

This document includes all the preventive or protective actions that allow the elimination, reduction or control of the risk from exposure to coronavirus. All the foregoing in accordance with the indications given by the health authorities and in compliance with the specific risk assessment that our External Prevention Service has carried out in accordance with the provisions of the "Procedure for action for SPRLs against exposure to the new coronavirus (SARS- COV-2)", of the Ministry of Health".

Below is the list of measures adopted by the FÉLIX SOLÍS AVANTIS Business Group, which may be implemented, based on the instructions of the health authorities:

## INFORMATION

The company considers information as a fundamental measure when generating group awareness in order to fight the virus. All the information provided to the workers has been updated according to the instructions of the Ministry of Health.

Since last February 14, signage has been distributed throughout the different buildings that make up the work centres. In addition, all workers have been informed by email about the measures to be taken to keep exposure to a minimum. The last email sent is dated April 15<sup>th</sup>.

Among other aspects, the following are encouraged:

- **Knowledge about the new coronavirus:**
  - **What is it?:** The new coronavirus is a virus that was first detected in China in December 2019 in Wuhan City, Hubei Province, from where it spread to the rest of the country and from there to the rest of the world. The disease caused by this new virus has been named COVID-19 by international consensus. By analogy with other coronavirus, it is estimated that the incubation period could be up to 14 days.
  - **How is it transmitted? :** Transmission is by close contact with respiratory secretions generated by as sick person's cough or sneeze. Its contagiousness depends on the amount of the virus in the airways. These secretions would infect another person if they come in contact with their nose, eyes or mouth. Transmissions by air over distances bigger than two meters seem quite unlikely.
  - **Which are the symptoms?:** As with other respiratory diseases, COVID-19 infection can cause mild symptoms such as runny nose, sore throat, cough and fever. In some people, it can be more serious and cause pneumonia or breathing difficulties. Sometimes the disease can be fatal.
- **Action in case of having symptoms** related with COVID-19:
  - **At home:** If you have symptoms (cough, fever, difficulty breathing, etc.) that could be associated with COVID-19, you must immediately contact the COVID-19 service phone number in your autonomous community -see attached list- or your primary health centre and follow their instructions.

Various infographics showing the telephones of the different autonomous communities have been sent to all workers by email, as well as the action in case of presenting symptoms, and finally the recommendations to follow in a situation of home isolation.

- **At work:** Warn your colleagues and superiors, take precautions regarding both social distancing and hygiene while you are at the workplace and contact immediately your company's occupational risk prevention service, the personnel department, your attending primary doctor or with the attention line to the COVID-19 of your autonomous community.
- **Action in case of close contact:**
  - **What is considered close contact?:** Those living together, relatives and people who have been in the same place as a case, while the case presented symptoms at a distance of less than 2 meters for a time of at least 15 minutes. Similarly, close contact is considered when space has been shared without keeping the interpersonal distance with a person affected by COVID-19.
  - **What to do in case of close contact?:** You should contact the service phone number for COVID-19 in your autonomous community or your primary health centre and follow their instructions.
- Regarding **sensitive staff:**
  - **Who are considered sensitive staff?:** Those workers who are the most vulnerable to the virus by age, being pregnant or having previous medical conditions (such as high blood pressure, cardiovascular disease, diabetes, chronic lung disease, cancer or immunosuppression).
  - **What shall I do if I belong to this group of persons?:** You should inform the company.

The company has informed its staff, so that, where appropriate, the worker informs them that they belong to one of the groups considered to be sensitive, and in this way they can take measures.

Each case is studied by the company's medical service and organizational, technical and / or personal protection measures are established to guarantee:

- Social distancing
  - Increased Access to personal hygiene measures.
  - FFP2 or FFP3 self-filtering mask according to UNE-EN149
- 
- Keep **social distancing** of 2 metres. This involves avoiding greeting with physical contact, including shaking hands.

This distance may be reduced depending on the individual protection equipment used by the workers, mainly due to the use of a mask.

The use of surgical mask is mandatory for all personnel, including external workers and visitors.

- Reinforce **personal hygiene measures** in all areas of work and against any exposure scenario:
  - o **Hand hygiene** as the main measure of infection prevention and control. Workers should periodically do hand hygiene to prevent and control infection.

