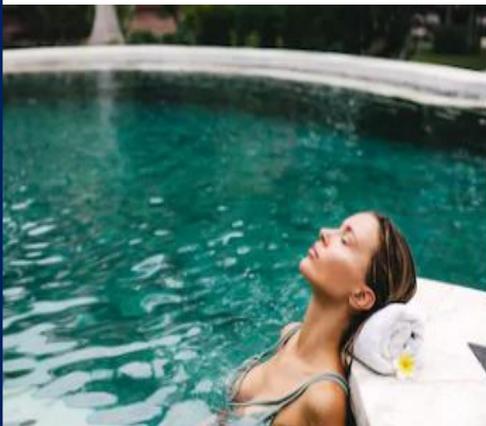


**Spanish Tourism
Quality Institute (ICTE)**



Measures to reduce the spread of SARS-CoV-2



SPAS

Guidelines and recommendations



Prepared by the Technical Committee established by the ICTE in collaboration with the National Association of Spas (ANBAL), sector chains and companies, and agreed with the Spanish Association of Labour Prevention Services (AESPLA), PRLInnovación, and with the trade unions CCOO and UGT.

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0. INTRODUCTION

Tourism is the leading industry in Spain. However, the current COVID-19 crisis means protocols must be established so that the reopening of facilities does not increase the risk of community contagion, as well as the protection measures necessary for workers in this sector. For this reason, the State Secretariat for Tourism and the Autonomous Regions have agreed to coordinate a single health protocol for COVID-19 to prepare for the reopening of the tourism sector as containment measures are relaxed. The Spanish Tourism Quality Institute took part in drafting this standardised protocol, with requirements for each tourism subsector or activity, to help spas identify and analyse risks in their establishments and implement best practices in their services, at their facilities and with their personnel in order to halt the virus.

1. PURPOSE AND SCOPE

This document includes requirements and recommendations to be applied by spas to in order to minimise the risk of SARS-CoV-2 virus infection. Without prejudice to current legislation, this document provides guidelines and recommendations for spa personnel, for service provision and for facilities and equipment.

This document is applicable to spa establishments and other types of tourist establishments which are not health centres or do not have mineral-medicinal waters but use water for wellness purposes.

The various services will begin operating in accordance with the timetable published by the government or according to any future amendments.

2. TERMS AND DEFINITIONS

2.1 Spa

Health establishment that uses mineral-medicinal waters declared of public utility for applying treatments.

(RD 1277/2003, of 10 October, on health centres, services and establishments).

2.2. COVID-19

COVID-19 is a disease caused by the SARS-CoV-2 coronavirus, a virus first detected in December 2019. The most common symptoms caused by this disease are fever, coughing and shortness of breath. Other

symptoms may include fatigue, aches, runny nose, sore throat, headache, diarrhoea, or vomiting. Some people lose their sense of smell or taste.

(Ministry of Health, Consumer Affairs and Social Welfare, 2020).

2.3. Risk

The possibility of a person becoming infected with the SARS-CoV-2 coronavirus.

2.4. Risk Management

Coordinated activities to direct and control the organisation in relation to the risk.

(UNE-ISO 31000:2018)

2.5. Population at risk for COVID-19

The groups most at risk of developing serious illness from COVID-19 are people:

- more than 60 years old
- with cardiovascular diseases and high blood pressure
- with diabetes
- with chronic lung diseases
- with cancer
- taking immunosuppressants
- who are pregnant

People living or working in closed institutions are also considered more vulnerable, with special attention to older people living in residential homes. The group considered least vulnerable according to their clinical evolution are those under 18 years of age.

(Ministry of Health, Consumer Affairs and Social Welfare, 2020)

3. RISK MANAGEMENT REQUIREMENTS

3.1. General requirements

Establishments must commit strongly to risk management and lead in the systematic implementation of measures to minimising risk.

Risk management must form part of every process in these establishments, and therefore the different processes must be coordinated.

