

Updated till 30.06.2021.

GUIDELINES FOR ACTION TO CONTAIN THE SPREAD OF COVID-19 INFECTION

AE Partner (hereinafter - Company) shall carry out the actions specified in the guidelines approved by TMG if, concerning the prevalence of coronavirus Covid-19.

The crisis situation is determined if Covid-19 is recorded in the Company while the employee has been at work, in contact with colleagues.

An emergency poses risks to surroundings, endangering human health and life, property, and the environment. As well as the development of a situation that has caused life loss caused damage to human health, damaged their property, or caused damage to the environment.

SAFETY MEASURES TO CONTAIN THE SPREAD OF COVID-19 INFECTION

Maintaining safety to contain the spread of Covid-19 infection.

1. Disinfect hands entering the Company.
2. Wash your hands regularly for at least 20 seconds, especially after using the toilet, visiting public places, before and after meals, and taking coffee breaks. If it is not possible to wash your hands, use alcohol-based disinfectants.
3. Regularly ventilate the room during breaks.
4. Keep the 2 meters distance as much as possible.
5. Disinfect work tools and work surfaces at the end of the working day.
6. Turn away from other people before coughing or sneezing.
7. Coughing and sneezing, cover your mouth and nose with a disposable napkin, discarded after use, and wash your hands. If there is no disposable napkin or handkerchief, cough, or sneeze on your inner elbow joint (sleeve) but do not do it in the palm.
8. If the signs of respiratory infections occur (cough, throat inflammation, high temperature, difficulty in breathing), do not come to work, contact a family doctor, avoid contact with people and recover at home.
9. Temperature measurements are performed every morning for all employees in the Company. If a fever is found, the worker should return home, contact their family doctor, and follow the doctor's further instructions on the recovery process.
10. Any rotation of employees between the Company's buildings is prohibited.
 - 10.1. All activities must be organized and provided within one building.
 - 10.2. Before delivering goods and parts and other items (shipments), contact the loads' recipients and leave the shipment at the appropriate place of receipt (door).
 - 10.3. Employees working in the logistics building, FLS, and IT teams receive lunch at their workplaces.
11. To reduce the number of people in the changing rooms at the same time, and to make it easier to distance, there are changes in **working time**.
12. To reduce the number of people in canteen at the same time, and to make it easier to distance, there are changes in **break time**.

Coffee break time remains at 10:00 for employees on the 2nd and 3rd floors and in Quality, IT, and FLS. The distance between colleagues must be observed, and the assembly is prohibited.

13. To reduce the number of people in canteen at the same time, and to make it easier to distance, there are changes in **lunch break**.
14. Water suppliers must wear face masks and gloves on arrival.
15. Suppliers of goods are aware and informed that face masks and gloves are used in the Company. Suppliers are not allowed on Company premises. The distance must be respected by contacting and accepting the product.
16. However, if it is necessary to go to another building of the Company to perform work duties and it is not possible to organize it differently, then before entering the room you must disinfect your hands and wear a face mask while in the building, as well as try to keep as much distance as possible and do not crowding.
17. Meetings must be organized remotely on MS Team, e-mail, and phone.

OFFICIAL TRAVELS DURING THE SPREAD OF COVID-19 INFECTION.

During the spread of Covid-19 infection, business trips within Latvia and business trips abroad are limited or canceled as much as possible.

Staff is not seconded to countries on the high-risk country list.

VISITORS DURING THE SPREAD OF COVID-19 INFECTION.

The meeting arrangements specified by the Company shall apply to guests from Latvia and foreign countries.

1. Before accepting the guest, the Company's Employee must find out on the CDPC website the special precautions and restrictive measures prescribed for Covid 19 in the country from which the guest will arrive.

If a guest arrives from a country **on the list of very high-risk countries**, the hosting will not be confirmed.

For a guest arriving from a country on the **list of high-risk and low-risk countries**, the visit will be confirmed following the procedures established by the Republic of Latvia, observing the relevant precautionary and restrictive measures.

2. Before hosting the guests, a representative of the Company sends to the guest for completion — "Pre-Inspection Checklist (Factories and Customer sites)". (Annex 1)

If any of the information fields on the form are completed in the positive, the guest will not be confirmed for a visit but will be asked to submit the Covid-19 test. After receiving the results of the test, a response will be given to approve or reject the visit.