An infographic about this hand hygiene process has been sent by email to all workers.
  - o Adoption of **respiratory hygiene** measures:
    - When coughing or sneezing, cover your mouth and nose with a tissue and dispose of it in a waste bin with a lid and pedal. In case of not having a tissue, use the inside of the elbow to avoid contaminating the hands.
    - Avoid touching your eyes, nose or mouth.
    - After coughing or sneezing, and before touching your mouth, nose or eyes, wash your hands carefully with soap and water for at least 20 seconds. If you don't have soap and water, please use disinfecting solutions with alcohol to clean them.

- Keep special attention to the **order and cleanliness of the workplace** and facilitate the work to the cleaning staff when you leave your post, clearing as much as possible.

Avoid, as far as possible, using other workers' equipment and devices. If necessary, increase precautionary measures and disinfect them before use. If this is not possible, we should wash our hands immediately after using them.

Workers have biological protection gloves at their disposal.

- Measures to be taken when **travelling to work**:
  - Whenever you can, prioritize the mobility options that best guarantee the interpersonal distance of approximately 2 meters. For this reason, individual transport is preferable in this situation.
  - If you go to work on foot, by bike or motorcycle, you do not need to wear a mask. Keep the interpersonal distance when you walk down the street.
  - If you have to travel on a car, take extreme clean measures in the vehicle and avoid more than one person travelling for each row of seats, maintaining the biggest possible distance between the occupants.
  - If you take a taxi or a VTC, only one person should travel for each row of seats, maintaining the biggest possible distance between the occupants.
  - On bus trips, public transport, metro or train, keep the interpersonal distance with your travel companions. It is recommended to use a hygienic mask, not a medical one, if you go on public transport.

## TRAINING

Through the online campus of its External Prevention Service, the company is offering online training on COVID-19 to all the workers.

**Course Title:** General Aspects of SARS-CoV-2.

**Presentation:** This course covers the general concepts, epidemiological characteristics and preventive actions related to the SARS-CoV-2 coronavirus infection and disease, which is called COVID-19.

After this course, the student will know the origin and characteristics of the virus, its form of transmission, the population most sensitive to it, the identification of the risk and the preventive measures that must be adopted to prevent infection and its spread, among other.

## CLEANING AND DISINFECTION

The company has reinforced the cleaning tasks in its workplaces, with special emphasis on surfaces that are more likely to be touched by workers: door knobs, work tables, computers, mice, screens, taps, dryer buttons hands, vending machines, cafeteria tables, etc.

In industrial areas which already had cleaning and disinfection instructions in place, these tasks have been increased, especially in shift changes. Buttons, touch screens and usual contact surfaces are the subject of these works.

Disinfection tasks are also routinely carried out in exterior areas as well as in interior industrial areas. This task is accomplished through the use of backpacks that spray a solution of 1% sodium hypochlorite in water. In small centres these jobs include the vials that surround the buildings.

Cleaning and disinfection tasks are designed according to the size of the workplace, number of employees and activity carried out. In such a way that in the Central Winery of Valdepeñas these works are intensified notably:

The usual workforce for daily cleaning tasks has been increased, both inside and outside buildings.

### Internal cleaning of the buildings:

Cleaning is reinforced in common areas and rooms where several work shifts have been established or areas where several people work. Places like cafeteria, dining room, toilets /changing rooms, hallways and offices are cleaned several times a day.

The company has acquired ozone generating equipment for disinfecting rooms. These disinfection works have been carried out from April 3<sup>rd</sup> daily.

It has also been installed an ultraviolet lamp to disinfect the medicine cabinet room.

#### External cleaning of the buildings:

Disinfection work through the use of a backpack sprayer is carried out daily and covers all areas of the work centre.

Disinfection of the vials surrounding the work centre buildings is carried out once a week, including the parking of workers' vehicles. These works are carried out by using an atomizer that circulates through the vials, distributing a solution of 1% sodium hypochlorite in water.

### **ROOM VENTILATION**

Daily cleaning tasks include ventilating the different spaces of the Works centres frequently, especially common areas, meeting rooms, etc. Avoiding the burden of the environment.