Based on the outcome of the risk assessment, the establishment will draw up a Contingency Plan detailing the specific measures it will take to reduce the risks of COVID-19 infection. This preventive activity should be conducted before resuming activity. As a legal requirement, prevention officers or workers' representatives must be consulted in the process of drafting the adaptation of the risk assessment and the resulting health and safety protocols, but it would be advisable for this contingency plan to be agreed between the company and the health and safety committee (or the management committee, as appropriate).

3.2. Health and Safety/Management Committee

Where there is no Health and Safety Committee, the company must set up a risk management committee, which will include the workers' legal representative. The management and duties of this committee must always comply with the Law on the Prevention of Occupational Risks (LPRL).

Once the risks have been identified and assessed as provided by the LPRL, the committee will be responsible for defining strategies and decision-making to minimise health and hygiene risks due to COVID-19.

In particular, this committee must:

- Set targets
- Establish mechanisms for gathering information to make the best decisions (consultation with authorities, employees, specialists, etc.)
- Establish a coordination method (between committee members, between employees, and with the competent authorities in each area, suppliers and subcontractors).
- Establish a coordination method (between the committee members, with workers' representatives, ORP service or the person with these duties depending on the type of preventive organisation chosen by the company, with the employees, competent authorities in each matter, suppliers and subcontractors).
- Conduct the risk assessment and draw conclusions.
- Design the necessary protection measures and include them in a contingency plan.
- Plan the implementation of the contingency plan.

- Implement the contingency plan based on the size and complexity of the spa, and monitor its compliance, assessing its effectiveness and modifying it if necessary according to the effectiveness demonstrated.

The needs of people with disabilities must be considered when defining the contingency plan.

This contingency plan must include at least:

- The possibility of modifying the decision-making processes, if necessary.
- The assignment of authorities and responsibilities within the framework of risk management.
- The allocation of human and material resources, including determining the use of Personal Protective Equipment (PPE) in accordance with the needs derived from the occupational risk assessment and notwithstanding the provisions laid down in this standard and in applicable regulations for the prevention of occupational risks.
- The definition of the catalogue of treatments available at each moment.
- The determination and implementation of an action protocol in the event that an employee or customer shows symptoms that are compatible with COVID-19, following in all cases the guidelines for the prevention of occupational risks and of the health authorities respectively, and considering the revision of cleaning and disinfection protocols for potentially contaminated surfaces.
- The supervision of compliance with the recommendations and guidelines issued by health authorities regarding special measures against COVID-19, both by employees and customers, as well as the additional measures contained in the contingency plan resulting from the risk assessment.

3.3. Material resources

Establishments must establish the actions needed to acquire resources, as identified in the risk assessment and the contingency plan, always taking into account the health authority recommendations (e.g. masks, gloves, protective glasses).

They must consider any possible restrictions on the provision of material resources and service limitations stemming from such restrictions, assessing feasible possibilities other than those initially proposed if necessary, always with the agreement of the legal workers' representative.

If at any time a lack of material resources is detected, the health and safety/management committee must analyse the situation and report it to the competent authorities to safeguard the spa and its employees. It may analyse and propose alternative resources and measures.

3.4. General measures for the spa

The spa must:

- Plan tasks and work processes so as to guarantee the safe distances established by health authorities; workstation layout, the organisation of movement, and the distribution of spaces at the spa must be adapted if necessary. If this is not possible, alternative measures shall be taken to avoid the risk of transmission by contact. If employees work in shifts, the shifts should be planned whenever possible so that the same employees are always in the same shift groups. Similarly, if staff need to change their clothes, a space must be provided that also ensures interpersonal distance, or the maximum capacity of any staff changing rooms must be established. Additionally, the safe distance should be maintained at internal meetings.
- Assess whether there are workers who are particularly vulnerable to COVID-19 in the workplace and determine specific security measures for them.
- If employees clock in and out using a contact-based system (fingerprint, digits) which cannot be reliably disinfected, a clocking-in system should be implemented that avoids different employees touching the same surface. If choosing to disinfect the system after each use, hand sanitiser must be provided.
- Ensure suitable protection for employees, facilitating hand washing with soap and water, or if this is not possible, the use of hand sanitiser.
- Provide hygiene guidelines with complete, clear and intelligible information on the hygiene rules to be used in the workplace, before, during and after work; these can be reinforced with posters.
- Allow time and provide facilities for correct hand hygiene.
- Provide adequate PPE as identified in the occupational risk assessment. If any service is subcontracted, the main company will supervise that subcontracted personnel have the necessary personal protective equipment.

