	ORDER OF DISCALCED CARMELITES DURUELO HOSPEDERIA PROTOCOL FOR PREVENTION AND PROTECTION AGAINST BIOLOGICAL HAZARD BY CORONAVIRUS COVID-19		
VERSION: 02	CODE: PR-SG-037	DATE: 01-20-2022	STATUS: A



Elaborated: <hr/> Firm	Revised: Names: Position: <hr/> Firm	Approved: General manager <hr/> Firm
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PROTOCOL PREVENTION AND PROTECTION AGAINST BIOLOGICAL DANGER BY CORONAVIRUS COVID-19

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1. INTRODUCTION

The minimum guidelines to be implemented in terms of promotion, prevention and containment for the response and care in cases of pathologies associated with the first epidemiological peak of respiratory diseases and COVID-19, which must be applied exceptionally and temporarily in work environments, taking into account in consideration of the guidelines issued by the health authorities and in order to avoid massive contagion for providers of restaurant, accommodation and lodging services.

COMPANY INFORMATION	
NAME:	ORDER OF DISCALCED CARMELITES
NIT: 860024394-0	
ECONOMIC ACTIVITY: 2551101	– ACCOMMODATION IN HOTELS
DEPARTMENT:	BOYACA
MUNICIPALITY:	VILLA DE LEYVA
DIRECTION:	CARRERA 3 # 12 – 88 SAN JUAN DE DIOS NEIGHBORHOOD
VENUE NAME: HOSPEDERIA DURUELO	
REPRESENTATIVE LEGAL:	RICHARD BAYONA AREVALO
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DATE:	JANUARY 20, 2022

2. GENERAL OBJECTIVE

Implement control measures for the protection of collaborators who will continue working during the selective isolation stage with responsible individual distancing established and described in Decree 206 of February 26, 2021, Resolution 00223 of February 25, 2021.

2.1. SPECIFIC OBJECTIVES

- Describe the guidelines to prevent the spread of the virus (Covid-19) in the processes and work areas.
- Determine entry protocol for external personnel such as: suppliers and collaborators.

3. SCOPE

All work spaces and common areas or access to people.

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4. DEFINITIONS

CONTAGION: Transmission of a disease by contact with the pathogenic agent that causes it.

COVID-19: Recently discovered, it causes a respiratory infection (SARS), most people (about 80%) recover without any special treatment.

EPIDEMIC: Disease that attacks a large number of people or animals in the same place and during the same period of time.

PPE: Individual Protection Elements.

WHO: World Health Organization.

PANDEMIC: Epidemic of a disease or other health condition that occurs in a large area (several countries or continents) and usually affects a considerable part of the population.

BIOLOGICAL RISK: It is defined as the possible exposure to microorganisms that can give rise to diseases, motivated by work activity.

SG-SST: Occupational Health and Safety Management System.

WORKER WITH INTERMEDIATE EXPOSURE RISK: This group includes those employees who may have contact or exposure to a suspected or confirmed case in a work environment in which transmission from one person to another can occur due to their close proximity.

VECTORS: It is the pathogenic organism of an infected carrier, animal or human, and transmits it either to an intermediate carrier or directly to a human carrier.

Transfer occurs directly through bites, stings, or tissue infection, or indirectly through disease transmission. In the specific case of COVID-19, the vector is the human who has the capacity to transmit the virus by contact with it.

VIRUS: Microorganism composed of genetic material protected by a protein shell, which causes various diseases by entering a cell as a parasite to reproduce in it.

5. RESPONSIBILITIES

THE EMPLOYER:

1. Create disinfection protocols for people who for reasons of force majeure must provide special services that require entering the facilities or work area.
2. Create the disinfection point with the required supplies (water, soap, alcohol, hypochlorite (or similar), PPE).
3. Verify that when external personnel enter the facilities, they comply with the minimum protocols of: hand washing.
4. Establish timely communication channels for the notification of suspected COVID-19 cases.
5. Determine communication route for reporting by employees of possible cases of COVID-19.

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6. Implement protocols, procedures and guidelines in relation to the preparation, response and care of cases of illness by COVID-19.
7. Implement the recommendations by the ARL for preparation, response and care in cases of illness by COVID-19.
8. In work positions where there may be a higher risk of contact with suspected or confirmed cases of COVID-19, they must: identify, prevent and control the risk, as well as apply the prevention and control measures adopted in accordance with the hierarchy scheme established in article 2.2.4.6.24 of Decree 1072 of 2015.
9. Provide individual protection elements according to the specific recommendations in accordance with the guidelines defined by the Ministry of Health and Social Protection for the prevention of contagion.
10. Reinforce cleaning, prevention and self-care measures in all the processes of Hospedería Duruelo.
11. Require the cleaning of work surfaces, equipment, tools and work devices frequently used by employees.
12. Require employees not to share individual protection elements.
13. Have the necessary resources to implement the measures contained in this action plan.

