

CORONA VIRUS

General instructions for all GOPA Group colleagues (and experts)



Rules of conduct and hygiene: How can you protect yourself from infection?



Business travels



Meetings and conferences

GOPA Group Policy Coronavirus

The management of all GOPA Group companies hereby releases a joint policy on how to reduce the current risk of infection by the Corona virus (COVID-19). We would like to point out that the following recommendations and instructions are given based on the current state of knowledge. Due to the dynamic situation, the instructions may change at short notice, especially in connection with business trips. All information and updates of the GOPA Group Corona Policy are published on the Sharepoint under [HR/Safety and Security/Corona](#) where some additional background information is also made available.

In case of any specific circumstances, case or question that is not addressed in the recommendations, the management of each company has all decision power to reduce risks at all levels.



RULES OF CONDUCT AND HYGIENE

Please note and also encourage colleagues , experts and partners to



Wash their hands **frequently and thoroughly** with soap and water and/or the disinfection liquid offered in all GOPA Group premises



Avoid shaking hands and hugs (**no-touch policy**).



Cough/sneeze in the **crook of their arm**, not in their hands.



Keep a **distance** (approx. 1-2 m) to coughing, sneezing and feverish persons.



All colleagues with **classic cold symptoms** such as coughing and shortness of breath (with or without fever) should stay at home and, if necessary, contact their (family) doctor, if possible by telephone, to have the symptoms clarified.



The possibility of mobile working should be ensured, e.g. by taking laptops home every day. As a precautionary measure, business travelers and returnees from the **risk areas published by the Robert Koch Institut** remain in mobile working mode for 14 days after their return and do not visit the offices in person.

BUSINESS TRAVELS



Business travel to China and in transit through China, Hong Kong, Italy, South Korea, Iran and the risk areas * **are suspended** until further notice.



GGDF urgently requests that all other travel **be reviewed** for urgency and necessity. All colleagues who do not wish to travel and feel unsafe do not have to travel.



Colleagues and experts with classic cold symptoms such as coughing and shortness of breath (with or without fever) **are not permitted** to take business trips, even if the symptoms are only mild. One of the reasons for this is that possible effects cannot be foreseen when entering the countries of assignment or unfounded quarantine measures lasting several weeks may be necessary.



We strongly recommend all colleagues and experts with previous illnesses and a weakened immune system not to undertake business travels.



Due to the unclear entry regulations worldwide, the daily change of regulations in the destination country, possible airline restrictions and **the travel warnings** of the German Foreign Office should be checked before starting a business trip. In this context, the regulations for transit stays should also be taken into account.



Meetings and conferences



In the current situation, planning of new events should be checked for urgency and necessity and alternative options (postponement of dates, virtual formats) should be considered.



Decision on cancelling scheduled events shall be taken by considering the origin of the participants, as these may be accompanied by certain travel restrictions. At the same time you should observe and daily check the regulations of the national government regarding meetings and entry.



GGDF informs all staff members via SHAREPOINT in the HR Section under Safety and Security /Corona about any change in this policy and provides further guiding information such as guides and videos.

All directors monitor the situation of the spread of the coronavirus (COVID-19) in the country and the decisions on potential measures by state governments and local health authorities.

The decision power of action lies in the management of each individual member company.

Signed: all Members of GOPA Groups Directors Forum on 2st of March 2020