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It is important to slow down the spread of the coronavirus SARS-CoV-2 as much as possible. Vereinigte Filzfabriken AG and the FFF Group have drawn up an operational pandemic plan for all divisions and have taken extensive measures to prevent infection and spread. The aim is to interrupt the chains of infection and to keep personal contact among employees to a minimum.

#### **General measures**

- Establishment of an operational pandemic plan: creation of a crisis management team and the appointment of a pandemic officer: Sandra Beck. Mail: sandra.beck@vfg.de P: +49 7322 144-206
- Creation of a reporting card for messages from employees and business partners. Please send information to sandra.beck@vfg.de or personal@vfg.de.
- Training and publishing of rules of conduct and hygiene regulations.
- Decentralized break times to avoid group formation.

#### **Sales and administration lineTEC**

- Home office workstations and call forwarding were set up for administrative staff. You can reach the employees in the usual way.
- Until further notice, no meetings, business appointments or customer visits will take place.
- Communication between employees carried out by telephone, e-mail or video conference.
- Returnees from risk areas or persons who have or had contact with persons at risk (e.g. hospital staff) must not enter the company until further notice.

#### **Production lineTEC**

- The lineTEC production area is separate from the lineTEC warehouse. Both are physically separate from other VFG areas.
- The production is semi-automatic and organized in individual workstations.
- The distances between the individual workstations are more than 2 meters.
- Until further notice, the production staff carry out the preparation for dispatch.
- Good transfer barriers are set up between the raw material supply, production/warehouse and shipping department/customer areas, so that no personal contact is necessary.

To date, we are not aware of any case in which an employee or their environment is affected by a corona infection.. If there are any changes, which could affect the business relations with your company, we will inform you immediately. We will do everything in our power to prevent the spread of corona infection and to keep lineTEC operational as a manufacturer and supplier relevant to the operation and maintenance of sewage systems.

#### **Rules of conduct for sewer workers:**

Sewer workers are generally exposed to a potentially infectious medium. Infection with Corona virus via wastewater is currently estimated to be low. Nevertheless, please make sure that all occupational safety and hygiene regulations are observed.

- Wear prescribed protective clothing (protective suits and masks of protection class 3)
- Never eat, drink or smoke in the work area.
- Wash hands and disinfect regularly.
- Observe the relevant regulations