



PROGRAM CUORE | Employee Support
Continuous Training

Programa I:

General Fundamentals of Covid Prevention Measures

Welcome to your Training

In connection with your Employment Contract, GI GROUP hereby sends its **Employee Training Program**.

This training is mandatory and corresponds to the initial training modality, which we consider to be an added value, both for your personal and professional development and for raising awareness of the guiding principles of this Module, considered to be of greatest relevance in ensuring professional excellence.

These courses are organized as distance learning and, in the self-training modality, an individual learning modality that allows the individual to learn at their own pace, using specific resources for this purpose, and which contributes to the increase of their personal and professional skills without the need for continuous monitoring by a tutor or trainer.

By accessing this Module, the Employee declares that he/she undertakes to:

1. Access the training material and dedicate the necessary time to develop your skills and complete this Module;
2. Do not transmit the training materials received to third parties, in any form.

If you need support, please contact: formacao.colaborador@gigroup.com

Program Content

General Framework

Concepts: Epidemic and Pandemic

COVID19: Contextualization

Characteristics, Signs and Symptoms,
Transmission

Sanitary Conduct

Self monitoring
Sanitization of hands
Respiratory etiquette
Social distancing
Mask

Travel

Isolation

Public Health Authority

Training Debriefing – Lessons Learned

General Framework

Concepts: Epidemic and Pandemic

Epidemic

It is characterized by rapid and widespread contagion, without limits of time or space, causing a high number of victims.

Pandemic

A Pandemic is characterized when the disease (already in the Epidemic phase) becomes widespread among individuals located in the most diverse geographic regions, with gigantic lethal proportions, capable of causing profound demographic, political and economic changes.

COVID19 Contextualization

Characteristics, Signs and Symptoms and Transmission

COVID-19 is a respiratory disease caused by a new virus (coronavirus, called SARS-CoV-2), which was identified for the first time in China in December 2019. COVID-19 is transmitted through direct contact with people infected with the virus, or indirect contact through contaminated surfaces or objects.

– This disease is transmitted through droplets released from the nose or mouth when we cough or sneeze, which can directly reach the mouth, nose and eyes of anyone nearby;– Droplets can settle on objects or surfaces surrounding the infected person.

MOST FREQUENT SYMPTOMS:

- **Fever (Equal to or greater than 38° C)**
- **Persistent cough**
- **Difficulty breathing (shortness of breath)**

In the face of these symptoms, it is necessary to adopt reinforced precautions and contact the primary care health service, with a view to clinical evaluation.

Sanitary Conduct

Self Monitoring

Daily self-monitoring of temperature and related symptoms/exposure.

MOST FREQUENT SYMPTOMS:

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Sanitary Conduct

Sanitization of hands

Regular and careful hand hygiene before starting a service, meeting, event, audit, visit, inspection or other similar situation.


MOST FREQUENT SYMPTOMS:

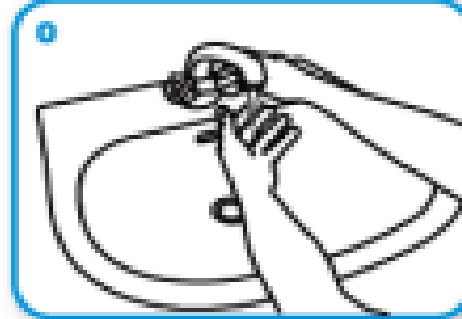
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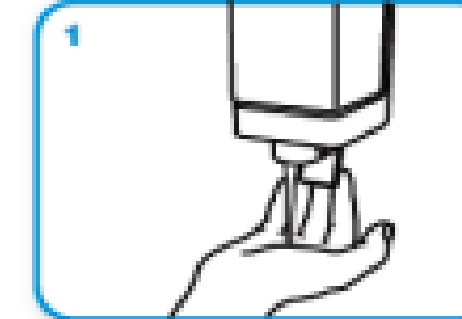
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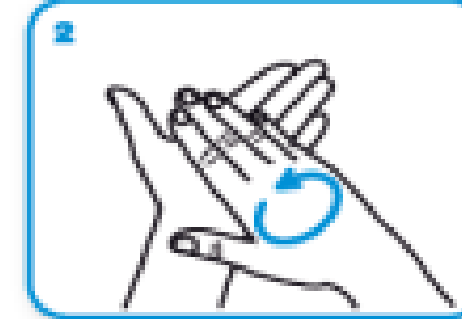
Sanitary Conduct