HEAD OF THE WORKPLACE HEALTH AND SAFETY MANAGEMENT SYSTEM.

1. The company will update the Hazard Identification, Evaluation and Risk Assessment (IPEVR) matrix, including the risk of exposure to COVID-19.
2. Verify that the disinfection point exists and is functional and has the necessary required supplies (water, soap, alcohol, hypochlorite).
2. Verify that when external personnel enter the plant, they comply with the minimum hand washing protocols.
3. List, isolate and report suspected cases of COVID-19 using communication channels for notification to the competent health authorities.
4. Communicate to collaborators the procedures established by the authorities and the SG-SST area in the event of suspected cases of COVID-19.
5. Apply protocols, procedures and guidelines in relation to the preparation, response and care of cases of illness by COVID-19.
6. Disseminate information to employees about the generalities and guidelines given by the company area and the Ministry of Health and Protection in relation to alarm symptoms, guidelines and protocols for preparation and response to the eventual introduction of COVID-19 cases. 19.
7. Verify that collaborators properly use personal protection elements.
8. Verify that the cleaning, prevention and self-care measures are complied with in **the ORDER OF DISCALCED CARMELITES - HOSPEDERÍA DURUELO.**
9. Train collaborators in the correct washing of hands, disinfection and frequency of the same.
10. Verify that work surfaces are kept clean.

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11. Carry out the dissemination of official information on COVID-19 published by the Ministry of Health and Social Protection.
12. Socialize and communicate to all personnel within the scope, this action plan on the measures.
13. The PPE (Personal Protection Elements) will be delivered based on the hazard matrix, which is defined according to the level of risk and activities of each of the collaborators. The use, change and final disposal of the elements will be carried out according to the specifications given in the technical sheet that must be delivered by the manufacturers.
14. The company recommends that all its collaborators download and use the CoronApp APP.

COLLABORATORS:

1. Comply with the measures adopted by the company Order of Discalced Carmelites - Duruelo Inn.
2. Attend all training scheduled by the company and put the guidelines given into practice.
3. Use personal protection elements and be responsible for their proper use.
4. Take care of your health (self-care) and provide clear, truthful and complete information on your health status.
5. Inform when there is suspicion of contagion of the COVID -19 virus.
6. Keep frequently used areas, elements, equipment, tools (surfaces) clean and disinfected.
7. Maintain a minimum distance of two meters with internal and external personnel of the organization.
8. Keep distance from surfaces where external personnel have been while they are not disinfected.
9. The report of the health conditions by the collaborators must be made through the Human Resources office via WhatsApp 3138161914.

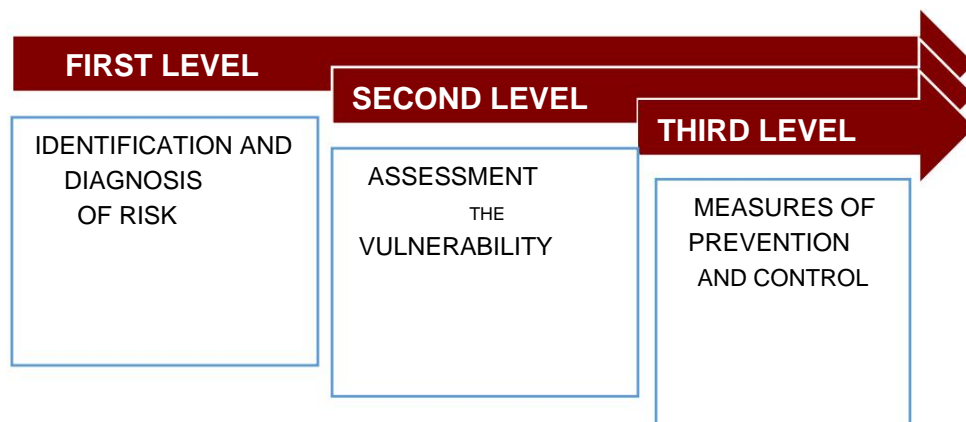
6. NATIONAL RESPONSE TO COVID-19 INFECTION.

The response is divided into different levels of action based on the company's risk and its impact on the health of the employees who work there. For the risk assessment, the characteristics of the agent and its ability to spread, the vulnerability of the population, the geographical extension (surrounding municipalities such as: Arcabuco, Sáchica, Ráquira, Samaca and Cucaita) and the commercial connections with the town are taken into account.

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According to the risk assessment for COVID-19, the response is classified into three levels:



6.1. FIRST LEVEL: RISK IDENTIFICATION AND DIAGNOSIS.

Taking into account the different types of threat identified in the company Orden de Carmelitas Descalzos - Hospederia Duruelo, the degree of risk to which employees are exposed in the event of an adverse event depends on the combination of two factors: Threats and vulnerability.

