

MEMORY 2020

Apollo

QUÍMICA APOLLO, S.A. DE C.V.

Bld. Miguel Alemán Valdéz 206, Parque Industrial
Exportec II, C.P. 50223, Toluca, Estado de México
Teléfono 722 279 1400





Content

• Context History	5
• Presentation of the Emergency Protocol	6
• Prevention	7
• Sanitary encirclement	16
• Healthcare	23
• Medical actions	25
• Training	26
• Labor-administrative activities	28
• Internal communication	29
• Chronology	32

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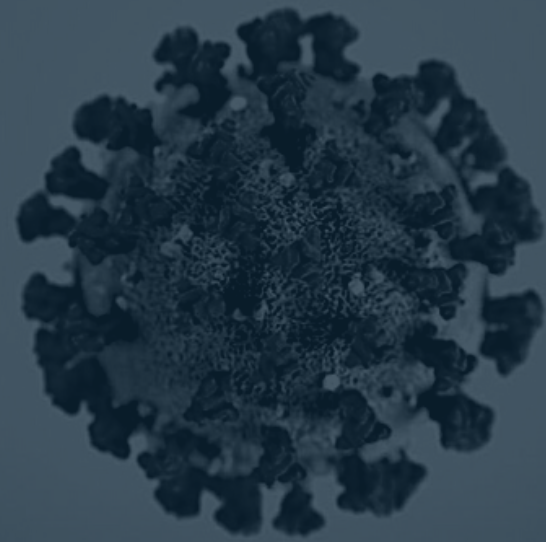
IT IS NOT THE STRONGEST OR THE SMARTEST WHO
WILL SURVIVE, BUT THE ONE WHO CAN BEST ADAPT
TO CHANGE

LEON C. MEGGINSON

”

Context

HISTORY



The new coronavirus Covid-19 had its origin in the city of Wuhan, China.

In mid-December 2019, the city's health authorities detected a series of cases of pneumonia caused by this virus. On March 11, 2020, the WHO declares the coronavirus a pandemic.

Coronaviruses are a series of viruses named for their shape, since they have a kind of corona (like that of a clock) around the virion, the 'core' of the virus. These organisms have lived with humans forever, and there are many types of them, both animal and human type.

What is COVID-19?

It is an infectious disease caused by a type of coronavirus discovered and named as SARS-CoV-2. The first human cases detected with this disease occurred in December 2019

What are the symptoms?

- Diarrhea
- Headache
- Nasal congestion
- Runny nose
- Fever
- Body pain
- Throat pain
- Anosmia
- Dry cough
- Fatigue
- Breathing difficulty
- Rashes

What has Apollo done?

PRESENTATION OF THE EMERGENCY PROTOCOL

Subdivided into three guidelines



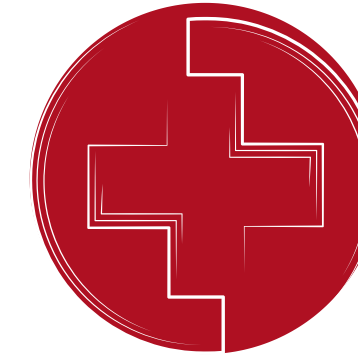
PREVENTION

- Personal hygiene
- Self-care measure



HEALTHCARE

- Promoting healthy distance
- Early detection of symptoms
- Constant contact with the Medical Service
- Healthcare Filter



HEALTH EMERGENCY

- Isolation and care
- Monitoring of the Medical Service



PREVENTION

Actions

19
enero

SELF-CARE MEASURES AND HEALTH PROMOTION

Apollo's culture is based on prevention, therefore, since January 2020, self-care measures have been promoted



PROTOCOLO DE PREVENCIÓN

La Subsecretaría de Prevención y Promoción de la Salud confirmó que no se han registrado casos positivos de infección del Nuevo Coronavirus en México; los únicos registros son de sospecha.

