

# Corona Protection Protocol

## Advice and guidelines for KLG employees

The safety of our employees is paramount. That is why we make every effort to ensure the safety of our employees as well as possible. Government advice and measures are the basis and leading. As a company, we will take additional measures.

### 1. Personal hygiene

- Keep distance from each other (at least 1,5 m).
- Do not exchange physical pleasantries: give hands, kiss, hug, etc. and avoid any close contact with people who show external symptoms of fever.
- Wash your hands regularly with soap and water or use disinfectants.
- Cough or sneeze in your elbow.

### 2. Extra cleaning and hygiene measures

KLG provides disinfectants in toilet areas and areas where many people gather and provides protective equipment for all employees.

### 3. Closely monitor fever symptoms

Employees with a fever (more than 38 °C) are requested to work (if possible) at home or to stay at home in case of illness and to contact the doctor. Our supervisors and HR will monitor the well being of the employee closely.

### 4. Business trips abroad

For the time being, business trips will no longer be allowed, unless necessary. This also includes participation of abroad or national events, conferences and internal or external meetings. Only urgent/ necessary meetings will take place. The distance (at least 1,5 m) and the maximum permitted number of people in one room are paramount.