

Safety informations for visitors

Guidelines for handling COVID-19

Welcome!

To contain the coronavirus pandemic and minimize the risk of infection at our site, we ask that you **comply** with the following **hygiene measures**. Also follow the rules and regulations for the state in which the site is located.

Monitor your state of health and watch out for cold symptoms. Attend meetings only if you are feeling well.

Access to the campus can be granted with appropriate proofs for vaccinated + recovered + negatively tested visitors (when entering, a certified negative test proof not older than 24 hrs. is required).

In view of the increasing number of infections, a testing strategy is necessary in all companies. We therefore ask you to conscientiously comply with the self-commitment.

Following measures were prepared in cooperation with the works council (if available).

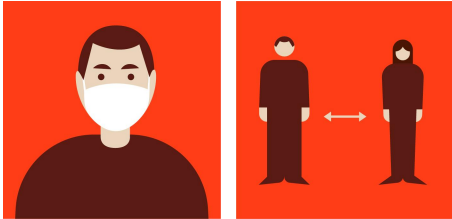
Thank you for your cooperation. This is in the interest of us all! **#Vistandtogether**

Plant Gate and Visitor Reception



- Registration at the reception with appropriate evidence (3G rule) required.
Exception at Allendorf site: No testing required for loading and unloading, as the drivers must remain in the cabin.
- Please always maintain a minimum spacing of 2 m to other people.
- Avoid touching swing gates and turnstiles.
- Visitors are only permitted to stay in the areas designated for them. Any deviation from the workplace or designated area must be approved by the responsible supervisor/coordinator. Generally, we ask you to use the direct and shortest route to your destination.
- Comply with markings, signs, and posters on current rules and measures for the site.

Mouth-Nose-Masks



- Please bring your own mouth/nose protection (FFP2 or med. OP masks are mandatory!)
- We have a **mask obligation for all employees and visitors, at all sites in Allendorf** (factory premises incl. parking lots).

Wearing FFP2 masks (not only med. OP masks) is mandatory:

1. when moving around inside buildings and on the plant premises,
2. at group gatherings (more than 2 people)

General Hygiene Measures



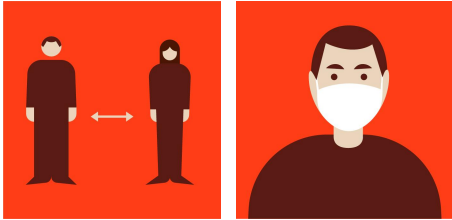
- Please do not shake hands.
- Always wear a FFP2 or a med. OP mask.
- Always maintain a minimum spacing of 2 m to other people.
- Wash your hands regularly and thoroughly with soap and water.
Use tissues only once.
- Please disinfect your work surface afterwards. Disinfectants are provided at the site.
- Cough and sneeze, if necessary, into your own elbow and turn away from other persons when doing so.

Doors, Stairways, and Elevators



- Please use paper towels or your elbow to open doors.
- Avoid using handrails or use gloves/paper towels to do so.
Warning: Trip hazard! You can hold your hand just above the handrail without touching it so that you are able to react quickly in an emergency.
- Use the elevator alone if possible. In best case use the stairs.
(Please observe the instructions listed in our risk assessment).

Restaurant and Break places



- External visitors may only visit the Vi (staff restaurant) with status 2G+, i.e. vaccinated, recovered and additionally tested on a daily basis. External visitors with (third) booster vaccination do not need a test.
- The prescribed distance (without wearing a mask) of at least 3 m must also be kept at the smoking areas.
- Masks must also be worn at the break areas (FFP2 or med. OP mask). The only exceptions are outdoor break areas. A distance of at least 2 m must be kept here. While eating, the mouth and nose cover can be removed at the designated places.

Meetings



- Always wear a FFP2 mask.
- We use large rooms to ensure physical distancing by leaving some chairs unoccupied.
- We hold face-to-face meetings only when necessary and keep the duration of the conversation as short as possible.
- We comply with maximum occupancy limits for meeting rooms.
- We disinfect and air out rooms regularly.