

Handbook on Coronavirus (COVID19)

Information and guidelines for
Enzen Spain and group company
teams

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In effect from	: Immediate
Covers	: All employees (including contractors / third party deputed)
In effect till	: Further notice by Committee

Author	: Venoje PN/ Siva S
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About the virus

What is Coronavirus (COVID-19)?

According to the World Health Organisation (WHO), coronaviruses are a family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

These viruses were originally transmitted between animals and people. SARS, for instance, was believed to be transmitted from civet cats to humans while MERS travelled from a type of camel to humans.

Several known coronaviruses are circulating in animals and have not infected humans as yet.

The coronavirus disease is connected to a seafood market in China. It is said that coronavirus belongs to the same family as the SARS virus.

According to the WHO, a Chinese national travelling in Thailand was the first confirmed case of coronavirus infection outside China on January 13th 2020.

The full genome of the new virus was posted by the Chinese authorities and it named as 'novel coronavirus 2019'. It is now also called COVID-19.

Why is it called a 'novel' Coronavirus?

The name coronavirus is derived from the Latin corona, meaning "crown" or "halo", which refers to the characteristic appearance of the virus particles.

The word "novel" refers to a virus that has not been identified before.

Symptoms

What are the key symptoms of this virus?

The following are some of the more commonly seen symptoms of the Coronavirus;

- Signs of infection including repeated high fever.
- Prolonged cough after fever.
- Shortness of breath and difficulty in breathing.
- Adults may feel uneasy, and experience headaches or respiratory related issues.

In more severe cases, the virus can lead to pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What is the incubation period for this virus?

The incubation period of the coronavirus remains unknown. Some sources say it could be between 10 to 14 days, however, the number may be higher or lower.

What is the risk level for this virus?

This virus is considered highly contagious, and anyone experiencing any/ all of the symptoms listed above must contact the relevant authorities and medical personnel in their own city/ region.

Country-wise health advisory

Spain

The Spanish Ministry of Health, Consumption and Social Welfare recommends:

- Frequent hand hygiene (washing with soap and water or alcoholic solutions), especially after direct contact with sick people or their surroundings.
- When coughing or sneezing, cover your mouth and nose with your elbow bent or a tissue.
- Keep a distance of about one meter with people who show signs of respiratory condition, such as coughing or sneezing.
- Avoid touching your eyes, nose and mouth, as the hands facilitate transmission.
- The general healthy population does not need to wear masks. Health professionals will indicate the use of masks in those situations in which it is considered necessary in each case.
- Improper use of masks can contribute to a shortage of them in those situations for which they are indicated.

Further information and guidance can be found here:

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>

<https://www.comunidad.madrid/servicios/salud/2019-nuevo-coronavirus>

Travel tips

Advice for people travelling abroad

It is not recommended to travel to the affected areas unless it is strictly necessary.

The Ministry of Health updates its recommendations to travellers on its website:

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/ciudadania.htm>

<https://www.comunidad.madrid/servicios/salud/2019-nuevo-coronavirus>

People who return from an affected area and have good health can lead a normal life, with family, friends and, in general, in the school and work environment.

If within 14 days after the return of the trip they develop respiratory symptoms (fever, cough and feeling of shortness of breath), they should stay at home and contact the health services by telephone by to the

Madrid Community Number 902 102 112

The health services will assess your state of health and the travel history and possible contact with cases of coronavirus.

Protocol for reporting symptoms

Spain

At Enzen, the Single Point of Contact (SPOC) and Emergency Response Team (ERT) members are the ones to whom any resembling symptoms are to be reported.

The SPOC details by location are as below:

Enzen Madrid

SPOC name	Contact number
Harish Gopal	0034 668 12 35 57 0044 7795 159447
Alexandra de Marichalar	0034 684 27 66 84

The ERT members are as below:

ERT Member	Contact number
Harish Gopal	0034 668 12 35 57 0044 7795 159447
Alexandra de Marichalar	0034 684 27 66 84
Rafael Somoza	0034 609 28 42 46

Additional resources

Where can I get more information on the virus/
preventive measures?

- Ministry of Health
<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>
- Madrid Community : <https://www.comunidad.madrid/servicios/salud/2019-nuevo-coronavirus>
- European Centre for Disease Prevention and Control
<https://www.ecdc.europa.eu/en/novel-coronavirus-china>
- Coronavirus disease (COVID-19) advice for the public:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
- Situation Reports:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>
- Coronavirus health topic and news:
<https://www.who.int/health-topics/coronavirus>
- Emerging respiratory viruses, including nCoV: methods for detection, prevention, response and control:
<https://openwho.org/courses/introduction-to-ncov>