

## **Operational concept for temporary measures to protect against SARS-CoV-2**

**Dear visitor,**

at the Regensburg site of OSRAM Opto Semiconductors, special work safety measures are in force during the SARS-CoV-2 pandemic (in accordance with the SARS-CoV2 Health and Safety at Work Directive, among others). We have introduced them with the aim of protecting the population by interrupting chains of infection, safeguarding the health of employees, but also of external staff and employees of external companies at the site, and ensuring economic activity.

**You, as an external person or employee of an external company, must also implement these regulations in the course of your work at the Regensburg-Burgweinting site and adapt your behaviour to these measures.**

As part of the concept of measures, this information informs you about the current measures for infection protection at the site.

### **1. What we expect from you**

Please respect the following rules of conduct:

- Answer our questions about self-disclosure at the entrance!
- In case of symptoms such as fever, dry cough, shortness of breath, muscle/joint pain, sore throat, headache, loss of sense of smell/taste or general feeling of illness, do not enter the site or leave it immediately!
- Maintain a minimum distance of 1.5 m from other persons indoors and outdoors, including in the production area, canteen and common rooms!
- Avoid the formation of queues!
- Wear a medical mouth-nose protection ("surgical mask") at all times at the site! This does not apply to clean rooms where other equally effective measures are used in accordance with §1, Section 3 of the SARS-CoV2 Health and Safety at Work Directive.
- Use lifts only for transporting loads and in the event of a walking impediment!
- Wash your hands regularly with soap, for example after contact with people or touching objects that may have been touched by sick people!
- Avoid unnecessary hand and body contact, e.g. greetings or hugs!
- Avoid habitual contact with eyes, mouth and nose if possible!
- Keep your distance from coughing and sneezing people!
- Cough or sneeze in the crook of your arm and use disposable tissues!
- If possible, use your vehicle alone and limit the number of people who use a vehicle together!
- Make sure that your vehicle is equipped with utensils for hand hygiene and disinfection as well as paper towels and bin liners!
- Clean the interior of your vehicle regularly!

### **2. What we do to prevent infection on site**

#### **2.1 General information**

- Activation of a crisis management team to manage measures during the pandemic (contact for questions: [feedback@osram-os.com](mailto:feedback@osram-os.com))

- Self-assessment using a paper questionnaire or web app will exclude potentially infected persons from the site
- Employees and visitors must not come to work or are asked to leave the premises immediately in case of symptoms such as fever, dry cough, shortness of breath, muscle/joint pain, sore throat, headache, loss of sense of smell/taste or general feeling of illness.
- Monitoring of the regional environment in order to be able to react early to the development of the pandemic
- Concept for contact person tracking in case of suspicious cases according to the requirements of the Robert Koch Institute/Health Office
- Minimising the psychological burden in pandemic situations through comprehensive information and support

## 2.2 Minimum distance

- Except for production staff and operationally necessary personnel, everyone works in a home office
- Expectant mothers at home or employment ban where not possible
- External visits are strictly regulated
- Meetings virtual, as far as possible
- Maintain a minimum distance of 1.5 m from each other indoors and outdoors, also in production, canteen and common rooms
- No formation of queues
- All employees as well as external staff/employees of external companies are required to wear medical mouth/nose protection ("surgical mask") at all times on site. This does not apply to clean rooms where other equally effective measures are used in accordance with §1, Section 3 of the SARS-CoV2 Health and Safety at Work Directive.
- Possibility to use staggered working hours, staggered breaks to reduce the occupancy of work areas
- Personal use of PPE and protective clothing
- Installation of partition walls and spit protection in places with appropriate personal contact
- Use of lifts currently only for the transport of loads and by people with walking difficulties

## 2.3 Hygiene

- Disinfectant dispensers are available at building entrances
- Skin-friendly liquid soap available in sanitary rooms
- Towel dispensers available in sanitary rooms
- Disinfection frequencies in sanitary rooms, common rooms, on door handles and handrails increased
- Regular ventilation in rooms without air conditioning with fresh air
- Employees are particularly encouraged to observe hand hygiene and cough etiquette

## 2.4 Regulations for transports/deliveries

- Formation of small, permanent teams
- Hand hygiene facilities near the workplace
- Fitting of company vehicles with utensils for hand hygiene and disinfection as well as with paper towels and bin bags
- No simultaneous use of vehicles by several employees if possible
- Restriction on the number of people sharing a vehicle
- Regular cleaning of the vehicle interiors