



**#ESTE
VIRUS
LO
PARAMOS
UNIDOS**

PLAN PARA LA TRANSICIÓN HACIA UNA NUEVA NORMALIDAD:

GUÍA DE LA FASE 2

Modificada el 23 de mayo de 2020



Contents

1. INTRODUCTION	3
2. MEASURES AT WORK	3
3. HYGIENE AND PREVENTION MEASURES	4
4. FLEXIBILIZATION OF SOCIAL MEASURES.....	6
5. TRADE AND PROVISION OF SERVICES.....	7
5.1. Flea markets.	7
5.2. Shopping centres and parks.....	7
5.3. Training centres.....	8
6. HOSPITALITY AND CATERING.....	8
7. SOCIAL SERVICES.....	9
8. CULTURAL ACTIVITIES.....	9
8.1. Libraries	10
8.2. Showrooms	10
8.3. Visits to monuments	11
8.4. Cinemas, theatres and auditoriums	12
9. SPORT ACTIVITIES	12
9.1. Opening of covered facilities	13
9.2. Opening of sports pools.....	13
10. HOTELS AND TOURIST ESTABLISHMENTS.....	14
11. POOLS AND BEACHES	15
11.1. Recreational pools.....	15
11.2. Beaches	15
12. Finally	16

1. INTRODUCTION

In view of the positive epidemiological evolution of the pandemic of COVID-19 and timely compliance with the criteria established in previous phases, the Government and the Communities Autonomous have agreed to extend the flexibility of some measures in certain territorial units, contemplated in [Order SND / 414 of May 16, 2020](#), for *the easing of certain national restrictions established after the declaration of the alarm status in implementation of phase 2 of the [Plan for the transition to a new normal](#)*.

The new one [Order SND / 440/2020](#) of May 23, 2020 amends some aspects covered in it, as well as others pre-orders, which require updating this guide.

This order will be applied in the territorial units that they pass to Phase 2, and they appear in the annex of the Order and at the end of this document, as well as the people residing in said units.

Vulnerable people may also make use of said allotments, provided your clinical condition is controlled and allows it, and maintaining rigorous protection measures.

People who present symptoms, are in home isolation or quarantine due to a diagnosis of COVID-19 or have been in close contact may not use the ratings mentioned in this document.

2. MEASURES AT WORK¹

- Whenever possible, continue telecommuting or working from home.
- In companies, shops, educational centres and others entities provided for in the aforementioned order of the Ministry of Health, the necessary measures must be adopted to comply with hygiene and / or prevention measures for workers.
- It will ensure that all workers have available in the workplace hydro-alcoholic gels or disinfectants with virucidal activity for cleaning hands, or when this is not possible, soap and water.

¹ Some of the requirements in this section may not be applicable to most of our members but are included for completeness.

- When the interpersonal social distancing of approximately two metres cannot be guaranteed, it must be ensured that workers have protective equipment appropriate to the level of risk and are trained and informed on the correct use of that protective equipment.
- These measures are also applicable to workers in companies that provide services on a regular or as required basis in companies, shops, centres and others entities provided for in the order of the Ministry of Health
- Fingerprint time control must be replaced by another system that guarantees adequate hygiene measures to protect the health and safety of the worker, or the device must be disinfected before and after each use.
- The arrangement of jobs, the organization of shifts and other working conditions must guarantee maintaining the interpersonal social distancing of two metres between workers, and is the responsibility of the owner of the activity or director of the entity. Social distancing must be met in locker rooms, lockers and toilets, as well as in any other area of common use.
- If a worker begins to have symptoms associated with the disease, the autonomous community or health centre and, where appropriate, with the Risk Prevention Service Labour phone must be contacted immediately by telephone. The worker must put on a mask and leave their job until their situation has been evaluated by a healthcare professional .
- Centres must make adjustments in their time organization to avoid the risk of large gatherings of people, workers or otherwise, in work spaces or centres during the periods of foreseeable maximum occupancy and during the entrances and exits.

3. HYGIENE AND PREVENTION MEASURES

- Hotels, establishments, shops and premises open to public will perform cleaning and disinfection of facilities appropriate to the characteristics and intensity of use, with special attention to common-use areas and more frequent contact surfaces such as doors, counters, furniture, handrails, machines dispensers, floors, etc.

