



# Coronavirus COVID-19

May 2020



# Safety and well-being is our priority.

At Vitro, we care for the well-being of Vitro's employees, contractors, customers and suppliers.





# Background

- Our Architectural Business is **fully operational** and for that reason the measures to keep our people safe are even more relevant.
- Protocols have been implemented across all Vitro facilities to reduce the risk of transmission of Coronavirus Disease (COVID-19) among our staff.
- Each facility has a COVID-19 Response Team (CRT), cross-functional team led by the plant or facility manager for the overall implementation of the Vitro COVID-19 Protocols





What have  
we  
implemented?

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# Actions implemented



## 1. Cleaning and disinfection of facilities

- Cleaning and disinfecting routines. applied in employees' common areas.
- Handwashing routines and hand sanitizer stations.
- Provide tissues and non-touch disposal containers.
- Keep workplaces ventilated.



## 2. Sanitization

- Routines for Sanitizing in Common Areas.



# Actions implemented



## 3. Information and training to personnel

- Communication of preventive measures (boards, meetings, TVs).
- Protocols training (boards, meetings, TVs).



## 4. Employees and Visitors access control to Vitro

- Apply screening questionnaire.
- Measure the entrant's temperature.
- Implemented routines to clean and disinfect surfaces and equipment used in the screening area.
- Report potential COVID-19 through the medical department.
- Visitors must follow internal rules related with social distancing and cleaning and disinfection routines.



# Actions implemented



## 5. Social Distancing at Work

- Visual aids to promote the 6ft between employees and / or physical barriers.

## 6. Responding to a potential or confirmed COVID-19 case at work

## 7. Re-Start Operations After Temporary Shutdown in some businesses

- Request a confirmation on employees' status.
- Apply a cleaning and disinfection routine at the site.
- Confirm anti-bacterial gel station (hand sanitizer) in common areas.
- Cleaning and disinfecting of frequently touched surfaces.
- Install portable or temporary barriers between employee workstations.
- Implement visual aids in common areas maintaining Social distance.
- Communicate / train employees in social distance protocol and health recommendations.
- Audit / monitor conformance and provide feedback to plant management.



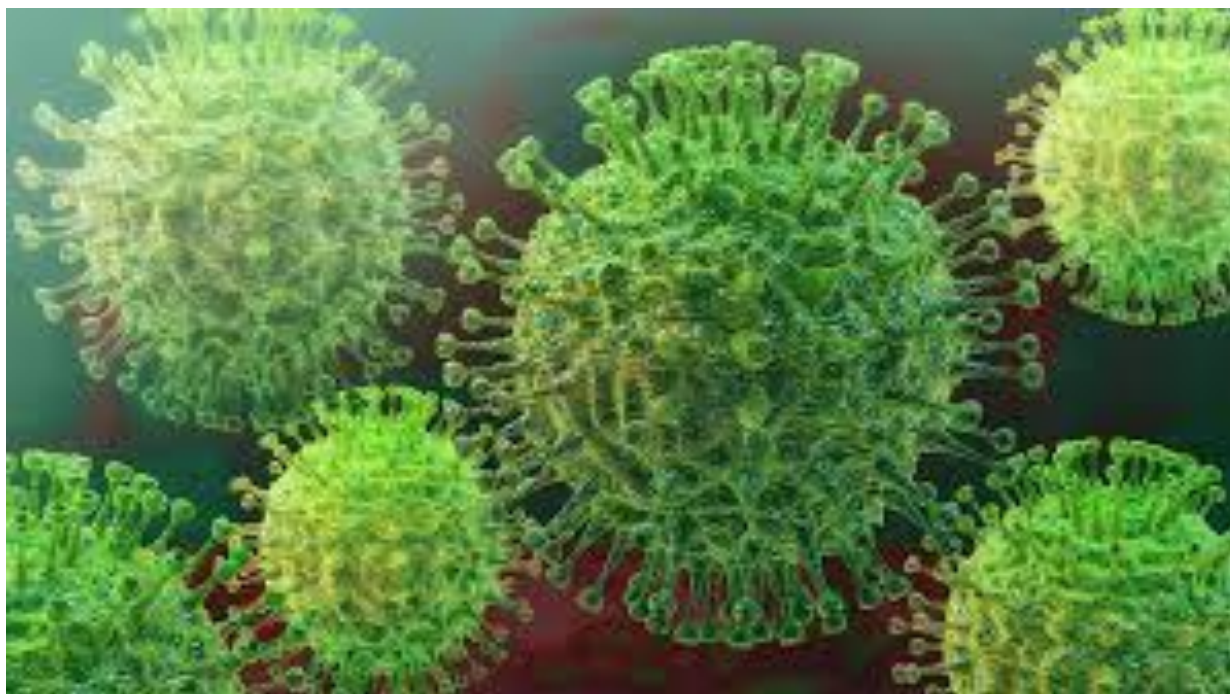
## 8. Protocol Action Control and Validation