Toma medidas de precaución

No te alarmes

PREVENGAMOS

- **Lávate las manos frecuentemente con agua y jabón o usa soluciones de alcohol al 70%**
- **Evita el contacto con personas que tienen síntomas de resfriado o gripe**
- **Si tienes síntomas, acude inmediatamente al médico. NO TE AUTOMEDIQUES**
- **Solicita la prueba de tipo de influenza, en caso de tener síntomas**
- **Al estornudar o toser, cúbrete la nariz y boca con un pañuelo desechable o con el ángulo interno del brazo**



¡No bajes la guardia!

Aún existe incertidumbre sobre el brote de coronavirus mundial que aún no arriba a México, sin embargo:

NO descuides tus hábitos de higiene

Consulta el informe técnico adjunto

La principal medida de prevención ante lo desconocido es mantenerse siempre alerta, sin alarmarse.

Te recomendamos :



Evitar contacto con personas que presenten síntomas de gripe o tos



Lavar frecuentemente tus manos con agua y jabón



Mantener distancia suficiente



Hidratarte tomando, por lo menos 2 litros de agua al día



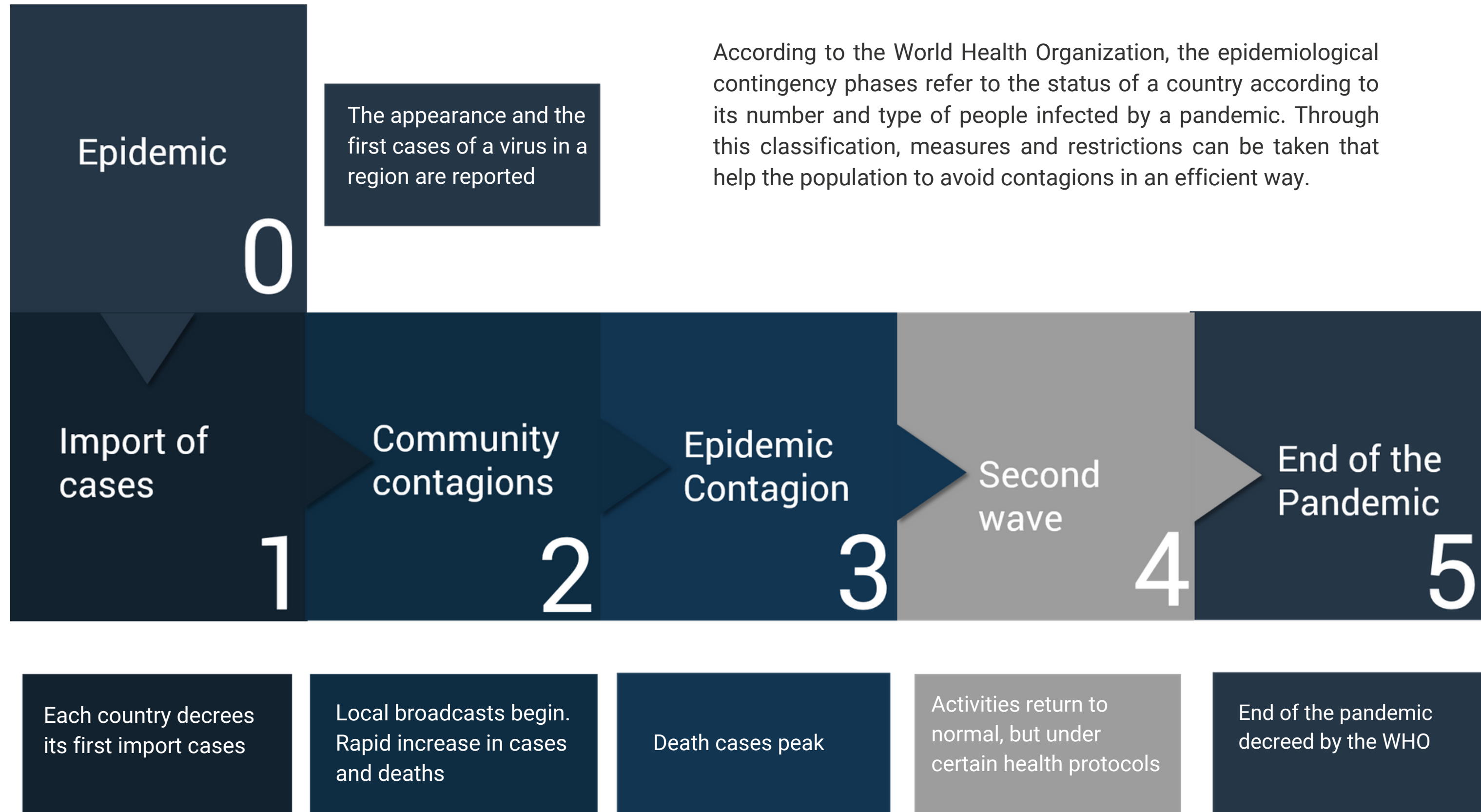
Seguir el protocolo para estornudar o toser correctamente



