

COVID19 protocol and response plan.

Back on Track Plan

Version 1.0

04-05-2020

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Introduction

- The “**Huawei COVID19 protocol and contingency plan v 1.0**” issued on 10th March, provides information on the activities to carry out before and during the COVID-19 pandemic outbreak in Spain.
- The stoppage of the majority of the activities in Spain Country as a consequence of the declaration of the State of Alarm by the Government on 14th March, has been essential in order to minimize the risk of contagion of COVID-19 specially on the use of public transportation or concentration of quantity of people together.
- There was a need to modify our daily work routine to “stay at home”, though Huawei implemented the SMART WORKING protocol to minimize impact on Huawei staff’s health.
- It is necessary to plan how to come back to the office in the most safety environment in continuous protection of our health and ensure the success of the business development without interruption.

Objective

The **BACK ON TRACK PLAN** is the 3rd part of initial contingency plan to set up the following objectives:

- Measures for health prevention
- People safety: (i.e.) transportation home-office-home, inside building rules
- Staff organization to return to building, office desk occupation, etc.
- Visitors management.
- Meetings and events management.
- Business Travels (national-international).
- Employees behaviour, family and children care.
- Administration services, canteen, maintenance, mail room, etc.

Scope

- This protocol defines specific measures through out phases to be taken into account by Huawei Spain subsidiary. First instance to be applied in Huawei Madrid HQ office and according to Government instructions to the Communities this will be applied in the regional offices accordingly.
- The measures have been based and aligned with Internal Huawei protocol and External organizations (WHO, Spanish Government, Health Spain Ministry) protocols.
- In case there are discrepancies between Huawei and Health Authorities protocols, Health Authority protocol will prevail. The period to apply this protocol is subject to the State Alarm ending, to the Art. 5 Royal Decree of 17th March in which companies must establish the necessary to work at home and to the mandatory request to maintain the work at home model for additional three months after the 10th of May.

Back on Track plan activation







- The COVID19 Epidemic Prevention and Control Work Team (hereafter CEPCWT) with following responsibilities:
 - To activate/customize “back on track” plan based on:
 - Recommendations by Health Authorities / Government.
 - Spain Government de-escalating plan to finish restrictive measures and allow social contact.
 - ✓ There are 4 phases: 0, 1, 2, 3 and New Normality with specific timeframes.
 - ✓ To move from one phase to following phase depends on KPIs defined by Government.
 - ✓ New phase can not start if at the end of a specific phase KPIs are not met.
 - ❑ Health system capacity
 - ❑ Epidemic progress in Madrid.
 - ❑ Level of implementation of Public facilities protection measures.

Back on Track plan activation

- The COVID19 Epidemic Prevention and Control Work Team (hereafter CEPCWT) with following responsibilities:
 - To activate/customize “back on track” plan based on:
 - Internal Huawei protocol.
 - COVID19 pandemic evolution in Spain.
 - To inform staff, external workers, partners and customers as appropriate.
 - To ensure normal business operations, responding to epidemics at different levels under the unified leadership of the corporate epidemic prevention and control emergency work team.

Back on Track plan (summary)

- Huawei has defined a plan to come back to work at office after end of state alarm approved by Government, to ensure safety of Huawei staff.

Return to office	Office workspace management	Business travels	Training / Events	Self care	Organization / Conciliation / communication
<p>To limit number of workers at office and to ensure safety entrance to the building.</p> 	<p>To ensure safety office workspace</p> 	<p>Strict control for business travels within Huawei Spain offices</p> 	<p>Remote training</p> 	<p>Recommendations specified for the self care of the employees in terms of Hygiene, Behavior, social distance</p> 	<p>To keep enabling information channels with the employee (w3, mail, meeting, etc...)</p> 

Back on Track plan

Area	Section	Description	Owner
Return to office	Workers at office	<p>Building occupation will be according to the layout defined in Annex 1 –Layout.</p> <p>Cases of staff that have priority to keep on SMART WORKING due to:</p> <ul style="list-style-type: none"> • Sensitive staff (according to Government requirements see Annex 2-Medical Reference) • Staff living with a sanitary service person in contact with covid19 at work. • Staff living with family included in the Annex 2-Medical Reference • Parents with children under 18 that both works. • Parents living with older parents in same home. • Staff with special diet to adapt schedule to eat at home (50/50 smart working). • Only critical consultant defined by managers can go to office. • Entrance & Exit flexibility <p>Staff considered sensitive case (above description) will send to Health Care Supervisor/HR a “self commitment declaration” (email) of being a sensitive person.</p> <ul style="list-style-type: none"> ◆ Adaptation to share batch teams of people on alternative days. ◆ Managers will consider special cases based on personal concerns for a voluntary solution. 	HR, HS, Managers, Health Care supervisor
	Preventive measures to avoid contagion	<p>To install acrylic window protection to preserve workers at:</p> <ul style="list-style-type: none"> * Reception at Main Hall * Reception 1st.Floor * Coffee shop 0 floor in Canteen 	Administration