3. If all the fields in section B are filled in dismissively, the visitor's visit will be confirmed without the Covid-19 test.
4. Upon arrival at the company, the guest must present a valid digital certificate attesting to vaccination against Covid-19 or recovery certificates or negative Covid-19 test not older than 48 hours.

5. A Covid-19 express test will be performed on all company guests, except for guests who may present a laboratory negative Covid-19 test not older than 48 hours. These express tests will be performed for all guests from abroad and Latvia with a vaccination certificate or recovery certificate. If the guest refuses to perform the express test, the visit will be canceled.
6. The AE Partner representative makes sure that the guest considers AE Partner preventive measures to contain the spread of Covid-19 infection.

DISREGARDING FOR A REQUIREMENT TO SELF-ISOLATE IF THE EMPLOYEE HAS VISITED FOREIGN COUNTRIES

An employer has the right to suspend an employee from work if the employee does not meet the requirements of self-isolation or quarantine, comes to work endangering the surrounding safety at the Company¹. Suspension from work is a temporary prohibition without disbursing remuneration to the employee², or an employer has the right to give written notice of termination of an employment contract if the employee has significantly violated the working procedures³.

If the employee does not follow the instructions of the Company and arrives at work, the Company has the right to report it to the Latvian State Police.

PREVENTION AND CONTROL WHEN AN INFECTION IS SUSPECTED

There are different symptoms of disease, but the most common symptoms of Covid-19 are:

- fever;
- dry cough;
- fatigue.

Other symptoms that are less common:

- loss of taste or smell;
- nasal congestion;
- conjunctivitis (also known as red eyes);
- sore throat;
- headache;
- muscle or joint pain;
- different types of skin rash;
- nausea or vomiting;
- diarrhea;
- chills or dizziness.

Symptoms of severe COVID-19 disease include

- shortness of breath;
- confusion;

¹ Suspension from Work – Labor Law, Section 58, Part 3

² Suspension from Work – Labor Law, Section 58, Part 1

³ Notice of Termination by an Employer – Labor Law, Section 101, Part 1

- persistent pain or pressure in the chest;
- high temperature (above 38 °c)

These symptoms are usually mild and begin gradually.

There are cases where people who are infected never develop any symptoms at all.

If you have these symptoms, stay at home, and contact your family doctor!

REMOTE WORK

Remote work⁴ – the type of work performed by the employee under normal working conditions at the Company but by voluntary mutual agreement shall be carried out permanently or regularly outside the Company using information and communication technologies. During remote work, the employee shall be available during the period of work specified in the contract of employment and perform the specified duties.

Remote working hours are determined from 8.00 to 16.30 with a lunch break from 12.00 to 12.30⁵ to contain the spread of Covid-19 infection.

The remote work is determined individually for each employee in the Company.

Remote work is provided:

- to limit the spread of Covid-19 infection, the Company and the Employee mutually agree in writing on the place of remote work by reducing mutual internal communication in the Company;
- if the employee of the Company had been in contact with the Covid-19 patient and it is necessary to observe the 7th or 14th-day quarantine specified by the CDPC;
- If the Employee is a close contact person for the person coming from the country where the epidemiological situation has been identified, which may pose a serious risk to public health;
- if the employee himself or a close (living in a shared household) family member is in the senior age group or is in the highest risk group of infection. That is - a chronic disease, cardiovascular disease, oncological disease, respiratory disease, diabetes;
- if there is a need to care for young children or a sick family member, pregnancy (this condition also applies to the baby's father so as not to endanger the pregnant woman);
- if the employee has another reason, which is evaluated by the Company.

If employee is in self-isolation after returning from a country where the cumulative incidence rate does not exceed the average determined by the CDPD, then the self-isolation may be terminated by performing a Covid-19 test and receiving negative analytical results.

The list of countries with a 14-day high Covid-19 cumulative number is updated and published on the CDPC website every Friday.

In a situation where the Company is unable to provide remote work, the Employee has options:

- to receive Sick-Leave Certificates (hereinafter - SLC) if Covid-19 is diagnosed;

⁴ Remote work – Labor Protection Law, Section 1, Part 20

⁵ Time of Discharge of Work – Labor Law, Section 52

- to receive SLC and self-isolate in cases if the CDPC epidemiologist has appointed the Employee as a contact person;
- to use annual paid leave;
- to use leave without retention of remuneration.