- Establish rules for the use of facilities where work is carried out and shared spaces to maintain a safe distance (e.g. lifts, canteens, accesses and shared areas, changing rooms, treatment area).
- Ventilate the different areas of the establishment at least daily and more frequently whenever possible.

Also:

- Interpersonal safe distances must be respected in all activities. This means that occupancy levels must be monitored when necessary. If this is not possible, the necessary protective measures and equipment must be ensured.
- Depending on the type of uniform, the spa must determine the type and frequency of cleaning. Since uniforms should only be worn during the working day, the establishment should wash staff work clothing along with its linens, ensuring that they are cleaned at a temperature of >60°C. If cleaning and treatment staff wash uniforms at home, the establishment must inform employees that work clothes must be washed at >60°C. Work clothes must be transported in a closed bag. When uniforms cannot be washed at that temperature, they must be adequately disinfected.
- Workers should be trained in the correct use and maintenance of the masks, gloves and PPE they use.

3.5. Protective measures for personnel

3.5.1 General requirements

Personnel must be informed about the contingency plan and their specific responsibilities within the framework of risk management.

Specifically, personnel must:

- Have clear and intelligible information, and specific and updated training on the specific measures to be implemented.
- Avoid greeting other staff members and customers with physical contact, including shaking hands. Safe distances must be respected whenever possible.
- Take into account the result of the risk assessment of each workstation, which will determine whether or not it is compulsory to use a mask and the characteristics of the mask according to

the task to be carried out (e.g. hygienic, surgical), as well as the time of use according to its characteristics.

- Immediately throw away any personal hygiene waste -especially tissues- as well as PPE in authorised, non-manual and bagged waste bins or containers.
- Wash their hands thoroughly before and after each treatment; after sneezing, blowing their nose or coughing, after touching potentially contaminated surfaces or after applying treatments involving direct contact with people. However, the hand washing protocol must be adapted to the characteristics of the facilities, for example, when personnel is unable to wash their hands regularly due to the physical characteristics of the spa. In this case, the use of hand sanitiser must be ensured.
- Regularly disinfect personal objects (glasses, mobiles, etc.) throughout the day with soap and water when feasible or, failing this, with hand sanitiser, and workstation elements (screen, keyboard, mouse, etc.) during shift changes. Specific products applied with a cloth, or special disinfectant wipes, must be used to disinfect electronic equipment.
- Do not share other employees' work equipment or devices. If certain equipment or devices are shared, the spa must establish cleaning and disinfection guidelines between each use to reduce the risk of contagion.
- Wear clean work clothes daily.

3.5.2 Specific requirements for cleaning personnel

Cleaning personnel must wear appropriate personal protective equipment depending on the level of risk and the findings of the occupational risk assessment. Staff must at least wear a mask and gloves.

After each cleaning session, they must safely dispose of the materials and protective equipment used, as identified in the risk assessment and specified in the contingency plan, and then wash their hands.

Buckets with lids will be provided for the disposal and subsequent management of masks, gloves and PPEs.

If the services described here are subcontracted, the spa will supervise that subcontracted personnel have the necessary personal protective equipment and act according to the established procedures.

3.5.3 Specific requirements for treatment area personnel

Treatment area personnel must comply with the following preventive measures:

- In PPEs or hygienic equipment, treatment personnel must use a screen (or safety glasses) when relative humidity level allows, reinforced with a mask. The use of anti-fogging glasses or screens must also be considered.
- In all cases, protective elements must be used according to the type of treatment being provided at any given time. This will be established by the management committee.

3.6. Informative measures

Prior to the client's arrival at the spa

The spa must inform all clients that precautions must be taken and of the use of PPEs in the case of people at risk.

