



COVID-19 CHECKLIST – BACK TO WORK

This checklist allows the work center to carry out the Situational Diagnosis of the conditions, equipment, resources and materials needed to be considered, in order to ensure the safe return of its workers to the essential activities of the work center; the criteria set out in this list are aimed at preventing and mitigating the risk of infection, as well as breaking the chain of transmission of the SARS-CoV-2 virus within the work center.

The checklist consists of the following groups of recommendations:

- Engineering measures (table 1)
- Administrative measures (table 2)
- Personal protective equipment (table 3)
- Training (Table 4)
- Health Promotion (Table 5)

Application method

The checklist is made up of four columns, the first called "checkpoint" indicates the measures suggested to be implemented by the workplaces, the second and third columns identify by means of a categorical scale the "risk controls" (Table 6) and the "level of contact between workers" (Table 7), the multiplication of the weights of columns 2 and 3, results in the "risk of contagion", categorized as: "very high", "high", "medium" and "low" (table 8); this risk classification allows the work center to prioritize the actions to be implemented immediately (table 9), giving priority to those measures that, due to their absence or level of deficiency, generate a very high and high risk of contagion (table 10).

The following equation will be used to calculate the "risk of contagion":

$$\text{Risk Controls} \times \text{Level of Contact Between Workers} = \text{Risk of Contagion}$$



In order to apply this Checklist, it shall be understood:

Risk Controls: refers to engineering and administrative measures, personal protective equipment and training given to the worker, as well as actions taken in the area of health promotion.

Level of contact between workers: this refers to the frequency and time of contact that one worker may have with another, within the workspace.

Risk of contagion: it is the multiplication of the variable "risk controls" by the variable "level of contact between workers", the less risk controls are had while the frequency and time of contact between workers is high, the risk of contagion is considered as "very high".

Workplace: Place or places, such as buildings, premises, facilities and areas where use, exploitation, production, marketing, transport and storage or service provision activities are carried out, in which people who are subject to a working relationship with the Company work.

Face mask: nose and mouth protection made of various materials, it is suggested to be a triple layer, washable, which should be changed every time it is wet from the worker's secretions. This will be placed in regular trash containers once they wear out.