Before starting remote work:

1. The Company and an employee into writing reach agreement for remote work.
2. The labor protection specialist of the Company gives or sends out SELF - ASSESSMENT QUESTIONNAIRE FOR REMOTE COMPUTER WORK (Annex 3) in which an employee answers questions about the remote workplace.
3. An employee must inform the labor protection specialist of the Company of any additional workplace conditions that may affect his or her safety and health at work on the computer.⁶
4. If necessary, the labor protection specialist of the Company can provide instructions in the field of labor protection, using information and communication technologies. The instructions are confirmed by an electronic signature, or to verify labor protection instructions have been given to an employee, the work protection journal has been sent out to an employee by post to sign it.
5. The employee must comply with labor protection, electrical safety, safety equipment, occupational hygiene, fire safety, and other regulations. Performing work remotely, the employee assumes the responsibility that the workplace and equipment are suitable for the position.

AT THE BEGINNING OF THE FORCE MAJEURE:

- 1) The Company's management informs the team leaders about the conditions and procedures for the entry into force of the "Guidelines for action to contain the spread of Covid-19 infection".
- 2) Team leaders inform their team staff about the entry into force of the "Guidelines for Controlling the Spread of Covid-19 Infection" and compliance with the safety measures set out in the guidelines during a Crisis or Emergency.
- 3) The responsible employees appointed by the company – personal administrator, labor protection specialist, IT specialist, head of the technical department, implement and adapt the guidelines for daily work to limit the spread of Covid-19 infection or when a Crisis or Emergency enters into force.

⁶ Evaluation of Working Environment Risks – Labor Protection Law, Section 8, Part 1

THE ACTION OF AE PARTNER IN THE CASE OF COVID-19

If the Employee starts to feel Covid-19 the most common symptoms (fever, sore throat, nasal congestion, runny nose, shortness of breath, chest pain, headache, muscle pain, joint pain, nausea, diarrhea, weakness, taste/smell problems, dry cough, others), the Employee is subjected for a Covid-19 express test.

ACTION IN CASE OF POSITIVE COVID-19 EXPRESS TEST

1. Covid-19 is approved for the Employee during working hours (Annex 4)

Work at a workstation where an illness has been detected will be stopped, and the Employee will be sent home. The workstation is disinfected.

2. Contact persons are identified according to the following criteria - contact with the patient closer than **2 m and for more than 15 minutes in the last two days before the onset of symptoms**. The express test is performed for contact persons, and they are sent home in self-isolation, workstations are disinfected.

3. The contact person is sent to home quarantine.

The employee terminates home quarantine with the permission of the family doctor on the 14th day or by performing a test on the 7th day with a negative Covid-19 test.

To monitor the situation at the nearest workstations, Covid-19 express tests are performed at random.

ANY OTHER ACTIONS ARE EVALUATED TO ENSURE MAXIMUM SAFETY AND LIMIT THE SPREAD OF COVID-19 INFECTION IN THE ESTABLISHMENT.

Procedure for granting the status of a contact person:⁷

- inform the contact persons or their lawful representatives of the need to be home quarantined;
- the responsible person appointed by Company prepare the list of contact persons indicating the given name, surname, personal identity number and the date of the last contact with the infected person in the Company. The prepared list must be sent to the CDPC within one day; CDPC verify the compliance thereof with the criteria for the determination of contact persons and submit the list to the National Health Service for inclusion in the unified electronic information system of the health sector to inform general practitioners and contact persons.

The 14-day or 7-day record of contact persons starts from the last day the Company's employee contacted the infected person. The sick-leave certificate is issued from the date the employee contacts the family doctor. The family doctor receives information about the contact person by phone from the Company or CDPC epidemiologist.⁸

If the specifics of the work duties provide for the work to be performed remotely, the employee's state of health allows the work duties to be performed remotely, the contact person appointed by the Company or

⁷ Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection, Paragraph 46¹

⁸ Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection, Paragraph 2.6.

the epidemiologist may not take the sickness sheet in case of home quarantine or isolation. The family doctor must be informed (Annex 5).

ACTION IF COVID-19 IS APPROVED FOR THE HOUSEHOLD MEMBER

The employee informs the labor protection specialist or personnel management that the household member has been approved for COVID-19 (ANNEX 6).

