

Rules of Coexistence

for a safe return



1. Entrance to the building

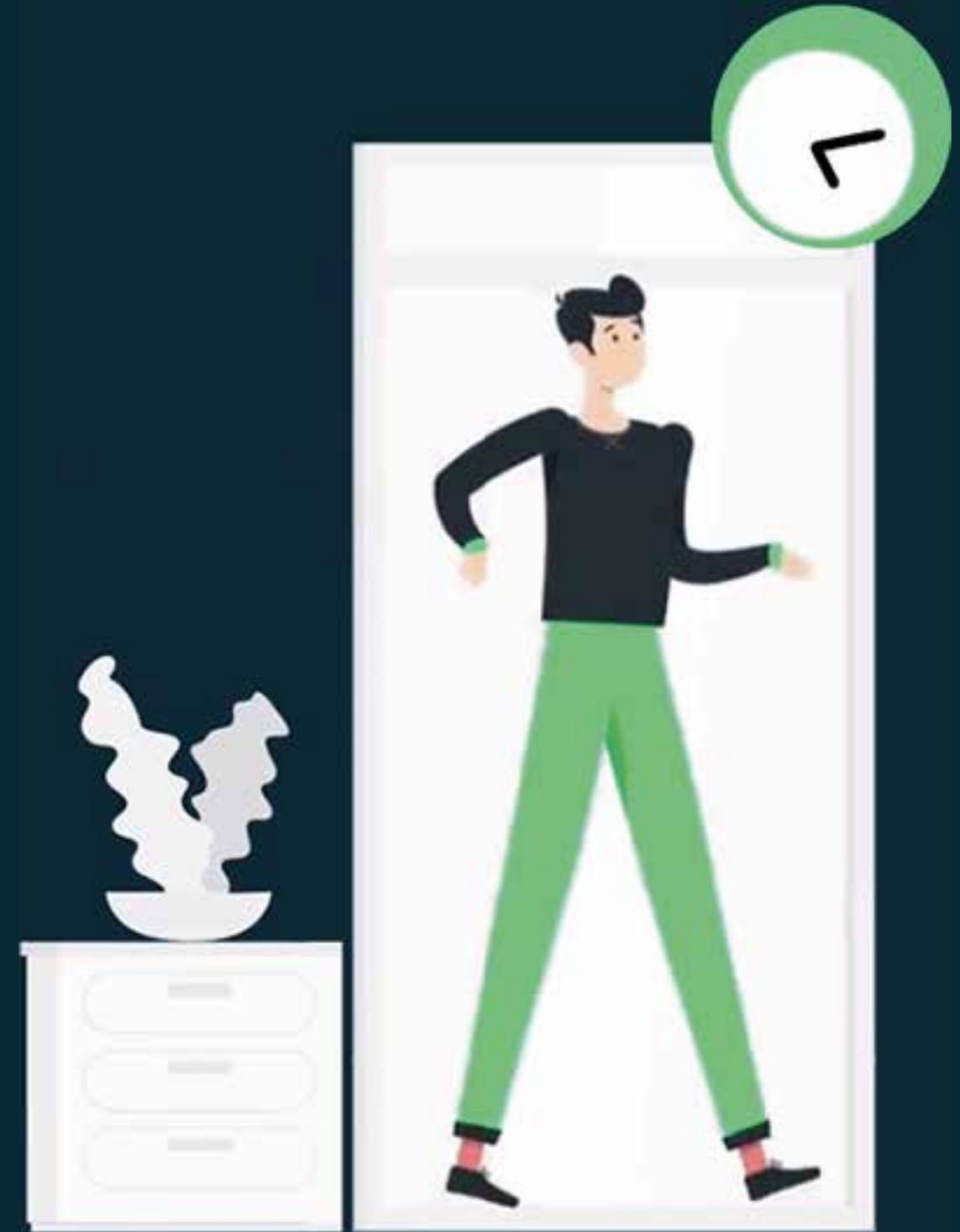
- Go through the disinfection pit
- Use hand sanitizer before you go upstairs