The response corresponds to this level of preparation, development of security protocols, includes dissemination activities and staff communication.

6.2. VULNERABILITY ASSESSMENT.

Vulnerability corresponds to the degree of preparation for the event itself that may occur, and is carried out in operational-administrative relation, resources and processes, the degree of vulnerability is defined for each of them as follows:

- The company's staff has organization, training and provision for attention to these events
- The processes evaluate the capacity to respond to the activation of the plan.

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6.3. PREVENTION AND CONTROL MEASURES.

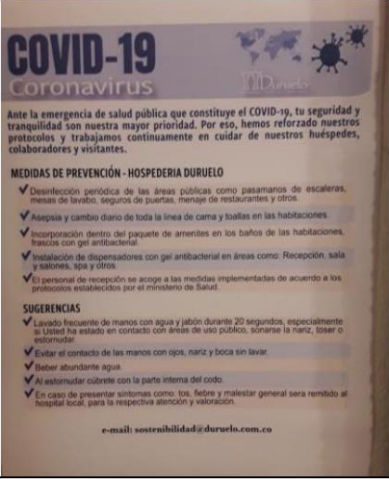

The following measures must be implemented for the prevention and identification of a possible case, these control components must be incorporated as part of the company's standard precautions.

The staff as well as their partners (families) must be able to apply the basic prevention and control measures of the COVID-19 virus correctly and consciously in accordance with the guidelines of the Ministry of Labour, Health and Social Protection.

6.3.1. FREQUENT HAND WASHING: WITH WATER, SOAP AND ANTIBACTERIAL.



JUSTIFICATION: Soap and antibacterial gel were adequate in the bathroom facilities. To prevent employees from handling money, contact with people, handling and contact with body fluids, they are provided with nitrile gloves.

 <p>COVID-19 Coronavirus</p> <p>Ante la emergencia de salud pública que constituye el COVID-19, tu seguridad y tranquilidad son nuestra mayor prioridad. Por eso, hemos reforzado nuestros protocolos y trabajamos continuamente en cuidar de nuestros huéspedes, colaboradores y visitantes.</p> <p>MEDIDAS DE PREVENCIÓN - HOSPEDERÍA DURUELO</p> <ul style="list-style-type: none">✓ Desinfección periódica de las áreas públicas como pasamanos de escaleras, mesas de lavabo, seguros de puertas, menaje de restaurantes y otros.✓ Limpieza y cambio diario de toda la línea de cama y toallas en las habitaciones.✓ Incorporación dentro del paquete de amenities en los baños de las habitaciones, frascos con gel antibacterial.✓ Instalación de dispensadores con gel antibacterial en áreas como: Recepción, sala y salones, spa y otros.✓ El personal de recepción se acoge a las medidas implementadas de acuerdo a los protocolos establecidos por el Ministerio de Salud. <p>SUGERENCIAS</p> <ul style="list-style-type: none">✓ Lavado frecuente de manos con agua y jabón durante 20 segundos, especialmente si usted ha estado en contacto con áreas de uso público, toman la mano, tocar o introducir.✓ Evitar el contacto de las manos con ojos, nariz y boca sin lavar.✓ Beber abundante agua.✓ Al estornudar cubrirse con la parte interna del codo.✓ En caso de presentar síntomas como: tos, fiebre y malestar general será remitido al hospital local, para la respectiva atención y valoración. <p>e-mail: sostenibilidad@duruelo.com.co</p>	 <p>A photograph of a bathroom sink area. On the left, there is a white wall-mounted dispenser for antibacterial gel. In the center, there is a white soap dispenser. To the right of the soap dispenser, there is a small potted plant. Above the sink, there is a sign with the text "COVID-19" and some instructions. The sink is white and has a chrome faucet.</p>
Informative sign	Provision of antibacterial gel and soap in all bathrooms and antibacterial gel in common areas and continuous flow of people

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6.3.2. AVOID CONTACT WITH PEOPLE: Showing signs of respiratory distress (coughing, sneezing...), and also crowds and/or close coexistence with more than 10 people.



Evitar el contacto estrecho con personas que muestren signos de afectación respiratoria (tos, estornudos...)

6.3.3. COVER YOUR MOUTH AND NOSE: With tissues, disposable face masks when coughing or sneezing, or cover yourself with your elbow.

JUSTIFICATION: Disposable and cloth face masks are provided to collaborators.



Cubrirse la boca y la nariz con pañuelos desechables al toser o estornudar y lavarse las manos.

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6.3.4. HYDRATE: Drink water constantly to stay hydrated.