TABLE 1. ENGINEERING MEASURES

Item No.	Checkpoint	Risk Controls	Level of contact between workers	Risk of contagion
Entry and exit areas of the work center				
1	The work center has exclusive entrances and exits for the personnel. In case there is only one access, this is divided by physical barriers in order to have specific spaces for the entrance and exit of the personnel.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
2	Sanitizing mats or similar alternatives are available at the accesses to the work center, or if necessary, disposable shoe protectors are provided. <i>*The use of disinfectant tunnels is not recommended.</i>	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
3	Sanitizing mats or similar alternatives make use of sodium hypochlorite in concentrations of at least 0.5% or with products registered before the Environmental Protection Agency (EPA) certified to eliminate SARS-CoV-2.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
4	The disinfectant liquid is replenished to the sanitizing mats every time it is required. In case of 0.5% sodium hypochlorite saturated cloths, it is ensured that these are clean and saturated with the disinfectant solution. A clean, dry cloth can be used to remove the excess liquid from the soles of the shoes.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
5	There are dispensers of 70% alcohol or 70% alcohol-based disinfectant gel at the entrances.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
6	Distance sensors are available for determining body temperature.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
7	There is a specific room area for cases detected with body temperature higher than 37.5 °C.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Item No.	Checkpoint	Risk Controls	Level of contact between workers	Risk of contagion
Common areas (dining rooms, dressing rooms, lockers, cafeterias, meeting rooms, waiting rooms or reception area, etc.)				
8	There are sinks in the access points with soap, water, and paper towels, or dispensers of 70% alcohol or 70% alcohol-based disinfectant gel where appropriate.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
9	In the case of dressing rooms or lockers, there are signs or marks on the floor indicating the place the worker may occupy, always respecting the minimum distance of 1.5 meters between people. If the work center does not have dressing rooms or lockers, you should select "Not Applicable" in the column "Risk Controls"	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
10	In the case of cafeterias or dining rooms, there are physical barriers at the same table separating one diner from another (the barriers separate the front and sides of each worker), likewise, the distance between tables ensures the minimum distance between workers of 1.5 meters. If the work center does not have dressing rooms or lockers, you should select "Not Applicable" in the column "Risk Controls"	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
11	In case of having extraction systems in these areas, they work properly and have high efficiency filter changes according to the supplier's requirements. If the work center does not have dressing rooms or lockers, you should select "Not Applicable" in the column "Risk Controls"	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
12	There are signs on the floor or on chairs or armchairs of the spaces that workers must occupy in the meeting rooms or waiting areas. The distance between people is at least 1.5 meters.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
13	Natural venting is favored in these common areas (dining rooms, dressing rooms, lockers, cafeterias, meeting rooms, waiting rooms or reception area, etc.)	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Item No.	Checkpoint	Risk Controls	Level of contact between workers	Risk of contagion
Administrative offices				
14	In spaces where two or more workers are gathered, work areas are delimited by physical barriers protecting the front and sides of the workers.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
15	Signs or marks on the floor indicating the work places are held, always respecting the minimum distance between each work place, of at least 1.5 meters.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
16	In case of having extraction systems in these areas, they work properly and have high efficiency filter changes according to the supplier's requirements. If the work center does not have dressing rooms or lockers, you should select Not Applicable in the "risk controls" column.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
17	Workers have 70% alcohol or 70% alcohol-based disinfectant gel dispensers.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
18	Natural ventilation is favored where possible.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
Production process				
19	If the production process allows it, the work stations are delimited with washable, fixed, mobile, hanging, etc. physical barriers, otherwise, the work stations are delimited with signs or marks on the floor ensuring the minimum distance of 1.5 meters between workers.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
20	If the workstation allows it, the worker has 70% alcohol or 70% alcohol-based disinfectant gel dispensers at his workplace; otherwise, the disinfectant dispensers are located at the accesses to the production process	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
21	In case of having extraction systems in these areas, they work properly and have high efficiency filter changes according to the supplier's requirements. If the work center does not have dressing rooms or lockers, you should select "Not Applicable" in the column "Risk Controls".	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Item No.	Checkpoint	Risk Controls	Level of contact between workers	Risk of contagion
22	Natural ventilation is favored where possible.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
Bathrooms				
23	The toilets are equipped with washbasins in adequate operating conditions (they are functional and have soap and water).	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
24	Disposable paper towel dispensers are available.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
25	Natural ventilation is encouraged.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)

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TABLE 2. ADMINISTRATIVE MEASURES

Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
Entry and exit areas of the work center				
26	There are access protocols with a sanitary filter that includes the determination of the body temperature at the entrance and exit of the company. If it is not possible to determine the body temperature at the exit of the facilities, it should be taken before the end of the shift at the workstations where the workers are located.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
27	It has guidelines for the control of visits, suppliers and contractors in terms of hygiene, healthy distance, mandatory use of face masks which must be followed when entering, while staying, and leaving the site.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
All work areas				
28	Teleworking is facilitated for people who, due to their health conditions, age, pregnancy or lactation, require it.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
29	If teleworking is not possible, there are staggered entry times, shift changes, flextime or other actions to avoid large concentrations of workers in the facilities at certain times and work spaces.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
30	Work meetings are preferably held by telephone or videoconference, otherwise, care is taken to ensure healthy distance, respiratory hygiene, cleaning and disinfection of the place, tables, chairs and objects of common use, before and after each meeting.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
31	In the case of cafeterias or dining rooms, the cashiers, kitchen staff and waiters have their hair up and their mouths covered. If the work center does not have dressing rooms or lockers, you should select "Not Applicable" in the column "Risk Controls".	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10) <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
32	If there are no physical barriers, staggered schedules are implemented in the dining room, lockers, dressing rooms, cafeterias, etc., to avoid crowding of workers.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
33	Social events are limited.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
34	It has protocols for daily cleaning and disinfection of areas, surfaces and objects of contact and common use, including washing with water and soap, and disinfecting with a 0.5% sodium hypochlorite solution or other certified to eliminate SARS-CoV-2.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
35	It has mechanisms for supervising or verifying compliance with the healthy distance guidelines (technological, visual, documentary, etc.) that workers must follow.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
36	Soap and water solutions are monitored to ensure that they are not mixed with any other chemicals.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
37	It is monitored that the sodium hypochlorite solution is prepared on a daily basis and that it is not mixed with any other chemicals.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
38	It is ensured that 70% alcohol gel dispensers have the required quantities per shift.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
39	Disposable paper towel dispensers are ensured to always be available.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
40	It has a sufficient number of containers (garbage cans) at various points to dispose used or worn out face masks.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
41	It promotes and communicates good respiratory hygiene in the workplace, such as covering the mouth and nose with a bent elbow or tissue when coughing or sneezing.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
42	It encourages the worker to prioritize mobility options (moving from home to work and vice versa) that guarantee interpersonal distance, promoting mandatory use of face masks and face protection during the journey.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
43	If the company has transportation for its workers, safety measures are considered to minimize the risk of exposure, such as: cleaning and disinfection of the unit before boarding, hand disinfectant is given to workers when they get on the transport, and mandatory use of face masks and face protection during transportation.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
44	It has a ethics code which establishes Nondiscrimination guidelines for people who have had COVID-19 or have lived with a family member who has or has had it.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
45	There are guidelines for restricting local or international travel. In case it is necessary to travel, there are guidelines on preventive measures to be followed before, during and after the trip.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
46	There are guidelines to avoid the use of jewelry, ties, beards and moustaches, since they are reservoirs of viruses and other microorganisms (fomites).	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
47	There are guidelines on the importance of not sharing among workers: cell phones, kitchen utensils, PPE, stationery, pens, etc.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
48	There are guidelines for workers to keep a social distance of at least 1.5 meters from their colleagues, and where this is not feasible, mandatory face mask use and eye or face protection is encouraged.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
49	Frequent hand washing, respiratory hygiene, healthy distance, etc. is encouraged through memos (written, digital or printed).	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Table 3. PERSONAL PROTECTIVE EQUIPMENT

Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
50	The worker is provided with personal protective equipment according to the type of risk factor of exposure to which he or she is exposed during the working day.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
51	During the time that the worker is not exposed to chemical pollutants in the work environment, he or she is provided with a face mask or care is taken to maintain a healthy distance between workers (1.5 m).	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
52	All workers in the workplace are provided with mouth and goggle covers or face shields and face masks, as the workplace allows, in those areas that due to their size and team distribution are difficult to maintain distances of at least 1.5 m between workers.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
53	In the case of workers who have contact with the public, they are provided with face masks and goggles or face masks and face protection (the face masks and goggles can be omitted if physical barriers are provided and the distance of 1.5 m between worker and client is maintained).	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
54	All workers have access to water, soap, disposable paper towels, as well as 70% alcohol or disinfectant gel.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



Table 4. TRAINING

Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
55	There is a training program for directors or managers on the actions to be taken in the company to prevent and avoid chains of infection by COVID-19, you can use the CLIMSS material that is located in the following link: https://climss.imss.gob.mx/ .	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
56	It has a training and information awareness program that includes: healthy habits, lifestyle, family, support for the control of chronic degenerative diseases to avoid complications from COVID-19, hand hygiene, respiratory hygiene, clothing hygiene, healthy distance, no kissing, hugging or hand greeting, etc.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
57	If technological resources are available, it prioritizes them for carrying out distance training.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
58	Training is carried out in a classroom setting, ensuring a healthy distance between workers, with the use of antibacterial gel at the entrance and the use of mandatory face mask is required throughout the training process.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