They will be in the entrance of the building



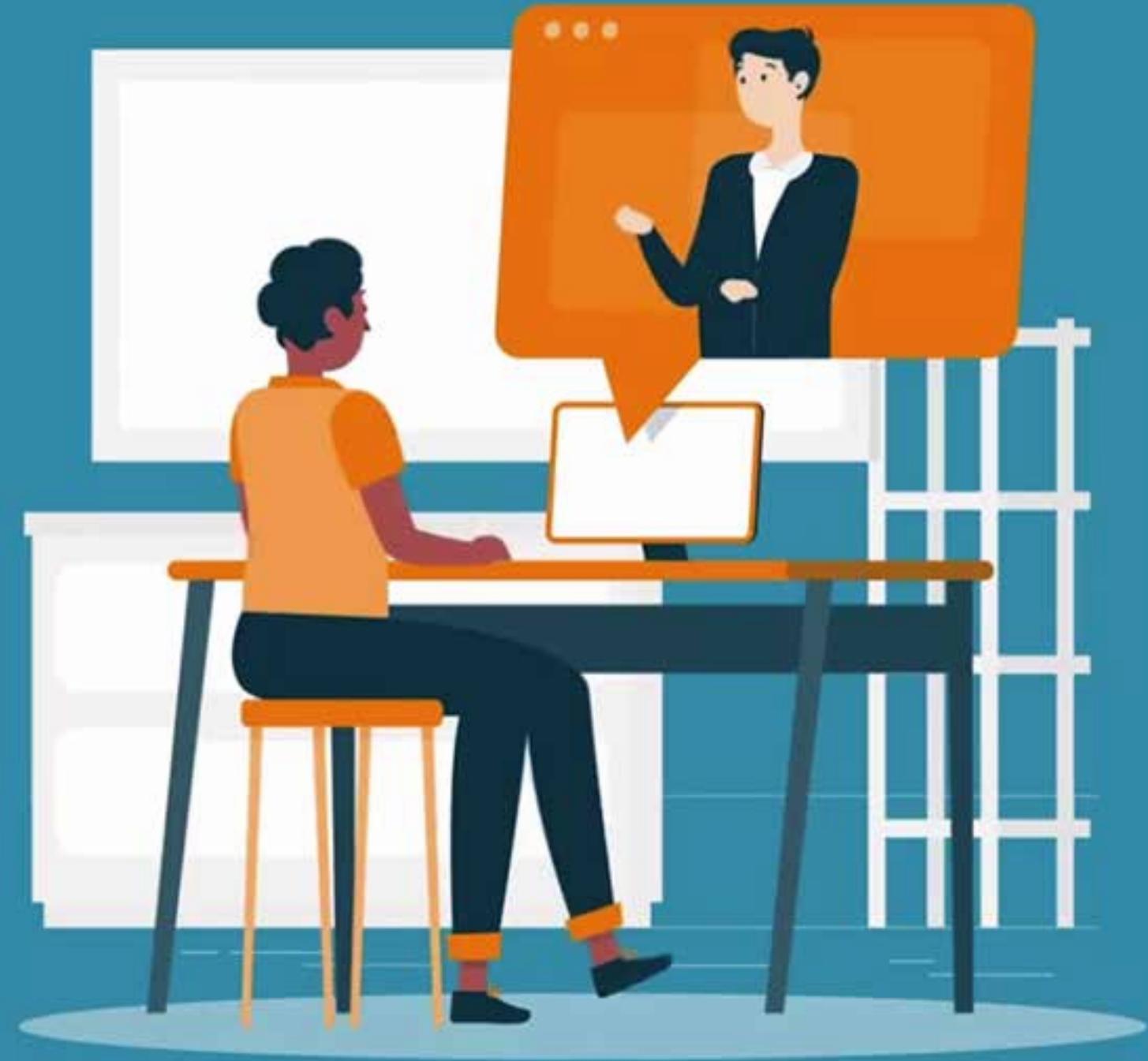
2. Schedule

- Work hours in the building will be from 9 a.m. to 5 p.m.
- Workers will do home office and office work



3. Rules in the Office

- Avoid office visits (if it is necessary, apply all biosafety precautions)
- Meetings with clients/suppliers must be virtual
- Meetings with coworkers must be with social distancing



- Workers must use only her or his workstation
- The sharing of office tools (calculators, rulers, electronic devices) is forbidden



- Greetings with handshakes, hugs or kisses are prohibited



- Workers must have the objects strictly necessary in the work stations
- The consumption of food is not allowed in the workstations, but it is allowed to drink water / tea with your own thermos or mug and wash it if it is to be left in the office.
- It is recommendable not to wear jewelry or accessories on the body
- Try to stay in the office during the work day and not go out to stores or pharmacies unless strictly necessary



- Guarantee the distance in the dining room with a maximum of 2 people at a time
- The use of a mask is mandatory during the stay in the office in shared spaces



- Avoid touching your face: eyes, nose or mouth
- Only one person enter the bathroom and try to carry out the personal hygiene protocol.



4. In case of possible infection or presentation of symptoms

- Take the test immediately and in case of confirmation, contact 171 of the Ministry of Public Health
- In case someone is infected, the office is closed for complete cleaning and the center reopens when the Ministry of Public Health says so



Stay informed through official communication channels
for contagion prevention issues or biosafety procedures

Welcome back

