

INSTRUCTIONS THAT REGULATE THE CONTINGENCY PLAN AND PROGRESSIVE REINCORPORATION OF THE MUSEU NACIONAL IN THE FACE OF THE HEALTH CRISIS SITUATION CAUSED BY THE COVID-19

In the application of the RESOLUTION SLT/720/2020 of 13th March from the Department of Health of the Generalitat de Catalunya, the Museum, along with the other public centres and services of the Library System and of the Museums of Catalonia, closed their premises to the public, as a preventive measure against infection from the COVID-19.

Subsequently, with the entering into force of the State of Emergency with the approval of the Royal Decree 463/2020, of 14th March, for the management of the health crisis situation caused by the COVID-19, the Museum approved a contingency plan in line with the Instruction 3/2020, of 13th March, about preventive, protection and organisational measures of application to the staff at the service of the Administration of the Generalitat de Catalunya as a result of the COVID-19.

Within the framework of this contingency plan, a series of preventive and organisational measures were applied with the aim of guaranteeing the continuity of the activity of the Museum, and to preserve to the maximum the health of its staff in the face of the COVID-19, as well as the conservation of the collection. To this end, a number of essential and strategic services were identified which have been covered by remote working formulas.

Given a scenario of confinement of people and the transition to the new normal, concepts included in the Agreement of the Council of Ministers on 28th April, 2020, it

became absolutely necessary to draw up instructions governing the plan for the resumption of the Museum's activity.

I. Object

The aim of these instructions is to adapt the measures of the contingency plan, such as approving new ones as necessary, with a view to re-establishing the Museum's activity. The dynamic nature of the health crisis caused by COVID-19 requires the provision of flexible organisational tools in phases, which allow the Museum's activity to be compatible with the evolution of the health situation, the new circumstances that arise, and the instructions that the Museum may receive from the various competent authorities. All this, without losing sight of the fact that the ultimate goal remains to fight effectively against the spread of the pandemic, and to reduce the health risks for the staff of the Museum, the staff of external companies, the public, and, ultimately, of the citizenship.

II. Scope of application

This plan is applicable to the workers and civil servants of the Museu Nacional.

III. Resumption of the ordinary activity in the Museum

Despite the closure of the Museum to the public, the activity has continued to operate uninterrupted thanks to the continuous and remote work of its staff, beyond the essential and strategic services.

With the boosting of the easing of the lockdown or confinement, or transition to the new normal, the resumption of the ordinary activity of the Museum does not start from scratch, although it is now necessary to face the challenges caused by the pandemic of COVID-19 in the return of the onsite activity:

- The safe return of museum workers to their workplace.
- Opening to the public, subject to safety, hygiene and health measures.
- The preservation of the artistic and heritage collection.

The Museum is a complex organisation due to the multiplicity of functions it carries out in the management of the heritage assets and the management of the activity aimed at the community. Other factors should be added, such as the physical contact with cultural goods by some professionals (restorers, curators, among others), the presence of internal and external staff, and of users and visitors.

This enormous complexity makes it completely impossible to include in this document the different protocols and procedures that have to be defined from the different areas of the Museum to face this new stage with total guarantees. These provisions will be included in the internal communication channels that are established.

The Museum should foresee the return of its ordinary activity always in accordance with the instructions of the competent health authorities and providing for the following scenarios:

- Re-establishment of the internal services in the Museum
- Opening of the Museum to the public

IV. Criteria that will govern the organisation of the work while this instruction applies

- **Protection of the health of the staff.** Apply guidelines and protocols that promote and ensure the health of the Museum's workers.
- **Telework or Remote work.** This is the safest measure to ensure social distancing. For this reason, the provision of services in the modality of telework is initially the organisational instrument of preference, except for those services and activities that must necessarily be provided in person, face to face, and always in accordance with the indications included in Annex 6.
- **Shifts and flexible working hours in the provision of face-to-face services:** special schedules and shifts may be established to reduce the number of workers present at the same time in the workplace and flexible schedules to avoid crowds of people at the entrances and exits and facilitate family reconciliation, in accordance with the protocol for staff with children under the age of 14 or with dependents affected by the total or partial closure of educational centres or care centres in Annex 1. In particular, the following measures will be able to be applied of flexible hours: fortnightly calculation of the working day; flexibility of staff clocking-in and clocking-out times (between 6.30am and 7.00pm), and adaptation of the compulsory core working time for the purposes of staggering entry and exit times. In any case, the daily working day may not be less than 5 consecutive hours, or interrupted in the event of a lunch break, and may be combined with partial telework to complete the day.