How do we keep  
our **employees**  
**informed**





# 1. Strengthened communication for preventive measures.

**Vetro.** **News.Card**

Do you currently have any of these symptoms?

 Fever and (100.4°F or higher)

 Cough

 and/or Breathing difficulties

If your answer is yes,

1. Do NOT enter your work area.
2. Call Human Resources, EHS or your supervisor.
3. Seek immediate medical attention.

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¿Qué hacer al salir de casa?

 Usa una camiseta de manga larga.

 Recógete el pelo. No lleves aretes, pulseras o anillos.

 Mantén 2m. de distancia con las personas.

 Intenta no usar el transporte público o si lo necesitas, concuérrdoslo.

 Al tocar superficies, cubre tus dedos con paños desechables.

 Tira los pañuelos a la basura en bolsas cerradas.

 Si toses o estornudas, hable con el codo, no en las manos.

 Intenta no pagar en efectivo, si lo contrario, desinfecta tus manos.

 Lávate las manos con gel desinfectante después de tocar cualquier objeto.

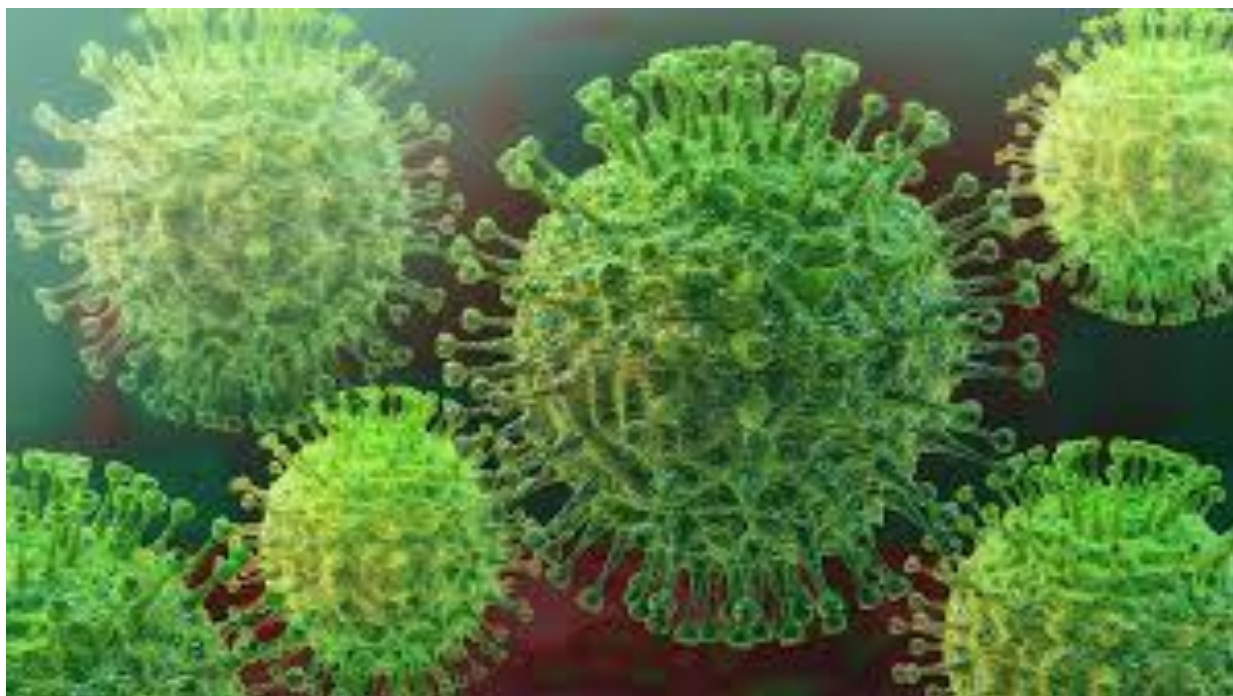
 No te toques la cara hasta que tengas las manos limpias.

