



BIOSECURITY PROTOCOL COVID-19

BIRDING AND HERPING S.A.S

Object

Adopt biosecurity protocols of the premises where the company BIRDING AND HERPING S.A.S Nit. 901095018 - 8, located at Calle 6 No 19 -25 Urbanización Torres del Río Block 6 Apt 303, in compliance with the provisions of Resolution 0666 of 2020 of the Ministry of Health and Social Protection, in order to minimize risk factors transmission of COVID-19 for both the administrative area, the operational area, employees, internal and external collaborators, and customers, through the implementation of basic measures such as social distancing, the implementation and use of protection elements personnel, cleaning and disinfection processes.

Specific objectives

- Define activities to mitigate the risks of contagion and control the social interaction of the personnel present in the administrative and operational areas.
- Implement controls in the work centers to ensure the supply of specific personal protection elements according to the risk derived from the COVID 19 virus.
- Generate communication channels to train, inform and resolve concerns about COVID-19.
- Provide the timely supply of disinfection supplies required to prevent the spread of COVID-19.
- Timely identify COVID-19 symptoms and apply health measures to prevent the spread.

GOAL

- This protocol applies to all internal staff and outside the administrative and operational area (client/visitors/suppliers/guides) of the company BIRDING AND HERPING S.A.S.

LEGAL FRAMEWORK

- Circular 001 of April 11, 2020- guidance on preventive and mitigation measures to reduce exposure and contagion due to acute respiratory infection caused by sars-Cov -2 (covid-19)
- Decree 417 of 2020 decreed the State of Economic, Social and Ecological Emergency throughout the National territory.
- Decree 539 of 2020 of April 13, 2020, adopted biosecurity measures to mitigate, prevent the spread and carry out the proper management of the COVID-19



Coronavirus pandemic within the framework of the State of Economic, Social and Ecological

- Resolution 666 adopted a general biosafety protocol to mitigate and control the proper management of the Coronavirus COVID-19 pandemic.
- Resolution No. 749 of 2020 adopted biosafety protocol for the management and control of the risk of coronavirus COVID-19 in the wholesale trade of food, beverages, and tobacco, at retail in non-specialized establishments and retail of food, drinks, and tobacco in specialized establishments, as well as accommodation in agencies and activities of restaurants, cafeterias, and mobile food service

DEFINITIONS

- Isolation: used to separate sick people from healthy people. People who are in isolation should stay home. People should be isolated if they are ill from others and stay in one place or room to avoid contagion.
- Biosafety: It is the set of preventive measures that aim to protect the health and safety of personnel, users, and the community against different risks produced by biological, physical, chemical, and mechanical agents.
- COVID-19: Name given by the World Health Organization (WHO) to a new disease caused by a new coronavirus (SARS-CoV-2) that had not previously occurred in humans.
- Coronaviruses like (CoVs) are an extensive family of viruses that can cause disease in both animals and humans. Various are known to cause respiratory infections in humans, ranging from the common cold to more severe illnesses such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered Coronavirus causes the Coronavirus disease COVID-19 4.
- Disinfection: It is a process that manages to kill the microorganisms that cause infections, such as viruses or bacteria. The product that allows this result is known as a disinfectant.
- Prevention: are all those actions, procedures, and comprehensive interventions aimed at helping the population, as individuals and as families, improve their conditions to live and enjoy a healthy life and to stay healthy.
- Hazardous Waste: It is a waste with intrinsic properties.
- Contagion: Transmission of disease by contact with the pathogen that causes it.
- Control: It is a preventive and corrective mechanism adopted by the administration of a department or entity that allows the timely detection and correction of deviations.
- Close Contact: It is the one that occurs between a Suspected or confirmed Case of COVID-19 and other people less than 2 meters away, for a while more significant than 15 minutes, or having had direct contact with the secretions of a case probable or confirmed while the patient is considered infectious.
- Quarantine: It consists of restricting the activities of presumably healthy people exposed during the transmissibility of diseases that may affect population health. Isolation does not exceed the maximum incubation period of the disease or until the disappearance of the danger of dissemination of the observed risk is verified.
- Disinfection: Chemical process to eradicate microorganisms.
- Disease: Mild or severe alteration of the normal functioning of an organism due to internal or external causes.
- Epidemic: Disease that attacks many people or animals in the same place and during the same period.