At the spa

Clients must be informed of the measures in the plan that directly affect them and which they must apply (e.g. use of masks, hand washing, safe distances, etc.). Informative measures must be provided for:

- Signage with hygienic measures
- Information on safe distance (e.g. marking on the floor at spa reception, entrance to the treatment room, etc.)

The signage provided must be in at least one foreign language (taking into account the country/countries of origin of clients, if any). Information should preferably be provided in digital formats (via client mobile phones or on information screens).

The establishment must encourage employees to comply with the measures defined in the contingency plan and must provide its personnel with the necessary information regarding preventive and hygienic measures, and for proper use of protective material.

4. FACILITIES AND EQUIPMENT

4.1. Reception service

The following preventive measures must be enforced at spa reception:

- The spa must determine the system to avoid crowding at reception and ensure safe distancing on group arrival.

- Either a safe distance between the spa reception staff, a physical separation element, which is easy to clean and disinfect and ensures staff protection, or the use of a mask must be guaranteed.
- The minimum safe distance between clients must be ensured and visible distance markers installed when necessary to avoid crowding.
- Hand sanitiser must be available in the reception area for client and employee use.
- Payment by card or other electronic means should be encouraged, preferably contactless.
- If contact is required, the POS must be disinfected after each use. The card must only be handled by the client.
- Counters must be cleaned and disinfected periodically, depending on how many guests there are.
- Computer equipment and any other items used (e.g. telephones) must be cleaned and disinfected at the beginning and end of the shift. The use of individual headsets and headphones is recommended.

When the type of therapeutic treatment to be received requires prior medical consultation, if the doctor detects symptoms compatible with COVID-19, they will not allow access to the facilities. For other recreational or wellness services, a statement of responsibility from clients will be recorded, accrediting any medical incompatibility.

Emergency numbers and nearby hospitals or health centres must be available.

4.2. Dressing rooms and sanitary facilities

The following points must be enforced:

- The maximum occupancy of changing rooms and facilities must be monitored to ensure safe distancing.
- Hand sanitiser must be available for client use at the entrance.
- Toilets must be equipped with a soap dispenser, and paper towels or hand dryers.
- Hand towels, even for individual use, must be avoided.
- Consumables must be replaced as needed (soap, paper towels, etc.).
- Shared hair dryers must not be used.
- Bins must be non-manual and double bagged.

According to Order SND/386/2020 of 3 May, shared toilets must be cleaned and disinfected at least 6 times a day.

Non-manual taps (pedal or sensor activated) are recommended or, failing this, pressure activated taps.

4.3. Medical service

Waiting room capacity must be defined and controlled, ensuring safe distancing in all cases (e.g. by means of an appointment system), or by installing physical separation methods between clients.

The medical consultation room must be cleaned and disinfected regularly.

During the medical examination, the patient's body temperature must be checked, preferably with a contactless thermometer.

4.4. Treatment area

4.4.1 General requirements

The spa must identify which techniques from its catalogue it will apply, taking into account changes in the recommendations of the health authorities during the COVID-19 emergency, considering the following criteria:

- the existence of scientific studies showing a greater or lesser risk of contagion (e.g. treatments involving inhalation, such as aerosols or nebulisers, must not be provided until information on the risks inherent in these treatments in the current situation is available);
- the possibility of disinfection or sterilisation of materials and booths;
- whether techniques applied are collective or individual (e.g. swimming pool or individual bath, etc.);
- other criteria, such as the result of scientific studies on the impact of COVID-19 on certain treatments.

Each technique must be analysed in detail. Some collective techniques, depending on the analysis, must be applied individually.

In the specific case of applying muds or peloids, they will be single-use and disposable or, if they are reused for the same client, the organisation must identify the peloid with their name. In the case of paraffin muds, those used for other clients without a physical protection barrier cannot be used.

4.4.2 Dry area

The dry area must be between 23 and 26°C.

All dry area equipment (sofas, beds for relaxation, etc.) must be washable and easily disinfected. The use of a towel or a bathrobe must be mandatory when using any equipment (chairs, loungers, etc.) to avoid physical contact between clients and the equipment. This equipment will be disinfected periodically.

