

## **Guidelines for the fight against Covid 19 within company:**

To prevent infection and to slow transmission of COVID-19, each employ within company must practice as follow:

- Please wash your hands regularly with soap and water for at least 20 seconds or clean them with alcohol-based antibacterial agents.
- Maintain two meters distance between you and people around you.
- Avoid touching your mouth, nose, and face.
- Cover your mouth and nose when coughing or sneezing.
- You must wear a protective mask while you are in office
- Practice avoiding unnecessary travel and staying away from large groups of people.
- Stay home if you do not feel well.

Given that all measures have been taken by the employer to adequately prevent the possibility of the spread of the infection, all employees have been reminded that you have the obligation to adhere to the same. It is crucial that we do not question the continuity of production processes due to irresponsibility.

Managers are obliged to carry out adequate control and to warn colleagues to adhere to all the above measures, in the first place:

- Obligation to wear a protective mask.
- Maintaining hands hygiene.
- It is the duty and obligation of each employee to clean their desks using alcohol-based disinfectants before and after the end of the working day.
- Maintaining the hygiene of the working environment.
- During lunch at the table can be up to four colleagues.
- There can be no more than three employees in the rest rooms.

Below is a list of measures selected from the Act on Workplace Risk Assessment, which was developed and adopted for our companies in accordance with the Law on Safety and Health at Work, as well as the recommendations of the Government of the Republic of Serbia adopted to prevent the spread of the epidemic among the working population. Within his sector, the manager is obliged to organize the application of the above preventive measures that prevent the spread of the epidemic (providing the required distance among employees, use of masks, gloves, hand disinfection). Regarding enhanced hygiene measures within the work area, frequent and continuous disinfection of the work area must continue to be provided.

### **MEASURES PROVIDED FOR THE FIGHT AGAINST KOVID IN THE WORKPLACE AND IN THE WORKING ENVIRONMENT**

Employees and other engaged persons are obliged to implement all measures of safety and health at work to preserve their health, as well as the health of other persons, so:

- 1) For all employees who can perform their work from home, enable them to continuously perform work activities from home and inform them about general safety measures in the conditions of a pandemic.
- 2) Before entering the company's premises to perform non-contact temperature measurement
- 3) Before entering in the business premises, perform obligatory disinfection of hands and shoes
- 4) Before starting work, inspect their workplace, including disinfection of desks, telephones, keyboards etc
- 5) Purposefully use the prescribed protective equipment, protective masks and to handle them carefully, so as not to endanger their safety and health as well as the safety and health of other persons
- 6) Additionally, take care of their hygiene by regularly and properly washing their hands with soap and water for at least 20 seconds
- 7) Keep a minimum recommended distance of 2 meters from other people
- 8) Must inform supervisor if there is doubt about the symptoms Covide-19 by itself, with other employees or members of families
- 9) Before leaving the workplace, please leave the workplace and means of work in a position not to endanger other employees

#### SPECIAL MEASURES WHEN WORKING WITH DOCUMENTATION

During work with external documentation, the use of protective gloves is mandatory, as well as the application of the following measures:

- 1) Set up separate desk for receiving external documentation
- 2) Receive the documentation in such a way that the person who brings them puts it on the desk, then take over the documentation, taking care that the distance between the persons is always maintained.
- 3) Take care that external persons do not enter the business premises unnecessarily, and if necessary, allow entry only to the door
- 4) When signing and certifying the receipt of documentation, require the person who needs to sign a certain document to maintain a distance of at least 2 meters
- 5) Employees and visitors must not use the same pen to sign documents
- 6) Open the received packages / envelopes at the table intended for manipulation of external documentation
- 7) If not needed, throw the envelope / packaging in the bin
- 8) After manipulating the documentation, and especially the external one, be sure to wash your hands in accordance with the instructions for proper hand washing.
- 9) Never touch the face with your hands (mouth, nose, eyes, etc.).
- 10) Regularly disinfect the desk used for signing, as well as the pens used for signing.

## PROPER WEARING OF PROTECTIVE EQUIPMENT

Protective masks are required to be worn by anyone who has close contact with other persons. Protective masks are used as follows:

- 1) One mask can be used only until it is moisturized
- 2) the removable mask can no longer be returned to the face and reused, except for the cloth, which can be washed by forging at 95C
- 3) The protective mask must not be placed on work surfaces, in a pocket, left to hang around the neck, because that is how it itself becomes a source of infection.

## MANDATORY HYGIENIC PREVENTIVE MEASURES WHEN USING OFFICIAL CARS

- 1) Always provide in the car: disinfectant (preferably 70% alc), tissues or napkin.
- 2) After entering the car, spray your hands and shoes with disinfectant.
- 3) Before getting out of the car (after driving), spray your hands, steering wheel, gearbox and car key again with alcohol.
- 4) In the car, avoid sitting next to each other, but one behind the other, preferably diagonally.
- 5) It is recommended that a maximum of two people be transported in the car.

## ACTION IN CASE OF VIRUS OUTBREAK

In case of suspicion of the appearance of the virus, the following procedure is followed:

- 1) the employee reports the existence of symptoms to the immediate supervisor, who reports to the director;
- 2) the employee must go to the doctor in the outpatient clinic of the competent Health Centre for an examination and inform the immediate supervisor about the outcome;
- 3) the health condition of employees and other persons with whom he was in contact is closely monitored;
- 4) employees who have been in contact with an employee when the presence of the virus has been determined must be placed in isolation;
- 5) the person for safety and health at work compiles written instructions and instructions for all employees on the manner of application of anti-epidemiological measures;
- 6) it is obligatory, in cooperation with the competent bodies for public health, to disinfect the working and auxiliary premises in which the infected employee stayed and had access;
- 7) the employee must report contact with the patient outside the work environment;
- 8) after recovery, the employee returns to work.

## CONTROLS AND IMPLEMENTATION OF MEASURES

Managers are responsible for the execution of measures and activities in our companies in accordance with the Rulebook on job systematization. Daily control of the implementation of measures by employees and employees is performed by managers in accordance with the Rulebook on job systematization.

The daily control of the implementation of measures against the spread of the epidemic by external persons present at the location is performed by members of the security service and the person for safety and health at work.