### **WASTE**

The waste generated is not considered contaminated by COVID-19, therefore it is deposited and treated as remain fraction. The company has containers with a lid and a pedal in various areas of the work centre.

The waste is removed by the cleaning staff equipped with the necessary PPE. These residues are stored in the clean points of the work centres until they are evacuated.

## **TECHNICAL, ORGANIZATIONAL MEASURES AND INDIVIDUAL PROTECTION EQUIPMENT**

In order to reduce the risk of exposure to the lowest possible level, any measure must protect our working personnel from those risks that may affect their health or safety. Within these measures we can find three important groups: organizational, technical and individual protection measures.

### **ORGANIZATIONAL MEASURES**

- **Procedure for crisis management:** The Company has a CRISIS MANAGEMENT PROCEDURE whose objective is to define the methodology used in a critical scenario to establish criteria, act quickly and efficiently, define responsibilities and minimize risks for the consumer, workers, the environment and for the company itself.

The procedure contemplates that a crisis committee will be formed to manage the situation, establish the measures to be taken, implement them and monitor them. The members and their substitutes will also be predetermined.

Among the scenarios taken into account by this procedure we can find the case of an epidemic. In this sense, the document establishes that the measures that the committee must implement will be in accordance with the recommendations of the Ministry of Health.

-

- **Specific committee:** The Company has created a specific working committee to deal with the situation arising from COVID-19. This committee deals with issues such as the acquisition of PPE, disinfection equipment, contracting services, proposes and monitors the measures to be adopted, proposes and approves action protocols, etc.
- **Meetings and trips:** The Company has drastically reduced trips to those strictly necessary, as with face-to-face meetings. In this sense, we opt for videoconferencing.

In any case, the workers who must travel will have the personal protective equipment necessary for the normal development of their activity and will apply the associated prevention measures to keep exposure to a minimum. On the other hand, if the company were informed of a probable or confirmed case in an external workplace visited by a worker from the Félix Solís Avantis Group, the recommendations made by the Ministry of Health regarding “contacts” will apply. So far, the Félix Solís Avantis Group has not received any information in this regard and activities to coordinate business activities with clients and suppliers continue.

The few face-to-face meetings that are held are conditioned by the safety distance. For this reason, the dimensions of the place where it takes place will mark the number of attendees.

Point of Sale – Sales Managers: Between March 30<sup>th</sup> and April 12<sup>th</sup>, the company opted for teleworking, eliminating visits to clients from its daily activity. On April 13<sup>th</sup> these visits were resumed, adopting always the necessary preventive measures (mandatory use of a surgical mask, protective gloves, social distancing, implementation of hand hygiene measures, etc.).

Horeca and Export – Sales Managers: For these personnel, the teleworking way was chosen and today they continue in this situation.

- **Visits and external personnel:** Only essential visits are allowed and adopting always the preventive measures recommended by the health authorities.

Félix Solís Avantis Group has made the decision to restrict access to its facilities to all non-company personnel who do not comply with the following measures:

- Body temperature equal to or less than 37 °C.
- Use of mask as respiratory protection.
- Use of sanitary gloves.
- Present a good state of personnel hygiene and perfectly clean clothing.

Similarly, visitors are reminded:

- Frequent hand washing with soap or alcohol solution.
- Avoid touching your eyes, nose or mouth with your hands. This would facilitate transmission.
- Use of disposable paper to eliminate respiratory secretions and throw it away after use in containers for this purpose.

- When coughing or sneezing, cover your mouth and nose with your elbow flexed.
- If you have respiratory symptoms, avoid close contact with other people.

The company has made several documents for external parties, all of them in Spanish and English.

- Statement for visitors.
- Access protocol.
- Loading and unloading rules at origin and destination.
- Protocol for truck loading.
- Statement for suppliers.

In the end, external staff must comply with the same measures as internal staff.

