		<b>Company</b>	FALCO Zrt			<b>Doc.</b>	FS-COVID-A	
		<b>Subject</b>	Regulations to prevent the spread of Covid-19 coronavirus			<b>Date</b>	2020.09.03.	
		<b>Department</b>	EHS			<b>Link</b>	FS-COVID-A	
<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Distribution</b>	<b>Date</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by.</b>	
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### Dear Partner!

All points of the current general operating rules (FS-ÜRSZ) are still valid, but the following provisions have been added until further notice:

#### 1. General requirements:

- a. Frequent disinfection of hands, or thorough hand-washing is mandatory.
- b. Keeping the distance of 2 meters at the entry points is mandatory.
- c. Efforts should be made to maintain a distance of 2 meters from other people.
- d. Greeting handshakes must be avoided.
- e. Keeping the distance of 2 metres or wearing a mask in enclosed spaces is mandatory.

#### 2. For our subcontractors having a permanent access card

- a. If the signed FS-COVID-A-1M declaration is not returned by 14 September 2020, then the access cards will be blocked at 23:59 on 14 September 2020. Submission of the FS-COVID-A-1M declaration is necessary for the re-activation of the cards (the declarations must be handed in to the contact person, preferably electronically)
- b. A maximum of 2 persons may be at the designated smoking areas at a time while keeping the necessary distance of 2 metres.
- c. If your company has a confirmed COVID case, you are obliged to report it to the FALCO contact person.

#### 3. For those arriving for occasional work:


- a. They must complete the FS-COVID-A-1M declaration before entering, but not later than before receiving the access card
- b. They must wear a mask in the offices and office containers.
- c. They must keep a distance of 2 meters both indoors and outdoors as much as possible
- d. A maximum of 2 persons may be at the designated smoking areas at a time while keeping the necessary distance of 2 metres.
- e. In the event that due to the non-compliance with the applicable government regulations of an employee of our Subcontractor, an infection or the suspicion of an infection develops at one of the sites of FALCO Zrt. (ANTSZ, Contact research, public health bodies), all costs (2 x PCR tests x total number of employees, possible production downtime, other additional costs) are borne by our subcontractor.

#### 4. For official bodies, guests and visitors assessing work:

- a. They must complete the FS-COVID-A-1M declaration before entering, but not later than before receiving the access card
- b. They must wear a mask
- c. Efforts should be made to maintain a distance of 2 meters both indoors and outdoors.
- d. A maximum of 2 persons may be at a time in the designated smoking areas and in the eating areas while keeping the necessary distance of 2 metres.


#### 5. For freighters:

- a. Drivers must wear a mask in the premises of FALCO Zrt.
- b. Smoking is prohibited for drivers in the whole area of the company

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- c. Drivers must stay in the cabin, they can only leave it in the case of feeling ill, or for the duration of loading and for handing over and receiving the necessary documents
- d. Efforts should be made to maintain a distance of 2 meters

**Breaching the above regulations may have serious consequences and may even result in a permanent ban from the company premises!**

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**Appendix 1 of FS-COVID-A**

.....

Company/Subcontractor's name

.....

Signature of the responsible manager/trainer

## TRAINING PROTOCOL

**to comply with the FS-COVID-A rules issued by FALCO Zrt.**

We, the undersigned, acknowledge that we have read, accepted, will comply with and we will ensure the compliance with, the provisions of the FS-COVID-A regulations of FALCO Zrt:

Name of employee	Date of birth	Signature

(Place, date) .....

PLEASE COMPLETE IN BLOCK CAPITALS