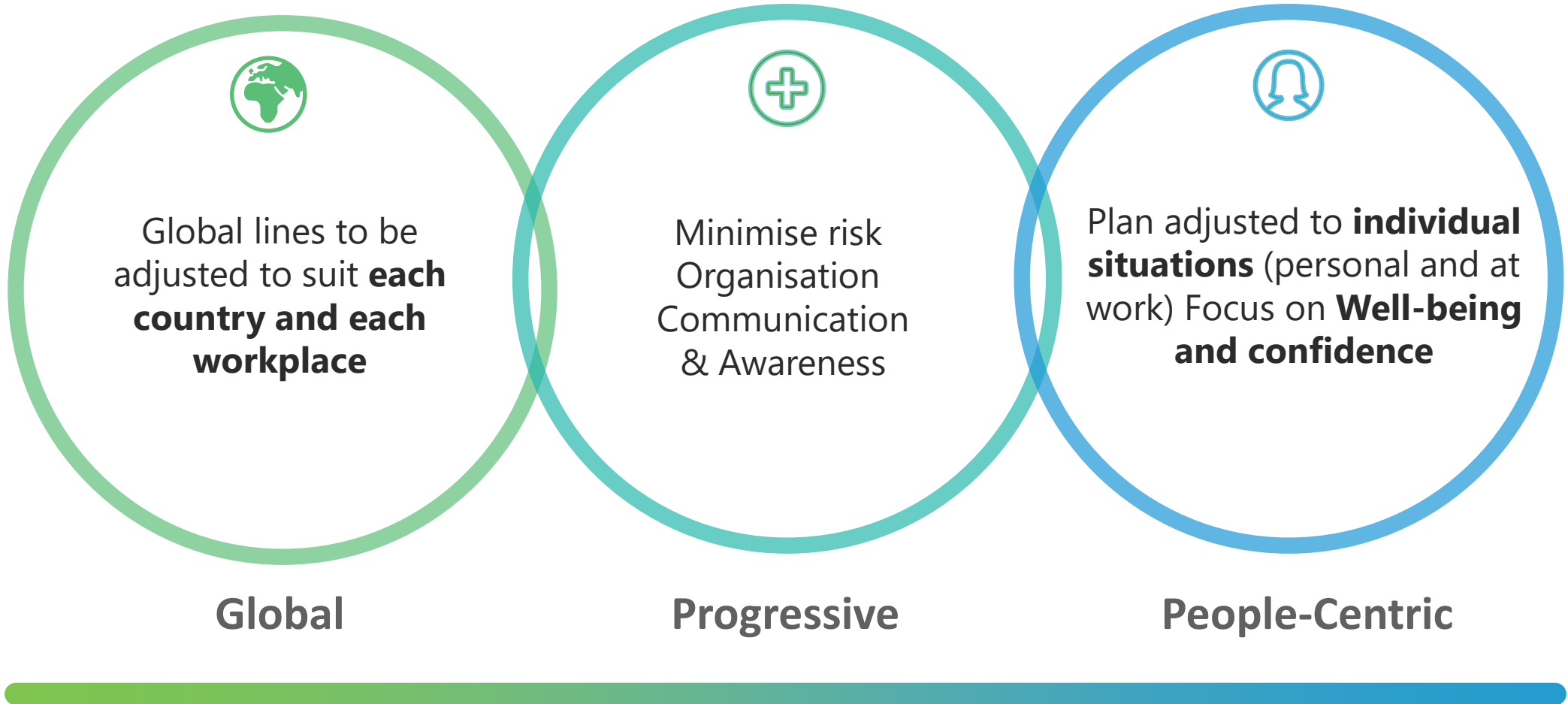




#backtothe
FUTURE
saba°

#B2tF – Saba UK Recovery Plan



#BacktotheFuture



Preserve the Health & well-being of Employees (physical and psycho-emotional)

Activate the **measures of accompaniment and support** to the employee. Ensuring **Health and Safety conditions**
Minimizing the **risks of contagion** during working hours

