SAFES SPACES

ENTERING/ LEAVING A BUILDING

ASPY

Avoid crowding.
Enter and leave
in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing
a mask.

Wash your hands
with water and soap or hand sanitiser when entering or leaving a building.

Avoid handshakes and kisses when you greet someone or say goodbye.

Avoid touching your face,
particularly the eyes,
nose and mouth.

Follow instructions
and **respect the signs**
in this building.



Remember!

If you have a fever, cough or difficulty breathing, DO NOT ENTER the building.

Taking care of **Companies** | Taking care of **People**

SAFES SPACES

RECEPTION/ WAITING ROOM

ASPY

Avoid crowding.
Enter and leave
in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing a mask.

Avoid touching your face,
particularly the eyes,
nose and mouth.

Avoid touching
surfaces unnecessarily
(counters, furniture, etc.).

Wash your hands
with soap and water or hand
sanitiser before and after using
your mobile, cards, etc.

Do not bring children or elderly people
with you.



Remember!

Leave the door open for ventilation whenever possible.

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SAFES SPACES

MEETING ROOM

ASPY

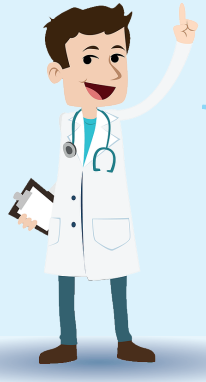
Avoid crowding.
Enter and leave in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing a mask.

Avoid touching your face,
particularly the eyes, nose and mouth.

Wash your hands
with soap and water or hand sanitiser before and after the meeting.

Leave the door open
for ventilation when the meeting ends.



Remember!

Keep the room and common items clean.

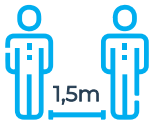
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SAFES SPACES
CLASSROOM

ASPY

Avoid crowding.
Enter and leave in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing a mask.



Avoid touching your face,
particularly the eyes, nose and mouth.

Wash your hands
with soap and water or hand sanitiser before and after the training.

Leave the door open
for ventilation when the meeting ends.



Remember!

Keep the room and common items clean.

SAFES SPACES

DINING ROOM

ASPY

Avoid crowding.
Enter and leave in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing a mask.

Avoid touching your face,
particularly the eyes, nose and mouth.

Keep food protected
with plastic film or containers.

Wash your hands
with soap and water or hand sanitiser before and after eating.

Keep the dining area
and common items that you have used **clean**.

Leave the door open
for ventilation when the meeting ends.



Remember!

Avoid sharing glasses, plates and other personal items.

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SAFES SPACES

CHANGING ROOM

ASPY

Avoid crowding.
Enter and leave in a staggered manner.

Keep the minimum interpersonal distance
if you are not wearing a mask.

Avoid touching your face,
particularly the eyes, nose and mouth.

Wash your hands
with soap and water or hand sanitiser before and after the changing room.

Leave the door open
for ventilation when the meeting ends.



Remember!

Keep the room and common items clean.

Taking care of **Companies** | Taking care of **People**

OUR RECOMMENDATIONS

WHEN WASHING YOUR HANDS WITH WATER

ASPY

1. Wet your hands.
2. Use enough soap.
3. Rub your palms thoroughly.
4. Do not forget the back of both hands.
5. Pay attention to the space between your fingers.
6. Rub the back of your fingers.
7. Wash your thumbs using a rotating movement.
8. Wash the tips of your fingers too.
9. Rinse with water.
10. Dry your hands with a disposable towel.
11. Use the disposable towel to turn off the tap.



Resuming activities SAFELY

Taking care of **Companies** | Taking care of **People**

OUR RECOMMENDATIONS

WHEN WASHING YOUR HANDS WITH HAND SANITISER

ASPY

1 

Use enough hand sanitiser.

2 

Rub your palms thoroughly.

3 

Rub the back of both hands.

4 

Pay attention to the space between your fingers.

6 

Rub the back of your fingers.

7 

Wash your thumbs using a rotating movement.

9 

Wash the tips of your fingers too.



Resuming activities SAFELY

Taking care of **Companies** | Taking care of **People**

OUR RECOMMENDATIONS
WHEN REMOVING GLOVES

ASPY

1



Grasp **the outside** of one glove at the wrist.

2



Peel the glove away from your body, **pulling it inside out.**

3



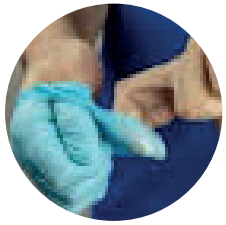
Hold the glove you have taken off **in your other gloved hand**.

4



Slide the fingers of the clean hand **under the remaining glove**.

5



Peel it off **over the first glove**.



Resuming activities SAFELY

Taking care of **Companies** | Taking care of **People**

OUR RECOMMENDATIONS
WHEN PUTTING ON AND TAKING OFF MASKS

ASPY



The mask should cover your mouth and nose completely. Adjust it so it fits properly.



Hold **the outside** with the palm of your hand.



With the other hand, **place the straps on the back of your head** above your neck or behind your ears.



Adjust the straps: the bottom one on the back of your neck and the top one on the back of your head or behind your ears.



Remove the mask if breathing becomes difficult.



Remove the mask **by the straps only**.

Images by TEAyudamos (Fuenlabrada University Hospital)



Resuming activities SAFELY

Taking care of **Companies** | Taking care of **People**

OUR RECOMMENDATIONS
WHEN USING MASKS

ASPY



FFP2 masks
(also known as respirators)

They protect the wearer from inhaling pollutants or infectious agents.

They are recommended for workers exposed to infected or potentially infected people (healthcare and social workers).



Surgical masks

They prevent transmitting infectious agents to third parties, **but they do not prevent infection**.

They are recommended if you have COVID-19 symptoms and when you cannot keep a distance.

A mask does NOT provide enough protection by itself.
You need to take further precautions (such as washing your hands).

If wearing a mask is too uncomfortable, **adopt strict respiratory hygiene measures**: cover your nose and mouth with a disposable tissue when coughing or sneezing. Discard it and wash your hands immediately.

Images by TEAyudamos (Fuenlabrada University Hospital)



Resuming activities SAFELY

Taking care of **Companies** | Taking care of **People**