The employee stays at home, contacts the family doctor, and stays home throughout the home quarantine period.

TO ENSURE MAXIMUM SAFETY AND LIMIT THE SPREAD OF COVID-19 INFECTION IN THE COMPANY, ANY OTHER ACTION IS EVALUATED IN THE EVENT OF THE DEVELOPMENT OF THE CASE.

ACTION IF HOUSEHOLD MEMBER IS A CONTACT PERSON

The Employee informs the group manager or labor protection specialist if the household member has received the status of a contact person and is in home quarantine.

Without self-isolation, the Employee returns to the Company. From the 5th day of receiving the status and until the 9th day, the Employee is subjected to Covid-19 express tests. (Annex 6).

TO ENSURE MAXIMUM SAFETY AND LIMIT THE SPREAD OF COVID-19 INFECTION IN THE COMPANY, ANY OTHER ACTION IS EVALUATED IN THE EVENT OF THE DEVELOPMENT OF THE CASE.

To limit the spread of the virus in Latvia and find out whether you have been in contact with a Covid-19 patient, the Company recommends installing the application "Stop COVID" on your phone.

WHAT SHOULD THE EMPLOYEE DO IF THE COVID-19 TEST IS POSITIVE?

- Stay home - you need to be in isolation.
- Contact your family doctor and follow the instructions provided.
- You must not leave your home during this time. You must have access to communication and collaboration with your family doctor and other healthcare professionals.
- Contact the members of household and inform them that you are positive for Covid-19. If they have already gone to work or an educational institution, they are asked to return home, as they are likely to be identified by the epidemiologist as close contacts. (All members of household are considered high-risk contact persons subject to home quarantine, regardless of whether the patient is treated in a hospital or at home).
- Do not make direct contacts with others.
- Minimize contact with those at higher risk of developing Covid-19 infection, such as the elderly and people with chronic illnesses (high blood pressure, heart problems, diabetes, oncological diseases, chronic disorders, Etc.).
- Discontinue isolation only with the permission of the family doctor.

PRE-INSPECTION CHECKLIST (FACTORIES AND CUSTOMER SITES)

Section A: General information about the customer/visitor company and work

Company name:		Visitor name:	
Contact name at AE Partner:		Visit date (s):	
Brief description of visit activities:			

Section B: Questions for customers/ visitors when planning visit

Y/ N

Comments / Action taken

Q1	Have you or anyone in your company had any close contact with individual/s suspected or diagnosed with COVID-19 in the last 14 days?		
Q2	Have you returned from any trip in the last 14 days? (Locations without confirmed COVID-19 cases). Specify the country.		
Q3	Have you had close contact with persons returned from any trip in the last 14 days? Specify the country		

Note: If the answers to questions above are Yes, the visit will not be able to take place until the restrictions are cancelled or changed.

	Interoperable Vaccination certificate	Certificate of recovery	Negative Interoperable test certificate, tested for COVID-19 within 48 hours
Upon arriving at AE Partner will be presented			
	A Covid-19 express test will be performed	A Covid-19 express test will be performed	A Covid-19 express test will not be performed

I hereby confirm that:

1) since the announcement of implementing measures to reduce the prevalence of Covid-19, I have complied with national restrictions and other safety activities to minimize the risk of Covid-19 infection.

2) I provide my data voluntarily and agree to the processing of my data by SIA "AE Partner".

