



On 30th January, the World Health Organisation (WHO) stated that the Coronavirus, which started in Wuhan in December 2019, was an 'international public health emergency'.

Today, thousands of cases have been confirmed in China, as well as in other countries: <https://www.ecdc.europa.eu/en/geographical-distribution-2019-ncov-cases>

Developments are being closely monitored by the health authorities in close collaboration with the World Health Organisation.

Following the latest WHO recommendations, new recommendations have also been made for the entire Group in order to limit the spread of the virus.

Firstly, we would like to express our support and solidarity to all our colleagues, customers and partners living in the impacted regions.

In accordance with national directives and in compliance with those of the WHO, **the Group Security Department has added, in addition to China (including Hong Kong), Singapore, South Korea, Italy (the regions of Lombardy, Veneto and Piedmont), to the list of countries where all travel is currently suspended due to the current health risks.**

A widened perimeter of recommendations for business trips:

- Business trips to **China (including Hong Kong), Singapore, South Korea and Italy (the Lombardy, Veneto and Piedmont regions)** are suspended until further notice, unless they are authorised by a member of the xxx ExCom
- Business trips from and within **China (including Hong Kong), Singapore, South Korea and Italy (the Lombardy, Veneto and Piedmont regions)** are suspended until further notice, unless they are authorised by the Country/Region Director
 - Note: For **TAS, business trips from and within the Lombardy, Veneto and Piedmont regions** to other destinations are subject to the express authorisation of the HR Director of the GBU and the Director of Operations.

- The recommendation is to **postpone any business trips to and from Asia, and to and from other Italian regions**, if possible and to prioritise video conferencing. Many countries have put in place travel restrictions to stop the spread of the virus.

For anyone coming back from China (including Hong Kong) and South Korea, please inform your managers and/or HR teams to organise a period of 14 days quarantine, with teleworking if possible, and contact the work health service if there is one on your site. They will inform you what measures to take.

Concerning **Singapore and the North of Italy (Lombardy, Veneto and Piedmont)**, depending on the evolution of the number of cases, quarantine proposals may be considered on a case-by-case basis by local management teams. **At the minimum, the following recommendations will be established:**

- Take your temperature twice a day
- Regularly wash your hands
- Wear a surgical mask in the workplace, in the presence of others and outside of your home
 - **Note: you will not have access to your site if you do not have a mask.**
- Avoid non-essential interaction with people such as going to the cinema and restaurants
- Avoid places where there may be fragile people such as hospitals, infant schools or retirement homes

If you have a fever or difficulty breathing:

- Call the emergency services (112 in Europe) and alert them to the fact that you have recently been in Asia
- Do not go directly the doctor or hospital

For other cases, with a widening of impacted zones:

- **For visitors, delegations, subcontractors and suppliers from China (including Hong Kong), Singapore, South Korea and Italy (the Lombardy, Veneto and Piedmont regions):**
 - Where possible, and in agreement with the country director, cancel these visits and prioritise video conferencing
 - If these visits cannot be postponed, it is recommended to take special precautions (using masks, hand sanitiser, dedicated meeting rooms, deep cleaning of rooms, no site visits...)
- For packages delivered from China (including Hong Kong), Singapore, South Korea and Italy (the Lombardy, Veneto and Piedmont regions), based on current knowledge, there is no risk of infection.
- Employees coming back from other countries in Asia (other than China and Hong Kong), Singapore, South Korea and Italy (the Lombardy, Veneto and Piedmont regions) are advised to continue work but to follow these measures:
 - Avoid shaking hands with colleagues

- Keeping a distance of one metre from others
- Taking your temperature twice a day for two weeks
- If you experience fever or difficulties breathing:
 - Do not go directly to hospital but quickly contact the emergency medical services (112 in Europe) and alert them to where you have recently travelled

Special attention must be taken if **attending international seminars**. It is recommended to limit the number of participants as much as possible and remind everyone of the precautionary measures:

- Avoiding all contact with people who are experiencing breathing difficulties
- Regularly washing hands with soapy water or with a hand sanitiser
- Not shaking hands with colleagues and keeping a distance of 1 metre
- Taking your temperature twice a day for 2 weeks after your return

In certain countries, there are specific national recommendations in place which must be strictly followed. To find out about local recommendations, please regularly consult your health authority's site, your country's foreign affairs department site, as well as the WHO site:

- <https://www.who.int/health-topics/coronavirus>
- <https://www.ecdc.europa.eu/en/novel-coronavirus-china>

For any questions around business trips, please contact the relevant Country Director and/or the Group Security Department. For any queries on health and safety, please contact the Country HR and/or HSE team. If necessary, at Group level you can contact the Group Medical Coordinator or the Group HSE department.