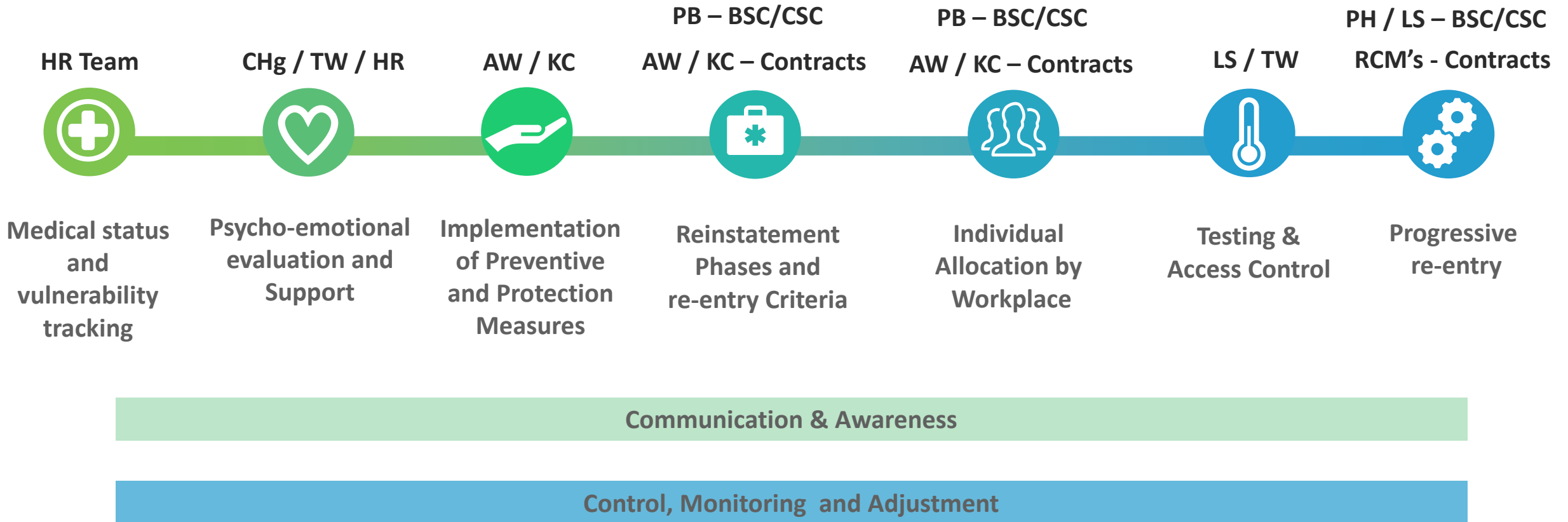
Progressive job reinstatement

Establish the general lines to adjust to the reality of each country, workplace and employees. Motivating, empowering and giving **confidence**. Ensuring **equity between teams sustained with a continuous and anticipated communication plan** Performing **continuous control, monitoring and adjustment** of the plan

Stimulate change and take advantage of synergies

Strengthen the **Saba community** internationally, with a 'casual' communication style. Act in a **coordinated way and take advantage of Best Practices**. **Consolidate trends and behaviours** in ways of relating and working to improve efficiency and decision-making.

RECOVERY PLAN Action Lines



RECOVERY PLAN

General Action Lines






Action Lines	Measures to implement	
<p>Medical status and vulnerability tracking</p>	<ul style="list-style-type: none"> • Follow-up of COVID-19 cases in Saba UK • Identification of Vulnerable Employees – Communication Plan / No reinstatement until the end of the crisis • Reporting to Saba EU – SI Vulnerable/Symptoms/Family/Confirmed Cases. Additional reporting requirements TBC 	
<p>Psycho-emotional Evaluation & Support</p>	<ul style="list-style-type: none"> • Evaluation of the emotional state of all employees as a result of COVID-19 crisis (RTW discussions; survey) • Employee Assistance Program (EAP) • Information and Awareness campaign (Posters; briefings) • B2tF - Welcome Kit 	<ul style="list-style-type: none"> • Diagnosis of emotional skills of middle managers • Individual competency program & support plan for middle managers • Psychological assistance (for required employees)