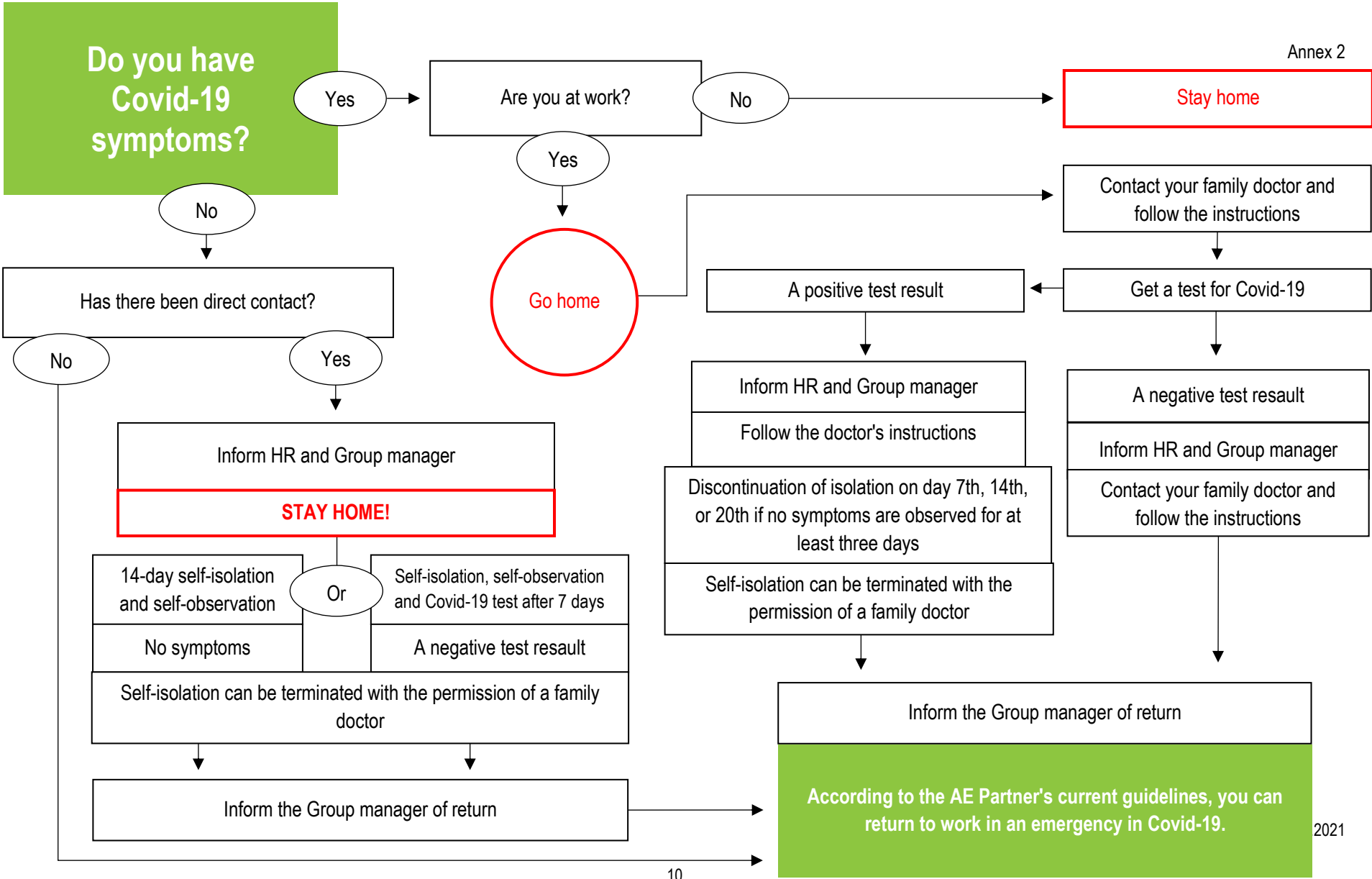
Signature of customer/visitor representative

Customer/visitor Representative to sign here and date

Note: please check with local governmental advice for travel restrictions and for information regarding confirmed cases before your visit.

Section C: Supplementary comments

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**SELF - ASSESSMENT QUESTIONNAIRE FOR REMOTE
COMPUTER WORK.**

Performing **remote work**, an employee has all the same work risks that in the office (stress, computer work, forced posture, microclimate, accident, etc.). Therefore, the requirements for office equipment and work environment risk assessment also apply to remote work.

Under Labor Protection Law, Section 8, Part 11, an employee shall cooperate with a labor protection specialist of the Company in the assessment of the work environment risk and provide the employer with information on the conditions of the remote work which may affect his or her safety and health during the performance of the employee's employment.

- **Are there any circumstances that may affect the safety and health of an Employee while performing remote work?**

Fill-in by an employee

I hereby confirm that the information provided herein is accurate, correct and complete.

