



**Update on Corona guidelines
effective Thursday 21-01-2020**



Working from office but with a safe distance

- When working from the office and workshop, it is important for everybody to understand how we can all be there safely knowing everything we have learned from this period with Covid-19.
- We continue to follow the situation closely and update the guidelines ongoing.
- We have entered a new normal and have created a guide for all to follow to ensure we continue to put safety and people first.

Precautions



Working from the office and workshop must be handled with care and continuous respect for the tricky and easy spread of the infection. We are following the recommendation of the Government to best protect all ProInvent employees.

Always keep 2m distance from one another.

Masks or viziers must be worn when you are not at your desk or workshop working zone.

ProInvent supplies masks and viziers.

There is limited number of people allowed in meeting rooms. Signs are posted at the door.



Stay home
if signs of
illness



Plan work
allowing you to
keep a distance



Wash hands with
warm water and
soap or sterilize
your hands often



Minimize
contact with
others



Prioritize
regular
cleaning



Meeting rooms

- Max number of people in meeting rooms is posted by the entrance. Please adhere to the max number
- Only every second chair could be used. **Stay at least 2m apart**
- Do not touch each other's computers, mouse and other equipment.
- It is not allowed to make any greetings involving touching each other. Not even an elbow.
- **Clean desk and arms of chairs when leaving the meeting room**
Sandra and Jan is responsible to supply alcohol wipes to all meeting rooms in the office and workshop.

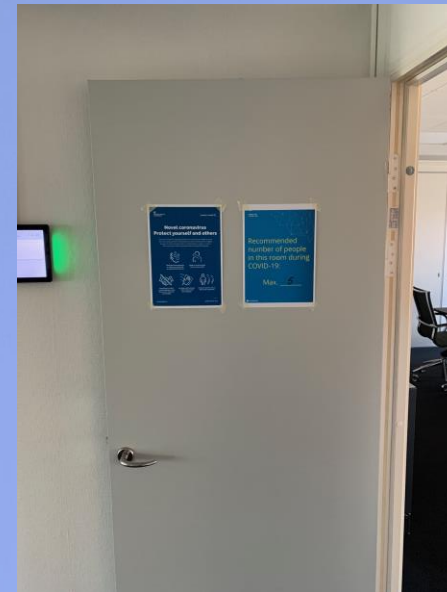


Cleaning & Hygiene at the workshop

- Stay in zone of your project as much as possible (within 5m perimeter around the equipment)
- **Keep distance of 2m**, also when working at the same machine. If that is not possible, both parties should wear masks or viziers or being tested twice a week.
- **Wear mask or vizir every time you leave your work area. Work areas will be marked on the floor.**
- **Disinfect your hands before operating common machines or using coffee machines. Alcohol dispensers will be placed in strategical places.**
- Always use the same bathroom/toilet
- If you borrowed tools from another person, clean them when handing them over
- Disinfect handles, coffee machine, bathroom area 3 times a day
(Jan's and Wiktoria's responsibility)

Cleaning & Hygiene at the office

- Every morning clean your desk, mouse, keyboard, etc.
- Twice a day all handles, coffee machine, often touch surfaces shall be wiped with alcohol (Sandra's responsibility)



Lunch

- Wear mask in the canteen but also when walking up and down the stairs
- Take your meal to one of following meeting rooms (available for both office and workshop teams):
 - Persistence
 - Curiosity
 - Zest
 - Lounge (3 people max)
- Maintain distance during lunch.
Always > 2m, no excuses.





Moving around ProInvent

- **When walking always wear mask or viziers**
- Always keep to the right when walking corridors
- Avoid passing each other in narrow passage
- Do not talk to one another in corridors -> go to a larger space

Travel and commuting

- Business travel:
 - Business travel can be permitted if deemed business critical by your team leader
 - If you have to travel, follow the guidance from local authorities and keep yourself informed on the status of the country you are traveling from/to and the precautions they have on testing, quarantine etc.
- Private travel:
 - DK employees traveling across borders to a country in orange/red status (which most countries are these days) are required to take test 4 days after arrival, wait for result. If test is negative you can come to office. Then take another test 2 days after first test. During the time that you wait for results of second test you are welcome at work. You must inform your group leader about your travel destinations and show test results before you come back to work. If you cannot perform your tasks from home in an efficient way, you need to take holidays until you are cleared to work, meaning at least 5 days after arrival back to DK.



Friday bar

Is open for now but you are required to keep distance. Therefore Friday bar can only be held in Persistence!



Guests

- Guests, including clients should wear mask when walking into a meeting. They can take off the mask when they are seated. Please always mind 2m distance!
- Alternatively, at entrance to ProInvent promises guests have to be tested by antigen test.
If guests come daily, the test needs to be max 7 days old.



Sales

- In order to promote sales meetings to hesitant customers, ProInvent offers to test all ProInvent staff taking part in the meeting within 6h prior to the meeting. Rapid, Ag test can be used supplied by ProInvent.
- When needed, please contact MG for detailed implementation.



