

Memo



> **To:** All employees TKH Airport Solutions
From: HR
CC: Board TKH Airport Solutions
Date: 2 November 2020
Subject: Additional Instructions and Q&A COVID-19

Dear colleagues,

It is still clear that the developments surrounding COVID-19 are concerning. In addition to all local measures, I would like to inform you about the most current measures and a Q&A regarding COVID-19. For that reason please read the following instructions carefully.

- Visitors are in any case not admitted to our buildings until November 14, 2020, unless with the express permission of the management.
- If you have any doubts, see the Q&A attached to this announcement. we have provided an overview of the most frequently asked questions & answers about how to act in case of (a suspicion of) corona. If anything is unclear, please contact HR and / or your supervisor.
- It is no longer allowed to use the break rooms and canteen (with the exception of production. It is not allowed to eat in the production areas). Take a break at your workplace and please stay at your own workplace and do not seek contact with other colleagues. It gives the production the space to the necessary 1.5 m from other colleagues in the break rooms and canteen.
- Please continue in following the earlier instructions, such as:
 - o Wash your hands regularly, even after blowing your nose.
 - o Use hand sanitizer regularly
 - o Cough and sneeze inside your elbow.
 - o Use paper tissues instead of towels and then immediately throw them away in a waste bin.
 - o Stay at home if you have symptoms and contact your manager immediately

We care deeply about the health and safety of our employees. Together we can do our utmost to keep contamination internally at bay as much as possible. Thank you for your understanding.

Kind regards,

Kimberlie Edens
HR Manager

FREQUENTLY ASKED QUESTIONS & ANSWERS AT CORONA

I have complaints, what should I do?

Get tested! Until the test result is known, you stay at home and / or work from home.

My housemate has complaints, what should I do?

Stay at home and insist that your roommate get tested. If the result is negative, you are welcome back to your workplace.

My housemate has been infected with corona, what should I do?

Immediately go into quarantine and inform your supervisor. Only when the housemate is free of complaints for 24 hours and you have undergone a negative test yourself, you will return to work.

I have been in contact with an infected person, what should I do?

Keep a close eye on your own health and be even more alert to your hygiene measures when dealing with others. If you get complaints, you stay at home and get tested. Only if you have spent more than 15 minutes within 5 feet of the infected person do you go into quarantine and get tested.

I am infected, what should I do?

Inform your manager immediately and discuss with whom you have been in contact with TKF from two days before you received complaints. Your manager will inform these persons.

My employee has been infected with corona, what should I do?

1. Immediately inform your closest senior manager (orally or by telephone) and HR.
2. Determine together with the infected employee with whom he / she has been in contact up to 2 days prior to the first complaints.
3. Inform all colleagues in the department and in particular the employees who have been in contact with the employee.
4. Point out that everyone must keep an extra close eye on their own health and must be even more alert to your hygiene measures when dealing with others.
5. Only if the employee concerned has been within 1.5 meters of the infected person for more than 15 minutes, will he / she immediately go into quarantine and have himself / herself tested.
6. If employees still receive complaints, they will stay at home and have themselves tested.

A roommate of my employee has been infected with corona, what should I do?

1. The employee is quarantined immediately and returns to the workplace if the housemate is free of complaints for 24 hours and the employee has undergone a negative test himself.
 2. Inform the direct colleagues so that they can be extra alert to complaints.
 3. Agree with the employee that he / she will report it immediately if the employee also receives complaints or appears to be infected.
- I have recovered from an infection, what should I do? If you are free of complaints for 24 hours, you can return to work at least 7 days after the first complaints arose.

I have complaints but have been tested negative, what should I do?

If you can work, you are welcome. Inform your environment and manager about the negative result and observe maximum hygiene measures in order not to infect others with the remaining complaints.