

# **COVID-19 MANAGEMENT PLAN**

Since 26/02/2020, after the first confirmed case of COVID-19 on Greek territory in Thessaloniki until today, taking into account the current institutional (Law 3850/2010) and legal framework as published with relevant Legal Acts (L.A)/ Ministerial Orders (M.O) and the guidelines of the Ministry of Labour and the Ministry of Health, the company (EKME) has enacted and implemented the following measures to protect its staff to avoid transmission and spread of COVID-19 virus:

- **Administrative Measures:**

- Spatial distribution of working groups within production areas keeping the required social distances (~1.5m) between them to minimize close contact.
- Since 30/10/2020 the employee dining area has been closed until further notice to avoid overcrowding.
- Since 30/10/2020 access to showers within the locker room and changing areas has been closed and a group entrance program has been posted outside the locker room during the arrival and departure of employees, in order to avoid overcrowding by keeping a distance of 2 lockers (~1.5m) between each employee.
- Subcontractors within EKME Premises are given dedicated areas for Storage, Offices, Resting & WC in order to minimize close contact with Company Staff.
- Preventive disinfection of communal areas (offices / changing rooms / dining room) is being carried out by a Dedicated Contractor every 20 days.
- For any worker who develops suspicious symptoms or has come into close-contact with a suspected and / or confirmed case of COVID-19, directly or through his close contact circle, the relevant applicable EODY health Protocol shall be implemented regarding laboratory testing / quarantine / isolation / symptom monitoring. For close-contacts of Covid - 19 confirmed cases, EKME reserves the right to request more Laboratory Testing (PCR /RT Antigen) than those prescribed in EODY health Protocol in effect at that particular time, regardless of Vaccination / Recovery Status of the contact.
- Return to work for Covid -19 confirmed cases is permitted only after negative PCR test results and assent from EODY.
- EKME reserves the right to request Laboratory Covid-19 Tests (PCR / RT Antigen) from all Company Staff and also upon judgement to staff and 3<sup>rd</sup> parties / visitors that show suspicious symptoms. In case of positive Test Results the process in the previous two paragraphs will be carried out.
- Visitors outside of the Greek State will have to comply with all relevant travel restrictions as they are declared by the relevant State Agencies (EODY, Civil Protection etc) before arrival at EKME premises. Visitors will be required to regularly check (*See APPENDIX – RELEVANT LINKS*) and be fully aware of the aforementioned restrictions before visiting EKME's Premises. EKME reserves the right to evaluate compliance and request evidence in order to grant access in Company's Premises.
- Visitors will have to demonstrate valid EU Green Pass (Vaccination Certificate / Certificate of Recovery / PCR dated 72 hours before arrival / RT Antigen dated 48 hours before arrival) in order to be granted access into EKME Premises.
- New personnel and Subcontractor personnel entering EKME Facilities for 1<sup>st</sup> time will be required to demonstrate negative PCR Test, dated maximum 72 hours before arrival at EKME premises in

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order to gain access. Complementary to the above, personnel in possession of Vaccination Certificate / Certificate of Recovery shall present the documents to EKME.

- Personnel not in possession of Valid Vaccination Certificate / Certificate of Recovery shall perform RT Antigen Test at their own expense on weekly basis in order to be allowed into EKME premises as per **ΦΕΚ 4206-12/9/2021 (Αριθμ. Δ1α/ΓΠ.οικ. 55400)**. Personnel shall demonstrate the aforementioned Test Certificate to EKME HSE Department and in case of non-compliance shall be removed from the Premises and not return until is in possession of a valid Certificate.
- All business meetings are conducted via digital means (Skype / MS Teams etc.) and not by physical presence.
- Office space has been rearranged in order to maintain 1.5m minimum distance between employees. Where that is not technically feasible temporary barricades have been installed between offices.
- From 13/11/2020, in addition to the aforementioned rearrangement, ISOBOXES have been placed in open areas inside EKME Premises in order to further distribute Administrative Staff (Engineering Personnel – QA/QC – Inspectors) to achieve required social distancing.
- **Hygiene measures**
  - Since 20/10/2020 the use of Surgical Mask is mandatory inside EKME Premises. Stricter requirements (FFP2 respirators without exhalation valve / ABEKP3 masks) may apply according to the Company's Risk Assessment or as Directed in each case by EKME HSE Manager.
  - Hygiene and prevention procedures (WHO, Ministry of Health, EKME) are posted on various dates and hardcopy material with preventative measures issued by the Ministry of Labour (ELINYAE) has been distributed to each employee by the Safety Engineer and the Occupational Doctor. Covid-19 signage prevention has been installed throughout all the facilities.
  - Wall-mounted antiseptic solutions have been installed near the entrances and exits of all production buildings and antiseptic lotions have been installed within the office building in multiple points in public areas (secretariat, photocopier) and are replenished whenever necessary by the cleaning staff.
  - There is permanent cleaning staff on a daily basis and there is a thorough cleaning of all public areas.
  - Since 18/03/2020, a daily temperature check is performed on all entrants to the company's premises by dedicated company personnel. Entrants with body temperature >37.5 °C are not allowed access inside the company's premises. The check is conducted with a digital thermometer and the employee performing the check has received all the necessary PPE (ABEKP3 half-face respirator, goggles, medical gloves, full-body coverall and readily available antiseptic solution) and relevant instructions for the safe execution of the test.
  - The company supplies all its employees with FFP2 Respirators Without Exhalation Valve on daily basis and combined protection masks against gases and solid or liquid particles (ABEKP3) for tasks that require further respiratory protection. Non-use of mask is potentially subject to administrative penalties.

Travel restrictions apply every time, as these are declared by the relevant state authority and enforcing agencies.

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The company monitors daily developments in the issue of pandemic through the HSE Department and the Legal Advisor and adapts its procedures in accordance with the current legal and institutional framework as announced by the relevant Ministries.

## APPENDIX – RELEVANT LINKS

- <https://covid19.gov.gr/>
- <https://eody.gov.gr/>
- <https://www.civilprotection.gr/el>
- <https://ypergasias.gov.gr/>
- <https://www.moh.gov.gr/>
- <https://travel.gov.gr/#/>

THESSALONIKI, 06/10/2021

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