Informarte de fuentes confiables

¡CUÍDATE Y CUIDÉMONOS TODOS!

6 PHASES OF THE PANDEMIC



Apollo agreements

Phase 1

- Collaborators over 60 years of age and personnel with administrative functions that are not required to stay at the facilities, will be candidates for indeterminate rest
- Distribution of antibacterial gel dispensers in common areas
- Application of a daily health fence filter to identify if any employee has symptoms and take appropriate measure
- Collaborator with symptoms of respiratory disease communicates with her direct boss and refrains from attending work
- Suspension of meetings and we avoid non-mandatory meetings
- In meetings that must be held and in the dining room, we execute the protocol of spaces between each person and we encourage the mandatory use of antibacterial gel
- Communication with the Medical Service if there is suspicion of contagion due to possible contact with someone infected - by travel during the previous 14 days to any of the national or international places with confirmed cases of Covid-19
- We encourage the constant disinfection of desktops, telephones, landlines and RAM
- Suspension of travel by plane and bus. The means of transport will only be private or Apollo vehicles

In addition to the measures of phase 1, the following are added:

- Cancellation of meetings and promotion of meetings by videoconference
- Reduction of mobility to work centers
- We invite those who travel by public transport, take personal preventive measures, such as the use of antibacterial gel, a healthy distance of 1 meter and a half between people and washing hands immediately upon arrival.
- Healthy distance of 1 meter and a half between each person, avoiding crowds in corridors, offices and smoking areas
- Promote cleaning in common areas
- We avoid external visits and if necessary, protocol questionnaires are placed for supplier review
- Termination of contract to those who maintain an insolent position and do not comply with the measures

Apollo agreements

Phase 2

Apollo agreements

Phase 3

- As Apollo is a company with essential activity, we continue working, reinforcing the measures of phase 1 and 2
- We keep staff informed through communication channels allocated for the resumption of normal work (RAM, telephone and email)
- Mandatory use of mouth covers in the plant, offices and work centers, maintaining proper hygiene when carrying it
- Obligation to abide by the recommendations and measures taken by our clients in all work centers
- Failure to comply with any agreed measure will be subject to immediate contract termination.

COVID COMMITTEE

MULTIDISCIPLINARY BOARD

To assess the essential practices of safe return to work in engineering, personnel protection, training, sanitation and disinfection, and administrative actions, the COVID-19 committee team was formed. Through the committee meeting, timely compliance with the strategies for safe return to work has been achieved.



