

Works Council 70 HP INC



The Company's Management has communicated to the **Works Council** a pilot plan to return to the Main Site during the first days of June and we wanted to summarize the points that we consider most relevant in this Newsletter.

We know that it is an issue that involves us all and we want to give it the importance it deserves, so we want to highlight:

- **Returning to the office is 100% voluntary. In no case can workers be forced to return to perform their functions in person at the office.**
- The initial pilot plan was only for the Main Site; from the **Works Council** we exposed the need for **the B7 building to also be part of the pilot plan so that there would not be any kind of difference between the workers in Barcelona due to the building where they perform their functions.**
 - Later, the Company's Management informed us that **the B7 will also have a pilot plan at the same time as the Main Site**, a fact that will be very appreciated by all the people who work in the B7 and during all this time they have not been able to access their work places.
 - The Company's Management will make available to the B7 people a process to take their personal and work belongings, as requested by the **Works Council**.
 - **Mid-Market colleagues working in Barcelona will also have a reserved space in B3, as requested by the Works Council.** We appreciate the effort made by the Management to make it possible.
 - All organizations will have a reserved space on the Main Site / B7 during this pilot plan
- **The Works Council recommends that people going to the office follow the prevention measures implemented on the Site.** These measures, which have already been implemented during last months for the safety of the people going to work at the Site as Critical Business, have been developed within the framework of the Health and Safety Committee, where our Health and Safety Committee is present.
 - **The Medical Service conducts COVID-19 tests for all the people who go to work at the office.** We recommend that all those who are going to start attending in person take the tests that the company makes available to us.
 - **The Medical Service will also be available in B7 building, both for tests and visits.**
 - As always, both the Management and the **Works Council** have worked together these months to implement and apply the risk prevention measures (safety distance, ventilation, security, etc.) that best comply with the regulations and guarantee the safety of the people. We will continue to watch over and work with the Management to continue complying with these regulations.

Main points of the COVID19 Preventive Plan:

- In the workplace
 - Taking temperature at accesses to the work center.
 - Medical Service procedure against SARS-VOC-2: Different tests according to medical criteria.
 - Mandatory use of a mask.
 - Specific evaluation by the Prevention Service for each task and workplace, with periodic controls.
 - Ensure guaranteed interpersonal distance in all spaces, including common areas.
 - Arrange entries/departures to avoid rush hour by public transport and queues at work center entrances.
- Organizational Measures
 - HP will inform everyone about health recommendations to follow individually and collectively.
 - Informative signage with preventive measures in the common and transit areas.
 - Provide the necessary hygiene products, with supplies, arranged in common and transit areas.
 - Meeting rooms must have the maximum capacity identified and the seats that CANNOT be used to ensure the safety distance.
 - Inform the maximum capacity in common areas (DELIS, Cafeteria, elevators, locker rooms, etc.), with provision for measures and schedules to ensure the safety distance.
 - Ground signals to order employee and customer access, installing divider screens where needed.
 - Coordination with 3rd party companies working at HP to secure they follow the same criteria and recommendations.
- Hygiene measures
 - Ensure the proper ventilation in all buildings and work areas (Ex: reinforce cleaning of air filters).
 - Ventilation will operate throughout the working day.
 - In areas where natural ventilation is possible, it shall be carried out periodically and for 5 minutes.
 - Increase the ventilation level of systems to renew the air on a more regular basis.
 - Reinforcement of cleaning tasks in all rooms and surfaces, especially those most used by employees. (elevator buttons, railings, door handles, others ...)
 - Enable outdoor areas to eat, etc.
 - Cleaning processes of the work areas used by employees during their working day.
 - Reinforce cleaning and disinfection of common areas and workplaces, especially shared tools.
 - If possible DO NOT share work items; if necessary, they should be disinfected before being used by another person.
 - Hand sanitizing gel to be provided in all areas where necessary.
- Waste management at the workplace
 - It will continue to be carried out in the usual way, respecting the waste management protocols and the applicable regulations.
 - All personal hygiene material (masks, gloves, tissues, etc.) will be discarded in containers protected by lid and pedal driven.
- Demo & Training Center:
 - Due to the specifics of these environments, the general measures can be complemented by Risk Assessments and specific measures to ensure the total safety of the people working in these teams.
- B7 & Mid-Market (Barcelona)
 - In HP's own areas, all the COVID19 measures will be taken into account.
 - HP must coordinate with the company responsible for the Property security measures in the common areas (parking, entrances, elevators, stairs, sinks, rest areas, etc.).

The **Works Council** will continue working with the Company's Management, as we have done since the beginning of the pandemic, to ensure that the security measures are in place.

We will be available for all the people who want to express us questions and comments.

You help us improve and make sure everything we do has a positive impact on our colleagues.

Works Council HP INC Sant Cugat - Entity 70

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