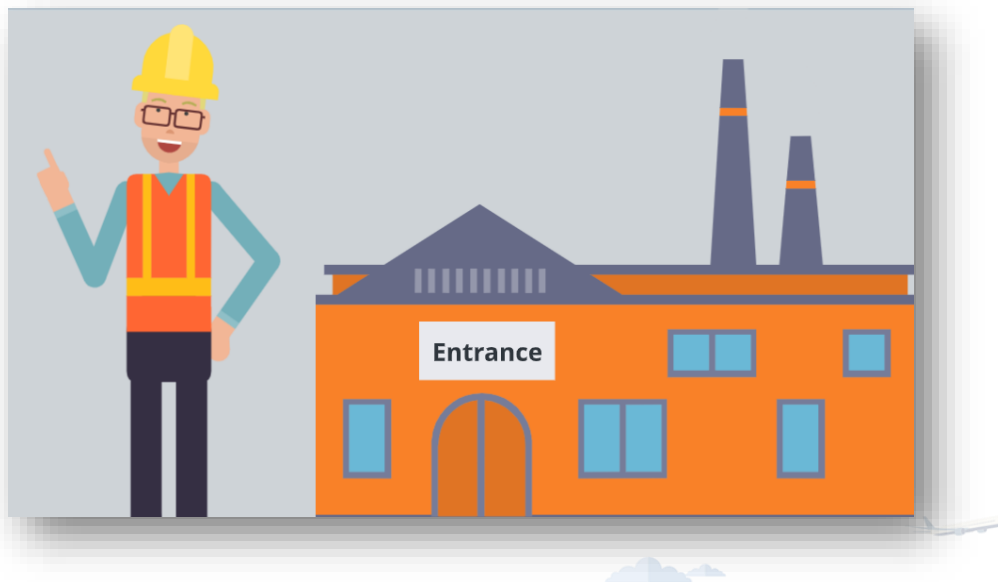


## Protection against the novel Corona Virus SARS-COV -2, upon entering, staying and leaving the workplace

### Before entering the workplace

If you have respiratory symptoms or if you are a pregnant working woman or if you belong to a vulnerable group, please stay away from the workplace and stay home. By staying home, you protect yourself and others.

- Wash your hands with soap and water or rub your hands thoroughly with an antiseptic alcohol solution or with alcohol wipes.



### During your stay at the workplace

- Use all appropriate personal protective equipment (PPE) for your job duties correctly.
- Avoid close contact (<2 meters for > 15 minutes) if possible, with anyone with respiratory symptoms, such as coughing or sneezing.
- Avoid contact of your hands with your eyes, nose and mouth to reduce the risk of infection
- Wash your hands with soap and water or rub your hands thoroughly with an antiseptic alcohol solution or with an alcohol wipe.
- Avoid sharing personal items, such as pens, pencils, markers, telephones, or computers.



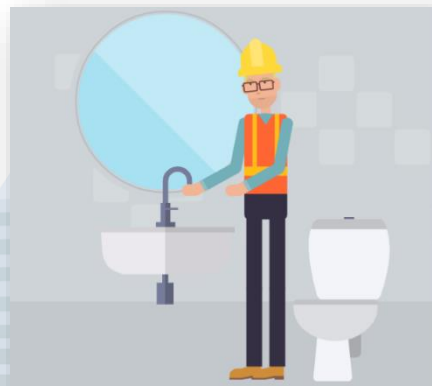
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- On coughing or sneezing, cover your nose and mouth with the sleeve at elbow level or with a tissue, then reject the used tissue in the waste containers and thoroughly wash your hands.
- Wash your hands regularly and carefully with liquid soap and water for at least 20", before eating and after visiting the toilet, and carefully dry hands with disposable paper towels and discard them into the bin.
- As an alternative to handwashing, you can either apply a sufficient quantity of antiseptic alcohol solution and rub your hands or use alcohol wipes.
- Remember that using gloves does not replace proper hand washing.



### When Leaving the workplace

- Carefully remove the Personal Protective Equipment you used.
- Wash your hands with soap and water or scrub your hands thoroughly with an antiseptic alcohol solution or with antiseptic alcohol tissue paper.



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