Directed by
Head of Safety, Hygiene and
Environmental Control



HR director



Personnel Administration Manager



Research and Development
Manager



Quality control manager



Maintenance Deputy Manager



Deputy Director of Operations



Equipment Manufacturing and
Maintenance Manager



Traffic and Warehouse Manager



Occupational Physician



Production Director





SANITARY FENCE CARE

Actions

SANITARY FENCE FILTER | HEALTHY DISTANCE

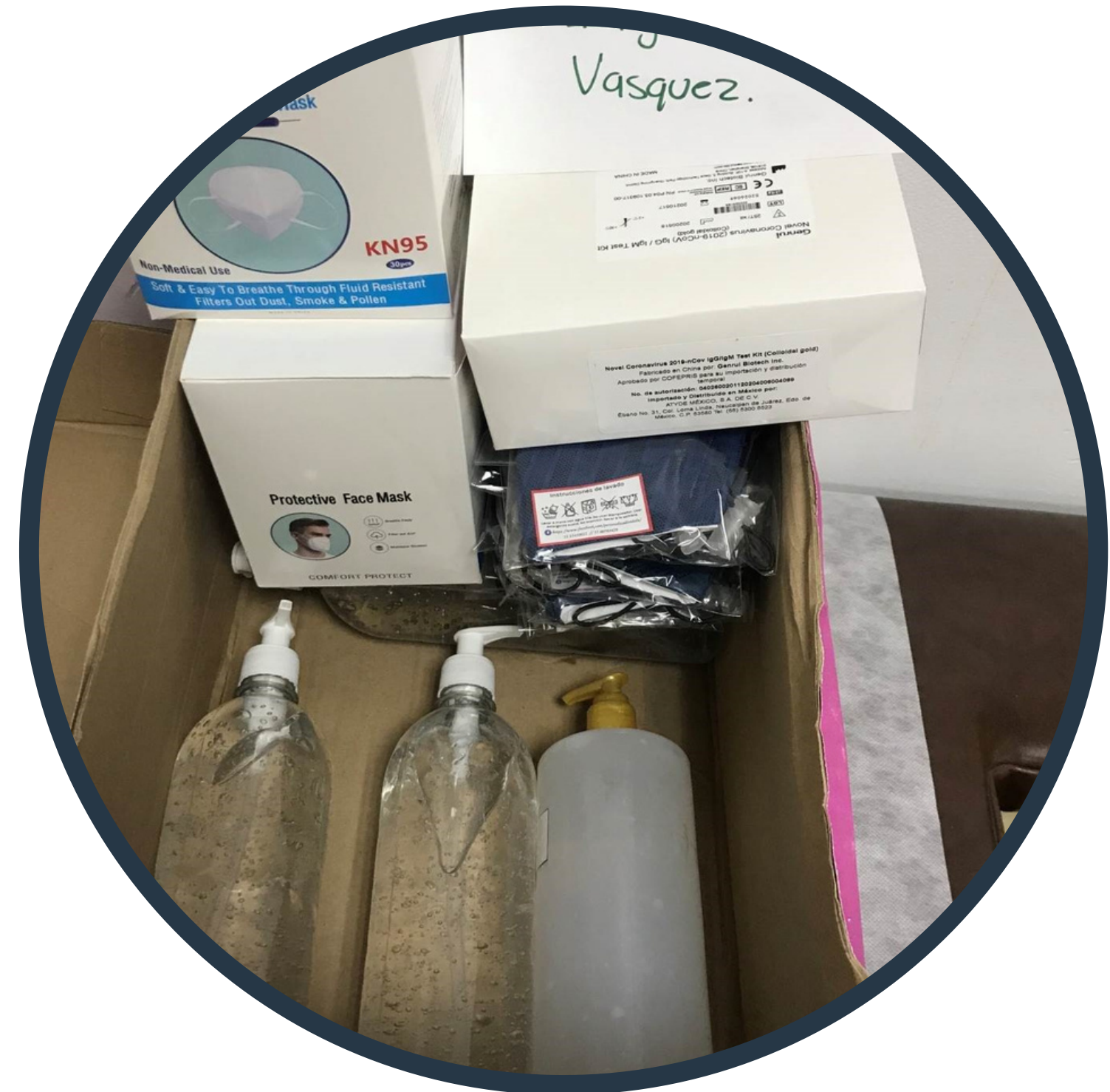


- Acrylic barrier in care and service spaces
- Hand sanitization
- Oxygen level measurement
- Temperature measurement
- COVID-19 questionnaire
- Sanitizing tunnel
- Sanitizing mat