- Cleaning and disinfection can be done throughout the day, preferably at noon or a break from the opening of the establishment dedicated to maintenance, cleaning and replacement tasks. These closing times for cleaning will be communicated duly to the consumer through visible signage or paging messages.
- Hydro-alcoholic gel dispensers or disinfectants with virucidal activity must be made available to workers and customers
- Work will be cleaned and disinfected at each shift change.
- In the case of jobs shared by more than one worker, cleaning and disinfection of the post will be carried out after the end of each use.
- Enclosed spaces must ventilated every day to allow air renewal.
- The uniforms and work clothes must be washed and disinfected daily.
- Staircases will be used preferably and the use of an elevator or lifts will be limited to the essential minimum with a maximum occupancy of a person, unless the separation of two metres is possible or in cases of people who need assistance.
- If the toilets are used by clients, visitors or users, their maximum occupation will be one person, except in the case of people who need assistance. Cleaning and disinfection should be enforced.
- Card payment will be encouraged, avoiding the use of cash as far as possible. The card machine must be cleaned and disinfected the after each use.
- Bins must be available to deposit tissues and any other disposable materials, and they must be cleaned frequently, and at least once a day
- The distance between seller and customer will be at least one meter when there are protection elements or barrier, or two metres without these elements.
- In the case of services that do not allow maintaining the interpersonal safety distance, such as hairdressing salons, beauty centres or physical therapy, the appropriate protective equipment must be used for the level of risk.
- The length of stay in establishments and premises will be as short strictly necessary.
- In textile shops, clothing repair and similar, the testers must be used by a single person. After use, they will be cleaned and

disinfected. After the test of garments or returns, they must be sanitized.

- There will be no test samples (such as cosmetics, perfumery products and similar), which involve direct manipulation by successive clients, as well of telecommunications products without permanent supervision by a salesperson.
- Establishments and premises must display to the public the maximum capacity of each location and ensure that the capacity is not exceeded, as well as the interpersonal safety distance of two metres is respected inside.

4. EASING OF SOCIAL MEASURES

- People can circulate through the province, island or territorial unit of reference, respecting the safety and hygiene measures and the minimum safety distance, in groups of a maximum of 15 people. This limit will not apply between cohabitants.
- People up to 70 years old will be able to engage in non-professional exercise in any time slot except between 10:00 and 12:00 and between 19:00 and 20:00. These latter time slots are reserved for persons over 70 year olds.
- During social contacts with non-cohabiting third parties, the safety and hygiene measures established by the health authorities must be respected: minimum safety distance of two metres or alternative physical protection measures if this is not possible: hand hygiene and facemasks.
- Funerals may be held with a maximum limit of 25 people in outdoor spaces or 15 people in enclosed spaces, regardless of whether they are cohabitants. The retinue for the committal of the person deceased is restricted to a maximum of 25 people and always respecting the distance and hygiene measures.
- Attendance at places of worship will be allowed provided 50% of its capacity is not exceeded. The social distance of at least two metres between people must be maintained. The maximum capacity must be published in a visible place in the space destined for worship.
- Wedding ceremonies may take place in all kinds of facilities, public or private, as long as 50% of their capacity is not exceeded. A maximum of 100 may attend people in outdoor spaces or 50

people in enclosed spaces, maintaining social distance, hygiene hands and respiratory etiquette.²

- Active and natural tourism activities may be carried out in groups of up to 20 people, these activities should be arranged preferably by prior appointment.
- Conducting conferences, meetings, business meetings and conferences promoted by any entities of a public or private nature will be allowed. For these purposes, the conference halls, conference rooms, multipurpose rooms and other similar establishments and facilities will be used.

5. TRADE AND PROVISION OF SERVICES

Reopening of stores and retail establishments regardless of their useable exhibition and sales area will be permitted as long as they meet these standards:

- Retail and commercial establishments and premises may reopen to the public regardless of their useful area of exposure and sale, provided that the capacity is reduced to 40% at each of the locations available and that it guarantees a minimum distance of two meters between customers.
- In premises where it is not possible to maintain this distance, only the stay within a customer's premises will be allowed. (*No idea what this means*)
- There will be a schedule of service with priority service for over 65 years.