**Vetro.** **News.Card**

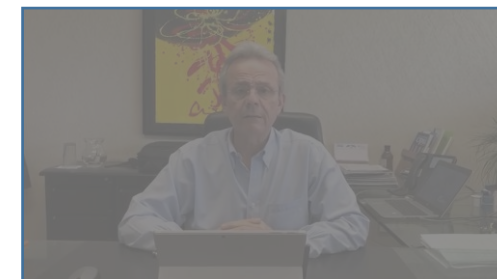
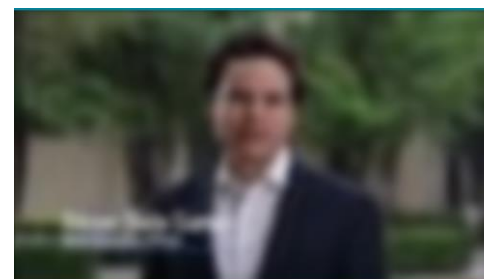
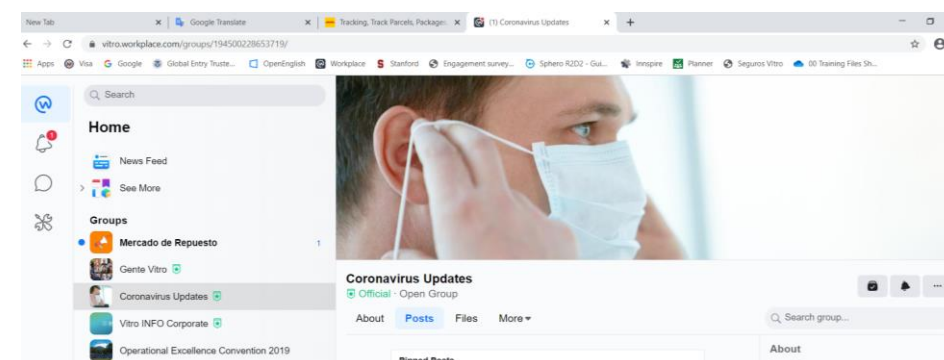
¿Qué hacer al regresar a casa?

1. Intenta no tocar nada.
2. Quitarte los zapatos.
3. Desinfecta las patas de tu mascota si la estás pasando.
4. Quitarte la ropa exterior y mézala en una bolsa para lavar.
5. Deja carteras, llaves, etc. en una caja en la entrada.
6. Dúchate o lávate todas las zonas expuestas.
7. Lava el celular y los lentes con agua y jabón o alcohol.
8. Limpia con desinfectante las superficies de lo que hayas traído de afuera.
9. Quitarte los guantes con cuidado, tíralos y lávate las manos.