TABLE 5. HEALTH PROMOTION

Item No.	Checkpoint	Risk Controls	Exposure to contacts	Probability of contagion
59	It has a physical and mental health program for workers regarding COVID-19 Care that includes: a protocol for dealing with suspicious workers, contacts, confirmed cases and their return to work; as well as promotion, prevention, care and monitoring of health conditions in workers that may generate complications from COVID-19.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
60	It has mechanisms to identify symptoms and contacts at work and in the community.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
61	It has tools to identify workers with risk factors for complications from COVID-19. You can use the tool in the following link: http://www.imss.gob.mx/covid-19/complications_calculator .	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
62	It has a monitoring and evaluation plan for the physical and mental health program for workers regarding COVID-19 care.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
63	It has guidelines for identifying and referring workers with mental health problems to the company's medical or psychological service. In case you do not have this one, please refer to the medical services of your social security center.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
64	It has guidelines for identifying psychosocial risk factors, such as workplace violence, mental workload, organizational environment, etc.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
65	It carries out periodic medical examinations that allow the prevention, care, control of health problems, or allows the worker to get medical care outside the company.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
66	It has an action guideline for cases in which a worker manifests symptoms of COVID-19, in order to protect him/her, as well as the rest of the workers and their families, including: guidelines for dealing with suspected cases contacts, confirmed cases and their return to work.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)
67	Encourages and communicates good respiratory hygiene in the workplace, such as covering the mouth and nose with a bent elbow or a tissue while coughing or sneezing.	<input type="checkbox"/> Yes (0) <input type="checkbox"/> Partial (5) <input type="checkbox"/> No (10)	<input type="checkbox"/> Continuous (4) <input type="checkbox"/> Frequent (3) <input type="checkbox"/> Occasional (2) <input type="checkbox"/> Sporadic (1)	<input type="checkbox"/> Very high (> 15 and ≤ 40) <input type="checkbox"/> High (> 10 and ≤ 15) <input type="checkbox"/> Medium (>5 and ≤10) <input type="checkbox"/> Low (≥0 and ≤ 5)



APPENDIXES

Table 6. Description of the classification of the variable "risk controls"

Risk Controls	Description	Value
Non-existent (No)	The workplace has no engineering, administrative, personal protective equipment, training or health promotion measures.	10
They are present in a partial form (Partial)	The workplace has some of the engineering, administrative, personal protective equipment, training or health promotion measures in place, or they are ineffective because they do not eliminate the risk of contagion or transmission of SARS-CoV-2. The effectiveness of the existing set of preventive measures is reduced in a significant way.	5
All applicable risk controls are in place (Yes)	The workplace has no engineering, administrative, personal protective equipment, training or health promotion measures what should apply according to its size and economic resources. The measures implemented are adequate. The risk is controlled.	0

Table 7. Description of the variable "level of contact between workers"

Level of contact between workers	Description	Value
Continues	Several times in their daily working day in prolonged time.	4
Frequently.	Several times in their daily working day and in short periods.	3
Occasional	Some times in their daily working day and in short periods.	2
Sporadic	Some days in their daily working day and in short periods.	1



Table 8. Description of the variable "risk of contagion"

Risk of contagion	Description	Value
Very high	Uncontrolled or reduced efficiency situation with continuous or frequent exposure.	> 15 and ≤ 40
High	Uncontrolled or reduced efficiency situation with frequent or occasional exposure.	> 10 and ≤ 15
Medium	Reduced control or efficiency situation with occasional or sporadic exposure.	>5 and ≤ 10
Low	Appropriate control or reduced efficiency situation with sporadic exposure. It is not expected that the risk is materialized, although it may be conceivable.	≥ 0 and ≤ 5

Table 9. Prioritization of intervention and actions to be implemented, according to risk of contagion.

Intervention Prioritization	Risk of contagion	Actions to be implemented
1	Very high	The implementation of urgent preventive and control measures is required.
2	High	Preventive and control measures need to be implemented or improved as soon as possible.
3	Medium	Prevention and control measures need to be strengthened or improved.
4	Low	Prevention and control measures need to be strengthened or improved.



HIERARCHICAL ACTION PLAN

To prioritize the checkpoints, those points that gave risk of contagion "Very High" and "High" should be placed, this with the objective that the organization first attends to the checkpoints that have the greatest deficiency of controls and greatest exposure to contacts.

Table 10. Checkpoint hierarchy.

Checkpoint	Measures to be implemented	Officer in Charge	Start Date	End Date
ENGINEERING MEASURES				
ADMINISTRATIVE MEASURES				

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Checkpoint	Measures to be implemented	Officer in Charge	Start Date	End Date
PERSONAL PROTECTIVE EQUIPMENT				
TRAINING				

Provided by Foley Arona



Checkpoint	Measures to be implemented	Officer in Charge	Start Date	End Date
HEALTH PROMOTION				

Return to Work Committee Signature

Employer or Legal Representative Signature.

Provided by Foley Arena