	<b>Proveedora de Barcos AVIMAR S.A. de C.V.</b>		<b>CLAVE</b>	AVP-PlaVir
			<b>VERSION</b>	A.01
	<b>Policy Statement</b>		<b>REVISION</b>	Ene-20
			<b>PAGINA</b>	01-03
<b>TEMA</b>	Organisational Plan for Reaction to Respiratory Viruses			

**GENERAL OBJECTIVE:**

Procure for the health of our employees and colleagues through protocols that limit the spread and contagion while carrying out our operations and customer service during COVID-19.

**SPECIFIC OBJECTIVES:**

- Implement preventive measures to reduce the risk of transmission during our deliveries and infections caused directly or indirectly.
- Increase the technical capacity of emergency response by our staff.
- Establish the action guidelines of each department according to pre-established action protocols.

**CONDITIONS THAT WILL ACTIVATE THE PLAN:**

Our emergency team will follow the day to day updates of the status of the threat, taking into account the information provided by local authorities and the World Health Organisation.

Preventive actions to protect our clients and employees who visit our office will be strengthened.

We are aware that it is impossible to know how the virus will spread across Mexico, but we firmly believe that “preparation and rapid action are the key to ensuring the continuity of our operation”.

The World Health Organisation has identified 3 phases based on the number of cases of patients diagnosed with COVID-19:

**PHASE 1 SOME CASES**

The existence of a group of patients diagnosed with COVID-19 < 100 has been diagnosed in Mexico.

**ACTION:** Prevention will rise in our offices and our operations will continue as always.

**PHASE 2 HUNDREDS OF CASES**

It has been confirmed the presence of a group of patients diagnosed with COVID-19 > 100 in Mexico.

Especially in the case it is in a city where we have an office and the are susceptible of being affected.

**ACTION:** changes are applied to our operations, to guarantee the sanitization of our deliveries.

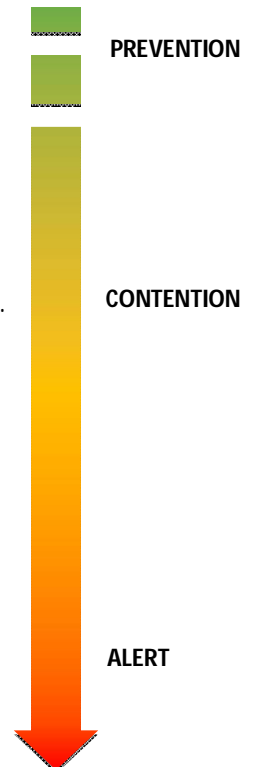
**PHASE 3 THOUSANDS OF CASES**


Patients diagnosed with COVID-19 > 1000 in Mexico.

**ACTION:** Suspensions are applied to offices at risk of being exposed and/or affected.

**RESTRICTIONS FOR EACH PHASE**

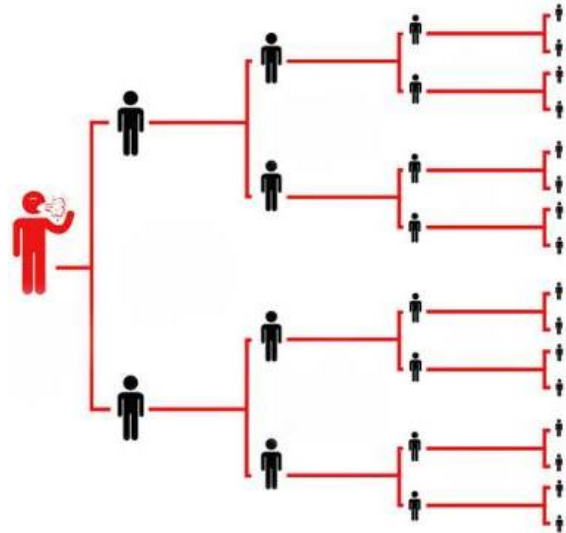
Based on the World Health Organisation recommendations, we have generated the following diagram which shows the restrictions applied in each of the possible phases, during the presence of COVID-19.



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PHASE	1 SOME CASES	2 HUNDREDS OF CASES	3 THOUSANDS OF CASES
SCENARIOS	Those infected contract the virus in other countries	When the contagion is between inhabitants locally	Extensive spread
GREETING BETWEEN PEOPLE	No Restriction	Do not greet with a kiss, do not give hugs	Stay away from people at least 2 meters
PUBLIC SPACES	It is not necessary	Suspension of massive events	Prohibited
WORK PLACES	Spread prevention messages	Use sanitary filters	Suspension of activities in workplaces with active outbreaks


**R0 = 2**  
 Reproduction number which describes how the disease is transmitted from person to person.



### PHASE 1 SOME CASES

- The use of thermometers to measure body temperatures of employees and visitors in our offices.
- All our visitors and employees are recommended to wash their hand with soap and water or with antibacterial gel before entering our offices.
- Our team will follow up on the progress of the disease in a timely manner, through official sources, WHO and local authorities.
- Our personnel will be instructed to use a mouth cover during all deliveries.
- Our personnel should keep a minimum distance of 2 meters from all crew members.



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### PHASE 2 HUNDREDS OF CASES

- body temperature taking will be carried out for all personnel that requires to enter in our offices. In the case we detect body temperature above 37.5, the access will not be allowed.
- All suppliers or visitos should wash their hands with soap and water or use an antibacterial gel. }
- Our operating personnel will be instructed to make use of sterile overalls, gloves and mouth covers during each delivery.
- Our operating personnel should NOT get on board any vessel, thus avoiding physical contact with the crew. The delivery notes will be sent by email.
- The captain of the vessel will be notified when our personnel arrives at the dock so that he could proceed to receive the provisions.



### PHASE 3 THOUSANDS OF CASES

- Our administrative personnel will be instructed to carry out all its work from home, thus protecting their integrity and avoiding the risk of contagion.
- All providers will be required to follow the safety rules. All reception of supplies and materials will be carried out in a sterile area.
- Any package prepared for a delivery will go through a sanitization process.
- All vehicles must be sanitized before and after each delivery.
- The provisions will be delivered at the dock and a sanitation process will be carried out before ingressing the vessel, to avoid any possible contagion to the vessel's crew.