6.3.5. PHYSICAL DISTANCE: To guarantee a space between people in the workplace, Hospedería Duruelo is committed to guaranteeing physical distance of 1 meter through these actions:

- We will promote physical distancing with people outside the houses and face to face with other people in public places such as elevators, gatehouse, among others.
- In the applicable areas, distances of 1 meter¹ will be maintained in work areas, rows or chairs.
- We promote that non-work activities do not coincide with hours of greater influx of public.

Hospedería Y Centro de Convenciones

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7. REPORT THE SYMPTOMS OF THE CORONAVIRUS.



8. CUSTOMER SERVICE

LINES 8.1. NATIONAL POLICE 123.

8.2. SECRETARY OF HEALTH: 3103015425.

8.3. VILLA DE LEYVA MAYOR'S OFFICE: 3218391793.

Before going to the emergency room if you have alarm symptoms, as mentioned above, the health system prioritizes home care for these emergencies.

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**9. DESCRIPTION OF ACTIVITIES FOR THE PROTOCOL FOR ENTRY TO THE ORDER
OF DISCALCED CARMELITES - HOSPEDERÍA DURUELO PARA
EXTERNAL STAFF.**

9.1. Provision or transportation of food

N° DESCRIPTION OF THE RESPONSIBLE ACTIVITY FORMAT			
one.	<p>The cargo vehicle must carry at least the following information: 1. The identification of the transport company that issues it</p> <p>2. Name and identification of the owner, sender and the recipient of merchandise. 3. Description of which the merchandise is transported.</p> <p>4. Name, identification and address of the owner, possessor or holder of the vehicle</p> <p>5. Name and identification of the vehicle driver.</p> <p>6. Description of the merchandise transported, indicating its weight or volume, according to the case.</p> <p>7. Place and address of origin of origin and destination of the goods.</p>	<p>Supplier Responsible SST</p> <p>Y in</p>	Does not apply
two.	The driver of the vehicle must carry minimum personal protection elements for entry: mask, gloves.	vehicle driver of	Does not apply
3. The	Hospederia will designate personnel to disinfect the merchandise.	Legal representative/manager/ human resources	Entry and exit control (FO-BT-002)
Four.	The unloading of supplies will be carried out with the required personal protection elements and additional elements for biological risk (face masks,	providers	Does not apply

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N° DESCRIPTION OF THE RESPONSIBLE		ACTIVITY	FORMAT
	gloves, glasses, suit biosafety).		
5.	At the end of the download, hands will be washed and disinfected and then the exit.	providers	Does not apply

OBSERVATION: By provision of the National Government (decree 1408 of 2021), people over 18 years of age, from November 16, must present a vaccination card against Covid-19 or a digital certificate of vaccination, evidencing at least the start of the vaccination scheme for admission to our services: restaurant, bar, public events. Over 12 years of age, as of November 30, 2021. Suppliers who do not have their corresponding personal protection elements will not be able to enter the facilities.

9.2. Customers with access to restaurant service.

N°	DESCRIPTION OF THE RESPONSIBLE ACTIVITIES		FORMAT
1.	Upon arrival at our facilities, make a report on the service to be taken.	Client/ Personal Security	from Does not apply
2.	Before entering, all clients without exception must wash their hands. For groups, the supply of antibacterial gel must be made at the reception or request hand washing in the bathrooms adjacent to the reception.	personal security	from Entry and exit control (FO-BT-002)
3.	The registration of the client is carried out and their entrance to the reception area is informed NOTE: it must be made clear to the client that their entrance must be exclusively to take the informed service	personal security	from Entry and exit control (FO-BT-002)
4.	Before and after taking the service, you must go to the bathroom and wash and disinfect your hands.	Client	Does not apply

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9.3. Clients access to spa and wet areas

NO.	DESCRIPTION ACTIVITIES	FROM	THE RESPONSABLE	FORMAT
1.	Upon arrival at our facilities, make a report on the service to be taken.		Client/ Personal Security	Does not apply
2.	Before entering you must wash your hands, in case of rain you must apply antibacterial gel at the reception.		personal security	Entry and exit control (FO-BT-002)
3.	The registration of the client is carried out and their entrance to the reception and spa area is informed NOTE: It must be made clear to the client that their entrance must be exclusively to take the informed service		personal security	Entry and exit control (FO-BT-002)
4.	Before taking the service, you must go through the showers and perform a total body bath with plenty of soap and water.		Client	Does not apply
5.	If the service is to humid areas, as soon as you finish taking the same service, go through the showers again and take a bath with soap and water.		Client	Does not apply

OBSERVATIONS: By provision of the National Government (decree 1408 of 2021), people over 18 years of age, from November 16, must present a vaccination card against Covid-19 or a digital certificate of vaccination, evidencing at least the start of the vaccination scheme for admission to our services: restaurant, bar, public events. Over 12 years old, from November 30, 2021.