4.4.3 Wet area

The following preventive measures must be enforced in the wet area:

- handrail disinfection will be intensified.
- no carpets or rugs must be used.

There must be a space (e.g. bucket, basket, etc.) for clients to deposit used towels; containers with a lid, pedal and inner bag will be used for used towels.

- treatments involving drinking the water must be assisted.
- complementary water service after treatments will use bottled water and not shared fountains (except if they are continuous flow, in which case disposable cups must be used).

In swimming pools, the guidelines and recommendations to be applied in accordance with the results of the requested scientific report on the behaviour of COVID-19 in the water of both outdoor and indoor swimming pools will be taken into account.

4.5. Accommodation

The spa must refer to the "Measures to reduce the spread of SARS-CoV-2 in hotels and tourist apartments" (ICTE, 2020) and "Measures to reduce the spread of SARS-CoV-2 coronavirus in catering services" (ICTE, 2020).

4.6 Gym

The following points must be enforced:

- The maximum occupancy of the facility must be defined to ensure a safe distance (also between machines) and a space with bins or baskets must be provided for used towels, if necessary. These bins should have lids, be pedal-operated and have a plastic bag.

- Collective or group classes must guarantee a 2x2 space apart from the teacher. Positions should be marked on the floor. Exercises involving contact should be avoided. Activities that can be done outdoors will be taken outside.
- A period of inactivity must be ensured between group classes to clean and disinfect rooms after each session and to ensure the safety of employees and guests. In any case, rooms must be ventilated several times a day.
- Public drinking fountains must be sealed, unless they are continuous flow, or automatic or pedal activated.
- Users should be encouraged to use a towel on all sports equipment.
- Machines will be cleaned and disinfected after each use. The same applies to common gym elements such as weights, fitness balls, dumbbells, etc., which should be removed if their cleaning and disinfection cannot be ensured.

If safe distancing cannot be guaranteed in this type of facility, it must be closed temporarily and other alternatives offered to clients (e.g. customised exercise sets to be followed outdoors).

5. CLEANING AND DISINFECTION REQUIREMENTS

5.1. Cleaning and disinfection plan

Spas must adapt their cleaning and disinfection plan taking into account the result of the risk assessment.

The plan should at least consider:

- An increase in the frequency of cleaning and wiping, especially areas with greater contact (surfaces, doorknobs, washbasins, taps, handles, lifts, reception desk, doors, telephones, remote controls, toilet flush, protection barriers, air conditioning, dryer, handrails, etc.). Specifically, employee work areas must be disinfected at the end of their shift (e.g. reception counter, till, etc.).
- Increased frequency of bacterial analysis in pools and more intense cleaning and disinfection of objects and surfaces in contact with water.
- Public areas with guests must be ventilated daily.
- Cleaning surfaces with disinfectants.
- The use of disinfectant cleaning products under safe conditions. All disinfectants used must be proven to be effective and be used in accordance with product safety information. In all cases, they must be authorised by the health authorities.

- Facility cleaning in safe conditions, providing adequate protection according to the occupational risk assessment.
- All the disinfection actions at the facility must be recorded.

Facilities that may be contaminated must be treated with appropriate hygienic measures.

Bins in shared areas (toilets, reception, changing rooms, etc.) must be collected in such a way that they are sealed and transferred to the collection point.

A daily cleaning record must be kept.

The contingency plan must determine the impact of the necessary cleaning measures on the planning and organisation of work because of the special importance of this area in this situation.

5.2. Treatment area cleaning requirements

The treatment area must be regularly cleaned and disinfected according to the cleaning and disinfection plan established for:

- frequently used respiratory therapy equipment, taps, showers and endpoints;
- the sides and bottoms of individual-use non-circulating bathtubs after use;
- pool walls and bottoms (at the end of each work day);
- treatment booths.

The spa must have and implement a plan for disinfecting and sterilising equipment used by clients. The possibility of ensuring the disinfection and sterilisation of equipment must determine whether or not it can be applied. This plan must be adapted to health authority recommendations during the COVID-19 emergency. The use of such disinfectants and associated risks (e.g. clients cannot be present when applying certain products) must be determined and considered in this plan.