[See Details](#)

RECOVERY PLAN

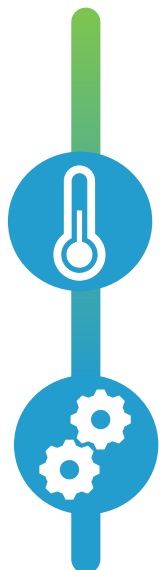
General Action Lines



Action Lines	Measures to implement	
 <p>Implementation of Preventive and Protection Measures</p>	<p>Employees Measures (BSC, CSC & Ops):</p> <ul style="list-style-type: none"> • Individual Measures • Collective Measures • Cleaning Measures <p>See Details</p>	<p>Customer/Client Measures (Ops):</p> <ul style="list-style-type: none"> • Posters and communication • Installation of gels for customer use • Increased cleaning Frequency <p>See Details</p>
 <p>Reinstatement Phases and Criteria</p>	<ul style="list-style-type: none"> • Preparation (measures implementation) • Progressive Re-instatement • Communication Plan 	<p><i>Specific for Offices:</i></p> <ul style="list-style-type: none"> • Flexible working (combine Remote Working & on-site) • Evolution to Smarter working <p>See Detail</p>
 <p>Individual Allocation by Work Place (Offices / Car Parks)</p>	<ul style="list-style-type: none"> • List of employees to be in each Workplace - Periodically increasing as per Gov. guidelines • Communication Plan <p>See Details</p>	

RECOVERY PLAN

General Action Lines



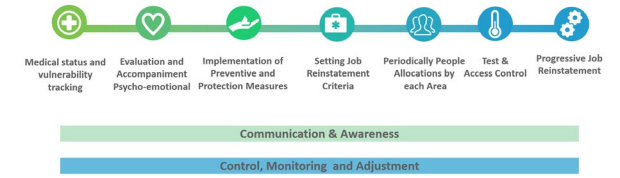
Action Lines	Measures to implement	
Test & Access Control	<p>To all Personnel:</p> <ul style="list-style-type: none"> • COVID-19 Antibody Test (Elisa) – Prior to returning to work (+ PCR Test for particular cases) • Daily Body Temperature Control <p style="text-align: right;">See Details</p>	
Progressive Job Re-entry	Implementation of Progressive Re-instatement Plan – Specific for each Workplace (Office/Car Parks)	
Communication & Awareness	<ul style="list-style-type: none"> • Global Content: Unique Image and hashtag • Ensure compliance with local/labour regulations 	<ul style="list-style-type: none"> • Individual Notices (Re-entry guidelines, ...) • Territory communications
Control, Monitoring and Adjustment	<ul style="list-style-type: none"> • Daily counts and preventive controls checks & auditing • Monitoring of Test Results • Weekly Reporting & Review of all Plans 	



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Thank-you



RECOVERY PLAN

Anexes

Employee Welcome Kit



Bag – B2F



Mask



Safety



*Individual
Bottle*



Gloves

Preventive and Protection Measures– *Employees*



Employee - Individual

- **Use of PPE to employees** – Masks, gel and gloves
- **Workplace (& vehicle) disinfection and cleaning** (at the start/end of each shift/workday)
- **Basic hygiene measures** (hand washing, sanitary facilities, etc.)
- **Daily Temperature check**
- **Travel only when absolutely necessary and external visitors not permitted**
- **Compliance with Collective Measures**

Purchase & Issue of PPE, Posters, Employee Communications, Regular Briefings

Employee - Collective

- Ensure **social distancing of 2,00 m**
- Determine **Maximum capacity** per room
- **Movement restrictions** (lifts, stairs, etc.) and traffic directions may need to be one way
- **Limited use communal areas / Dining rooms**
- **No 'hot' or sharing of food at offices**
- **Special protection measures for required positions**
- **Gel provision in all rest areas**
- **Antibacterial cleaning materials in all rest areas & company vehicles**
- **Limited access to non-essential external personnel**