5.1. Flea markets.

The limitation to one third of the usual or authorized positions must be guaranteed, limiting the influx of clients, so as to ensure the maintenance of the social distance of two metres. It will be ensured that the products marketed are not manipulated by consumers.

5.2. Shopping centres and parks

These can be reopened to the public provided that the measures are respected for capacity and it is guaranteed that customers can transit

² Respiratory etiquette rules include "**coughing at elbow flexion**"; "avoid **crowds** or spaces with many people"; and "respect the **distance of a meter** with people who refer **respiratory symptoms**."

the common areas (but not staying in them) and the following specific rules:

- The capacity is limited to 30% of its common areas and 40% in each of the commercial establishments.
- Recreational areas cannot be used as zones for children, toy libraries or rest areas, remain closed.
- The use of common toilets and lactation rooms in shopping centres must be controlled by their staff, and cleaning must be carried out in accordance with the established regulations.
- The use of family toilets and lactation rooms is restricted a single family, combining their use by two family units is not permitted.
- In parking areas, in addition to the continuous disinfection of the usual contact points and the availability of hydroalcoholic gel at the customer's disposal, payment by electronic means will be encouraged.

5.3. Training centres

The autonomous communities are allowed to open non-university educational and training centres. Holders are also allowed to open academies and driving schools, limiting their capacity to 1/3 and prioritizing online training.

6. HOSPITALITY AND CATERING

- **Hotel establishments** may reopen to the public and **catering** for consumption on the premises, provided that they do not exceed 40% of its capacity. The autonomous communities may modify this maximum capacity between 30 and 50%.
- Discotheques and nightclubs cannot be opened.
- Consumption within the premises may only be made seated at table, or groupings of tables, and preferably by prior reservation. In no case is self-service at the bar by the customer permitted.
- Food and drinks to take away can be ordered in your own establishment. *(I think this means from/to your home)*
- The outdoor terraces of hospitality establishments keep the limitation to 50% of the tables, with a maximum occupancy of 10 people.

- Between one client and another, cleaning and disinfection of the terrace equipment, in particular tables, chairs, as well as any other contact surface must be performed.
- The use of single-use tablecloths will be preferred and publicly available dispensers of hydro-alcoholic gels or disinfectants with virucidal action shall be made available.
- Card payment will be encouraged and the use of commonly used menu cards should be avoided.
- Crockery, glassware, cutlery or table linen, among others, will store indoors and, if not possible, away from zones of passage of clients and workers.
- Self-service products such as napkin rings, toothpicks, cruets, oil cans, and other similar utensils will be eliminated, preferably using single-use, pre-packaged items.
- In the case of services that do not allow the maintenance of interpersonal safety distance, workers must use the appropriate protective equipment at the level of risk that ensures both their protection and that of the client.
- Residences for researchers: They can resume their activity at the residences, buildings, centres and facilities of public or private nature, intended for accommodation and provision of hotel and restaurant services to scientific, technical and research staff.

7. SOCIAL SERVICES

- Autonomous Communities and autonomous cities may allow visits to be made in their territory to residents of sheltered housing, residential centres of people with disabilities and residential centres of old people.
- Visits to residential centres for the elderly are will carry out according to the standards established by each Autonomous community.
- Visits must be previously arranged with the training or the residential centre.

8. CULTURAL ACTIVITIES

The measures for the access to libraries, rooms of exhibitions and monuments that, in general, must take into account the following:

- Rooms with information desks and attention to the public should install physical protection elements and barriers in the visitor reception area.
- Installation of posters with standards and recommendations specific to the public, as well as vinyl signage with indications on the distance of safety, to avoid the formation of queues or crowds at the entrance and / or exit.
- The properties must be submitted prior to reopening to selective cleaning and disinfection of parts accessible to the public. If there are cultural assets, they must also follow the rules recommended by the Institute of Cultural Heritage of Spain.
- Places where the safety of visitors due to their special conditions or impossibility to carry out the necessary disinfection tasks must be excluded from public visits.
- There must be no cloakroom or left-luggage service.
- The use of the exposed elements designed for tactile use by the visitor, as well as audio guides, brochures or other similar material will not be permitted.