5.3. Textile cleaning

The following requirements must be enforced:

- Used textiles (e.g. used bathrobes and towels) must be collected, placed in a bag and closed until treated in the laundry.
- Used textiles must not be shaken.

- Appropriate PPEs, gloves and masks must be used to perform these tasks safely.
- Personnel should wash their hands after handling used textiles.
- Used textiles must be washed at >60°C. If the laundry service is outsourced, the service provider must be informed of the minimum required temperature. If uniforms cannot be washed at that temperature, another system must be established to guarantee disinfection.

6. MAINTENANCE REQUIREMENTS

6.1 Preventive maintenance plan

Spas must adapt their cleaning and disinfection plan taking into account the risks identified in the assessment. Specifically, the functionality of the equipment installed as a preventive measure against the contagion and propagation of COVID-19 must be verified (soap dispensers, paper, possible physical barriers such as screens, closing or sealing of equipment that has been considered a source of risk, etc.)

Air renewal systems must be monitored more frequently, and health authority recommendations must be enforced in all cases.

Maintenance tasks must be recorded.

Persons carrying out these tasks must be provided with the appropriate personal protective equipment according to the occupational risk assessment.

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APPENDIX I:

WHO RECOMMENDATIONS FOR HAND WASHING

How to wash hands

 Duration of the entire procedure: 40-60 second



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.

 **World Health Organization** | **Patient Safety**
UNA ALMAZAR MUNDIAL PARA UNA ATENCION MS SEGUERA | **SAVE LIVES**
Clean Your Hands

APPENDIX II: PROPER USE OF PPEs.

MASK

Based on the General Secretariat of Industry and Small and Medium Enterprises Resolution of 23 April, regarding personal protective equipment in the context of the health crisis caused by COVID-19, if a device does not have an EU certificate from the Notified Body (together with the manufacturer's Declaration of Conformity and the other information required on the product/package for CE marking), in order to be supplied/marketed on an exceptional basis, it must be temporarily authorised by the relevant market control authority (section 1.2 of the resolution).

In general, the recommendation is to use disposable PPE or, if not, that can be disinfected after use, following the manufacturer's recommendations.

PPE must be chosen in such a way as to guarantee maximum protection with minimum discomfort to the user, and to this end it is especially important to choose the size and design that will suit the user.

The correct placement of PPE is essential to avoid possible routes of entry for the biological agent; equally important is PPE removal to avoid contact with contaminated areas and/or dispersion of the infectious agent.

PPE must be disposed of safely, in closed bags deposited in the waste container (not the recycling container).

Masks

In the context of the current COVID-19 epidemic, hygienic masks are recommended in the workplace (non-reusable, manufactured according to UNE 0064-1 and limited to 4 hours of use, or reusable, manufactured according to UNE 0065, and which must be washed at 60°C after a similar period of use). Surgical masks can also be used (UNE-EN 14683:2019), although it is preferable to reserve these for infected personnel or those with symptoms compatible with COVID-19.

In any case, and as a general rule, masks need not be used in an environment where there is no evidence of a person or surfaces potentially contaminated by SARS-CoV-2, as long as the safe distance can be maintained.

If accessing areas with infected persons, respiratory protection masks (FFPII or FFPIII) must be used unless a 2-metre distance can be maintained. Dual masks may also be used, which must comply with both PPE and

MD (medical device) legislation. If any of the three conditions described above are not met, respiratory protection masks (FFPII or FFPIII) must be worn.

Under no circumstances should you touch the front of the mask with your hands during use and removal. Masks must not be left on the forehead or neck, or kept in a pocket between uses.

Note: surgical masks and hygienic masks are not considered PPE.

Hygienic masks in general population



Most people catch COVID-19 from other people with symptoms. However, there is increasing evidence of the role of people who are asymptomatic or have mild symptoms in spreading the virus. Therefore, under some circumstances, the use of hygienic masks in the general population could help reduce virus contagion.