Back on Track plan

Area	Section	Description	Owner
	Preventive measures to avoid contagion	<p>To keep all the doors open (the ones that can be left open). To place gel hydro-alcoholic in the common areas. Staff to use the canteen according to Administration's guide.</p> <p><u>Mandatory Measures:</u></p> <ul style="list-style-type: none"> • To use masks on permanent basis in all areas including in workstation. • To test temperature every time you come into office. • Questionnaire Daily Health Care to be completed by staff on daily basis Monday to Friday. 	Administration, HR, HS, Health Care Supervisor,
Office Workspace management	Common activities	<p>Distribution of staff in the workstations taking into account 2 meter social distance. See Annex 1- Layout.</p> <p>All meetings should be virtual meeting. Visitors should be avoided. No visits to partner or customer offices are restricted. Office maintenance staff is allowed. To maintain daily cleaning and ventilation level. To increase cleaning in the vending areas and in the water source machines. Waste management: To place paper bins with pedal in the entrance, halls, lifts entrance, huddle, bath rooms.</p>	Administration, Managers

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Area	Section	Description	Owner
Office Workspace management	Stairs/Elevators	Maximum 1 person per elevator Stairs to be a recommended way to use (one stairs set up, other down) to avoid people crossing in opposite directions (in case of emergency this restriction does not apply)	Staff
	Meeting room	Quiet room or rooms with current capacity 4PAX should be only for one person. Rest of rooms: 1/3 of its capacity. To show max capacity in the room door. To leave room door open Suspend all kind of events with partners, customers, and others in the building	Administration Staff
	Common areas	To close ground main door at Hall and lateral doors to be used to come in & to go out. 1 person at one time in the Vending area in the tea points. Social distance of 2 meters. To define traffic of people in areas such as canteen with excess of transit. Suspend all kind of events with partners, customers, and others in the building Sanitizer gel will be available in all common areas, maximum capacity to be assigned per area (vending area, cafeteria, smoking area, canteen, etc)	Administration

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Area	Section	Description	Owner
Office Workspace management	Workstation	At the end of work day, Staff should put all personal things, documents, everything in the cabinet for better cleaning. Laptop, keyboard, mouse must be taken to home everyday (just in emergency case need to do SMART WORKING in the following day). Extra cleaning shift as before SMART WORKING	Staff
Business Travel	Going to office	Staff to avoid public transport, use car (one person per car or per row of seats), walking, bicycle, scooter, instead. To facilitate parking space.	Staff
	Regional offices / International	This is subject to: * European (INT/356/2020) to come in to Spain. * Spanish Government and CCAA requirements to travel between provinces. Managers to strict control business travels within regional offices according to government measures.	Legal, HR, Managers
Training / Events		Video training on Remote	Trainers