9.4. Collaborator income

N°	DESCRIPTION ACTIVITIES	FROM	THE RESPONSABLE	FORMAT
1.	Upon entry, you must wash and disinfect your hands.		Collaborator/ Personal Security	Does not apply
2.	The collaborators log is registered		Collaborator	Control of entry and exit of personnel (FO-SG-079)

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N°	DESCRIPTION ACTIVITIES	FROM THE	RESPONSIBLE FORMAT
3.	Entry must be made with the respective PPE.	Collaborator/ Human management	Delivery and tracking of PPE (FO-SG-003)
4.	During the working day, the collaborator must wash their hands at least every 3 hours	Collaborator	Does not apply
5.	At the end of the work day, the collaborator must wash their hands.	Collaborator	Does not apply
6.	If the collaborator presents symptoms related to a cold, they must inform the company by phone call and avoid going to the facilities.	Collaborator/ Human Resources	news report from



10. PROTOCOLS OF THE WORLD HEALTH ORGANIZATION-WHO

Correct hand washing

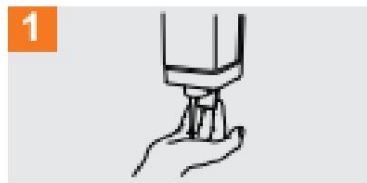
¿Cómo lavarse las manos?

¡Lávese las manos solo cuando estén visiblemente sucias! Si no, utilice la solución alcohólica

 Duración de todo el procedimiento: 40-60 segundos



Mójese las manos con agua;



Deposite en la palma de la mano una cantidad de jabón suficiente para cubrir todas las superficies de las manos;



Frótese las palmas de las manos entre sí;



Frótese la palma de la mano derecha contra el dorso de la mano izquierda entrelazando los dedos y viceversa;



Frótese las palmas de las manos entre sí, con los dedos entrelazados;



Frótese el dorso de los dedos de una mano con la palma de la mano opuesta, agarrándose los dedos;



Frótese con un movimiento de rotación el pulgar izquierdo, atrapándolo con la palma de la mano derecha y viceversa;



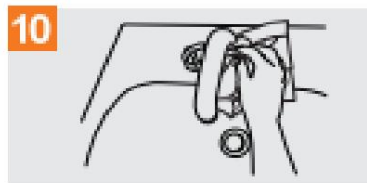
Frótese la punta de los dedos de la mano derecha contra la palma de la mano izquierda, haciendo un movimiento de rotación y viceversa;



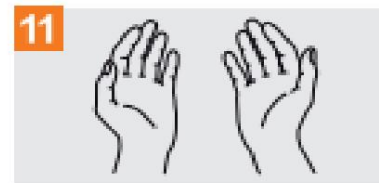
Enjuáguese las manos con agua;



Séquese con una toalla desechable;



Sírvase de la toalla para cerrar el grifo;



Sus manos son seguras.



Organización
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Seguridad del Paciente

UNA ALIANZA GLOBAL PARA UNA ATENCIÓN MÁS SEGURA

SAVE LIVES

Clean Your Hands

hand disinfection

¿Cómo desinfectarse las manos?

¡Desinfectese las manos por higiene! Lávese las manos solo cuando estén visiblemente sucias



Duración de todo el procedimiento: 20-30 segundos

1a



Deposite en la palma de la mano una dosis de producto suficiente para cubrir todas las superficies;

1b

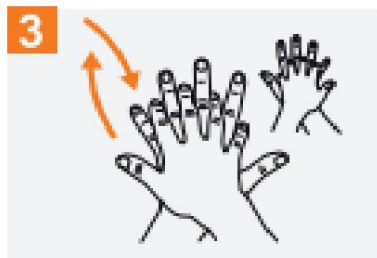


2



Frótese las palmas de las manos entre sí;

3



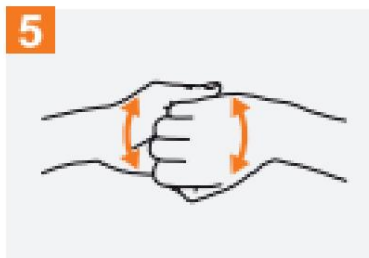
Frótese la palma de la mano derecha contra el dorso de la mano izquierda entrelazando los dedos y viceversa;

4



Frótese las palmas de las manos entre sí, con los dedos entrelazados;

5



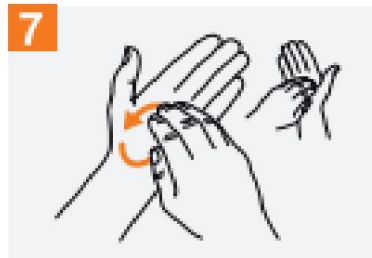
Frótese el dorso de los dedos de una mano con la palma de la mano opuesta, agarrándose los dedos;