8.1. Libraries

- Consultation activities may be carried out in a room provided that one third of the authorized capacity is not exceeded
- When a user leaves a reading station, this must be cleaned and disinfected
- Computers and media IT can be used, online public access catalogues, catalogues on library cards or electronic publications, which must be cleaned after each use.
- Interlibrary lending is allowed between libraries located in one of the territorial units provided in the annex to the order.
- Children's rooms and open access collections they will remain closed.

8.2. Showrooms

Showrooms can always be opened to the public provided that a third of the authorized capacity is not exceeded and that the measures necessary for the proper control of crowds are implemented. In addition to hygiene and protection, established in general, must The following rules apply:

- The holding of exhibition opening events that may involve crowding in a closed space should be avoided..
- For the assembly and disassembly of temporary exhibitions, the confluence of workers of different specialties will be avoided and the interpersonal distance of two metres will be maintained at all times.
- The interior of the cabins of transport company vehicles must be cleaned and disinfected, at least once a day, as well as the gripping points of machinery, auxiliary elements and tools used during assembly.
- If there are several companies involved in the assembly, a time staging of the entrances and exits will be carried out, concentrating the work of each company on different days and times..

8.3. Visits to monuments

Monuments may be reopened to the public and other cultural facilities as long as the visits are not exceed one third of the authorized capacity. In no case may they other cultural activities other than the visits. Other specific measures must be observed:

- Only individual visits or those of cohabitants are allowed, avoiding the carrying out of parallel or complementary activities unrelated to the visit itself.
- Avoid the confluence of personal workers, researchers, residents or users of buildings with visitors.
- Spaces where there may be interference from circulations will be subject to signage and beacons.
- In religious places of worship (churches, collegiates or cathedrals) or occupied by religious communities (monasteries, abbeys or convents), mandatory routes will be established to separate circulations. If this is not possible, visitors will be required to wear masks or different visiting hours will be established..
- Property managers can establish the right to admission when visitors carry objects such as bags, backpacks or the like that pose a danger to the security of the person or property under custody.

8.4. Cinemas, theatres and auditoriums

All cinemas, theatres, auditoriums and similar spaces may resume the activity as long as they have seats pre-assigned and do not exceed a third of the authorised capacity.

- In the case of other premises and establishments destined to cultural acts and shows, the resumption of activity will be subject to the following requirements:
 - If it is held indoors, they must not exceed a third of the authorized capacity, or involve more than 50 people.
 - In the case of outdoor activities, the public you must remain seated, keeping their social distance necessary and a third of the capacity must not be exceeded authorized, or involve more than 400 people.
- The online or telephone sale of the tickets will be recommended.
- The provision of complementary services is allowed, such as shop, cafeteria or the like.

9. SPORT ACTIVITIES

Athletes' training will always take place strictly complying with prevention and hygiene measures established by the health authorities.

Athletes may not share any material for individual use. If this is not possible, any equipment or material used for tactical exercises or specific training sessions or for mechanical maintenance and of material or safety equipment, must be disinfected after each use.

The facilities will be cleaned and disinfected in accordance with the provisions of the ministerial order.

- Athletes members of clubs participating in non-professional leagues may carry out basic training individually, in training centres at the clubs or other types of facilities that are available or open to the public.
- The license issued by the sports federation serves as accreditation for the athlete.
- Professional sports clubs or Sports Public Limited Companies may carry out total training aimed at the previous phase of the

competition, including joint actions in groups of various athletes up to a maximum of 14 people..

- Training tasks in professional leagues will be carried out whenever possible in turns, avoiding exceeding 50% of the facility's capacity for athletes.
- The use of changing rooms is allowed.
- Technical work meetings can be held with a maximum of 15 participants, including the technician, and maintaining the established security measures.
- Referees can access the facilities, for their training, under the same conditions applicable to athletes and technical personnel.
- The media cannot attend training sessions.
- Resumption of the Professional Leagues competition.
 - The competition will resume without the public and behind closed doors.
 - The media will be allowed to enter for broadcast of the competition.
 - The Higher Sports Council, before the start of the competition, will determine the number of people who can access the stadiums and pavilions..

