

The Vinnolit Corona Hygiene Rules

To protect all our employees and prevent further spread of the virus, VINNOLIT issues the following rules of conduct:

Keep distance: Always keep a distance of > 2 m to other persons (especially no group formation in social rooms, break areas, kitchens, smoking areas). Avoid the use of elevators for passenger transport.

Compulsory mask wearing: The wearing of a medical mask is mandatory for all personal contacts and

- In marked areas
- in offices with more than one person
- in narrow and small rooms (toilets, printing rooms, kitchen, etc.)
- in corridors and staircases

Mask wearing recommendation: Wearing recommendation of a medical mask in all areas. Change a soaked mask. Take a break from wearing the mask.

Prevention: Stay at home when you feel ill. Contact your doctor/company doctor and your supervisor by phone. Employees in attendance are entitled to 2 tests per week.

Wash hands / no touching: Wash your hands frequently and thoroughly. No direct physical contact (e.g. shaking hands).

Properly sneezing: Sneeze and cough into the crook of your arm or better into a handkerchief. Discard the handkerchief immediately.

Meetings: Avoid face-to-face meetings - switch to video and telephone conferencing.

Do not share objects: If possible, avoid sharing items or clean them after use. Use your own IT equipment and clean third-party IT equipment before and after use. This also applies to table areas and armrests.

Reduce contacts: Limit contact work (shift transfers, acceptances, approvals, etc.) and keep your distance. Wear a mask.

Ventilate regularly: Ventilate offices, meeting, break and smoking rooms regularly.