6



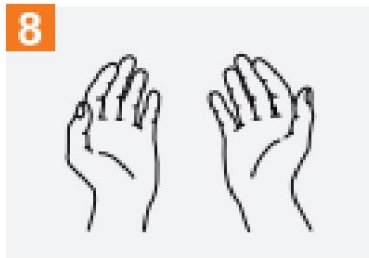
Frótese con un movimiento de rotación el pulgar izquierdo, atrapándolo con la palma de la mano derecha y viceversa;

7



Frótese la punta de los dedos de la mano derecha contra la palma de la mano izquierda, haciendo un movimiento de rotación y viceversa;

8



Una vez secas, sus manos son seguras.



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Seguridad del Paciente

UNA ALIANZA MUNDIAL PARA UNA ATENCIÓN MÁS SEGURA

SAVE LIVES
Clean Your Hands

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**11.DESCRPTION OF ACTIVITIES FOR THE PROTOCOL OF THE
COLLABORATORS.**

11.1. General preventive measures.

Cleaning and disinfection elements and supplies will be available at the different disinfection points.

AS A GENERAL MEASURE, THE FREQUENCY OF CLEANING AND DISINFECTION OF PLACES OF PUBLIC USE (BATHROOMS, READING ROOMS, CORRIDORS) SHOULD BE INCREASED. The activity is recorded in the format cleaning and disinfection of social areas (FO-HB-005).

N° DESCRIPTION OF THE RESPONSIBLE ACTIVITY FORMAT			
1. Have a person who cleans common zones and showers, locker rooms, reading rooms,	areas, such as: bathrooms, offices, receptions, accommodation	1. Have	Cleaning and disinfection of social areas (FO-HB-005)
2. Greet each other without physical contact (no hands, no kisses, no hugs)	All collaborators	the	Does not apply
3. Provide collaborators with cleaning and disinfection implements such as: soap, alcohol and disposable towels for proper hand washing and drying 4. Train collaborators in the correct handling of cleaning and disinfection	Human Resources/ SG Manager SST		Does not apply
implements; maintaining a distance of no less than one (1) meter.	SG Manager SST		Control of assistance, training, socialization and/or disclosure of documents (FO-GH 014)
5. Define, signpost and provide disinfection points with implements (goal, staff bathrooms, loading and unloading area)	SG Manager SST		Photographic record
6. Establish washing schedules hands	SG Manager SST		informative billboard
7. Carry out disinfection and delivery of Personal Protection Equipment (PPE), masks, glasses if necessary	Human management		Delivery and monitoring of PPE (FO-SG-003)
8. Train on the use of PPE (Biological Hazard Protection)	SG Manager SST		Attendance control, training, socialization me

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N° DESCRIPTION OF THE RESPONSIBLE ACTIVITY DOCUMENT			
			from (FO-GH 014)
9.	Train employees in the prevention and symptoms of possible contagion of the COVID 19 virus.	SG Manager SST	Attendance control, training, socialization and/or disclosure of documents (FO-GH 014)
10.	Report if there is a suspicion of a possible case of COVID 19 11.2. Disinfection of toilets and sinks	Collaborators SG Manager SST	Format Report of a suspected case of Covid-19 virus disease established by the Ministry of Health.

N° DESCRIPTION OF ACTIVITIES RESPONSIBLE PARTY FORMAT 1.			
	Personnel who carry out cleaning in common areas must wear personal protection elements such as: goggles, biosafety suit, high-top rubber boots, vinyl or nitrile gloves 2. Press the soap dispenser with the forearm		
		head accommodation	from
3.	Hand washing must be done before and after consuming food, at the beginning of the work shift and at the end of it; before and after using the bathroom.	Area cleaning staff common	Cleaning and disinfection of social areas (FO HB-005)
4.	Restrooms and sinks must be kept clean, cleaned and disinfected with alcohol, air freshener and disinfectant. Minimum 2 times per day.	SG Manager SST Collaborator	
5.	Office desks and floors must be disinfected at least 1 once a day, keyboards and computers before and after its use.		
6.	Alcohol gel will be available in the office area to disinfect hands at least every 2 hours.		