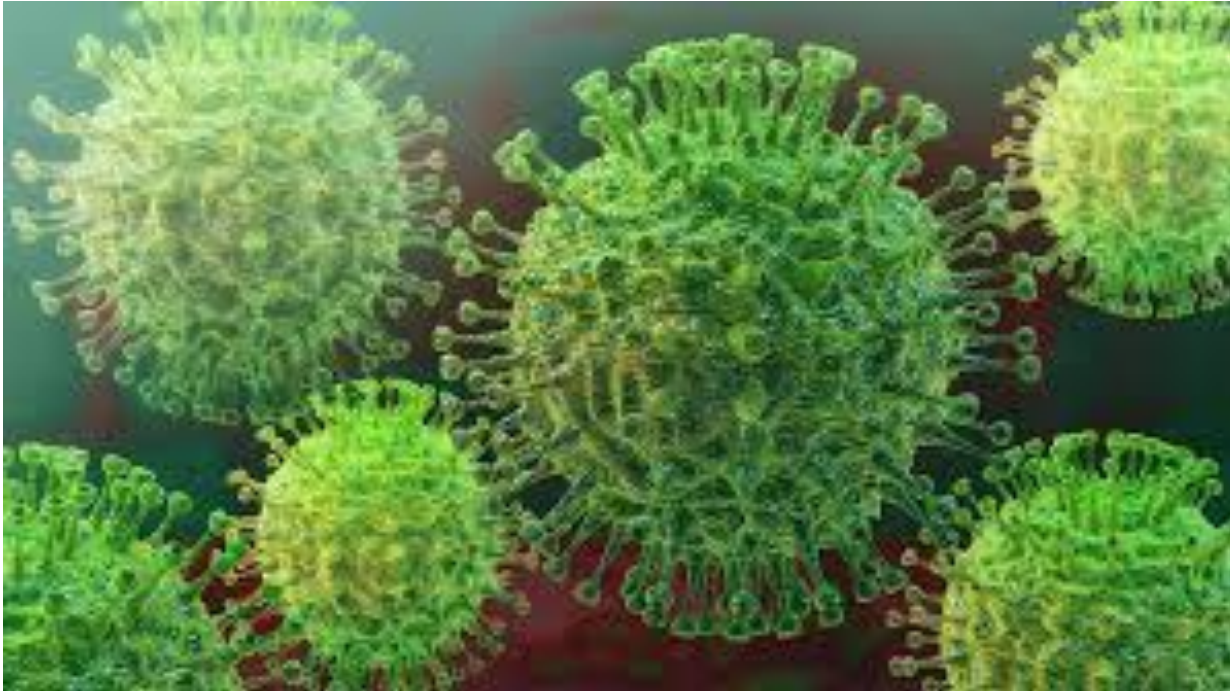
Recuerda que no es posible hacer una desinfección total, el objetivo es disminuir el riesgo.