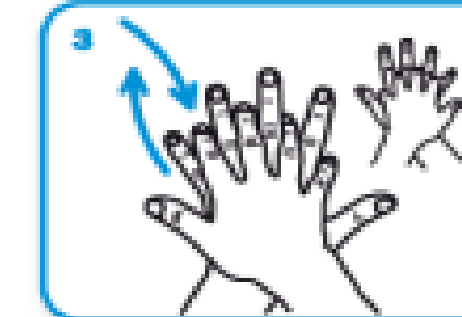
Hand Hygiene Technique with soap and water


 Duração total do procedimento: 40-60 seg.

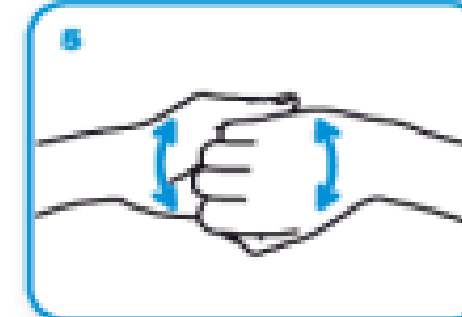
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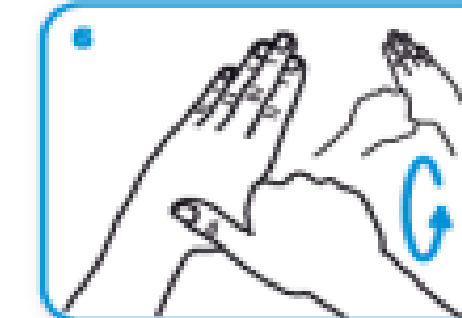
Molhe as mãos com água
- 


Aplique sabão suficiente para cobrir todas as superfícies das mãos
- 

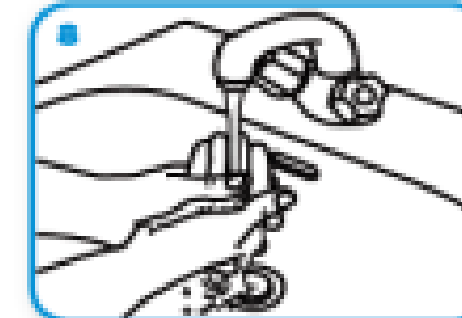
Esfregue as palmas das mãos, uma na outra
- 

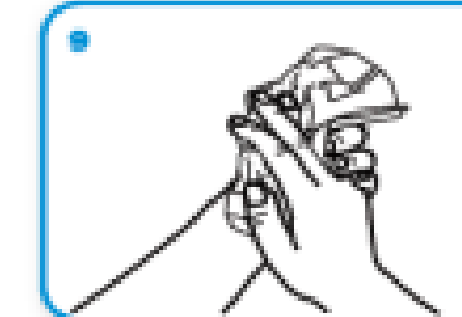
Palma direita sobre o dorso esquerdo com os dedos entrelaçados e vice versa
- 

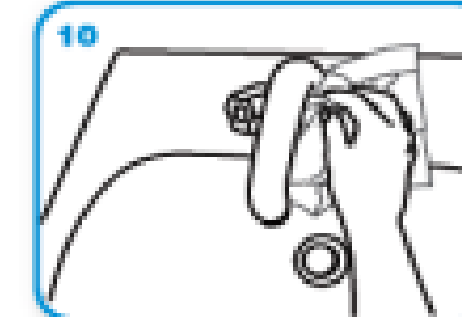
Palma com palma com os dedos entrelaçados
- 


Parte de trás dos dedos nas palmas opostas com os dedos entrelaçados
- 

Esfregue o polegar esquerdo em sentido rotativo, entrelaçado na palma direita e vice versa
- 

Esfregue rotativamente para trás e para a frente os dedos da mão direita na palma da mão esquerda e vice versa
- 

Enxague as mãos com água
- 

Seque as mãos com toalhete descartável
- 

Utilize o toalhete para fechar a torneira se esta for de comando manual
- 

Agora as suas mãos estão seguras.

