



Rules to prevent the spread of a novel coronavirus

In view of the international epidemiological situation caused by the novel coronavirus (SARS-CoV-2), the following regulation is introduced:

1. Rules for the transport of goods

In the case of incoming lorries and trucks, before entering the premises, it is compulsory to check the driver's body temperature with the digital thermometer provided for this purpose. If his temperature is above 37 degrees Celsius, the driver is only allowed to enter with the permission of the managing director. In addition to measuring body temperature, all external persons involved in the transport of goods must wear a mask covering the nose and mouth when entering the company premises.

2. Rules for other visitors

The number of partners, visitors, professionals, new recruits, other than those involved in freight transport, should be minimised as far as possible. Issues that can be agreed or resolved over telephone, should be limited to that means. The temperature of incoming visitors must also be measured, and are subject to the same rules as drivers. If a person's temperature is above 37 degrees Celsius, he/she may only enter with the permission of the managing director.

3. Rules for own employees

- For own employees, it is ordered to measure their temperature twice a day, at the start of work and at the end of work.
- A table of the measured temperatures must be kept daily, and sent to the managing director by e-mail twice a day.
- Any temperature above 37 degrees Celsius must be reported immediately by telephone to the production manager, who will inform the managing director. The employee concerned should go home and see a doctor. Work is only permitted with normal body temperature.
- If the medical examination reveals a suspected coronavirus, the employee concerned must immediately report it to his/her line manager, who will pass this information on to the HR area.
- In the event that the employee develops a disease similar to the symptoms of the coronavirus, he/she must also report it to the superior manager, who will decide whether the employee can start work.
- In the event that the environment of the employee is found to be infected with the coronavirus, he/she must immediately report it to his/her immediate supervisor, in which case on-site work is prohibited.
- In the event of any illness with cold symptoms (cough, runny nose, sneezing), the line manager and the HR area are entitled to send anyone home to see a doctor.
- No one can be sent to the doctor's office for an annual, regular medical fitness examination until the prohibition is withdrawn.
- The new entrant fitness examination should be organised at a time in the morning when the number of patients in the doctor's office is at its minimum.
- If the employee or a member of his/her immediate family has been abroad, the place of stay must be reported to the immediate superior.



4. Travel rules

- Until further notice, all business trips (including trips within Hungary) must be approved by the management of the company concerned. Avoid any business trips that is not classified as a "critical business rip" from a business perspective.
- Employees who have recently travelled to regions that are currently at above average risk of infection (including China, South Korea, Japan, Iran, Italy, etc.) must strictly stay at home for 14 days.
- It is strictly prohibited to receive business travellers from the above-mentioned high-risk areas. Please use alternative means of communication (e.g. video conferencing).
- In general, we ask everyone to avoid meetings that involve both internal and external travel. Where possible, everyone should use alternative communication channels instead, such as video conferencing.

5. General Hygiene Rules

The spread of SARS-CoV-2 is very similar to influenza, so we need to act in the same way as in an influenza epidemic. The following preventive, protective rules are recommended:

- **Wash your hands** thoroughly and **often with soap and warm water**, and clean your hands with alcohol-based hand sanitiser!
- **Stop coughing and sneezing into the palm of your hand! Use a tissue or cover your mouth and nose with your elbow.** Throw used tissues in the waste bin!
- **Avoid touching your eyes, nose and mouth!**
- **Use a surface disinfectant on frequently used surfaces (phone, keyboard)**
- **Handshakes and direct contact should be avoided!**
- **It is a good idea to use your own cutlery or glasses, and keep them with your personal belongings!**
- **High intake of up to 2000-3000 mg of vitamin C per day for a transitional period.**
- **Avoid coughing, feverish patients!**
- Mouth masks are unnecessary for healthy people!
- If you **have a fever, cold or cough, stay at home** until you feel better, if possible
- If you **feel sick, have a fever, cough and breathing difficulties, call your GP as soon as possible!** Tell them your symptoms and if you have recently been in an area infected with the coronavirus (precise list: www.nnk.gov.hu).



In which cases should coronavirus infection be suspected?

- Symptoms of sudden acute respiratory infection (fever (>38 °C), dry cough, shortness of breath)

AND

- close contact with a patient with confirmed coronavirus infection within 14 days before the onset of symptoms

OR

- visited an area where community transmission of the coronavirus is suspected in the 14 days prior to symptoms.

If you have acute respiratory symptoms but none of the other conditions above apply, you are not suspected of having a coronavirus infection. In this case, we advise you to stay at home until the symptoms subside.

However, if you suspect you have a coronavirus infection, please stay at home and call your GP or the primary care clinic where you live immediately, and follow the doctor's instructions.

The National Public Health Centre may be called free of charge 24-hour a day, 7 days a week, at the information number: 06 80 277-455 or 06 80 277-456. Further authentic information: www.nnk.gov.hu, Annex 1 – Questions and Answers on the novel coronavirus.

6. Validity

- The above regulation is valid from 13.03.2020. 06:00 a.m. until revoked
- The above policy applies to all internal and external staff and visitors

Nyúl, 12.03.2020.

Management of KSH Rugógyár Bt.