- **Room's capacity:** The common areas have been signposted to inform workers to respect the safety distance. Similarly, certain areas such as dining rooms, cafeterias, waiting rooms, etc. have been gauged. Not being able to access more personnel than allowed and occupying the places that have been enabled in order to guarantee social distancing.
- **Redistribution of jobs:** In those areas where it has been possible, a new organization of jobs has been carried out to achieve greater distance between workers. Depending on the case, a redeployment of staff, exchange of jobs or even enabling others that have remained unemployed until now has been chosen.
- **Shifts:** Another measure that has been taken is the implementation of different shifts with the idea of reducing the number of people in the workplace at the same time. This measure has been chosen when an effective redistribution of jobs could not be implemented, such as in those workplaces where space is more limited.
- **Teleworking:** As previously mentioned, in commercial point of sale, Horeca and export jobs, this measure has been chosen in order to avoid the usual trips that these staff regularly take.

Furthermore, provided that the application of the above measures is considered not to be enough, the company has opted for telework -as long as the tasks to be carried out by the worker enable it- as a means of reducing the number of workers in the centre.

## TECHNICAL MEASURES

- **Temperature control:** In addition to the workers' own surveillance of the state of health, the company is carrying out temperature controls in all its work centres. A temperature above 37°C would prevent the worker from accessing the centre. In this case, the company would remind the worker of the steps to follow from that moment. This temperature control protocol includes anyone who wants to access the centre.

- **Physical barriers:** In large work centres where the reception of external staff is more common, physical barriers have been installed for sedentary work places where the worker receives visitors (carriers, suppliers, visits, etc.).
- **Security Area:** In VALDEPEÑAS WINERY HEADQUARTERS , each loading dock has been marked on the ground with an area where the driver stands to check the load of his vehicle. This way, the distance between the loading operator and the driver is correct.
- **Waiting area for external personnel:** Depending on the size of the centre and the activity generated, the application of the measure differs. In this sense, at the Valdepeñas Central Winery:
  - o External staff have their own changing rooms within the workplace.
  - o Drivers have their own waiting area. It consists of a room with vending machines and seating areas. It also has a changing room, shower and toilet, for women and men separately.
  - o Visitors have a waiting area in the large entrance hall of the general offices.

In small centres, the influx of carriers and visits is noticeably less. These people have the same toilets as their own workers. The visits have a specific waiting area in all work centres.

- **Soapy and / or alcoholic solution dispensers:** The company is located in the food sector and has already implemented hygienic measures. For the case at hand, the company has installed, in addition to the existing ones, automatic dispensers of alcoholic solution in those locations with more staff traffic. On the other hand, in areas with few personnel, the use of manual dispensers has been chosen.

In parallel, the company has given all its workers an individual presentation of alcoholic solution.

All this without forgetting the sinks that are located throughout the work centres and to which all workers have access, including drivers/transporters, external workers and visitors.

In the VALDEPEÑAS CENTRAL WAREHOUSE due to the volume of existing loads, there are specific hygiene areas for the drivers.

- **Blotting paper:** The company has blotting paper in many areas of the work centres, mainly in industrial areas (bottling area, warehouse, processing, aging cellar, loading bays, laboratory, etc.). We can also find this type of paper in dining rooms and toilets.

Similarly, there are containers with a lid and a pedal along the work areas where the generated waste can be deposited.

#### INDIVIDUAL PROTECTION EQUIPMENT

Currently the company has a significant stock of personal protective equipment associated with COVID-19.



Since March 17<sup>th</sup>, **all workers wear surgical masks** provided by the company. In the same way, this type of mask is also provided to any visitor who accesses the workplace, provided they do not wear their own.

Workers who at some point during the course of their activity have **to interact with carriers/drivers** (truck loads, container loads, tank loads, etc.) have been given a **face screen** that must carry at all times, along **with the mask**, while the encounter lasts.

Workers have at their disposal **biological protection gloves according to the type of work** they carry out. In any case, the company is committed to frequent hand washing -even when wearing gloves- and surface disinfection, more than a prolonged use of this PPE. The purpose of this fact is to avoid a false sense of security on the part of the worker.

## HEALTH CARE

**The company has a Medical Service** made up of two health professionals, who are in charge of attending all the situations that workers have related to their health, especially at this moment those related to the coronavirus COVID-19, monitoring, carrying the appropriate control and recommending sanitary and preventive actions both individually and collectively to deal with the pandemic.