A pool of extra hours will also be created, which will cover the possible "deficit" of hours that may occur during this exceptional period, and which must be recovered by the end of the year.

In any case, the working day defined in instruction 1/2019 on timetable, working hours, holidays, leave, overtime, travel and other work rules applicable to Museum staff must be complied with, which states that the ordinary working week is 37 hours and 30 minutes; and that in the summer period, between 1st June and 30th September, both inclusive, the ordinary working day is 35 hours of effective work on a weekly basis, from Monday to Friday. In terms of reduced working hours, the corresponding proportional equivalences will be applied.

- **Safety distances:** the established safety distance is 2 metres. The layout and organisation of workplaces will be analysed to ensure the safety distance. Contact between employees and/or visits from customers or suppliers and providers will be minimised and those tasks in which the distance cannot be respected will be identified.
- **Avoid concurrence in common areas and both internal and external mobility.**
- **Implementation of preventive measures** (Annex 2).

V. General measures for the reestablishment of the activity of the Museum's staff

- 1) **Staggered incorporation** (with special protection of the ESW: Especially Sensitive Workers).
- 2) **Timetable rotations** within the same unit.

- 3) **Maximum occupation of the common spaces of the Museum.** Annex 8 defines the maximum occupancy of the meeting rooms and other common areas of the Museum.
- 4) **Avoid congestion** in indoor spaces and encourage travel to the Museum outside peak hours.
 - **Reconciliation with sons or daughters under the age of 14 or with dependents** due to the total or partial closure of educational centres or care centres.
- 5) **Measures of prevention and protection of the people** (Annex 3)

VI. Specific action protocols

Specific protocols are defined in Annex 1 for:

- Staff who have suffered the contagion and show symptoms.
- ESW - (Especially Sensitive Workers).
- Staff with children under the age of 14 or with dependents affected by the total or partial closure of educational centres or care centres.

VII. Activity Re-establishment Plan

1.- Internal opening phase.

This initial phase aims to prepare the conditions for the face-to-face and progressive return of staff, external staff and other staff who collaborate or have a relationship with the activity of the Museum, and the preparation of the installations of the museum and the collections for the following phase of opening to the public.

2.- Opening phase of the museum to the public

The aim of this phase is to open the museum to the public, with the maximum guarantees of safety and the full recovery of the internal management, both of heritage assets (conservation, registration, archive, library, documentation, restoration), as well as of general services, maintenance, administrative management, etc.

Work will also be done to prepare the activities and adapt the spaces for group activities and the holding of cultural events, when the competent authorities allow them.

3.- General organisational measures for the re-establishment of the activity

- a. **Signing in:** It will not be possible to sign in digitally. Remote time scheduling will be enabled through the time control programme (EVALOS).

Work meetings: Work meetings should preferably be held by online means, by videoconference or telephone call.

In case of strictly necessary face-to-face meetings, avoid physical contact, and maintain the recommended safety distances of 2 metres.

- b. **Training:** It will be carried out as a matter of priority through the use of digital online technologies. The carrying out of training activities in person will be exceptional and a safety distance of not less than 2 metres must be guaranteed.

Language classes and other training promoted by the Museum will preferably be held online.

- c. **Trips:** Business trips are postponed, except for those that are strictly essential for the activity of the Museum.

- d. **Staff recruitment processes:** The holding of recruitment tests with the participation of people participating in all the recruitment processes of selection and provision of jobs may be carried out in accordance with the health recommendations in force at any given time.

- e. **Onsite incorporation** into the Museum must be done by applying the basic preventive instructions aimed at the staff on the occasion of onsite reincorporation in the workplace (Annex 5).