Sanitary Conduct

Hand Hygiene Technique with SABA



Sanitary Conduct

Respiratory Etiquette

- COVER: Cover your mouth and nose when sneezing or coughing
- DISPOSE: Use a single-use tissue to contain respiratory secretions and then place it in the trash.
- WASH: Wash your hands regularly

After hand contact with secretions or droplets, you should avoid touching frequently touched surfaces, for example doors, door handles, tables, counters, handrails, before washing your hands. Avoid touching your eyes, nose and mouth

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Sanitary Conduct

Social distancing

Whenever defined by primary care health services, social interaction between people must be reduced in order to reduce the transmission of the disease.

PEOPLE SHOULD

- Maintain a distance of at least 2 meters from other people;
- Avoid contact with people who show symptoms of COVID-19;
- Preferably use telephone or electronic services to contact other services.

Sanitary Conduct

Mask

Whenever defined by primary care health services, the use of individual protection means, such as social/community masks, must be respected.

Personal protective equipment (PPE) refers to any equipment used as a protective barrier, with the aim of protecting mucous membranes, skin and clothing from contact with infectious agents, in this case the virus.

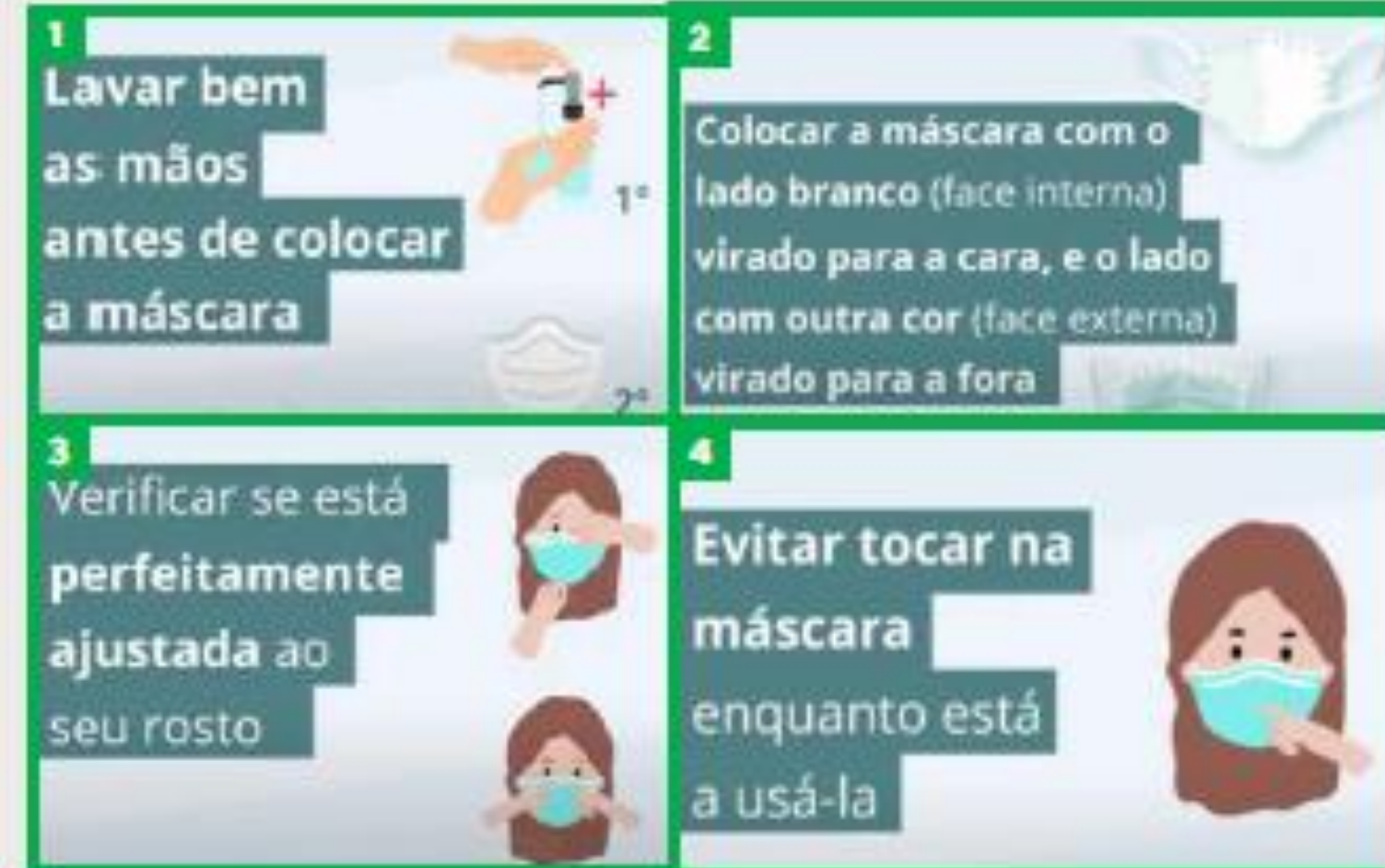
Some of the equipment that can be used for personal protection are masks, respirators, glasses, gloves, gowns, among others. These must be used according to the activity performed and the risk of exposure to COVID-19.