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N° DESCRIPTION OF ACTIVITIES PERSON IN CHARGE FORMAT			
	and switches must be cleaned with hypochlorite spray.		7. Knobs
8.	Provide staff in common areas with necessary cleaning and disinfection elements. Y		

11.3. Disinfection of personal protection elements

NO.	DESCRIPTION OF ACTIVITIES	FROM THE RESPONSABLE	FORMAT
1.	Cloth masks are not allowed, they must be made of surgical material, a single-use mask must be discarded after the end of the shift or when it is visibly dirty, wet in the hazardous waste bin.		
2.	Safety helmets, boots, safety goggles with soap and water at the end of each shift, if applicable (The rest of the personnel must deposit nitrile gloves in the hazardous waste bin in the gatehouse after each shift)		Does not apply
3.	For cleaning personnel, gloves must be disinfected with one of the following substances: soapy water, alcohol, or hypochlorite spray		

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12. SYMPTOMS OF CORONAVIRUS DISEASE COVID 19

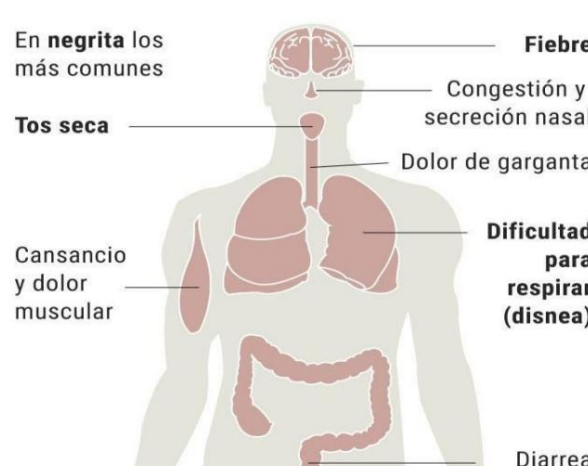
<p>COVID-19 is characterized by mild symptoms, such as a sore throat, cough, and fever. The disease can be more serious in some people and cause pneumonia or breathing difficulties.</p> <p>More rarely it can be fatal. Older people and people with other medical conditions (such as asthma, diabetes, or heart disease) may be more vulnerable to serious illness.</p> <p>Signs and symptoms may include: sore throat, cough, fever (greater than 37.8°), difficulty breathing (in severe cases).</p>	<p>LOS SÍNTOMAS DEL CORONAVIRUS</p> <p>El nuevo coronavirus tiene síntomas similares a los de la gripe común. Alrededor del 80% se recupera sin necesidad de un tratamiento especial.</p>  <p>En negrita los más comunes</p> <p>Fiebre</p> <p>Congestión y secreción nasal</p> <p>Dolor de garganta</p> <p>Tos seca</p> <p>Dificultad para respirar (disnea)</p> <p>Cansancio y dolor muscular</p> <p>Diarrrea</p>
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Image taken from the internet.

SYMPTOM MONITORING:

- Each worker will report their symptoms; If you have symptoms of COVID-19, you must stay home, notify your EPS and inform your immediate boss.

13. PROCEDURE IN THE FACE OF A POSSIBLE CASE OF COVID-19 (Route of Notification)

It is important to carry out timely verification and confirmation of collaborators with a history of direct or indirect contact, with suspected or confirmed cases of COVID-19, they must comply with isolation at home for 7 days, seek medical attention with the EPS. Monitor the collaborator to validate their health status.

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LEVELS OF INTERVENTION:

**1. WORKER WITH MILD TO MODERATE SYMPTOMS OF ACUTE RESPIRATORY INFECTION (ARI),
WITHOUT HAVING HAD CONTACT WITH PEOPLE DIAGNOSED WITH COVID-19:**

It is recommended that the Worker stay home and contact their EPS.

The EPS may:

- to. Isolate the Collaborator for 7 days.
- b. Give you Telephone Recommendations.
- b. Carry out Home Medical Consultation.
- c. Appointment to Priority Medical Consultation in an IPS.

The Worker must adopt special hygiene measures at home, frequently wash their hands, wear a mask and keep the area well ventilated.

You must be aware of the evolution of your symptoms, as well as your temperature identified with a thermometer, and inform the EPS if more serious signs appear.

**2. WORKER WITH SEVERE SYMPTOMS OF Anger (PERSISTENT DOCUMENTED FEVER OVER 38°C AND
SIGNS OF BREATHING DIFFICULTY), WITH CONTACT WITH A PERSON DIAGNOSED WITH COVID-19:**

It is recommended that the Worker stay at home and contact the previously established lines, where they can be given:

- to. Telephone Recommendations.
- b. Home Medical Consultation.
- c. Appointment to Priority Medical Consultation in an IPS.

The worker may be hospitalized or receive treatment at home. If the latter happens, you must strictly comply with medical recommendations and adopt special hygiene measures at home, frequently wash your hands, wear a face mask, keep a distance between family members (1 meter) and keep the area well ventilated.

Likewise, you must notify the Company and send the Medical Incapacity. The person in charge of the Occupational Health and Safety Management System of the Company will coordinate the identification of all the collaborators who were in contact with the worker and will inform (with prior informed consent) the Ministry of Health and Social Protection and the Secretary of Health, the name of the affected worker and the contacts with other people with whom he/she interacted, attaching the cell phone numbers and email. These agencies will continue to monitor exposed individuals.