Purchase of Cleaning materials, Posters, recommendations information capsules

Cleaning Reinforcement

- **General cleaning reinforcement**
- **Increase ventilation**, filter cleaning/replacement
- Correct management of **biological waste**

Property / Building Management Co-ordination

Preventive and Protection Measures – *Clients/Customers (Operations)*



General Measures

- 1) Compliance with **the regulations implemented** by the UK Government & HSE.
- 2) Take action to **prevent the spread of the virus** between Saba employees.
- 3) Communication and Cooperation to **avoid** any **further spread of the virus**.
- 4) **Provide a sense of security** to the users of our services.

Analising regulations

Informative

- **Parking Offices/Offices** Social distancing signage and separation screen installation, where they don't already exist.
- **Vehicle access.** General information.
- **Pedestrian access.** General measures (and mask use) 'recommendation' signage.
- **Elevators.** Prohibit use by more than one person in case of not belonging to the same household/family unit.
- **Cashier areas.** Wall and floor signage. In cases where there is more than one cashier – shut down of all of them except one.

Supply signage kits

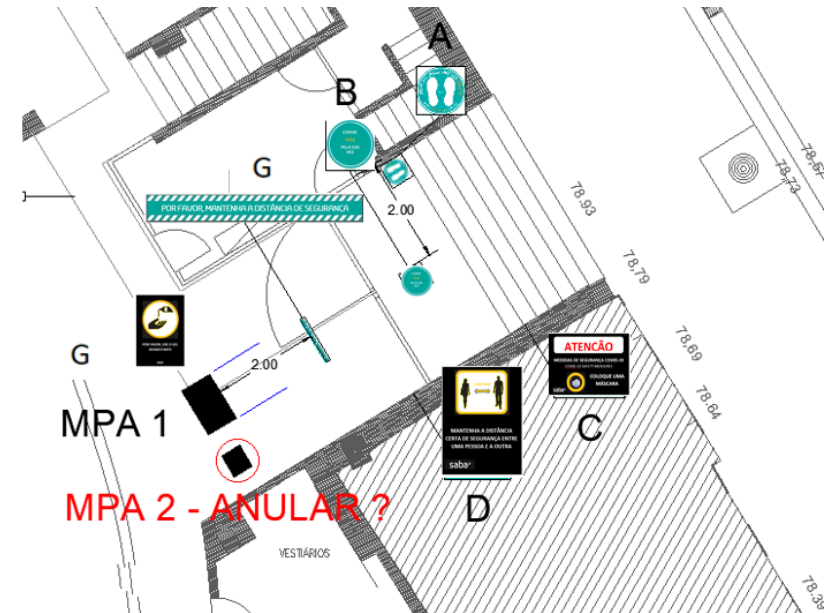
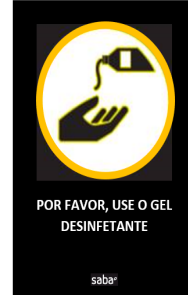
Sanitary

- **WC facilities.** Lockdown proposal.
- **Dressing room/dining area/ comunal áreas** - Lockdown proposal.
- **Technical spaces.** To be agreed with the service provider.
- **Cashier zones.** Provide antiseptic gel dispenser.

Rearrangement of ordinary cleaning duties with focus on disinfection works. Supply disinfection kits for Operations

REINSTATEMENT PLAN

Preventive and Protection Measures – Clients/Customers (Operations)



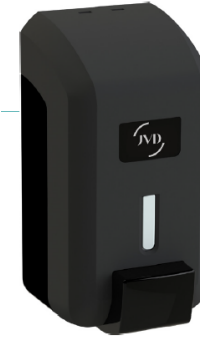
Signage kit and an example of implementation.



