

Hand-washing with soap and water is the most effective measure



COVID-19 HYGIENE & SAFETY

INSTRUCTIONS TO BE OBSERVED PREVENTION COVID 19

WHAT TO DO IF SYMPTOMS OCCUR



- Limit your contacts
- Do not return to your site
- Contact your local health department and follow the instructions

Inform your HR department for the identification of exposed persons for a quarantine period (14 days)

Nota: local instructions may differ depending on government decisions.

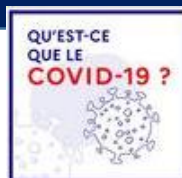
Find all the updated information on
www.latecoere.aero/information

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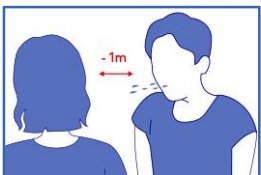
What is COVID-19?

The virus identified in January 2020 in China is a new coronavirus, called SARS-CoV-2. The disease caused was named COVID-19 by the WHO.

The main symptoms are fever or the feeling of fever and signs of breathing difficulties such as coughing or shortness of breath. Sudden loss of smell, without nasal obstruction and total loss of taste are also symptoms that have been observed.



How is it spread?



By **droplets** → secretions thrown up when **sneezing** or **coughing**.

Close contact with a sick person is necessary to transmit the disease: *same place of residence, direct contact within one meter when coughing, sneezing or talking.*



One of the other preferred vectors of virus transmission is contact of **unwashed hands** with the mouth, eyes and nose.

Barrier gestures and social distancing measures are essential to protect oneself:



Wash your hands upon arrival on site and **often** during the day with **soap** or **hydroalcoholic gel**



Do not put **your fingers** in your **mouth, eyes** or **nose**



Ban of **hand-shake** and **morning kiss**



Sneeze & cough in your elbow

Use disposable **tissue**

ADDITIONAL PREVENTION MEASURES as from 24/03/2020



Before arriving

- If I don't feel well (fever...), I don't come to work.
- To limit contact, bring your bottle of water and, if necessary, a thermos flask.
- I respect the arrival and departure times so as not to create a group (if I'm early, I wait in my car).



Upon arrival

- I wash my hands thoroughly.



In the locker room

- I respect safe distances from others.
- I respect the maximum number displayed at the entrance.
- I wash my hands after changing.



At the beginning and end of the shift :

- I clean the common tools with disinfectant products.
- I wash my hands every hour.
- If I wish, I wear gloves (to be replaced every hour).
- I respect safe distance from my colleagues.
- For operations that can only be carried out by 2 people and without a physical barrier, I wear the appropriate PPE: FFP3 mask and glasses or visor.



On break, in the smoking area, in the refectory:

- I wash my hands before and after the break.
- I respect safe distances from others
- I respect the max number of simultaneous people displayed.
- I use the elbow or an intermediate accessory (pen) to manipulate: switch, keyboard, buttons...



Rounds are organized for the control of the respect of the rules.



Cleaning will be reinforced by additional staff: ramps/switches, handles, fountains etc.