

the way to the factory site

Carpooling:

- Avoid direct contact with your passengers (compliance with all hygiene rules).
- Limit the carpooling.
- Set ventilation to high air change rate for more than one person.
- Car-pooling should not be changed – the same people always stay in a carpool.

Bus/train/public transport:

- keep the minimum distance when boarding and disembarking.
- try to touch as little as possible.
- Stick to the seat arrangement
- Don't sit opposite anyone.
- Wash your hands after the ride.

Behavior at the factory gate

- Be sure to keep the minimum distance at the entrances, take care of other persons and observe the instructions.
- Avoid touching turnstiles and turnstiles.
- Observe the respective rules and measures that are designated to factory gates.

general hygiene rules

- In principle, these hygiene rules are sufficient to protect contagion. All other measures are to be understood as additional and do not replace the hygiene rules.
- Avoid shaking hands.
- Always keep a minimum distance of 1.5 m from other people.
- Wash your hands often with water and soap.
- Use paper handkerchiefs only 1x.
- Cough up your own sleeve and turn away from other people when you cough.
- Air all work areas in the form of so-called shock vents regularly where possible.
- Pay attention to signs of illness and contact a doctor if there are signs.
- Used masks and handkerchiefs must be disposed of with the residual waste

Toilets

- The cleaning cycles are increased. Sufficient soap and towels are always provided.
- Always wash your hands with water and soap. Note the general Hygiene rules.
- Use paper towels to open the toilet doors when leaving the toilet. Please dispose of the paper towels properly in the bins.

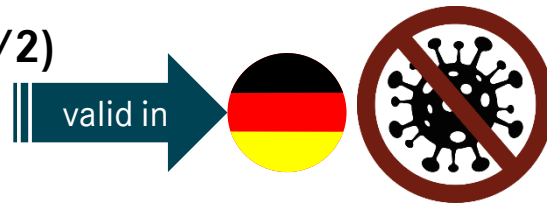
Information

Observe the information, markings, signage and signs. All rooms will be cleaned according to applicable hygiene regulations.

- Keep your workplace clean and safe
- Potentially infectious waste (MNM) must be disposed of with the residual waste in the **grey ton**.

Mouth-nose mask

- Mouth guard MNM (mouth-nose mask) – prevents drop transfer via the mouth/nose (external protection) and prevents you from touching your own face.
- Provide your employees with MNM.
- Wearing a MNM (mouth-nose mask) is generally recommended.
- Mouth-nose masks are mandatory to wear if the minimum distance of 1.5 m cannot be maintained.
- General MNM obligation in canteens, shops, internal busses and transfer, medical service and issuing offices / counters as well as in other areas if necessary (see signage)



during breaks

- Keep a seat distance of at least 1.5 m during the break and do not face each other. Take advantage of the alternatives.
- Reduce personal contacts with other people.

Diet

- The offer in canteens/shops is limited.
- Please observe the respective rules in the canteen and in the shops.
- Pay particular attention to compliance with the general hygiene rules (including for meals brought with you)

at work

- At the beginning of work and at the end of work, the tools, handles, control panels, etc. must be individually cleaned by the employee.
- Cleaning agents or soap solutions can be used.
- Please always follow the general hygiene rules.
- Appropriate measures must be taken in workplaces where the minimum distance to colleagues cannot be guaranteed, e.g. Wearing masks (MNM).

Office workplaces

- If possible, work from the home office.
Determination of a proportion of employees who work in the company on site.
- In the seating arrangement, the minimum distance of 1.5 m must be observed, if necessary a desk must be released in between. If no desk sharing: Workplaces must be re-ordered/assigned in order to comply with the minimum distance.
- Each employee cleans his or her personal working environment, keyboards, furniture, etc. on his own initiative (especially important in areas with desk sharing). Soap solutions must be used for cleaning.
- Appropriate measures must be taken at workplaces where the minimum distance of 1.5 m to the colleagues cannot be guaranteed and the density of employees cannot be reduced by home office, e.g. wearing mouth-nose masks.

Meeting

- Meetings are held online/via Skype if possible.
- Use large rooms to secure distance between participants by releasing chairs.
- Keep the duration of the call as short as possible.
- The max. Number of people in meeting rooms is set. A note must be attached to the door.
- The tables must be cleaned when participants leave the room. Soap solution can be used for this purpose.
- The room must be ventilated if possible when leaving.

Doors, stairs, elevators

- For opening doors, e.g. Use paper towels or elbows.
- Handrails should not be used temporarily. If necessary, use gloves or paper towels - Attention: extreme caution is required when climbing stairs - danger of stumbling!
- For safety, the hand can also be guided above the handrail without touching, so that it can be accessed in an emergency.
- Lifts only for employees with restrictions and for the transport of material

"3G" at workplaces

Employees must be informed about the 3G rules in the workplace:

- Entering the workplace only fully vaccinated, recovered or demonstrably tested negative.
- Proof of convalescence is valid for 6 months,
- Proof of negative rapid antigen test valid for 24 h, proof of negative PCR test is valid for 48 h.