4.- Measures to adapt the spaces for public use for the safety of visitors and for the re-establishment of services to the public

- Establishment of the obligation for the public to use a face mask to access the Museum building and during the visit to the building and collections
- Communication at the entrance of the museum and on the website of the conditions of access and for visits and any other information that may be relevant to the visitor in this new situation generated by COVID-19
- Promoting online purchasing of tickets and the reservation of activities
- Giving priority to online or card payments
- Encouraging the use of stairs or ramps instead of lifts
- Closing the rest areas and the cloakroom, in accordance with the instructions of the competent health authorities

- Audio guides and other electronic devices for shared use will not be available to visitors, until authorized by the health authorities. Priority will be given to the use of digital applications and content for use on personal devices, such as mobile phones.
- Elimination of any printed brochures or leaflets
- Design and signage of traffic flows that ensure the safety distance of the public
- The use of tactile museographic elements will be disconnected
- Installation of physical barriers using methacrylate panels at ticket offices and information points
- Installation of dispensers of sanitisers in the receptions and rooms of the Museum
- Installation of disinfectant floor mats at public entrances
- Continuous cleaning and disinfection at the entrance door for the public who visit the Museum
- Frequent cleaning of commonly used contact surfaces
- Specialised training for cleaning, surveillance and customer service staff
- Supervision of the application of prevention measures by external staff, by ensuring that they have the necessary PPEs
- Adaption of equipment and elements in toilets to minimise the risk of infection
- Limitation of the capacity of the public in accordance with current regulations and the guidelines of the health authorities, and adaptation of the waiting areas inside the building large enough to comply with the distance ratios established by the health authorities
- Closure of the spaces of auditoriums, workshops and/or classrooms, in accordance with the instructions of the competent health authorities

VIII.- Measures and conservation of the Museum's artistic and patrimonial heritage collection

Specific protocols and procedures will be defined to ensure the conservation of the Museum's artistic and heritage collection in accordance with the new reality and the recommendations of the competent authorities.

IX. Coordination of business activities

The companies awarded contracts for the Museum must adopt the appropriate measures for the protection of the labour safety and health of the staff assigned for the carrying out of these contracts, in accordance with the applicable regulations and measures established by the Museum.

It will be up to the Labour Risk Prevention Service to determine the information relating to the protection measures and basic hygiene recommendations that must be made visible in the Museum and for external companies.

X. Monitoring committee

A committee is set up to monitor and evaluate this plan. This commission will be formed by:

- The director
- The administrator
- The head of the area of Management

This committee may request the assistance of technicians in different subjects and will maintain weekly contact with the Museum's Labour Safety and Health Committee.

XI. Validity

These instructions enter into force from the date of the resolution for their approval and must be adapted to the evolution of the epidemic and their validity is indefinite until their repeal, revision or modification according to the evolution of the epidemiological situation and in accordance with the instructions or guidelines of the competent authorities.

With the entry into force of these instructions, the Instructions governing the Contingency Plan on the occasion of the SARS-COV-2 coronavirus approved on 17th March are no longer in effect.

ANNEX 1 . SPECIFIC ACTION PROTOCOLS

A) Action protocols for people who had been infected and show symptoms

1. Staff with symptoms of fever, cough, or difficulty in breathing are considered to be possibly infected with SARS-CoV-2 coronavirus and are required to:

- Remain at home and not go to work.

- Contact their Primary Health Care Centre or Doctor's Surgery (CAP) by telephone, except on weekends, when they should call 061 - Medical Emergencies System. The healthcare professionals, after making the suitable assessment, should provide the appropriate instructions.
- They should communicate the situation immediately to their direct manager or head and to the Museum's Human Resources department.

2. The Human Resources department will report to the Health Surveillance Service of the Labour Risk Prevention Service, and will collect information from people with whom the person with symptoms has been in contact in the work environment. As a precautionary principle, in the event that these contacts have occurred for a period of more than fifteen minutes at a distance of less than two metres, the Human Resources reference person must inform these people that they must remain preventively in their home and must carry out their work remotely, while the final study is done by the health surveillance medical staff.

The Department of Infrastructure and General Services will be asked immediately to disinfect the workplace of the person with symptoms and must ensure that the work team and its environment are aware of the episode.

The medical staff of the Health Surveillance Service must carry out the contact tracing in accordance with the public health criteria.

In cases where home self-isolation is to be carried out, the medical staff of the Health Surveillance Service must draw up a report accrediting the indication of temporary incapacity. This report must be delivered to the worker concerned and to the Human Resources Department, in order to manage the corresponding sick leave.

When the possible contagion, or confinement as a preventive measure, may result from contacts outside the work environment, the affected person must:

- Communicate this to their direct manager or head and Human Resources.
- Contact their Primary Care Centre or Doctor's Surgery (CAP) and follow their instructions; if they are issued a sick leave certificate, they must submit it to Human Resources, and they can forward it by email.

3. People who believe they have experienced symptoms of COVID-19, even if they are not confirmed, should contact the Health Surveillance Service of the Risk Prevention Service so as to assess the case and to decide whether to apply the protocol of the previous sections.

