

Memo



>

To: All employees TKH Airport Solutions
From: HR
CC: Board TKH Airport Solutions
Date: 17 March 2020
Subject: Additional instructions COVID-19

Dear colleagues,

Due to the high speed that the COVID-19 virus has taken hold, we had to take some local measures. Additional to the previous e-mails we would like to do everything to prevent a mutual contamination. For that reason please read the following instructions carefully.

Use of common areas

It is no longer allowed to use the break rooms and canteen. If you want to take a break, please stay at your own workplace and do not seek contact with other colleagues. Deployment of video and telephone conference and exclusion from physical meetings, at least until April 15.

What can you do yourself?

The most important measures you can take to prevent the spread of the COVID-19 virus:

- Don't shake hands.
- Keep a minimum distance of 1.5 m from other colleagues.
- Wash your hands regularly, even after blowing your nose.
- Cough and sneeze inside your elbow.
- Use paper tissues and then immediately throw them away in a waste bin.
- Stay at home if you have cold or flu symptoms such as runny nose, sneezing, coughing, fever. Report this immediately to your manager.

If COVID-19 contamination is confirmed, report this immediately to HR.

If a colleague - despite all precautions - proves to be infected with COVID-19, TKH Airport Solutions will weigh up with the manager how big the contamination risk for the immediate colleagues has been and what measures should be taken.

The board and management are well aware that these are rare measures. These measures help to prevent or at least delay the further spread of COVID-19 inside and outside TKH Airport Solutions. We assume that this does justice to our responsibility and care for each other, for each other's families and for TKH Airport Solutions. Naturally, TKH Airport Solutions follows developments closely and will take additional measures where necessary in the near future. We rely on everyone's cooperation in applying these rules in our best interest. If you have any questions or comments, please contact your manager.

Let's make the best of it together and ensure smooth remote collaboration.

Good luck!

Kind regards,

Kimberlie Edens
HR Advisor