

# Pathogen response: Guidelines for SPOCs and ERT members

Information and guidelines for all  
SPOCs across Enzen Spain and its  
group companies

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

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# Guidelines for SPOCs

## Location: Spain

*Disclaimer: The following are proposed guidelines and do not necessarily replace importance of medical advice / medical referrals.*

SPOCs (Single Points of Contact) are expected to stay vigilant at all times while they're on the office premises.

Should the SPOCs suspect illness of any person within the Enzen premises, covering, but not limited to:

1. Enzen employee
2. Any contractor working within Enzen premises
3. Visitors / guests

They MUST to adhere to the following procedure:

1. Firstly, DO NOT PANIC!
2. Second, isolate the person.
  - a. Isolate the suspected / impacted person immediately into a separate room.
3. Immediately inform any of the following ERT personnel:

For Enzen Spain (all locations)

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

# Instructions for the ERT across Enzen Spain

At Enzen, all resembling symptoms must be reported to the Emergency Response Team (ERT) members.

All ERT members are requested to follow the recommended procedure listed below:

1. Immediately report the case to the Pathogen Response Governance team
2. Ensure that the impacted person is comfortable during isolation. Provide them with warm water, tissues, etc.
3. Cordon off / sanitise the work area(s) of the impacted person (desks, chair, laptop, etc.).
4. Check temperature only with the help of a non-contact infrared / laser thermometer. This is available with the Admin team at your respective locations.
5. Should any of following symptoms noticed, the ERT team must refer to the relevant authorities for further advice (\*):
  - a. Respiratory symptoms
  - b. Fever
  - c. Cough
  - d. Shortness of breath
  - e. Breathing difficulties

\*Source: World Health Organization (WHO) <https://www.who.int/health-topics/coronavirus>

# Recommended dos and don'ts for SPOCs and ERT members\*

## 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.
- If you develop respiratory symptoms (fever, cough and feeling of shortness of breath), stay at home and contact the health services by telephone by calling 112. The health services will assess your state of health and the travel history and possible contact with cases of coronavirus.

**Note: Under any and all circumstances, please refrain from:**

- Providing medication to impacted person(s).
- Volunteering to lift / support the impacted person (s) without instructions from a competent authority (preferably a medical practitioner).
- Driving the employee / accompanying the employee until instructed to do so.

\*As recommended by WHO

Source: Ministry of Health

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

In addition , closests Hospital to Enzen Spain Madrid Office is.

## Madrid

Hospital name: Hospital de La Paz, Madrid  
Address: Paseo de la Castellana 261 , 28046 Madrid  
Phone no: 91 727 70 70

Local/ country helpline details (if any)

Name of agency/ body: Comunidad de Madrid –( Madrid Community, regional Government)

Contact information: 900 102 112



# SPOCs across Enzen's Spain operations

At Enzen, the 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