9.1. Opening of covered facilities

- The competition will resume without the public and behind closed doors.
- High level athletes can access performance professionals, federated referees or judges and federative technical personnel.
- The sports activity will require making an appointment with the managing entity. For this, hourly shifts will be organized, outside of which it will not be possible to stay in the facility.
- The 30% capacity limit for sports use will be respected in each facility, both in terms of access and during the practice itself.
- Only a coach can access the athlete if necessary, a circumstance that must be proven. People with disabilities or minors who require the presence of a companion are excepted.

9.2. Opening of sports pools

- Outdoor or indoor pools can be opened for carrying out sports activities.

- Integrated athletes have preferential access, through the corresponding license, in the sports federation whose modalities and sports specialties are developed in the aquatic environment; swimming, rescue and lifeguard, triathlon, modern pentathlon and underwater activities.
- Appointments must be made with the facility management entity. For this, hourly shifts will be organized, outside of which it will not be possible to be present in the facility.
- The 30% capacity limit will be respected in each pool, both in relation to access and during the practice, except when the pool is divided by training lanes in which an athlete can only exercise activity in the lane.
- The use of changing rooms is allowed
- Only a coach can access the athlete if necessary, a situation that must be approved. Persons with disabilities or minors who require the presence of a companion are excepted.

10. HOTELS AND TOURIST ESTABLISHMENTS

- The common areas of hotels and tourist accommodation may be reopened to the public, provided that they do not exceed a third of its capacity and the measures established for hospitality and catering are maintained.
- The establishment must determine the capacity of the different common spaces, as well as those places where events can be held in accordance with the capacity and hygiene and protection measures established.
- The closed spaces where events, entertainment activities or gyms are to be held must be ventilated for two hours before use.
- Animation activities or group classes must be organized with a maximum capacity of 20 people and respecting the minimum safety distance between people and between them and the entertainer or coach. They will be carried out preferably outdoors and the exchange of objects will be avoided.
- The property's pools and spas can be reopened as directed in the next chapter of this guide.
- Natural parks and cable cars can be opened, with capacity limitations and specific hygiene conditions.

11. POOLS AND BEACHES

11.1. Recreational pools

- Recreational pools can be opened to the public and can be accessed by anyone as long as the maximum capacity of 30% of the facility's capacity is maintained. If the safety distance between users cannot be maintained, the capacity will be reduced
- To access the pool, an appointment with the facility's managing entity must be made.
- Hygiene and prevention regulations will be made clear to users of swimming pools and beaches by means of visible signage or public address messages, as well as the need to leave the facility in the event of any symptom compatible with COVID-19.
- The usual equipment and materials such as glass, ropes, class auxiliary material, perimeter grid, medicine cabinet, lockers, as well as any other in contact with users, must be cleaned and disinfected.
- Cleaning and disinfection of surfaces in frequent contact with users' hands, such as locker door knobs or railings, will be carried out at least three times a day
- A spatial distribution of users must be established to guarantee the safety distance by means of signs on the ground limiting the spaces. Personal objects, such as towels, must remain within the security perimeter.
- Locker room showers and water fountains cannot be used.

11.2. Beaches

- People may access the beaches of the same province, island or territorial unit of reference established in the de-escalation plan. The municipalities may establish access limitations, which in any case will be free, and capacity to ensure that the interpersonal distance of at least two metres between bathers is respected.
- Showers, toilets and changing rooms can be used, limiting occupancy to one person, unless assistance is required.
- Bathers must make responsible use of the beach, both from an environmental and sanitary point of view. The location of personal objects such as towels, deckchairs and similar items will be carried out in such a way as to guarantee a security perimeter of two

metres with respect to other users, except in the case of cohabiting bathers or those who do not exceed 15 people.

- The practice of sports, professional or recreational activities is allowed on the beach, provided they can be carried out individually and without physical contact, allowing a minimum distance of two metres to be maintained between the participants.

