

# COVID-19 Instructions Information for Visitors

To protect employees and guests from COVID-19 infection, MANN+HUMMEL has decided on the following measures:

## ■ Interview on risk assessment

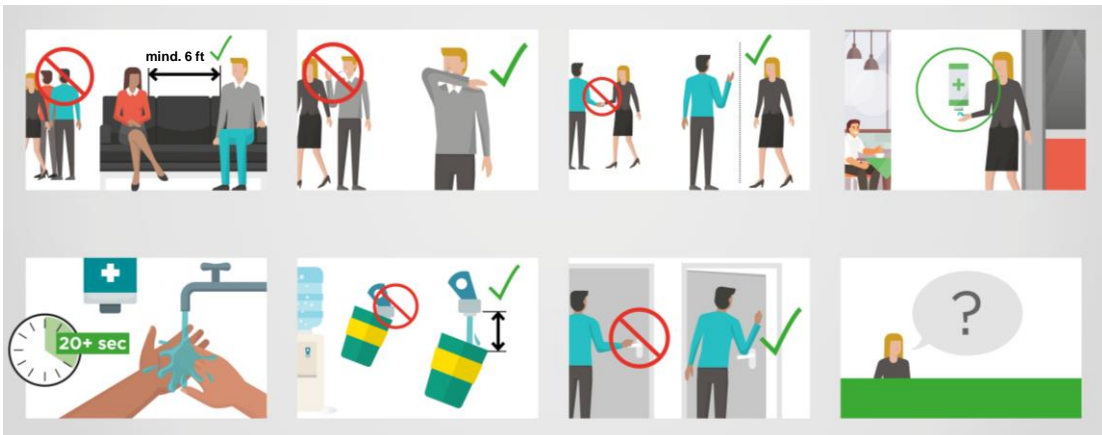
We ask our guests to answer the following questions in advance in order to better assess the risk of COVID-19 infection:

1. Have you been in a foreign COVID-19 risk area within the last 10 days, but a negative COVID-19 test result is not (yet) available ?
2. Have you had close contact with people who have been in a COVID-19 risk area abroad in the last 10 days, but a negative COVID-19 test result is not (yet) available ?
3. Have you had close contact in the last 10 days with someone who has been diagnosed with COVID-19 or is in preventive quarantine?
4. Have you had flu-like symptoms in the last 10 days (fever, cough, sore throat, respiratory problems, breathing difficulties)?

If one of the questions is answered with "Yes", access to our company premises is unfortunately not possible. Please coordinate the further procedure with your contact person at MANN+HUMMEL.

## ■ Notes on hygiene measures

We ask our guests to observe the following hygiene measures:



1. Always keep sufficient distance to other people (at least 6 feet)
2. Sneeze or cough in the crook of your arm and avoid touching your face
3. Avoid skin contact with others, e.g. shaking hands
4. Disinfect your hands regularly
5. Wash your hands regularly and sufficiently long with soap and water
6. Keep a distance from the water dispenser when filling drinking vessels
7. Open doors with your elbow
8. Questions? Please get in touch with your contact person at MANN+HUMMEL

- **Instructions for wearing masks**

In all areas where the minimum distance requirement cannot be observed, our guests are obliged to wear a mask on the company grounds. Protective masks with valves are not permitted on our company grounds as these do not provide sufficient protection for your conversation partner. Please bring your own mask. Make sure that your mask meets the locally applicable quality requirements.

If, in exceptional cases, you do not have your own mask available, we will provide you a suitable mask free of charge. The masks provided are for single use only. The main purpose of this masks is to intercept the droplets you emit, e.g. when you speak or cough. These masks do not offer complete protection against infection by viruses or bacteria. Therefore, please observe the hygiene regulations described above at all times.

- **Notes on the use of the issued masks**

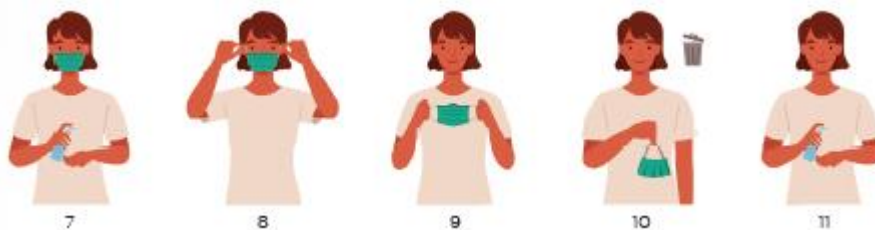
Please wash your hands thoroughly with soap according to the current recommendations before touching the masks

- **Please put on the mask as follows:**



- Please place the mask over mouth and nose
- The mask should fit as tightly as possible around the edges to minimize the ingress and escape of breathable air.

- **Please remove the mask as follows:**



Please dispose of the mask after use in the waste containers provided by MANN+HUMMEL.

Wash your hands thoroughly with soap after each contact with the mask, following the general hygiene recommendations.