



visions meet solutions

Spjald 20. Jan 2021

COVID-19 Guidelines

1. Internal Guidelines to avoid infection.

New mutations mean that we need to tighten up guidelines and rules.

Hand hygiene and distance are still paramount and we must keep a 2 meters distance. If there is a need to be closer than 2 m, mouthbands must be worn.

We encourage you to take great care in your free time and to comply with the rules and guidelines of the authorities. We also expect KP employees to refrain from travelling abroad.

We call for everyone to follow the government's guidelines. This means that at this stage everyone who goes to work, is encouraged to be tested once/week. This has to be done in your spare time.

Generally:

- o If you have symptoms of Covid-19, stay home and get tested
- o Focus on good hand hygiene
- o Focus on cleaning various surfaces
- o Sneezes and cough up your sleeve
- o Keep 2 meters away from your colleagues
- o Always shake your hands before going to the canteen, toilet or other publicly accessible places. Follow the announced guidelines

Temporary measures shall be imposed until such time as:

- We divide the factory into zones. For each zone belongs a canteen and toilet. In your own zone, do not wear a mouthband unless you are less than 2 meters from a colleague for more than 15 minutes. Traffic between zones MUST be reduced to an absolute minimum and justified by the performance of duties. If you move between the zones, you need to clean your hands and wear a mouthband. Additional tables with mouthbands and alcohol are set up. See separate overview on zoning.
- Truck driver can be working in a truck without a mouthband. Mouthband must be used if the truck is left outside its own zone.
- Office staff and support functions shall, as far as possible, avoid to visit the production. If there is a need to enter production, mouthbands must be worn and hands must be cleaned by both before and after.
- We recommend that you meet at work, wearing work clothes.
- In order to detect cleaning needs in case of infection, choose a toilet and use only that one
- Table setting in canteens. You have to sit where the chairs are.



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- All meetings are held virtually. Only exceptionally are physical meetings where the 2m distance requirement must be met.
- We only receive guests if absolutely necessary in relation to the operation of the company. Guests must be approved by the nearest manager and guests must wear mouthbands throughout the visit. This requirement also applies to service technicians.
- Guests are not allowed to use a canteen or changing room. Guests are only allowed to use the toilet at reception.
- Drivers are not allowed to use toilet facilities on KP.
- Anyone who can work from home should do this. Agreed with the nearest manager.
- Breakfast buffet and fruit are not available. Due to the zoning, we cancel the possibility to order lunch from Smedegården.
- Official must not use the canteens, even to obtain coffee, etc. You have to eat at your own workplace.

2. Guidelines for Illness

If you are sick and tested negative, then follow:

- If you have a fever, you must be fever-free for 48 hours before you return to work.
- If you have any other signs of illness, you must show up for work when you are symptom-free.

3.. Guidelines for the handling of tests and infections of employees and/or closest relatives:

I have to be tested:

Book at test at [Coroneproever.dk](https://coroneproever.dk) . Remember to check the result at [Sundhed.dk](https://sundhed.dk). If you have a positive test you have to contact your manager right away,

I myself tested positive for COVID-19:

If you get a positive response to a COVID-19 test, please respond immediately and contact your Leader or Group Leader – no matter when you get the answer.

You should contact your own doctor for the future actions, including when you are infection-free and can return to work. This information is provided to your manager and will be disseminated the organization. You must document the nearest manager to the Covid-19 test on SMS, E-mail or the like.

At KP, in cooperation with the infected and the public authorities, infection detection will begin immediately and KP will initiate the management action plan for the Covid-19 infection at KP.

My spouse tested positive.

You must be in contact with your doctor and stay at home until the family is declared healthy for Covid-19. You must be tested negative for Covid-19 before you meet at work again. You must document the answer to the nearest manager. You need to use flex hours and ff hours/days as far as possible. If this is beyond possibility then there is the possibility that we can consider it as Corona absence, and wage wise we treat it as illness.

My child tested positive.

You agree with your doctor and stay at home until the family is declared healthy for Covid-19.. You must be tested negative for Covid-19 before you meet at work again. If the child is tested positive, then we handle it as with spouse.



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MY close contacts are tested positive. Fx. my family, my child's playmates or someone in the circle of friends has tested positive.

You must continue to work and keep an eye out for signs of react if you experience symptoms.

My child/spouse has been repatriated and needs to be tested

If your child and/or spouse has been repatriated and needs to be tested, then you should continue to come to work. If the child is under 14 years of age and you must therefore be at home with the child, then a 3-party agreement has been concluded in which we as a company must cover the first day. After that, as a company, we do not have to pay wages. If you have the option of time off and/or caring days then you will need to use it when it is exhausted you will receive unemployment benefit from the public.

3. Travel Guidelines

We follow the Ministry of Foreign Affairs' travel instructions. They will be updated every Thursday at 16:00.

Extra guideline pr. 20. January 2021:

We expect that employees at KP-Components stay within the danish borders.

Kp-Components A/S also states the following:

I visit a country that goes in orange/red during the visit:

If you are at home due to testing or quarantine after visiting a country that goes in orange/red while you are there, then it will be considered sick leave and you will receive a salary.

I visit a country that is already orange/red when I travelled there:

Follow the Danish national guidelines. Your absence is self-paid.

For advice regarding Christmas travel 2020 – look at separate information.

I'm on a business trip:

Any quarantine and/or test requirements will be considered as sick leave with salary coverage.

Subsidiaries:

Here we also follow the Foreign Ministry's guidelines. In exceptional cases, individual solutions may be agreed for travel to subsidiaries

2. Guests and visits

We recommend that online meetings continue as far as possible, and only where necessary are guests welcome at KP.

- Before a visit, please inform the guest of the above guidelines. This means that KP also requires quarantine/negative testing for guests who have been in orange/red countries.
- Guests are not required to report at reception but are picked up by the host
- Meals can be booked at reception
- Drivers must not enter KP