

## **OFFICIAL COMMUNICATION, PROTOCOL FOR OPERATION AND PREVENTION MEASURES AGAINST COVID-19 FOR FACE-TO-FACE ACTIVITIES**

### **1. STATEMENT OF MOTIVES**

Since the beginning of the health contingency derived from the pandemic caused by the SARS-CoV-2 virus, IPADE Business School has worked in coordination with the health and labor authorities at the State and Federal level, heeding the recommendations of international organizations and adapting its activity in order to minimize the risk of contagion of the COVID-19 disease, safeguarding the integrity of its collaborators, participants and members of the IPADE community as a priority.

The purpose of this communication is to make public the operation protocols and preventive actions to reactivate face to face activities at its facilities, safeguarding the health and safety of collaborators, participants, members of the IPADE community and in general of any person who accesses the facilities. In such a way that the effects derived from this situation are minimized and safety is guaranteed in the activities carried out under the following premises:

- Minimize the risk of entry of SARS-CoV-2 into the facilities.
- Prevent the transmission of the virus within the facilities if the above is not achieved.

Effective compliance with these protocols and measures will allow them to be gradually reduced and adapted as appropriate in accordance with official guidelines. Staff training is a measure implemented to supervise the monitoring of protocols and observance of measures, as well as to advise, guide and support anyone who needs it.

### **2.- PROTOCOL FOR CLEANING FACILITIES**

- A) At the end of the day, all the spaces used will be disinfected and sanitized to have the facilities ready for the next day.
- B) During the day, all working spaces and classrooms will be disinfected and sanitized each time a meeting or a session ends and the Participants change, as well as all work positions that are occupied during shifts.
- C) Equipment for air purification will be installed using the patented Pure Air Technology (PAT), which consists of the emission of billions of negative ions eliminating pathogenic microorganisms from the environment.

### **3.- PROTOCOL FOR CONTROL OF ACCESS TO THE FACILITIES**

- A) Questionnaire: Every person who intends to enter the facilities must answer a questionnaire to identify their state of health. The questionnaire will return a positive or negative result to the user in order to access the facilities.
- B) Access filter: Everyone who enters the facilities must pass through a sanitary filter where their body temperature will be checked (people with a temperature higher than 37.5 °C will not be able to enter), will be provided with antibacterial gel and will be directed to the passage through disinfectant rugs.
- C) Application of tests: If necessary, PCR and serological tests will be applied randomly to collaborators.

It is advisable to personally review your health status before leaving home, if you have presented any symptoms of COVID-19 in the last two weeks or have lived with a positive case of COVID-19, we ask you to take the necessary measures and precautions to take care of your health and of everybody else. In the case any risk is identified in the sanitary filter, access will be denied in accordance with official regulations.

#### **4.- PROTOCOL OF SAFETY IN THE FACILITIES**

In order to maintain a healthy environment during this period, any person who enters the IPADE facilities must abide with the following protocol:

1. At the entrance filter, trained personnel will apply a questionnaire, take the temperature, provide antibacterial gel and indicate the passage through the disinfectant rugs.
2. The use of face masks is mandatory at all times, making sure to properly cover the nose and mouth.
3. During the stay at the facilities, there will be access to water, soap, disposable paper towels and antibacterial gel; likewise, a second temperature measurement will be carried out.
4. It is very important to maintain a distance of 1.5 meters between people, as well as to respect the mobility flows marked in the common areas.
5. It is advisable to wash and disinfect hands every two hours.
6. Avoid touching your face, mouth and eyes; do it after washing and sanitizing your hands.
7. Smoking areas are disabled, so smoking is prohibited in all the premises (without exception).
8. Coughing and / or sneezing should be done by covering nose and mouth with the inside of the elbow.
9. The facilities will be frequently disinfected and sanitized by trained personnel; it is necessary to give them space and time to perform this function.
10. In the event of presenting any symptoms of COVID-19, immediately notify the Program Coordinator and the Medical Service in order to carry out the corresponding protocol.
11. It is not allowed to go to the areas or buildings where you should not carry out a strictly necessary activity.
12. Failure to comply with this protocol will result first in a express request for compliance, and where appropriate, in the request to leave the facilities.