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3. COLLABORATOR DIAGNOSED WITH COVID-19:

The collaborator must notify the Company and send the Medical Disability to the Human Management area who will inform the leader of the SG SST who will coordinate the identification of all the collaborators who were in contact with the patient and will inform (prior informed consent) to the Ministry of Health and Social Protection and the Secretary of Health, the name of the affected collaborator and the contacts with other people with whom he/she interacted, attaching the cell phone numbers and email. These organisms will continue to monitor exposed persons and the company must abide by all the recommendations issued by them.

In the event that the collaborator shows any symptoms during their working day, they will be isolated, following the guidelines established by the Ministry of Health.

Depending on the clinical picture (asymptomatic worker; or worker with mild, moderate or severe symptoms), he or she may be hospitalized or receive treatment at home. If the latter happens, you must strictly comply with medical recommendations and adopt special hygiene measures in your home, wash your hands frequently, wear a mask and keep the area well ventilated.

**14. PENALTIES TO COLLABORATORS FOR BREACH OF THE
PREVENTION MEASURES AGAINST THE COVID-19 VIRUS.**

Taking into consideration the preventive health measures adopted by the Ministry of Health and Social Protection and in compliance with circular 003 of January 12, 2022, Requirement of a COVID-19 vaccination scheme for workers in productive sectors open to the public; Violation and non-observance of prevention measures will give rise to criminal and financial sanctions provided for in articles 368 of the penal code and 2.8.8.1.4.21 of Decree 780 of 2016, respectively.

15. COMMUNICATIONS PLAN:

Hospedería Duruelo will establish different information and communication channels to facilitate knowledge about occupational safety and health (OSH), prevention, self-care and management of the COVID-19 pandemic so that its employees are aware of the health conditions and security that must be assumed with total responsibility through healthy behaviors in the work, family and social environment.

In the same way, Hospedería Duruelo will maintain contact lines with the relevant authorities in case of any news or emergency.

16. WASTE MANAGEMENT.

Hospedería Duruelo is committed to guaranteeing comprehensive waste management through these actions:

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- Will make the disposal in bags and cans according to the color code.
- It will have a collection point, previously marked for later collection and delivery for final disposal.
- The handkerchiefs, personal protection elements, masks and disposable supplies that the staff use to comply with the "respiratory label" will be deposited in separate bins or containers, protected with lids, labeled and pedal-operated where possible.
- Trash pickup is done daily.
- Hazardous waste will be stored in a specific area, in a red bag, and then delivered to the management company.

17. EVALUATION, IMPROVEMENT AND MONITORING OF THE PROTOCOL FOR PREVENTION AND PROTECTION AGAINST BIOLOGICAL HAZARD CAUSED BY CORONAVIRUS COVID-19.

18. The evaluation of the prevention and protection protocol against biological danger due to coronavirus covid-19. It will be in charge of: Manager, Deputy Manager, Management Systems Manager, Head of Human Management, Head of Maintenance, Head of Accommodation, Head of Food and Beverages, to determine improvements, awareness actions, training, feedback and follow-up; The custody and archiving of the documented information must be guaranteed.

19. REFERENCES.

- Decree 1072 of 2015 (article 2.2.4.6.24).
- Decree 780 of 2016.
- Circular 0017 of February 24, 2020 Issued by the Ministry of Labor.
- Resolution 749 of 2020 - Ministry of Health and Social Protection.
- Guide Decree 457 of 2020 Issued by the Ministry of the Interior.
- Circular 0029 of April 3, 2020 - Ministry of Labor.
- GIP G17 Guide of April 5, 2020 of the Ministry of Health and Social Protection.
- Joint Circular April 1, 2020 Issued by the Ministry of Labor, Ministry of Health and Social Protection.
- Didactic and informative guides issued by the WHO and the Ministry of Health.
- Decree 206 of February 26, 2021.
- Resolution 223 of February 25, 2021.
- Circular 003 of January 12, 2022, COVID-19 vaccination scheme requirement workers in productive sectors open to the public.

OBSERVATION: This document may present changes at any time, according to the regulations issued by the national government on the measures adopted on the Coronavirus Pandemic, Covid-19.



Por Disposición del Gobierno Nacional (decreto 1408 de 2021), las personas mayores de 18 años, desde el 16 de noviembre deben presentar carné de vacunación contra Covid-19 o certificado digital de vacunación, evidenciando como mínimo el inicio del esquema de vacunación para el ingreso a nuestros servicios de: restaurante, bar, eventos al público. Mayores de 12 años, a partir del 30 de noviembre de 2021.



Información importante

Duruelo
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