- Isolation: Pull apart a person or group of people infected who are known or reasonably believed a contagious and potentially infectious disease from those who are not infected to prevent the spread of the COVID-19 virus. Isolation for public health purposes may be voluntary or required by the order of the health authority.
- Affected: People who are infected or contaminated or who are carriers of sources of infection or contamination in such a way that they constitute a risk to public health.
- Biosafety: Set of preventive measures aimed at maintaining control of occupational risk factors from biological, physical or chemical agents, achieving the prevention of harmful impacts, ensuring that the development or final product of said procedures does not threaten health and safety health workers, patients, visitors, and the environment.
- Confirmed Case: Person with COVID-19 virus infection confirmed by laboratory tests, regardless of clinical signs and symptoms.
- Probable Case: A Suspicious Case in which the results of the COVID-19 virus infection tests or a test for the detection of all types of coronavirus are positive and in which it has not been possible to confirm by laboratory tests the presence of other respiratory pathogens 2.
- Suspicious Case: It is considered a Suspicious Case.
- Person needs to be hospitalized with a severe acute respiratory infection (fever, cold) or without another etiology that thoroughly explains the clinical manifestations and who has traveled abroad or resided in another country in the 14 days before the start of the symptom.
- Patient with any acute respiratory illness who has at least one of the following conditions in the last 14 days at the onset of symptoms:
 - a) having been in contact with a confirmed or probable case of COVID-infection.
 - b) People have worked or been in a healthcare facility with confirmed or probable COVID-19 infection or patients treated with acute respiratory diseases.
- Pandemic: An epidemic disease that spreads to many countries or affects almost everyone in a locality or region.
- Prevention: Action of preparing in advance what is necessary for a purpose, anticipating a difficulty, anticipating damage, warning someone of something.
- Protection: The action of protecting or preventing a person or thing from receiving damage or from reaching something that causes it.
- Public Health: By-Law 1122 of 2007, made up Public Health a set of policies that seek to guarantee, in an integrated manner, the health of the population through actions directed both individually and collectively, since their results constitute indicators of living conditions, well-being, and development. Said actions will be carried out under the leadership of the State and must promote the responsible participation of all sectors of the community.
- Follow-up: Procedure to maintain contact with Suspected or Confirmed Cases of COVID-19 and their connections, check the presence of signs and symptoms, and report on prevention and care measures.
- Symptomatology: Set of symptoms characteristic of a specific disease or that occur in a patient.
- Treatment: The set of means (hygienic, pharmacological, surgical, or others) whose purpose is the cure or alleviation (palliation) of diseases.
- Viruses: Microorganism composed of genetic material protected by a protein envelope, which causes various diseases by introducing itself as a parasite into a cell to reproduce.



RESPONSIBILITIES

- **Legal Representative:** Assign human, technical, and financial resources for the implementation of this protocol.
- **Human resources:** Have the necessary personnel under the indispensable work modalities (work at home and in-person) to avoid possible infections. Have staff available to provide talks, training, and essential resources to promote the reduction and prevention of diseases. Verify compliance with preventive and follow-up measures in suspected and positive cases of COVID-19.
- **Coordinator in Safety and Health at Work:** Carry out the formulation, review, and adjustment of the biosafety protocols. Manage the resources necessary for the implementation of this protocol. Verify and monitor compliance with this protocol. Support activities aimed at promoting health and preventing the spread of COVID-19.
- **Agency employees and guides**
Heed the indications of those in charge of ensuring compliance with the protocols set out in this document. The measures set out in this protocol are related to their administrative and operational areas and in the field.