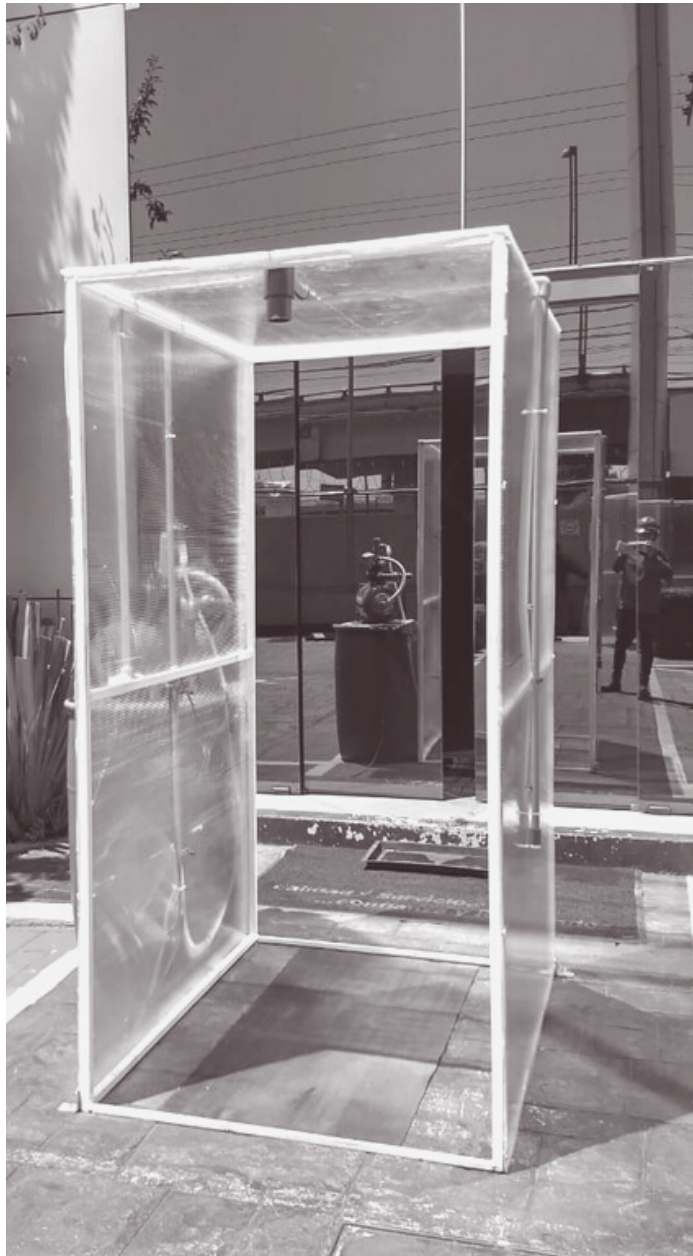
SUPPLY OF SUPPLIES TO WORK CENTERS

Supply of applicable PPE for sanitary fence filter in Work Centers

- Three-layer manhole covers
- Antibacterial gel
- Serological tests
- Thermometers
- Oximeters
- Sanitizer



PHYSICAL BARRIERS



Sanitizing tunnel



Acrylic barrier



Location for healthy distance

SIGNALING



Senses in the hallways



Senses in the hallways



Location for healthy distance

- Hygiene measures and constant sanitation by Aramark
- Antibacterial Gel upon admission
- Row of access to the entrance with healthy distance
- Separation with acrylic





