks - surgical) and having sprayed the packages with disinfectant spray before.
- As far as possible, transporters should be prevented from leaving their vehicle.
- As far as possible, it will always be the same workers per shift who are involved in the loading and unloading operations, who must wear a mask and protective gloves.
- In cases where vehicles or work equipment and/or tools are used, before If the user is changed, it will be established that the handles or areas of most common hand contact. Cleaning can be done with bleach diluted in water. If necessary, the use of shared vehicles will follow the same recommendations given in section 5.2 of this Guide. These tasks shall be carried out within the working day.
- Meetings will be avoided, except those that are strictly necessary. In any case will keep the safety distance:
 - As noted, it will facilitate and increase the use of technology to perform meetings, among which teleconferences are of particular interest (audioconferences and videoconferences).
 - When meetings are held, they should be recorded, either in the minutes of the meeting or by part of the organizer of the event, the people who have participated in it and a means of contact (telephone or email for distribution).

Personal measurements:

- A safe distance of 2 meters will be maintained from other working people. When, due to the nature of the work, the safety distance cannot be maintained, The direct supervisor must be informed of this fact in order to provide the people of the necessary preventive measures.
- Working people should always use gloves appropriate to the job, avoiding all the time touching his face. In work areas where two people are likely people working less than 2 meters away, it will be necessary to use elements of personal protection (goggles, mask and gloves), according to the approved by the Ministry of Health.
- In no case shall work equipment such as harnesses, hearing protectors or eye protectors be shared.
- Sharing of hand tools, mobile phones or other equipment should be avoided. If necessary, before changing users, the handles must be cleaned as necessary or more common hand contact areas. Cleaning can be done with bleach diluted in water or 70 proof alcohol.

- Group meetings or activities involving contact between people shall be avoided, except those that are strictly necessary. In any case, the safety distance will be kept.

5.5. BREAKS AND RESTS

Organizational measures:

- If possible, continuous working hours will be adopted and established, if necessary, the corresponding shifts. In this respect, the planning of the work will be done to avoid overlapping staff from different shifts (no overlap if it is not essential).
- In the lunch and rest areas, crowding during breaks will be avoided. It is recommended establishing maximum capacities in the common areas and distributing and coordinating the breaks between shifts.
- In the lunch and rest areas, it is recommended to eliminate water coolers that require bringing your mouth close to the tap and regular coffee machines.
- It is recommended that office staff, who cannot telework, eat lunch at their work tables, to avoid crowding in the lunch and rest areas.
- Toilets and common areas will be reinforced in terms of cleanliness and frequently ventilated. As far as possible, dispensers should be provided or individually hydroalcoholic gel to clean your hands without having to go to the toilets.
- If possible, pedal-operated bins with lids for disposing of tissues and gloves should be provided used disposables.
- If possible, individual water distribution systems should be available.
- It is recommended that the company thermometer be of the laser type, non-contact, and be used by the staff of the company entrusted for this purpose.

Personal measures:

- Hands should be cleaned frequently with soap and water for 40 seconds.
- They will collaborate in maintaining clean the toilets and the common areas
- Avoid drinking from taps or fountains directly. Individual containers should be used or disposable cups.
- Do not share glasses, bottles and cutlery with colleagues.
- Do not crowd together.
- Do not leave the centre during the working day.
- Respect the capacity of the lunch and rest facilities.

5.6. ON LEAVING THE SITE

Organizational measures:

- Reinforce the cleanliness of all facilities. It is recommended that each worker disinfect at the beginning and end of the day in depth their tools, machines or equipment. Also, the company

will disinfect common elements as well as, tables, knobs, switches, controls, handles (refrigerator, microwave, etc.).

Personal measurements:

- The working person should, in this order, wash his hands thoroughly, remove the mask, the work clothes and the gloves.
- Work tools should be left clean for the next day.
- The vehicle must be disinfected after each use, especially handles, gear lever, etc., using hydroalcoholic gel or other disinfectants, in accordance with indications of the health authority.
- Working clothes and personal protective equipment must be kept clean.
- On arrival home, clothes should be washed using the washing machine on a long programme, with water hot and avoiding overloading.

6. ANNEX I. HAND WASHING (AT THE BEGINNING AND END OF THE DAY)




LAVARSE LAS MANOS
PARA PROTEGERSE Y PROTEGER A LOS DEMÁS


¿POR QUÉ?


La correcta higiene de manos es una medida esencial para la prevención de todas las infecciones, también las provocadas por el nuevo coronavirus











¿CUÁNDO DEBO LAVÁRMELAS?

-  Tras estornudar, toser o sonarse la nariz
-  Después del contacto con alguien que estornuda o tose
-  Después de usar el baño, el transporte público o tocar superficies sucias
-  Antes de comer




40-60"

 Mójate las manos con agua y aplica suficiente jabón	 Frótate las palmas de las manos entre sí	 Frótate la palma de una mano contra el dorso de la otra entrelazando dedos
 Frótate las palmas de las manos entre sí con los dedos entrelazados	 Frótate el dorso de los dedos de una mano con la palma de la otra	 Con un movimiento de rotación, frótate el pulgar atrapándolo con la palma de la otra mano
 Frótate los dedos de una mano con la palma de la otra con movimientos de rotación	 Enjuágate las manos con agua	 Sécate las manos con una toalla de un solo uso



¿CÓMO DEBO LAVARME LAS MANOS?



40-60''



www.mscbs.gob.es

¿Qué puedo hacer para protegerme del nuevo coronavirus y otros virus respiratorios?



Lávate las manos frecuentemente



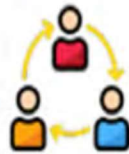
Evita tocarte los ojos, la nariz y la boca, ya que las manos facilitan su transmisión



Al toser o estornudar, cúbrete la boca y la nariz con el codo flexionado



Usa pañuelos desechables para eliminar secreciones respiratorias y tíralo tras su uso



Si presentas síntomas respiratorios evita el contacto cercano con otras personas

Consulta fuentes oficiales para informarte

www.mscbs.gob.es
[@sanidadgob](https://twitter.com/sanidadgob)