B) Protocol for staff included in the group fo ESW - Especially Sensitive Workers

The Health Surveillance Service of the Labour Risk Prevention Service has determined the staff that is part of this group in accordance with responsible statements submitted for this purpose, complying with the definition of health authorities, which includes people with diabetes, cardiovascular disease, including hypertension, chronic liver disease, chronic lung disease, chronic kidney disease, immunodeficiency, cancer, pregnancy and/or lactation, and over 60 years of age.

Therefore, as a priority, these people must provide services in an online way and if this is not possible, and always following the recommendations of the Health Surveillance Service of the Risk Prevention Service, the measures must be adopted which correspond in accordance with the assessment of the Labour Risk Prevention and Health Surveillance Service.

In any case, and in general, it is recommended that they are not incorporated in person until the city of Barcelona reaches phase 2 defined in the Plan for the transition to a new normality, approved by Agreement of the Council of Ministers of 28th April, 2020.

When, due to the type of task, this recommendation cannot be complied with, the Health Surveillance Service of the Risk Prevention Service will determine the adaptation of the workplace, or the application of certain mobility measures or the proposed report of temporary disability.

C) Protocol for staff with children under the age of 14 or with dependents affected by the total or partial closure of educational centres or care centres

The plans for the re-establishment of the services should consider unrestricted flexible working hours for staff who have dependents and are affected by the closure of educational centres or care centres for dependents, while this closure is maintained, both for cases of face-to-face work as well as remote work.

In this sense, workers with children under the age of 14 or dependent people who have to provide face-to-face services will have preference in the application of the systems of flexible hours, shift systems and setting special hours that this agreement enables.

Workers with children under the age of 12 or dependent people who have been affected by the closure of educational centres, the elderly or the disabled, as long as they are single-parent families or where the other parent provides services face-to-face full-time in the public or private sector, will provide services in the form of remote work with the necessary time adaptations and, if this is not possible, they will be able to take advantage of the conciliation permit. This permit will be granted after a

responsible declaration from the person concerned that there is no other person who can take care of the children or dependents. The application must be accompanied by the cohabitation form and the certificate of the company or body in which the adults who live at home provide services, indicating the times at which they provide services. These circumstances may be verified by the Administration of the Museum. This permit is valid until the end of the school year and the reopening of social services for the care of people with disabilities and/or in a situation of dependency and, alternatively, until the date on which there are general limitations carrying out children's and youth activities, including leisure and similar. In the event of non-compliance with the requirements, the hourly recovery of the days not worked must be required, without prejudice to the disciplinary liability that may have been incurred.

ANNEX 2 . GENERAL PREVENTIVE MEASURES

1.- Installation of physical barriers between people:

Workplaces face to face with the public will be protected with methacrylate panels.

2.- Installation of hydroalcoholic gel dispensers (sanitisers):

The number of dispensers installed in the offices and in areas of public concurrence will be increased, which will be accompanied by the necessary signs or information to make known at all times how the hydroalcoholic gel must be applied correctly to the hands

Staff will also be reminded of the convenience of continuously washing their hands and not touching their faces.

3.- Increased frequency of cleaning and disinfection:

Cleaning and disinfection of commonly used contact surfaces. These are: handles, door knobs, keypads, taps, tables/counters, vending machines, staff dining equipment, etc., with suitable products and solutions.

The minimum frequency will be once a day, but this frequency will be much higher in areas where greater contact with these surfaces is expected.

In workplaces where there is evidence or doubt of people who have suffered from COVID19, a thorough cleaning and disinfection will be carried out of:

- Their office.
- The offices which are heated or cooled by the same heating and cooling system.
- The heating and cooling installation (ATU- Air Treatment Units, drive ducts, return ducts, diffusers, return grilles, etc.)
- Common areas where there is regular movement of people (toilets, staff dining room, etc.)

4.- Adaptation or change of equipment and items of common use:

Adaptation or change of equipment and elements, with the aim of minimising as much as possible the contact of people with them and consequently minimising the risk of infection.

5.- Ensuring ventilation of the spaces. In the heating and cooling installations where there is forced ventilation, the supply of renovated outdoor air will be increased as much as possible; in installations where there is no forced ventilation, they will be ventilated naturally through the opening of windows.

6.- Means for measuring the body temperature of people who want to access the museum:

People accessing the building through the office area will be monitored using handheld portable infrared thermometers, with which you can measure the body temperature of a person without contact.