CARE AREAS IDENTIFICATION

Offices and work areas:

- There will be cleaning and disinfection of all the area's environments, accessories, and equipment; likewise, maintain necessary ventilation.
- If there are two or more people present within the same enclosure, social distancing must be respected, and the use of a mask is mandatory.
- Comply with good sanitation practices during the workday.
- Wash your hands as many times as necessary.
- When greeting, avoid shaking hands or hugs.

Open windows for ventilation: Once you enter, the rooms and common areas are ventilated daily (passenger transport vehicles, agency rooms, restaurants). Allowing air changes is very important to clean thick atmospheres. If possible, allow natural lighting to enter it as well, as light also helps inactivate the virus.

SOCIAL DISTANCING

- Staff must maintain a **MINIMUM DISTANCE OF TWO (2) METERS** between colleagues and other people, thus minimizing physical and social contact.
- Training is carried out and socialization. Will be groups of no more than five (5) people in an open place, with a minimum distance between people of two (2) meters.
- **AVOID PHYSICAL CONTACT** (kisses, hugs, and shaking hands) when greeting staff.
- Meetings will be by video or teleconference. If these are inevitably in person, they will be carried out in the shortest possible time, respecting a minimum distance of two (2) meters



between the participants, who must have good health and their BIOSECURITY ELEMENTS in optimal conditions.
GENERAL PREVENTION MEASURES

Among the preventive measures to avoid the spread of COVID-19, the instructions should take into account:

- General protection measures against COVID-19.
- THE USE OF THE COVER should be from leaving your home, especially if you move by public transport, it must have a proper use.
- When you arrive at the worksite, you must go through the disinfection area to clean the shoe sole. During the working day, must use disinfectant. You can also spray your shoes on top but focused below them at the sole.
- Carry out the correct HAND WASH; according to the established protocol, this process must be carried out every hour (1) hour or more frequently, depending on your work or activity.
- NOTIFY YOUR HEALTH CONDITIONS daily and before starting activities to identify possible symptoms of COVID-19. "FR-106 FORMAT VERIFICATION OF COVID-19 SYMPTOMS and taking the body temperature at the beginning and the end of the daily tasks, this information will be taken by the administrator of the point, who must keep the daily record of these data.
- All staff must change their street clothes for their work equipment, leaving said clothes in a plastic bag or their respective suitcase, the equipment used during the day must be taken home for washing and should use clean clothes daily.
- Use the personal protection elements supplied such as goggles, nitrile gloves, and especially the mandatory and appropriate oral-nasal protection (face mask). The latter applies to all internal and external personnel outside the company (clients, suppliers).

Protective measures against operability

- Each employee must take charge of their work area to carry out the respective cleaning and disinfection during the day, which will carry out daily by fumigating or cleaning work areas, tools and equipment with disinfectant.
- Disinfection of equipment with 70% alcohol.
- Use 70% glycerinated alcohol for the disinfection of clients.



Prevention measures regarding customer service

- Client be cared for; he **MUST COMPLY WITH THE OBLIGATORY USE OF THE TOILET** during tours and in closed spaces or with an influx of people.
- The customer is asked about the product he wants and is informed of the protocols established by the company. The client must decide whether he accepts compliance with these protocols.
- The area for the attention and delivery of products to the client will be adequate to preserve the social distancing of at least two (2) meters between people.

Working day

- Working days will be such a way that it is possible to comply with the biosafety protocols. For operational personnel, activities will begin during the contingency from 08:00 am to 4:30 pm from Monday to Friday and from 09:00 am to 1:30 pm on Saturday.

Delivery or acquisition of personal protection and biosafety items

- Deliver or be acquired the personal protection and biosafety elements according to the technical specifications of each part, which will be mandatory. Alcohol or disinfectant solution, disposable towels, soap, and antibacterial gel, will also be supplied or purchased.

