

# Corona Protection Protocol

## Advice and guidelines for external parties who come into contact with KLG

### 1. Measures for every visitor or non-employee at KLG site

Every visitor is requested to observe the following safety measures when entering a KLG premise. These will be sent with every agenda invitation and will be made available (by means of a poster and/ or textual) at our receptions and other counters.

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

### 2. Measures for interim and onsite employees at KLG premise(s)

These employees follow the same guidelines as KLG employees.

### 3. Guidelines for external transporters/ drivers

When entering a KLG premise, every external driver is requested to observe the above hygiene measures (see point 1). In case of fever or symptoms of fever, the driver will not enter the premise and report this immediately (by telephone) to those involved.

### 4. Cancellation of physical appointments for disease symptoms

Persons who have a physical appointment at a KLG premise and show symptoms of fever or have a fever are requested to cancel the appointment and reschedule it to a later time. Another alternative is to have the meeting take place via conference calls.