7.- Other actions:

- In the case of areas where it is difficult to guarantee disinfection, for example a reserve of works of art, their access will be limited to the bare minimum.
- Disinfectant mats will be installed at public entrances.
- Quarantine spaces for objects will be adapted in reserves for works of art, library and archive and other.
- Existing water fountains distributed around the offices will remain closed.
- Safety perimeters will be marked on the floor to access offices and other common areas, when necessary.

8. General organisational Measures

- a) To guarantee the maintenance of the safety distance of 2 metres and to avoid movements within the Museum.
- b) The capacity of the staff dining room will be reduced, in accordance with health regulations and safety distances. Alternatively, meals can be eaten in the offices following hygiene and cleanliness rules and microwave ovens outside the dining room can be used to heat food.
- c) Avoid the concurrence of people in the spaces with vending machines.

- d) Smoking will not be allowed at the entrance to the Museum and under no circumstances in the company of other people.
- e) The use of the lift will be restricted and only used when absolutely necessary; in any case, the use of the lifts will be limited to one person per trip.
- f) Respect the signs of distance on the floor and the signs to access personal offices.
- g) Reduce the visits of third parties to essential minimums and minimise the external staff that have to access the Museum
- h) Gloves must be used to manage internal or postal mail and to handle packages. Also, it is necessary to avoid sending paper documents as far as possible, which should be replaced by scanned documents.
- i) Packages or physical mail that must be transferred must be submitted to quarantine of three days, in accordance with the criteria for the prevention of labour risks and work health.
- j) Regulate the flows of people, differentiating passing areas, indicating the direction to circulate.

ANNEX 3. PROTECTION MEASURES AND PROTECTION OF PEOPLE

The use of face masks is compulsory in the common areas of the Museum and as long as the safety distance cannot be guaranteed.

Surgical masks or FFP2 will be used, in accordance with the risk assessment and depending on the activity and the adoption of other measures, such as screens or others that may be determined.

Gloves should not be necessary for all staff, as long as the rules of hand hygiene and the cleaning and disinfection of work spaces and utensils is scrupulously observed. They would be necessary in the attention to the public and in the contact with objects, utensils and surfaces that do not guarantee their disinfection. The gloves should be disposable and must be removed once used.

Staff that confirm that they travel to the Museum on public transport may be given masks when travelling to or from the Museum.

The control and delivery of masks and gloves will be done from the Department of Human Resources.

ANNEX 4. GENERAL PERSONAL HYGIENE MEASURES

It is essential to follow personal hygiene measures taking into account the following considerations:

- Wash your hands frequently with soap and water, as a main measure of prevention and control of infection.
- Cover your mouth and nose with disposable handkerchiefs when you cough and sneeze and then throw them in the rubbish (preferably a bin with lid and pedal); or with the face turned into the elbow and hands should be washed immediately.
- Avoid touching your nose, eyes and mouth, above all after touching third-party objects.

- Wash your hands when you arrive from the street with the sanitiser that will be located at the entrances.
- Do not shake hands or greet in any way that involves physical contact.
- Once you have entered the building, wash your hands correctly and frequently with soap and water.
- Avoid using colleagues' utensils whenever possible (e.g. capturing calls from your own phone instead of picking up your partner's).
- Avoid handling user documentation (e.g. that users show ID but without touching it, etc); if strictly necessary use gloves.

Specific measures for in itinere / in mission travel:

- If a shared private vehicle is used, there can only be one person per row of seats
- Use a face mask to use public transport.
- Queue in order to access public transport, keeping a safe distance.

ANNEX 5. BASIC PREVENTIVE INSTRUCTIONS AIMED AT STAFF ON THE OCCASION OF FACE-TO-FACE REINCORPORATION IN THE WORKPLACE

1. Comply with all the prevention measures indicated.
2. Maintain an interpersonal safety distance of two metres.
3. Avoid close greetings and physical contact, especially handshakes.
4. Avoid using equipment, devices, utensils, and objects from other workers as much as possible. If necessary, increase precautions and, if you can, disinfect them before use. If this is not possible, wash your hands immediately after use.
5. Wash your hands frequently with soap and water, and use hydroalcoholic solutions. Each wash should last at least 20 seconds, with hot water and soap, and do so especially after coughing or sneezing or after touching potentially contaminated surfaces. Follow these instructions:
 - a) Rub your hands with soap and water.