Sanitary Conduct

Mask

To use a mask effectively, you must ensure that you put it on and remove it safely.

Instruções sobre como colocar a máscara



Instruções sobre como retirar a máscara



Sanitary Conduct

Travel

If you are going to travel by transport, what is recommended is that:

- Ensure a minimum distance from other people;
- Avoid touching your mouth, eyes or nose;
- Turn your face to the side if someone is coughing in front of you and ask the person who is coughing to do so into a tissue or their arm;
- Disinfect your hands with an alcohol-based solution or wash your hands as soon as possible;
- If the transport is full, you can, whenever possible, wait for the next one.

Isolation (Whenever defined by primary care health services)

You must remain at home.

You should not go to work, school or public spaces.
Stay in your own room and avoid contact with others in common spaces.

Do not share dishes, glasses, kitchen utensils, sheets or other personal items.
When you are with other people, wear a mask. Comply with hand washing and respiratory etiquette recommendations.
Monitor symptoms and place your waste in a separate bag.

Contact with people with symptoms should be avoided, especially if they belong to vulnerable groups: the elderly, chronically ill, immunosuppressed and pregnant women.
After contact with the patient or their space, wash your hands with soap and water or an alcohol-based solution.

Frequently disinfect taps, switches and door handles, especially if the sick person uses common spaces.

Public Health Authority

Responsible Entity

DGS - General Directorate of Health

Search for more information at : <https://covid19.min-saude.pt/>

Vision

Protect and improve the health and well-being of citizens, ensuring that, through quality, safety and the reduction of health inequities, everyone reaches their health potential.

Mission

Regulate, guide and coordinate health promotion and disease prevention activities, define the technical conditions for adequate provision of health care, plan and program the national policy for quality in the health system, as well as ensure the elaboration and execution of the National Health Plan and also the coordination of the Ministry of Health's international relations.

We summarize the main results achieved through this training:

1. Know how to understand the concepts associated with the COVID19 pandemic context
2. Know how to identify the health measures to adopt, in order to promote individual protection and collective prevention
3. Know how to identify the behaviors to adopt in case of isolation

Now that you have completed this action, access the **knowledge assessment questionnaire [HERE](#) (Mandatory step for completing this action).**