

CLEAN & SAFE STAMP 2022 – REQUIREMENTS

1. The **Establishment undertakes** to act as a public health and safety agent with a view to the well-being of its employees and customers in **the crisis situations** considered within the scope of the Clean & Safe 2022 Stamp, which are:
 - Public health - pandemics (COVID-19 and others), heat waves
 - Extreme phenomena and collective risks - rural fires, earthquakes, tsunamis and floods
 - International constraints – cybersecurity and refugees

2. The **establishment also ensures**:
 - Compliance with the mitigation and emergency requirements relating to contagion by **COVID-19**, updated according to the evolution of the pandemic, which are listed in Anex I to this declaration of accession;
 - The preparation of **Clean & Safe Action Plans**, specifically implementing the mitigation measures and good practices identified in the models provided;
 - In a crisis situation, the implementation of emergency measures of the respective **Action Plans**;
 - The attendance, by the person in charge identified by the company, of **Clean & Safe training** related to the subjects covered and provided by Turismo de Portugal within six months after joining the Clean & Safe Stamp;
 - The provision of the information requested by Turismo de Portugal or its partners when subject to Clean & Safe audit.

ANNEX I

REQUIREMENTS FOR THE MITIGATION OF CONTAGION RISK BY COVID-19

R1. The implementation of a COVID-19 Contingency Plan

- ✓ 1.1. Known to all the employees.
- ✓ 1.2. Identifying the person in charge (general coordinator of the Plan) who is responsible for defining and monitoring its implementation, as well as the appropriate communication.
- ✓ 1.3. Updated in accordance with the guidelines of the Directorate-General for Health and the determined risk profile.

R2. Training and Capacity Building of all employees against COVID-19

- ✓ 2.1. Clean & Safe training for the general coordinator (in charge) of the Contingency Plan.
- ✓ 2.2. Training or information on the Contingency Plan to all employees directly involved in the operation.

R3. Materials and information available

- ✓ 3.1 Availability of materials, products and equipment necessary for the operation of the COVID-19

Contingency Plan.

- ✓ 3.2 Information advising employees and customers regarding prevention measures and appropriate behaviour to mitigate the risk of contagion of COVID-19 available in a clear and accessible way.
- ✓ 3.3 Adoption, whenever possible, of digital procedures.

R4. The proper management of its employees, ensuring the protection and promotion of their health and safety

- ✓ 4.1 Reinforcement, when necessary, of the communication channel with the Occupational Health Service / Medicine Service.
- ✓ 4.2 Promotion of an appropriate precautionary and preventive conduct in relation to the outbreak of the coronavirus COVID-19.

R5. The articulation with Partners and Suppliers

- ✓ 5.1 Preference of partners and suppliers that adhere to the "Clean & Safe 2021" stamp or that have adopted measures that contribute to the control and mitigation of COVID-19.

R6. The appropriate use of its spaces, including vehicles, and their functional reconfiguration

- ✓ 6.1 Where applicable, the maximum capacity of each functional space must be displayed and visible to the public.
- ✓ 6.2 The functional design of spaces, in particular public service areas, entrances and exits, if necessary and where possible, is planned so as to ensure interpersonal distance and to avoid groupings and crossing between people.
- ✓ 6.3 Availability of alcohol-based hand sanitizer dispensers - SABA (at least 70% ethanol) in strategic locations.

R7. The adequate ventilation of spaces, including vehicles

- ✓ 7.1. Natural ventilation is preferred.
- ✓ 7.2 Clients are encouraged to promote adequate natural ventilation in the spaces to which they have private access, namely, bedrooms.
- ✓ 7.3 Proactive overhaul and maintenance actions, complete cleaning and disinfection of the entire HVAC system are carried out, when applicable and in accordance with the facility overhaul or maintenance plan.
- ✓ 7.4 The air extraction systems of the lift cabins are preferably in continuous operation mode, and their ventilation/extraction systems must be properly reviewed and configured by a certified company.

R8. The proper sanitation of spaces and vehicles

- ✓ 8.1 The Hygiene Protocol should reinforce the Cleaning Protocols, particularly on surfaces and equipment with greater handling and interaction with customers.

- ✓ 8.2. Wet cleaning and single-use materials are preferred.

R9. The promotion of the adequate management and use of Common Sanitary Facilities

- ✓ 9.1. Adequate supply of materials and equipment necessary for proper individual hygiene is ensured.
- ✓ 9.2. Hand drying with individual and disposable paper towel dispensers is preferred, avoiding dryers that produce air jets, whether automatic or not, and roll towel dispensers.
- ✓ 9.3. Single-use cleaning equipment and materials are preferred.

R10. The promotion of the adequate management and use of kitchens, pantries and eating spaces

- ✓ 10.1 HACCP guidelines (or equivalent) are complied with.
- ✓ 10.2 The handling of food displayed and ready to eat is done with appropriate utensils.
- ✓ 10.3 The Hygiene Protocol for work benches, tables and instruments for common use in the functional areas of food preparing, preparation and consumption is reinforced.