Preventive and Protection Measures – Clients/Customers (Operations)



CLEANLINE GEL o ESPUMA



REF 8 44 1378
Cleanline espuma
carcasa negra mate
UL': 24
REF 8 44 1379
Cleanline gel
carcasa negra mate
UL': 24



HIGIÉNICO
LA VERSION CON
PALETA EVITA EL
CONTACTO CON LAS
MANOS (REF 8 44 972)



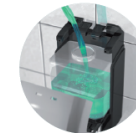
REF 8 44 732
Cleanline espuma
carcasa gris
UL': 24
REF 8 44 731
Cleanline gel
carcasa gris
UL': 24



ESPUMA
LA ESPUMA PERMITE
DIVIDIR
HASTA 8 VECES
EL CONSUMO
DE JABÓN



REF 8 44 478
Cleanline espuma
carcasa blanca
UL': 24
REF 8 44 479
Cleanline gel
carcasa blanca
UL': 24
REF 8 44 1455
Cleanline gel
hidroalcohólico blanco
UL': 24



PRÁCTICO
FÁCIL DE RECARGAR
Y LIMPIAR GRACIAS
A SU DEPÓSITO
AMOVIBLE



ECONÓMICO
EL REDUCTOR DE
FLUJO PERMITE
DIVIDIR POR DOS
EL CONSUMO DE
JABÓN EN GEL

Desinfection kit and antiseptic gel dispenser.

Reinstatement Phases- *Offices*



Individual allocation - Criteria



Office Employees:

Operations Premises

Maximum Capacity

- Maximum number of people per Office/ Area / Work space – **progressive % increase** according to Gov. guidelines

Work Space occupancy

- Usual work space if 2 m distance is respected

Organisational Premises

Flex-Work

Office and Remote work blending
Max. 3 days per week at the Office

Except:

- **Family Care Duties** – Remote Work Only
- **% Suspension of work > 50%** - Remote Work only or concentrate working hours at the Office & days off

Flexible working day

- Flexible Entry/Exit according to cleaning needs– Work hours *conditioned by cleaning/ventilation Schedule*
- Compacted working day (due to lunch limitations)

Personal Premises

Progressive Re-entry

Prioritising:

- Managers
- Employees with face-to-face requirements by function
- Employees with Remote Work limitations
- Employees with private transport

Subject to the maximum capacity permitted in any work location

Operations Employees:

Ad-hoc Analysis each case, according to Business needs



Test and Access control



TEST (Week before re-entry day)

- Proposed Test – **Elisa Test** (via Blood extraction - not fast)
- 1 Time - Before Re-entry (+ priority for those employees already in work)
- Response time - 48 hrs.
- For particular cases, perform **PCR Test**
- Concepts:
 - IgM** - Initial disease stage antibodies
 - IgG** - Final disease stage or 'immunity' antibodies'

IgM	IgG	Interpretation	Expected Volumetry	Actions	Evaluation
-	-	Negative: the individual has not passed the disease or has not generated antibodies. Could get the disease	91%-99%	N/A	Qualified
+	-	COVID Initial Stage: the individual has generated first stage antibodies IgM, which means employee is in an early phase of the disease	0%-2%	Contact to health care centre and keep quarantine on a sick leave.	Non Qualified
+	+	COVID Active Stage: the individual has generated both antibodies IgM & IgG, which means the employee is in an active phase of the disease	0%-2%	PCR Testing once quarantine ends	Non Qualified
-	+	COVID Final Stage / Cured with antibodies	1%-5%	PCR testing	Conditioned by PCR Test result

PCR Testing
1%-9%

PCR	Interpretation	Actions	Evaluation
-	The individual has no viral load: IMMUNIZED	N/A	Qualified
+	The individual has viral load: ASYMPTOMATIC	Contact to health care center and keep quarantine on a sick leave. PCR Testing once quarantine ends.	Non Qualified

DAILY BODY TEMPERTAURE CONTROL

Self measurement (Limit: 37,3°C)

- At home: if above the limit – Stay at home
- At the office: once check-in - If above the limit – Seek medical advice

Body temperature control

OK	Employee body temperature is equal to or less than the recommended limit (37,3 °C)
no OK	Employee body temperature is above the recommended limit (37,3 °C)



Employee journey map