Personal hygiene

- Warehouse staff must perform the mandatory hand washing every hour (1) hour, as indicated in the protocol or more frequently, depending on their work or activity. Carried out this process for a minimum of twenty (20) seconds.

Work positions and tools

- Cleaning of workstations, personal work tools, in charge should be carried out daily and avoid exchanging these. The staff must be in charge of cleaning their workstations daily.

A follow-up to the protocol

- Monitor compliance with the measures established in the biosafety protocol to prevent contagion and follow-up of positive cases.



Implementation of activities

- Keep a record of the activities implemented to reduce the spread of COVID-19.

CONTROL MEASURES AGAINST THE POTENTIAL CLIENT WITH COVID-19

If any client shows symptoms suggestive of COVID-19, they will change their category to "suspected case," according to the definition published by the Ministry of Health; in this case, the agency will contact the health entity to make the report and request a test on-site. The client could not leave his room until receiving the results. If it is a positive COVID case, it will be treated in hospital or quarantine, which may be carried out in the closest accommodation where the service is running.

CONTROL MEASURES CONFIRMED THE CLIENT WITH COVID-19.

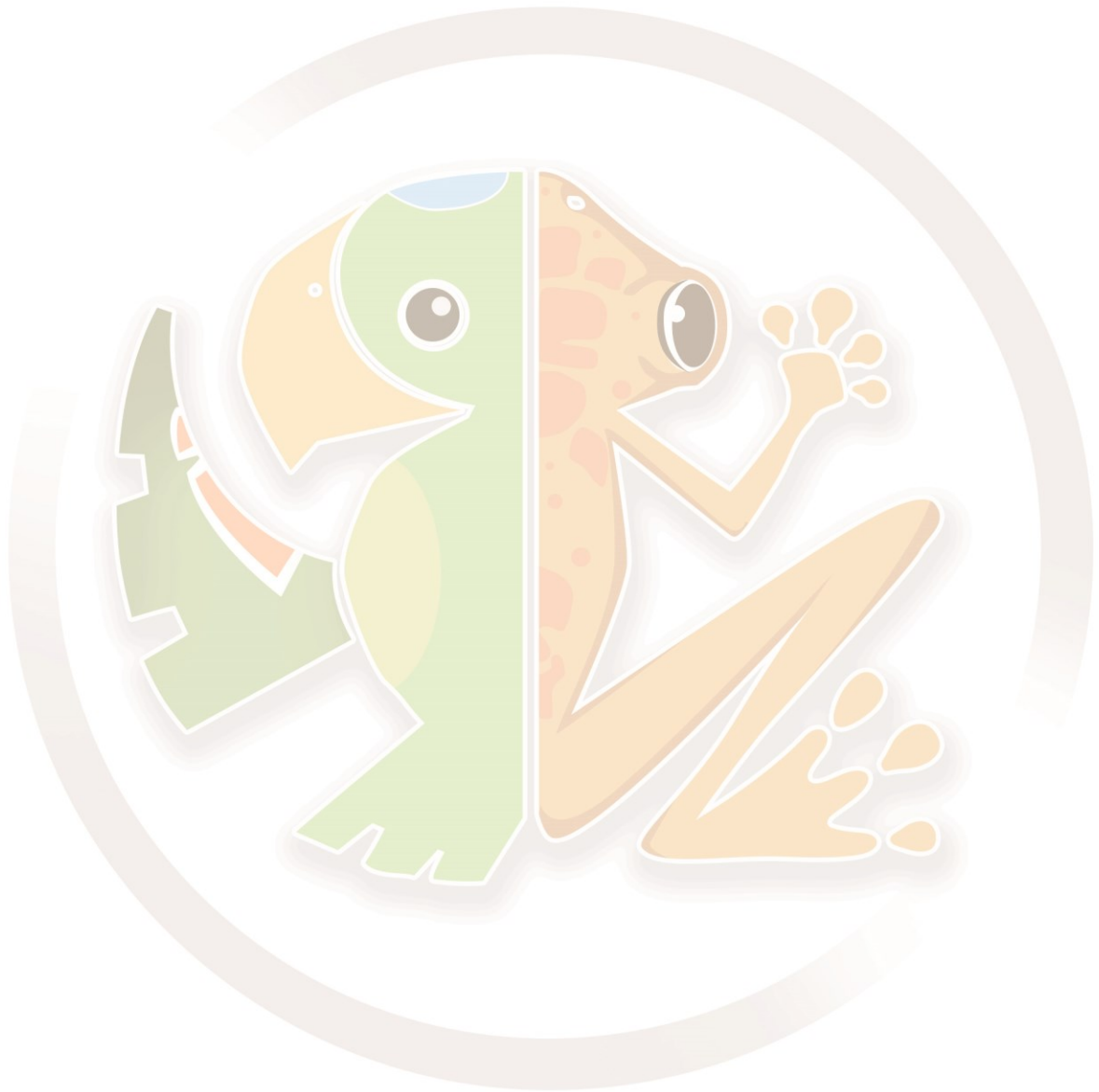
- Check the hotels and lodgings where the regulations are complied with. Must be 10% of the rooms will be used for people diagnosed with the virus, which present symptoms or are in quarantine; which should be located on a single floor and, as far as possible, be isolated from the others.
- In this sense, if there is a confirmed positive guest, it should be located in one of these rooms destined for infected people, which -as far as possible- it should have a window that can be opened easily and faces an area with good oxygenation. Under no circumstances can the guest leave the room.
- Regarding the cleaning of the room should do it twice a week. Breakfast should be served in disposable plates and left at the room's door for the guest to take, and the guest must wear a mask when picking up food. When the guest vacates the room, it must be thoroughly cleaned and disinfected, and disabled within 48 hours.
- "We want our guests to be calm knowing that our agency complies with all prevention and security measures against Covid-19.