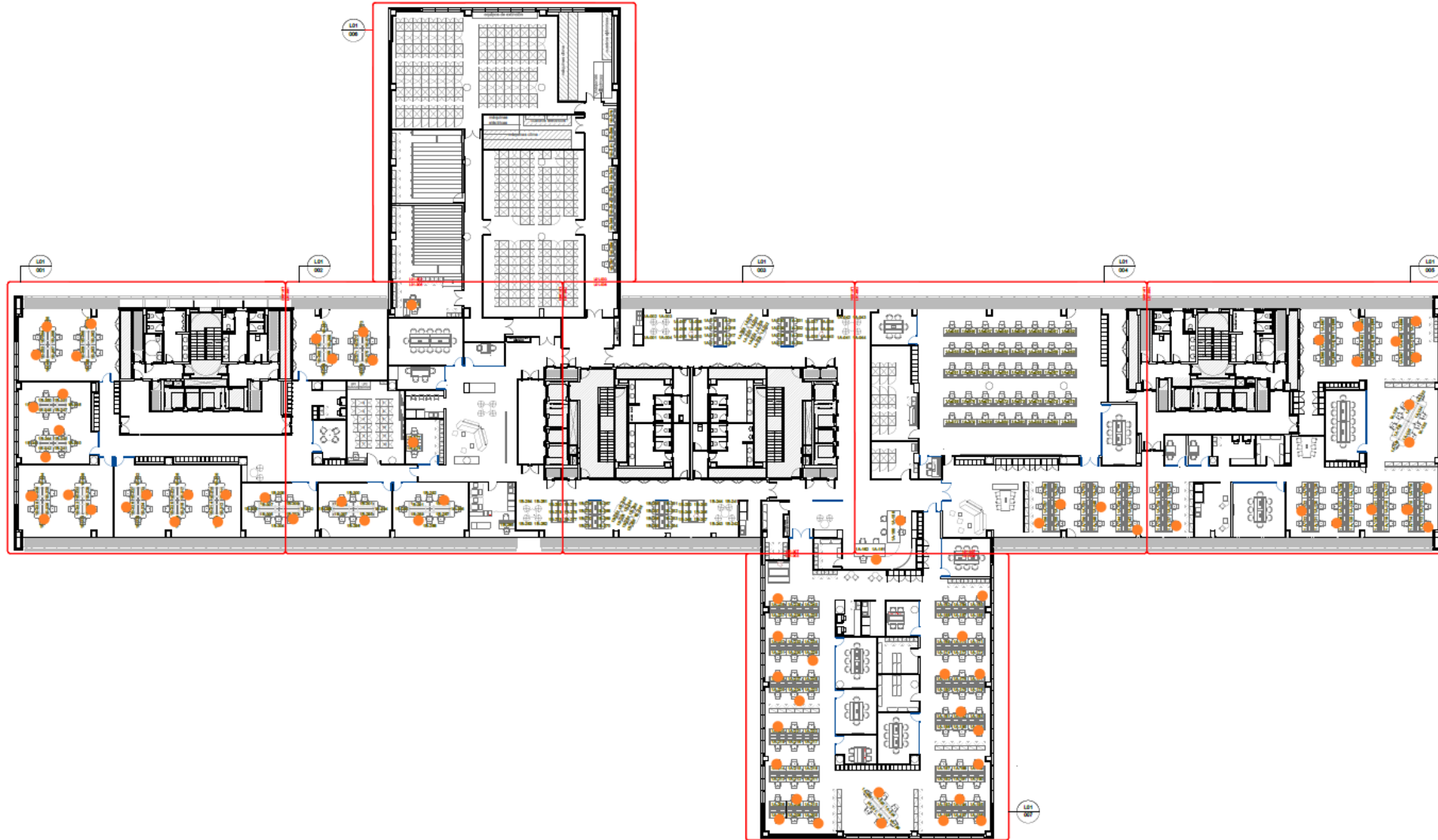
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Area	Section	Description	Owner
People Self care	Hygiene	<ul style="list-style-type: none"> • Clean daily to maintain proper personal hygiene. • Wash hands thoroughly and frequently using soap and water or hydro-alcoholic gel. • Ensure adequate hygiene on work equipment. • Avoid eating food and drinks without guaranteeing hygienic measures • Mandatory to wear masks all the time inside building. 	Staff
	Behaviour	<ul style="list-style-type: none"> • Forbidden to work around the floors just to visit somebody for small things, instead use more the mobile, eSpace, etc. • Quarantine for staff with symptoms or travelers must continue in the same way as the beginning of the epidemic. • Avoid touching face, especially eyes, nose and mouth. • Cover mouth and nose with elbow bent or with a disposable tissue when coughing or sneezing. • Collect and deposit the waste you have generated in the specific containers. • Collect your work equipment at the end of your day to keep controlled use. • Cooperate and comply with the preventive measures established by your organization. 	Staff
	Social distance	<ul style="list-style-type: none"> • Avoid direct contact with your colleagues and clients, do not shake hands. Maintain the recommended safety distance of 2m. • Do not go to the workplace if you have COVID 19 similar symptoms, stay at home and contact your health care supervisor/manager and to contact and to contact phone number indicated in Annex 3. • Avoid sharing your work equipment (mobile, laptop, keyboard, pens ...). 	Staff, Health Care supervisor