- b) Wash the back of both hands, including the fingers.
 - c) Interlace your fingers and rub again.
 - d) Rub your thumbs and fingertips.
 - e) Rub your nails.
 - f) Rinse your hands and dry them well with disposable paper.
6. Cobriu-vos el nas i la boca amb un mocador d'un sol ús en tossir i esternudar, i llenceulo a continuació a una galleda d'escombraries amb tancament. Si no disposeu de mocadors, empreu la part interna del colze per no contaminar les mans. Cover your nose and mouth with a disposable handkerchief when you cough and sneeze, and then throw it in a closed trash can. If you do not have handkerchiefs, use the inside of your elbow to avoid contaminating your hands.
7. Avoid touching your eyes, nose or mouth.
8. Facilitate the work of the cleaning staff when you leave your place, leaving it free of objects and any items that make it difficult to clean and disinfect.
9. Dispose of any personal hygiene items - especially disposable handkerchiefs - immediately in the appropriate rubbish cans or bins.
10. If you notice that you are starting to have symptoms, warn your colleagues and superiors, take extreme precautions for both social distancing and hygiene while you are at work and contact the labour risk prevention service or your doctor immediately of primary care.

ANNEX 6. CRITERIA APPLICABLE WHEN SERVICES ARE PROVIDED IN THE TELEWORK MODE

The system of providing services in the form of telework is voluntary, will always be proposed by the head of the affected unit, and is linked to the evolution of the plan to

restore the activity. The duration of this work system will end with the repeal of these instructions.

To this end, the worker must apply to the Department of Human Resources for the telework modality, filling in the declaration included as Annex 7.

The head of the unit will be the person in charge of defining a work plan, with an assigned calendar, and exercising supervision over it, and establishing the working day and schedule of each person working in their unit.

The regulation of telework will be subject to the regulations applicable to the work staff subject to the VI Unique Collective Agreement of the Generalitat, or to the internal instructions that are regulated for this purpose.

In any case, the Museum will provide, as far as possible, remote access equipment. Once the normalisation phase is reached, or these instructions are repealed, this equipment must be returned to the Museum.

The worker must apply the cybersecurity rules for the provision of services in the telework modality of the Cybersecurity Agency of Catalonia, and will not use it for other purposes and is responsible for the proper use and security of the computer.

Access to self-training and virtual training materials on telework in the field of labour risk prevention, cybersecurity and task monitoring for teleworkers and managers will be facilitated, as well as a tool for self-assessment of the workplace.

ANNEX 7 DECLARATION FOR THE TEMPORARY PROVISION OF SERVICES IN THE TELEWORK MODE

The person signing declares:

That, as of the day, _____ , he/she will provide services in the form of telework in accordance with the Museum's Contingency Plan due to the health crisis caused by covid-19, or the instructions that may be approved later for the re-establishment of the activity.

That he/she knows the duty to register the day carried out in the modality of telework by means of the system of schedules control of the Museum (EVALOS) and following the instructions of Human Resources.

That he/she has access to the Museum's Portal of links to documentation on cybersecurity, data protection and labour risk prevention.

That he/she will follow the recommendations of use and security rules in matters of cybersecurity in the Administration of the Generalitat de Catalunya included in the Portal of links of the Museum.

That the Museum puts at his/her disposal a computer device by means of which the telework must be carried out, that he/she will not use it for other purposes and that he/she is responsible for its good use and the security of the computer.

That by means of the telework he/she will execute the work plan established by the person in charge of the Unit, Department or Area to which he/she belongs.

This equipment is the property of the Museum and its conditions of use, such as the duration of the telework, is subject to the Contingency Plan and the activity recovery plans that the Museum may subsequently approve.

ANNEX 8 MAXIMUM CAPACITIES OF THE COMMON SPACES

According to Instruction 4/2020, of 7th May, on the prevention and safety measures to be applied to staff in the service of the Administration of the Generalitat de Catalunya on the occasion of the SARS-CoV-2 coronavirus, in anticipation of future onsite reincorporation in the workplace, the Museu Nacional d'Art de Catalunya limits the maximum capacity of its spaces according to the following factors

- Maximum capacity of 33%
- Minimum safety distance of 2 metres.
- Capacity for renewal of the air of the space

Office:

Room B, 3 people

Room C: Unusable for meetings.

Room Patronat, 8 people

Training classroom, 6 people

Other spaces:

Room Innova, 33 people

Auditorium 1, 25 people

Auditorium 2, 30 people