



Covid19 - xxx Travel ban - Update #1

26 February 2020

Safety of our employees is our foremost concern. In order to ensure precaution, we request all employees therefore to inform their Manager and HR Manager of any trip they – or a member of their immediate family – have taken to / from one of the contaminated areas*, including personal travel.

Employees

- The international travel ban is effective worldwide. Any exception must be validated by an ExCom member.
- Domestic trip by flight or train are not allowed in contaminated areas. See list *
- All non-urgent trips for business should be postponed until further notice
- A quarantine period of 14 days (see below) will be automatic for people coming back, for professional or private reasons, from contaminated areas*
- The quarantine period of 14 days will also apply if an employee's close family member are coming back from contaminated areas*
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Quarantine - Recommendations to respect

If you are concerned by the above, the 14 days quarantine period starts from the day of return from contaminated areas*, and you should

- Monitor your temperature twice a day,
- Watch out for symptoms of respiratory infection (cough, difficulty breathing...)
- Wear a surgical mask when you are in front of another person and when you need to go out
- Wash your hands regularly or use a hydro-alcoholic solution
- Avoid contact with frail people (pregnant women, chronically ill persons, the elderly...)
- Avoid going to places where fragile people are found (hospitals, maternity wards, shelters for the elderly...)
- Avoid any non-essential outings (large gatherings, restaurants, cinema, etc.)
- Work from home and avoid close contacts (public transport, meetings, elevators, canteen...)

If there are signs of respiratory infection within 14 days of return:

- Avoid contact with those around you and keep your mask on
- Do not go to your doctor or emergency hospital to avoid potential contamination but contact local urgency center designated by local authorities

Visitors to xxxx locations

- Limit physical meetings and visitors to the strict necessary
- Ask visitors to sign a declaration that he/she did not go recently in the contaminated areas* and was not, to his/her knowledge in contact with a person who has been travelling recently in

the contaminated areas. Obtain the declaration (email) of your visitors before they come to the office.

**Contaminated areas may evolve overtime. Remain informed in reading xxxx Travel Ban update or WHO website (www.who.int/emergencies/diseases/novel-coronavirus-2019) or other sites like (www.covid19info.live)*

The outbreak of novel coronavirus - Covid-19 cell

25 February 2020

The Covid-19 is a high severity and highly transmissible virus. At these sensitive time, **our main concern is the safety of the xxxx employees worldwide.**

World Health Organization (“WHO”) has given Covid-19 the status of Public Health Emergency of International Concern on January 30th.

<https://www.who.int>

WHO believes that it is still possible to interrupt virus spread, provided that countries put in place **strong measures to detect disease early**, isolate and treat cases, trace contacts, and promote social distancing measures commensurate with the risk.

A global coordinated effort, to include prevention and, where **appropriate emergency plans by corporates worldwide**, is needed.

With this in mind, xxxx has put in place a “**xxxx Covid-19 readiness cell**” with multidisciplinary competencies, including external experts, as necessary.

The “xxxx Covid-19 readiness cell” will:

- **provide useful information** on Covid-19 epidemic status
- **collect information from all xxxx units**, evidence-based
- **provide a real time support** for the update to travel, fair, conventions, seminars and even international meetings, policy updates
- **anticipate, in coordination with the relevant medical authorities**, health measures in case of a site contamination
- **assess the impact on our businesses**, direct and indirect
- **identify disruptions in our supply chain** (suppliers, customers, service providers)
- anticipate resume of activities after the crisis
- manage communication

The “xxxx Covid-19 readiness cell” will continue until the outbreak is declared “closed” by WHO.

Xxxxxxx is appointed leader of the xxxx Covid-19 readiness cell.

Logistic information will be released soon. In the meantime, the xxxx Covid-19 readiness cell can be contacted at the **following emails and contact numbers**:

Medical emergency in your country of residence

Please follow the indications and use the call numbers given by health authorities in each given jurisdiction

Medical emergency when traveling for xxxx – Europe assistance hotline 24/7