Customer staff from abroad visiting ProInvent

- When enter Denmark customer staff has to have negative PCR test taken max 24h before plane boarding or crossing Danish boarded in accordance with government rules.
- If customer staff stays at ProInvent for more than 3 days a PCR shall be repeated on their 3rd day of the visit. This should eliminate risk of spreading corona by people who contracted in during journey to ProInvent.
- When staying at ProInvent customer staff is obliged to follow ProInvent corona protection rules.

Test can be purchased at Falck centre at Copenhagen airport for 1275 DKK per person. Results are available in 6h. Customer is expected to cover cost of tests.



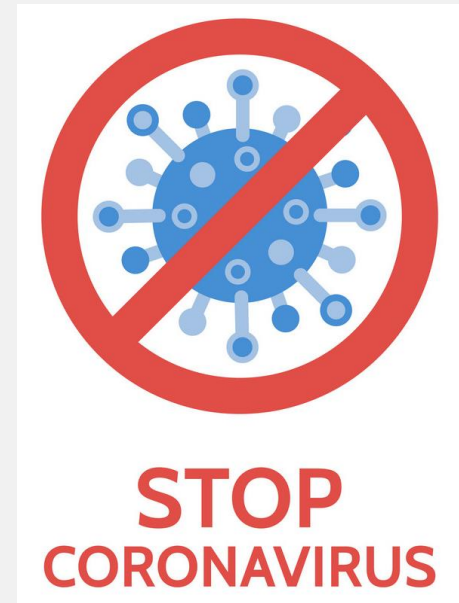
Lowering chances of infection at ProInvent?

ProInvent would like to start large scale testing of all employees to ensure safe environment.

In near future we would like to make antibody blood test for everyone to determine immunity level in the company. Antibody test shows if you have long term immunity for corona virus. If so, you do not have to be worried for infection for a period of time.

Additionally, an Antigen test will be available soon at ProInvent. This test is designed to detect virus directly. Test consist of a nose swap administrated my medically trained person and results are available within 15 minutes.

ProInvent is aiming to do more than basic state's requirements in order to protect their employees better.



If you feel ill?

If you feel ill, take a test ASAP. You have two options:

1. Take antigen test administrated at ProInvent by trained personnel. You will get result in 15 min and continue life normally if result is negative.
(coming soon)
2. Take standard PCR test and wait for result working from home.

It is recommended, that you repeat test after 4 days if symptoms have not disappeared.

Types of tests:

Antigen test is designed to indicate presence of virus. The test result is positive when person is contangoes.

Antigen test is a nose swap administrated by medically trained personnel at ProInvent. Results are available in 15 min.
(coming soon)

PCR test is designed to indicate presence of virus. It takes longer time to process but it can detect very small amounts of the virus, before you are contangoes. PCR is administrated in national test centers by medically trained personnel. Results are available in approx. 36h.

Tests throat swap test can be ordered at:
www.coronaprover.dk

Have you been diagnosed with COVID-19?

If tested **positive for COVID-19**, inform your **group leader** about it and send list of people you have been in direct contact with immediately.

Colleagues that have been in direct contact with an infected COVID-19 employee will be informed by the group leader.

Take PCR test in test center.

Direct contact is defined as:

A person you have been in:

- physical contact with (for example, shaken hands)
- close face-to-face contact below 1 m for more than 15 minutes with person tested positive up to 48h before the test was taken or symptoms occurred.

Close contact could be, for example, in a shared office, a meeting room or even a conversation in the hallway.

In most work situations, close contact with your colleagues will be limited, and colleagues are therefore generally not considered close contacts

Have you been in close contact with person diagnosed with COVID-19?

If tested **positive for COVID-19**, inform your **group leader** about it and send list of people you have been in direct contact with immediately.

Colleagues that have been in direct contact with an infected COVID-19 employee will be informed by the group leader. They have two options:

1. Take antigen test administered at ProInvent by trained personnel. You will get result in 15 min and continue life normally if result is negative. Test has to be repeated 3 times every two days or nearest working day. (coming soon)
2. If you decided to take PCR test than you should work from home. They should take two tests, 4 and 6 days after last contact with infected person. After first test comes back negative you are welcome to come back to work.

Direct contact is defined as:

A person you have been in:

- physical contact with (for example, shaken hands)
- close face-to-face contact below 1 m for more than 15 minutes with person tested positive up to 48h before the test was taken or symptoms occurred.

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When can you come back to work after you have been diagnosed with COVID-19?

- If you have no symptoms:
Stay 7 days at home counted from day you took test. On 8th day you can come back to work.
- If you have symptoms:
Wait until you are two full days without symptoms. On the third day without symptoms you can come back to work.
- Boarder cases:
If you had very mild symptoms and you feel generally all right, please stay anyway 7 days at home from day you took test. On 8th day you are welcome to come back to work.

If you are unsure what to do:

The general rule is: better to be safe than risk influencing your colleagues.

There are no strict guidelines what does it mean to be symptom free. We relay on you to make right decision.

If you have any doubts, please contact your team leader to discuss specific case.



Questions?

Contact your manager or MG if you have further questions.