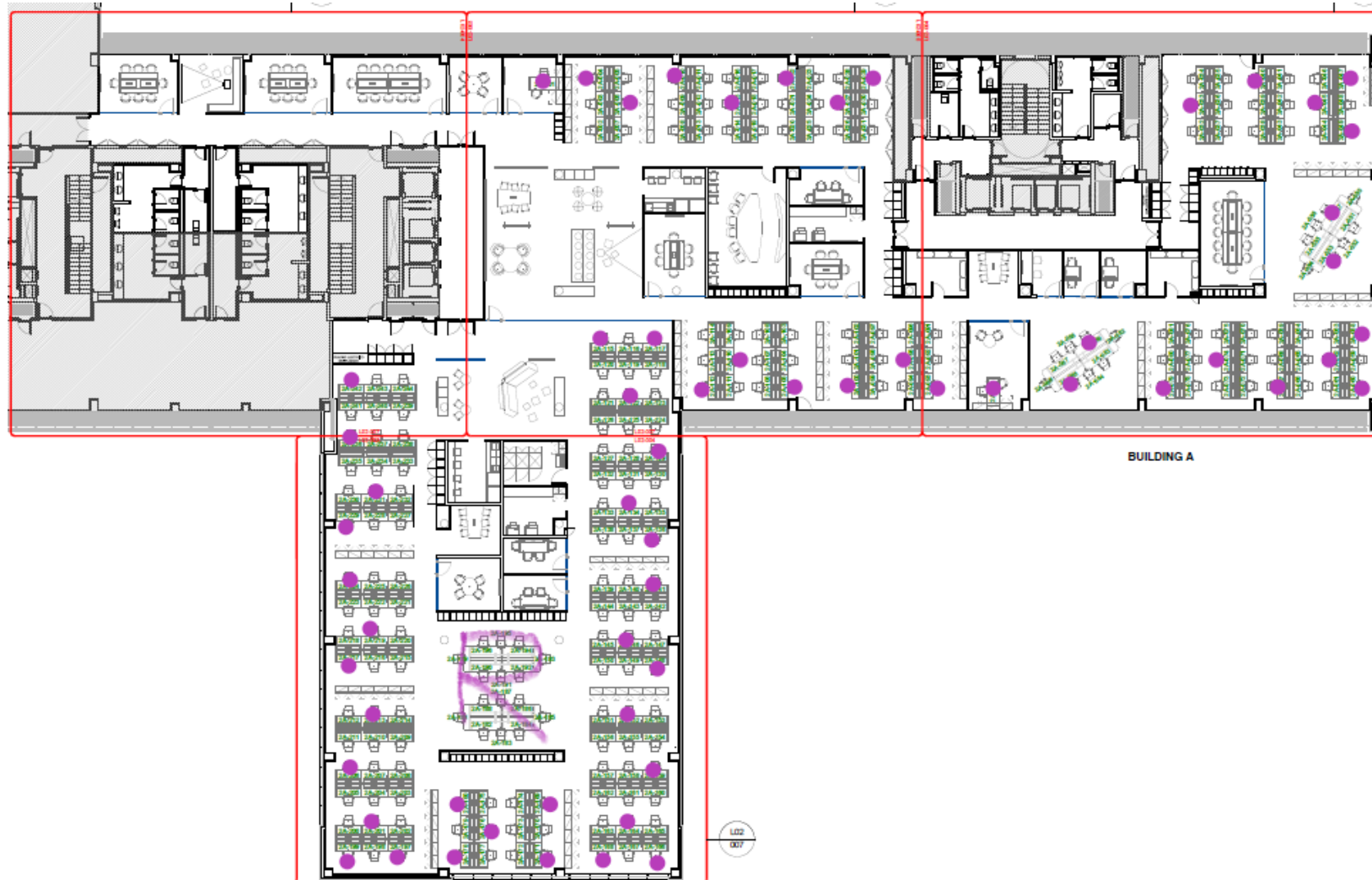
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Area	Section	Description	Owner
Communication	COVID19 status information	<ul style="list-style-type: none">• To continue mailing from HR Info, HS Spain, Admin to inform about measures, protocols to be applied.• To create a web page for Spain, in W3, with COVID 19 information, easy access for all the workers, fix some bullets in the beginning of the home page to find easy information or sites like health questionnaire also maybe linked to the governments official announcements.• Definition of sensitive staff protocol.• Weekly information about COVID 19 impact and preventive measures to Health and safety Committee and Employees• Questionnaire Daily Health Care is MANDATORY to be completed by staff on daily basis Monday to Friday.	HR, HS, Admin, HRBP, Managers
	Conciliation	<ul style="list-style-type: none">• Managers will consider special cases based on personal concerns for a voluntary solution.• Parents with children under 18 both working, share SMART WORKING	HR, Managers