12. Finally

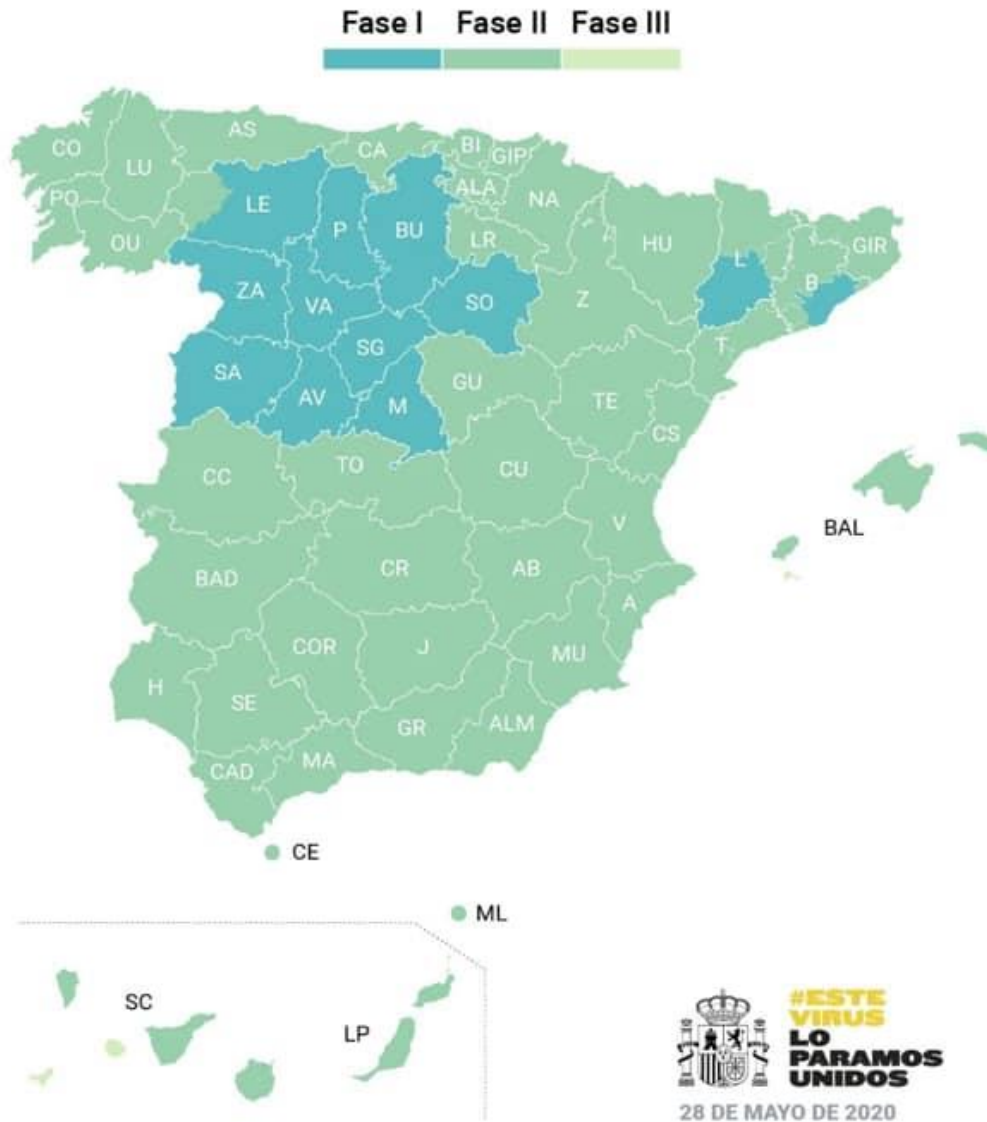
The municipal, regional or special police inspection services, within the scope of their powers, will be in charge of monitoring compliance with the measures contained in the Order of the Ministry of Health.

The order, in force from 00:00 hours on May 18, 2020, will remain effective throughout the term of the Alarm State and its possible extensions.

Depending on your specific situation, in some provinces, islands or territorial units, special conditions different from those contained in this guide apply for some activities.

MAPA DE TRANSICIÓN A LA NUEVA NORMALIDAD

Entrada en vigor a partir del lunes 1 de junio de 2020.



A FASE III Formentera (Baleares); La Gomera, El Hierro y La Graciosa (Canarias).

A FASE II Toledo, Ciudad Real y Albacete (Castilla-La Mancha); Castellón, Valencia y Alicante (Comunidad Valenciana); zonas sanitarias de Girona, Cataluña Central, Alt Penedès y El Garraf (Cataluña); Totana (Murcia); Granada y Málaga (Andalucía); Comarca de El Bierzo (Castilla y León).