## 2. Leadership communication via internal social media



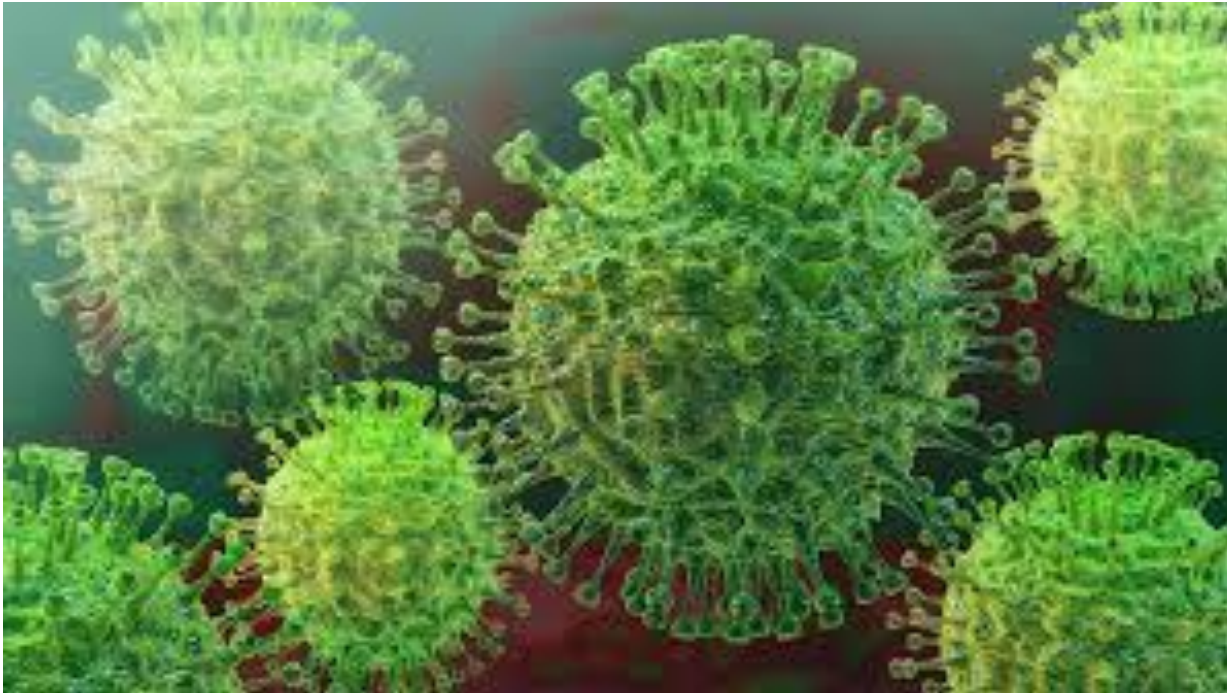




### 3. Deployed videos with safety protocols to be followed rigorously.

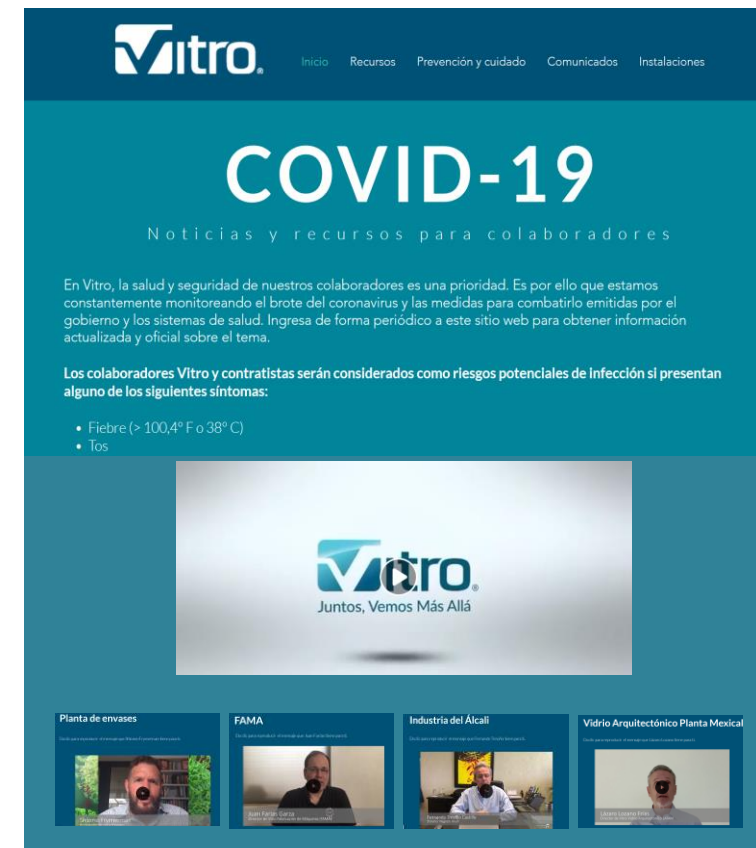
(English & Spanish)





## 4. Covid-19 website to keep employees continually informed

(English & Spanish)



The screenshot shows the Vetro COVID-19 website. At the top is the Vetro logo and a navigation menu with links: Inicio, Recursos, Prevención y cuidado, Comunicados, and Instalaciones. The main heading is "COVID-19" in large white letters on a teal background, followed by the subtitle "Noticias y recursos para colaboradores". A paragraph explains that health and safety are a priority and that the company is monitoring the coronavirus outbreak and government health measures. It invites employees to visit the site for updated information. Below this, it states that Vetro employees and contractors are considered potential infection risks if they show certain symptoms, listed as: Fever (> 100.4° F or 38° C) and Cough. The bottom section features a large Vetro logo with the tagline "Juntos, Vemos Más Allá" and a row of four video thumbnails for different departments: Planta de envases, FAMA, Industria del Alkali, and Vidrio Arquitectónico Planta Mexical.

**Vetro.** Inicio Recursos Prevención y cuidado Comunicados Instalaciones

# COVID-19

Noticias y recursos para colaboradores

En Vetro, la salud y seguridad de nuestros colaboradores es una prioridad. Es por ello que estamos constantemente monitoreando el brote del coronavirus y las medidas para combatirlo emitidas por el gobierno y los sistemas de salud. Ingrese de forma periódica a este sitio web para obtener información actualizada y oficial sobre el tema.

Los colaboradores Vetro y contratistas serán considerados como riesgos potenciales de infección si presentan alguno de los siguientes síntomas:

- Fiebre (> 100.4° F o 38° C)
- Tos

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Juntos, Vemos Más Allá

**Planta de envases**  
Video de presentación de la planta de envases.

**FAMA**  
Video de presentación de la planta FAMA.

**Industria del Alkali**  
Video de presentación de la planta de industria del Alkali.

**Vidrio Arquitectónico Planta Mexical**  
Video de presentación de la planta de vidrio arquitectónico.





At Vitro, people are our priority.