Annex 1 – Layout 1st floor -73



Annex 1 – Layout 2nd floor - 61



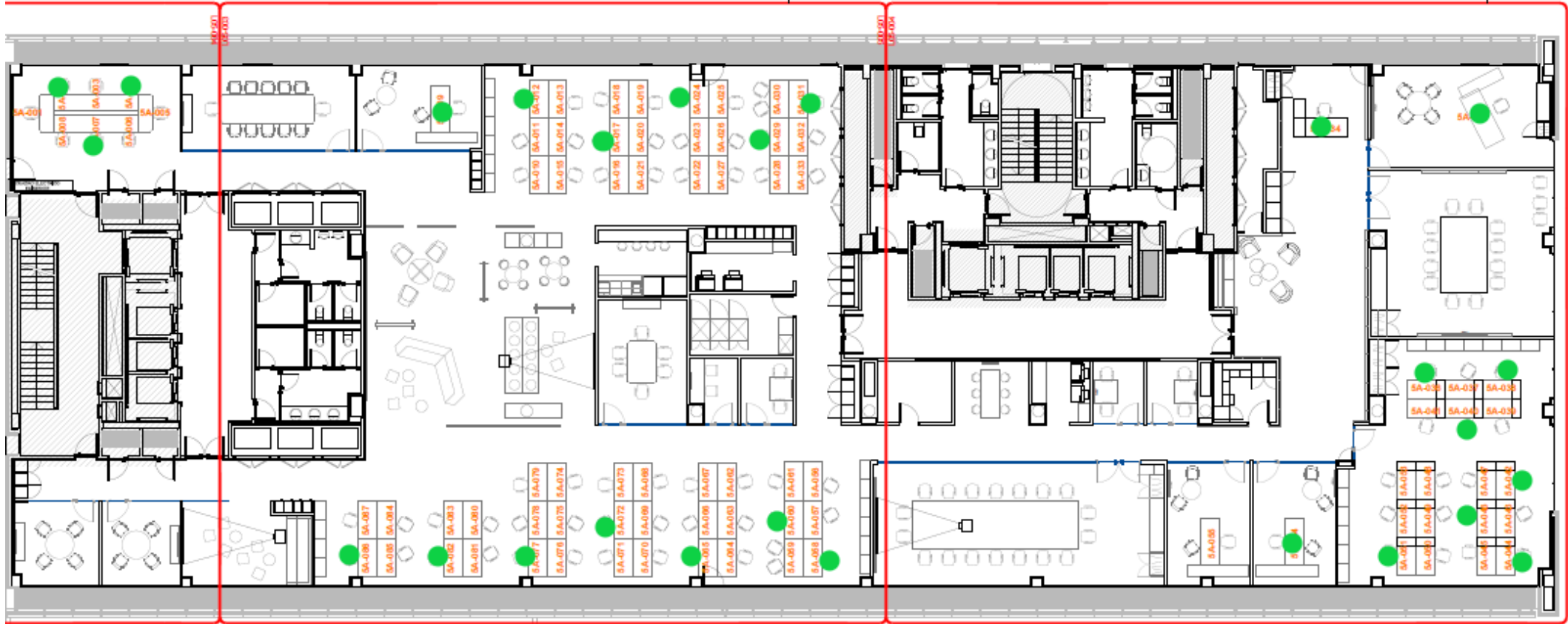
Annex 1 – Layout 3rd floor -110



Annex 1 – Layout 4th floor -30



Annex 1 – Layout 5th floor -26



Annex 1 – Layout 6th floor Building A - 33



Annex 1 – Layout 6th Floor Building B CBG - 22



Annex 2 – Medical reference

Cases	Scenarios	Sample on current situation
1	Pregnant	Any woman in such situation
2	Medical Risk and immunosuppressed	Oncologic Treatment
		Diabetes
		Dialysis
		Heart disease
		Hypertension
		Transplant Surgery
		Respiratory disease (i.e. EPOC, Asthma)

Annex 3 – Sanitary Contacts

Andalucía	955 54 50 60
Aragón	061
Asturias	112
Cantabria	900 612 112
Castilla La Mancha	900 122 112
Castilla y León	900 222 000
Cataluña	061
Ceuta	900 720 692
C. Madrid	900 102 112
C. Valenciana	900 300 555

Extremadura	https://saludextremadura.ses.es/web/
Galicia	900 400 116
Islas Baleares	061
Canarias	900 11 20 61
La Rioja	941 29 83 33
Melilla	http://www.ingesa.mscbs.gob.es/quienesSomos/areaSanMelilla.htm
Murcia	900 12 12 12
Navarra	948 29 02 90
País Vasco	900 20 30 50

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