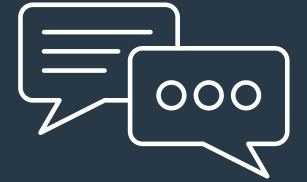
HEALTH EMERGENCY

Actions

ATTENTION TO CASES

PUBLICATION OF THE COVID PERMIT PROCESS

For incapacity for work and distribution of protection supplies



FOLLOW-UP ON CASES

Advice on care and channeling for follow-up

CASE STATISTICS

Through the Daily Technical report for Apollo Group



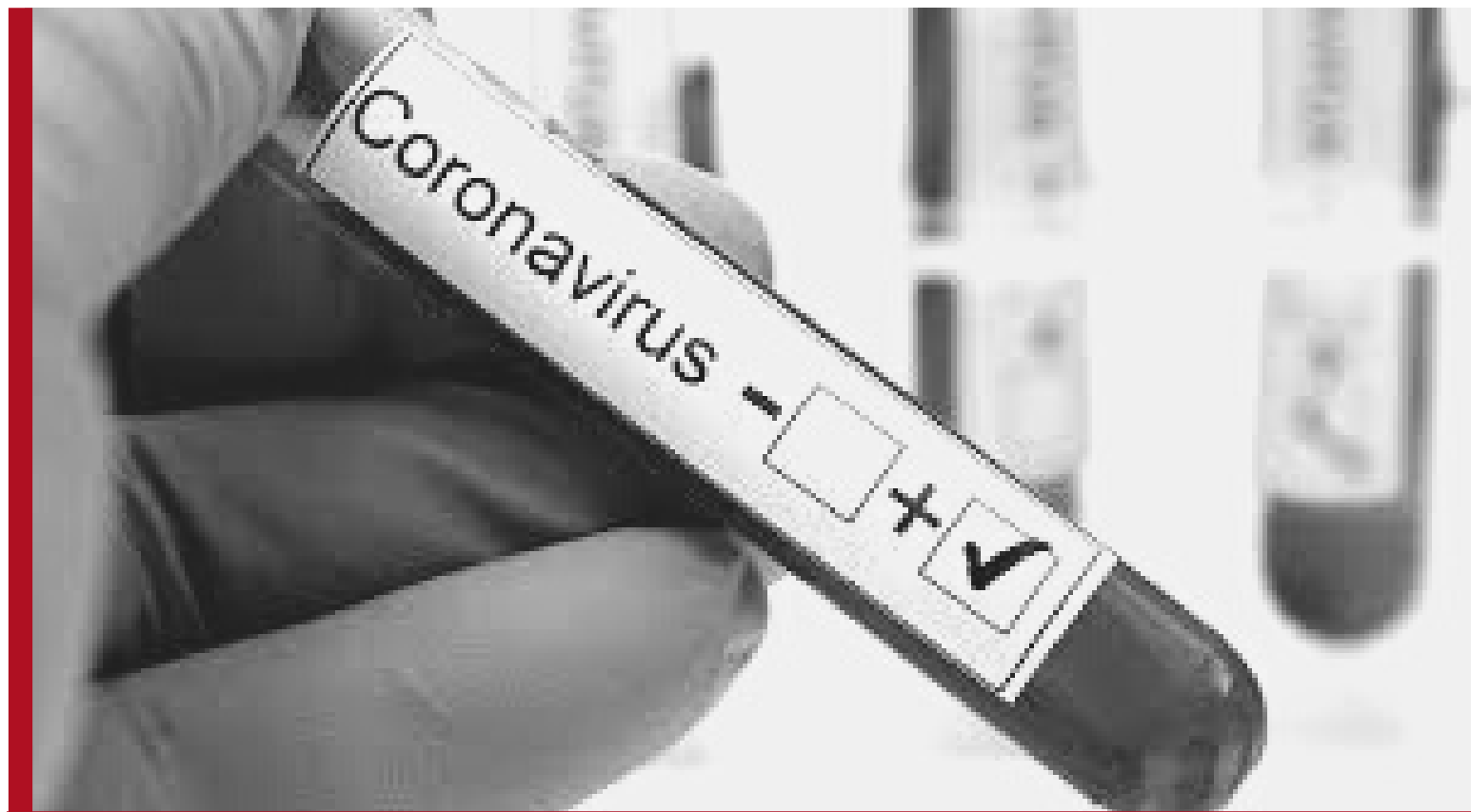
ISOLATION AND PREVENTION OF DISCRIMINATION ON RETURN

Monitoring of disabilities due to covid-19.
Complaint line

APPLICATION OF SEROLOGICAL TESTS & PCR

Serological tests were performed on collaborators who presented a picture similar to that of COVID-19

Rapid serological test



PCR test with highest percentage of reliability



98 %

TOOK THE CLIMSS COURSES

- All about covid-19
- Recommendations for a safe return to work

+90

EMPLOYEES TOOK THE COURSE TO KNOW THE COVID-19 INTERNAL REGULATION

- Toluca Plant

COVID-19 TRAINING TALKS

TO STAFF OF PLANT TOLUCA

Talks about the protocol for
the incapacity process

TO WORK CENTERS

Training on the use,
application and
interpretation of serological
tests

TO CERTAIN CENTERS

Mental health workshop
(Psycho emotional) in Tula

HR AND MANAGERS IN WORK CENTERS

Psychological first aid
workshop

ADMINISTRATIVE

Training of Monitors for a
healthy return

TO CLEANING STAFF TOLUCA

Staff training on a quick
guide to disinfection of
common areas

LABORAL - ADMINISTRATIVO

LETTERS OF ESSENTIAL ACTIVITIES DERIVED FROM THE COVID-19 CONTINGENCY

179

Essential Activity
Cards


Gradual return planning in
staggered schedules for the
Toluca plant

To personnel previously