Name, Surname _____

Position _____

Date _____

Fills in by the labor protection specialist of the Company

The employee:

has been instructed

has got acquainted with the
work environment risk
assessment of his / her
position

Comments:

The employee:

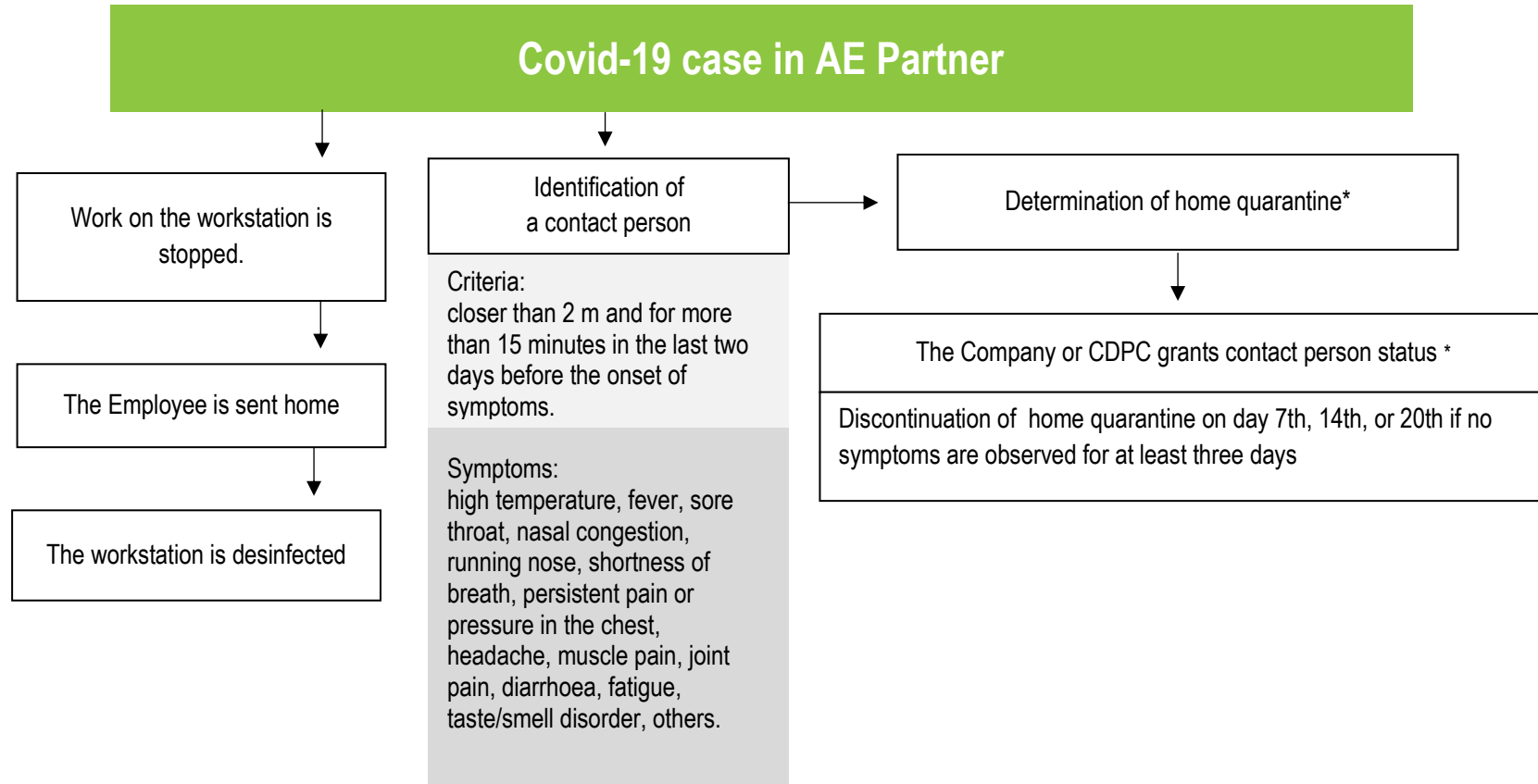
- informed of the possibility of receiving IT equipment received IT equipment
- informed of the possibility of receiving an ergonomic office chair received an ergonomic office chair

Comments:

The labor protection specialist of the Company:

Name, Surname _____

Date _____



* The contact person appointed by the Company or epidemiologist may not take the sick-leave certificate in home quarantine or self-isolation if his / her state of health allows him/her to perform work duties, and it is possible to agree with the employer on working remotely. The employee must inform the family doctor about the remote work.

If you are an office employee and self-isolation is set for you