#### **5.- PARTICIPANT EXPERIENCE**

The following protocol is applicable to participants and teachers; they will remain in force as long as the current conditions that motivate them persist.

##### **A) Admission to IPADE:**

- Make sure you do a self-inspection before heading to IPADE. If you have any symptoms, stay home, consult your doctor and notify your contact in the Program.
- Consider arriving earlier as you will go through a sanitary filter to enter the facilities.
- Remember to bring your face mask, as its use is mandatory at all times. Do not forget it.
- All entrances and exits will be marked, follow the defined flows.
- Avoid shaking hands, kissing or hugging.
- In all our facilities, you will find antibacterial gel stations.
- It is recommended that you wash your hands frequently with soap and water.

B) Dynamics within the classroom:

- All classrooms have a restricted area that will be exclusively used for the professor to move within it.
- It is requested to avoid approaching the professor during the session or at the end of the session.
- Whenever a participant wishes, he or she can contact the professor through digital means.
- Participants must wear their face mask at all times during the session.
- The identifiers will already be in place. Please respect the assigned places.
- Take care that your entrance to the classroom is respecting the flows and the healthy distance.
- The entrance to the classroom will be carried out by the rows closest to the blackboards and when leaving the classroom will be carried out first by the rows closest to the door.
- We have air ionizing equipment that neutralizes particles, including COVID-19.
- During the sessions, participants will not be able to carry in food or beverages since their consumption involves temporarily removing the face mask.

C) Delivery of material:

- During this period, no printed study material will be delivered, nor will sheets and pens be provided, so it is essential that each participant bring what is necessary.
- The exchange of items such as pens, pencils, papers, computer equipment, tablets, cell phones, cables, chargers or any other related accessories is not recommended.
- The identifiers will be posted directly in each classroom.

D) Food services:

- Wash your hands and use antibacterial gel.
- Your food is prepared and delivered under the best safety and hygiene practices.
- You will be provided with a zip-lock bag to store your face mask. It is recommended that you immediately identify it and protect it to avoid confusion.
- It is essential that after taking the food you put your face mask back on.
- Avoid talking without a face mask.
- The break will be simplified, individually packaged snacks and bottled drinks will be provided.

E) Teamwork:

- The number of participants per team will be adjusted to allow maintaining a minimum distance of 1.5 meters between each one at all times. Participants must respect at all times the maximum number of people that can be in a cubicle (5 people per cubicle).
- It is preferable to take notes sitting down.
- In the cubicles, you will find sanitizing wipes to disinfect your computer equipment, markers, tablets, etc.
- Maintain a healthy distance at all times
- You must always wear your face mask.
- All our facilities are constantly cleaned and sanitized, you can check the QR codes on the "Safe Return" signs.
- The use of photocopiers and blackboards in dining rooms or work rooms, as well as any other object for collective use, will be suspended.



- At the end of the teamwork, the participants must collect all their belongings since it will not be possible to leave them in the assigned cubicles.
- Due to issues of safe distance care, participants must respect the entry and exit times of the cubicles at all times.

F) Breaks between sessions:

- There is a maximum capacity in all spaces, it is important to respect it to comply with the healthy distance at all times.
- The toilets are constantly cleaned and sanitized. We ask you at all times to take care of the healthy distance when using the toilets.
- Our facilities are 100% smoke free. Smoking is prohibited anywhere in the premises.
- Again, remember that entering the classroom will be done by the rows closest to the blackboards and leaving the classroom will be done first by the rows closest to the door.

Thanking you for your participation and commitment, we remind you that IPADE cares about the well-being of the members of its community, so it will continue to apply, and where appropriate, modify the pertinent protocols for the time necessary in order to safeguard the integrity of all. Likewise, we reiterate that it is the responsibility of each collaborator, participant and member of this community, to take sufficient preventive actions to take care of their health and the health of others.

**ACKNOWLEDGMENT OF RECEIPT**

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**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

A copy of this document was sent by email.

For any questions or comments, please contact the Program Coordinator or the Human Resources Area.