evaluated in a covid-19
committee


Staff are kept informed through th

Daily Technical Release

E-mail



Proceso del permiso especial por COVID-19





Recomendación de laboratorios particulares para realizar pruebas de diagnóstico de Covid-19

avalados por el Instituto de Diagnóstico y Referencia Epidemiológicos (InDRE)

Si tú o alguno de tus conocidos tiene sospecha de haber contraído el Covid-19, los laboratorios certificados para realizar la prueba de laboratorio son: LAPI, CHOPO, OLAB Y OLARTE & AKLE

Antes de realizarte la prueba, detecta los síntomas:

Síntomas más comunes

- Tos
- Fiebre
- Cansancio
- Congestión nasal
- Dificultad para respirar**
- Secreción nasal
- Dolor de garganta
- Dolor de cabeza
- Diarrea
- Fatiga

Laboratorio	Contacto
Lapi Laboratorio Médico	55-55-93-7517
CHOPO Porque la salud es lo primero	55-47-47-8100
olab DIAGNÓSTICOS MÉDICOS	55-11-04-4888
OLARTE Y AKLE® ANÁLISIS CLÍNICOS	55-55-84-0733

Dudas y comentarios | Servicio Médico | Syndhel Meza | Ext. Y RAM 2411



FASE 3

De la propagación del virus

En Apollo, se tomaron medidas tempranas que nos han permitido mantenernos sin contagios:

- Filtro cerco sanitario**: Control y confinamiento a personal que registró síntomas
- Teletrabajo**: Colaboradores que puedan realizar actividades en casa
- Sector vulnerable**: Colaboradores de más de 60 años y sector vulnerable, permanece en casa
- Sana distancia**: Protocolos de distanciamiento. Especial cuidado en limpieza e higiene

Al ser una empresa de servicios esenciales, no tenemos instrucción de parar labores, pero sí de reforzar medidas.

¡CUÍDATE AÚN MÁS!