This is only true if they are used correctly and in compliance with prevention measures to reduce community contagion.



If you have symptoms, stay at home and isolated in your room.



Stay 1-2 metres away from others.



Wash your hands frequently and thoroughly.



Do not touch your eyes, nose or mouth.



Cover your mouth and nose with your inner elbow when coughing or sneezing.



Use disposable tissues.



Remote work whenever possible.

A hygienic mask is a non-medical product that covers the mouth, nose and chin; it has straps for the head or ears.

UNE technical specifications have been published for manufacturing hygienic masks:

- Reusable (adults and children)
- Non-reusable (adults and children)

WHO should wear a mask?

Healthy general population.



WHEN to use a mask?

- When you cannot maintain a safe distance at work, when shopping, in closed spaces or on the street.
- When using public transport.

⚠ Use masks properly to avoid generating more risk

-  Wash your hands before putting it on.
-  The mask should cover your mouth, nose and chin at all times. It must adapt to your face.
-  Avoid touching the mask while wearing it.
-  For comfort and hygiene, masks should not be worn for more than 4 hours. If it gets wet or damaged, replace with another mask. Do not reuse masks unless they are marked as reusable.
-  To remove the mask: remove it from behind without touching the front, discard immediately in a closed bin and wash your hands.
-  Reusable masks should be washed according to the manufacturer's instructions.

21 April 2020

Consult official sources for information

www.mscbs.gob.es

@sanidadgotb

#ESTE VIRUS LO PARAMOS UNIDOS



Hygienic masks in general population (Ministry of Health, Consumer Affairs and Social Welfare, 2020)

APPENDIX III: PROPER USE OF PPEs.

GLOVES.

Protective gloves must comply with EN-ISO 374.5:2016. They should be made of vinyl or nitrile, but other more resistant materials can be used if the activity to be performed so requires. Gloves must be CE marked.

Gloves can create a false sense of protection, so hand hygiene before and after use is very important, especially if potentially contaminated surfaces have been touched.

Gloves must be changed as often as indicated according to their use and the manufacturer's instructions. In any case, sanitiser can be applied to them to prolong their use, but at any sign of deterioration (perforation, tearing, etc.) they must be replaced.

The correct way to remove gloves without contaminating hands is as follows:



Procedure for occupational risk prevention services

(Ministry of Health, Consumer Affairs and Social Welfare, 2020)

Learn to take off disposable gloves without risk

(Nursing Association, 2020)

APPENDIX IV:

MODE OF ACTION FOR INFECTED OR AT RISK PERSONNEL

Basic knowledge about Covid-19 to be taken into account for prevention:

- The symptoms of Covid-19 are mainly coughing, fever and difficulty breathing, and muscle pain and headache in some cases.
- 80% of cases present mild symptoms and the incubation period is 2-14 days. 50% of cases begin to show symptoms within 5 days of infection.
- If a worker begins to have symptoms compatible with the illness, they must immediately contact the telephone number provided by the corresponding Autonomous Region or health centre, and also inform the company. If their symptoms start in the workplace, they must notify their immediate supervisor. The establishment will then notify the prevention service, if any, so that it can adopt the appropriate measures and comply with the notification requirements established by the Ministry of Health.
- The company must draw up and apply a protocol for action in the event of detection of possible infected persons, or persons who have been in contact with them, following the "Action procedure for occupational risk prevention services in relation to exposure to SARS-CoV-2".
- If any worker is a "person at risk" according to Ministry of Health recommendations, whether due to pregnancy, previous chronic pathologies or age, the prevention service will review their position to consider whether "preventive isolation" should be recommended or not if they cannot work remotely, following the procedure mentioned above.

APPENDIX V: SAFE DISTANCES

The action procedure for occupational risk prevention services in relation to exposure to SARS-CoV-2 (Ministry of Health, Consumer Affairs and Social Welfare, 2020) sets the safe distance at 2 m.

APPENDIX VI: CLEANING AND DISINFECTION PRODUCTS

LIST OF VIRUCIDES

A list of authorised virucide products is available at the following link:

https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documentos/Listado_virucidas.pdf