

ACTION PROTOCOL TO PREVENT COVID-19 FOR MEETINGS IN SELECTION PROCESSES

GENERAL SECRETARY

28 September 2020



1. PURPOSE

The purpose of this document is to establish measures to prevent COVID-19 infection at meetings called in the course of selection processes and/or interviews/tests with candidates taking place in rooms assigned for this purpose at CNMV facilities.

2. MEASURES TO TAKE BEFORE ENTERING THE ROOMS

Masks must be worn at all times in CNMV facilities.

ANNEX I on the correct use of masks and gloves is attached.

Candidates' temperatures will be taken at the entrance of the building using a thermographic camera. If their temperature is higher than 37.7 degrees, the candidate will be asked to wait in a room assigned for this purpose and their temperature will be taken again after 10 minutes.

If the candidate's temperature is the same, they will not be allowed to enter the building.

- **Candidates will be given a mask to wear at the Security desk. They must sanitise their hands and then dispose of any non-reusable mask they are already wearing in a specific bin with a lid. If the candidate enters the building wearing a reusable mask, they must put the reusable mask away until they have finished the test and left the building.**

Before entering the rooms, they must sanitise their hands using one of the following options:

- Washing their hands with **soap and water** and drying them using disposable paper towels. The paper towels must be disposed of in a bin with a lid. **Posters with instructions** on how to do this properly are displayed in common areas.

ANNEX II on hand hygiene is attached.

- Sanitise their hands with the hydroalcoholic gel available at the Reception/Security desk. Entering the building with **any food or drink is prohibited and only individual bottles of water will be made available** in the room.

3. MEASURES TO BE ADOPTED INSIDE THE ROOMS

- **The maximum capacity of each meeting room will be displayed in the rooms.** This capacity ensures a physical distance of two metres between the candidate and the members of the selection panel, as well as between individual panel members.
- **Hydroalcoholic gel will be made available in all rooms.**
- **Attendants will be notified when meetings, interviews or tests have finished and will then instruct the cleaning service to sanitise the room.**

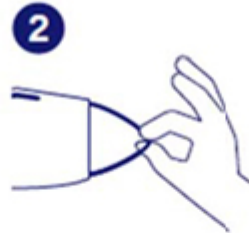
The selection board will summon the candidates in advance, leaving enough time to ensure the room is properly cleaned before the next candidate enters.

PLACEMENT AND REMOVAL OF MASKS

—How do you put on a mask?



1 Wash your hands for 40-60 seconds before handling it.



2 Only touch the mask by its elastic bands.



3 Place it over your nose and mouth, making sure that there are no large gaps between your face and the mask.



4 Place the elastic bands behind your ears.



5 Pinch the nose clip to snugly fit it to your nose.



6 Avoid touching the outside of the mask. If you do, wash your hands before and after.



7 Before removing your mask, wash your hands.

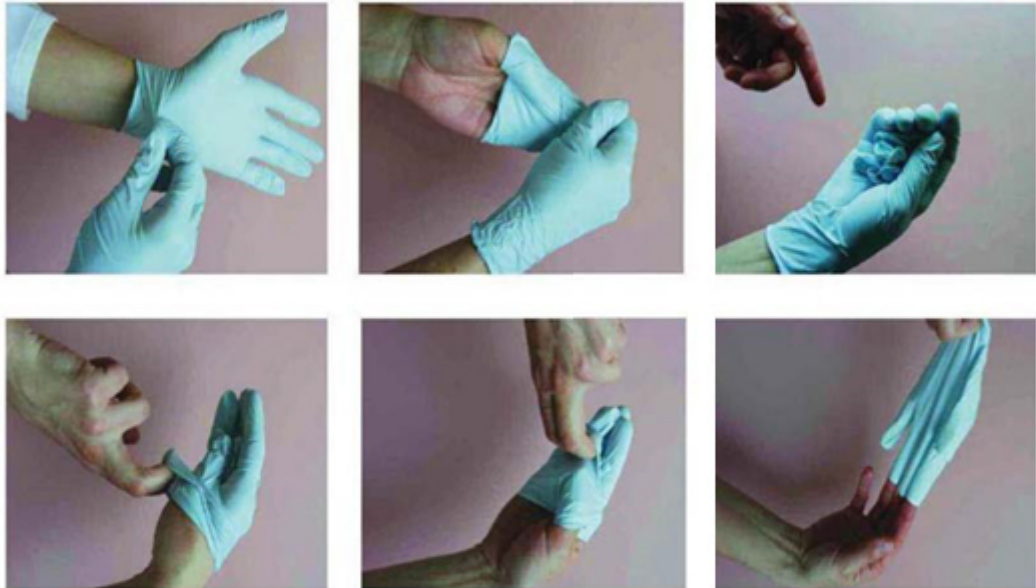


8 Remove it by touching only the elastic bands.



9 To dispose of it, put it in a plastic bag. Close it before throwing it the rubbish bin and wash your hands.

TECHNIQUE FOR PROPER GLOVE REMOVAL



GOOD PRACTICES IN PREVENTION OF THE NEW CORONAVIRUS (COVID-19)

Follow these steps during hand washing:



Get your hands wet



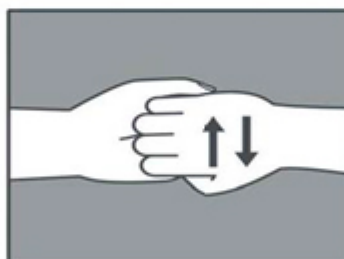
Put enough soap on the palms



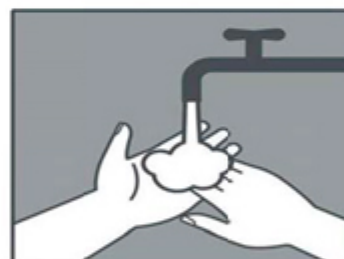
Rub the palms of your hands together



Rub your palms with your fingers intertwined



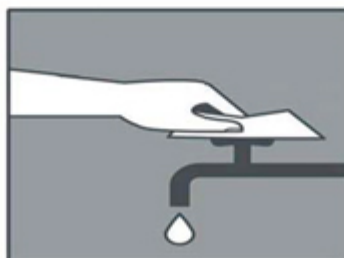
Rub the fingers of one hand with the palm of the opposite



Rinse your hands with water



Dry your hands with a disposable towel



Use the same towel to turn off the tap



Throw the towel into the rubbish bin