Se declara el inicio de la fase 3 de la emergencia sanitaria, por la Subsecretaría de Prevención y Promoción de la Salud.

Situación actual 2,627 recuperados

En México hay actualmente 8,772 casos confirmados y 712 defunciones

Este dato crecerá con mayor rapidez

¿Qué implica?..... Un contagio epidémico interno donde es difícil identificar el origen.



El uso de cubrebocas es obligatorio ¡Pórtalo!

Como medida adicional de la fase 3 de nuestro Plan de Contingencia Apollo, incluimos el uso de cubrebocas en Oficinas y Centros de Trabajo

Recuerda el uso correcto de éste, reforzando las medidas de higiene de manos y distanciamiento físico

Incluimos una guía práctica para realizar cubrebocas en casa, así como recomendaciones al portarlo.

Consulta el adjunto

Para disminuir el riesgo de contagio, úsalo. Por ti y por los tuyos, debemos cuidarnos



ORGANIZATIONAL CULTURE | INTERACTION AT A DISTANCE



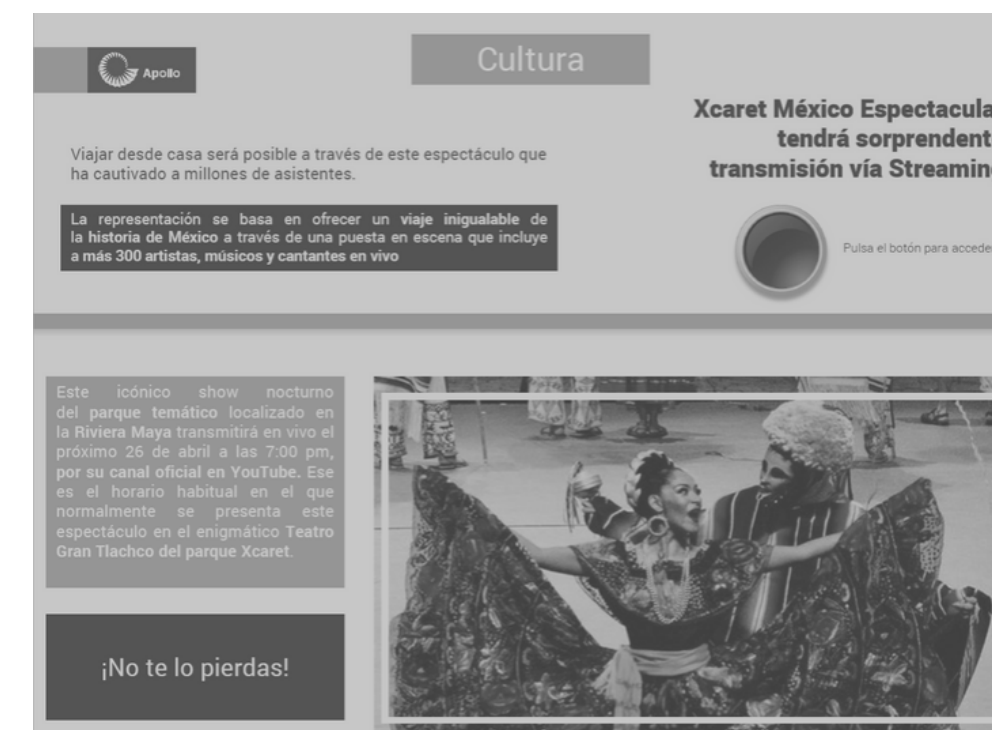
CHILDREN'S DAY CONTEST

Interaction in a drawing contest with the theme:
"what I most enjoy doing at home"
In the photo: first place winner



MOTHER'S DAY CONTEST

Participation through WhatsApp in the "creative
mom" contest with an award for the photography
with the most votes



INTERACTIVE BROCHURE

Special publication of recommendations what to do
at home with direct link to web pages



Together we have managed to remain strong, demonstrating the ability of Apollo.

Thank you for your cooperation at all times