RECOMMENDATIONS FOR TRANSPORT

- As far as possible, keep the vehicle ventilated and windows open during tours.
- As far as possible, keep the minimum distance between people inside the recommended vehicle (for example, passengers can ride in the back).
- Regularly disinfect surfaces with which you have frequent contacts such as handles, steering wheel, gear lever, seat belt buckles, radio, vehicle controls, etc., with alcohol or disinfectant wipes.
- Disinfect safety elements, such as helmets, gloves, glasses, knee pads, among others.



- Should be used antibacterial gel after coming into contact with objects or surfaces and should use masks.
- It is vital to avoid putting your hands to your face and keeping a distance of more than 2 meters between people.





APPENDIX

To maximize the effectiveness of handwashing, suggest to clients and collaborators:

- Hand washing must have a minimum duration of 15 seconds.
- Use an adequate amount of soap and plenty of water.
- Dry yourself with disposable paper towels using this to turn off the faucet and avoid repeated exposure to hot water due to the risk of developing dermatitis.
- They are also essential factors for a correct procedure based on handwashing and individual biosafety protocols.





BIRDING AND HERPING S.A.S has products authorized by the Ministry of Health in personal rations such as:

- 70% antiseptic alcohol
- 5th generation quaternary ammonium (for surface disinfection).
- Antibacterial gel without rinsing in the packaging in quantities of 70ml
- Handcrafted mouth cover in anti-fluid fabric
- Nitrile gloves reference 642

The foregoing taking into account the provisions of resolution No. 001443 of August 24, 2020, means of which the biosafety protocol is adopted for the management and control of the risk of the coronavirus COVID-19 in the activities of tour operators and in tourism services provided in tourist areas and attractions.



Sincerely,

YULLY ANDREA BELTRÁN ARCILA

BIRDING AND HERPING S.A.S

CEO – Co-founder

