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Minimum 1.5m



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## Dear colleagues,

**Returning to the office** – The final guide to returning to the office can be found attached or on the [COVID-19 - Everything you need to know minisite](#).

We follow closely the evolution of the situation and we will calibrate along the way the plans to bounce back to business activity according to the measures taken by the authorities, as well, and we will return to you with information and news every time the situation requires it. The guide with recommendations and conduct in our workspaces is a reference to follow for a long time to come, all in order to maintain a safe working environment and in line with the requirements set out by the authorities.

**Puls survey** - For us, your voice is important and we want to know each of you well. We are here and we want to continue to hear the current pulse of your real time emotions so that together we can be well.

**COVID-19 training material** - Health is the number 1 priority for our company and at this moment we are taking all the measures and making all the necessary efforts for our activity to take place in a safe environment. In this regard, we invite you to go through the training material on measures to prevent infection with the new Coronavirus by accessing the link received today by e-mail.

# Bounce back (de-confinement) recommendations and guidelines

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## Next steps:

**Phase 1: starting 18 May** we will continue remote work; only critical jobs and people who express their desire to come back on premises will be allowed to enter our offices.

**Phase 2, step 1** – in 1 month, the situation will be re-analyzed, based on the decisions taken by authorities regarding the evolution of the pandemic. If everything is ok, then we can increase the percentage of people working on site.

**Phase 2, step 2** – we can increase gradually the number of people on site, in order to keep the minimum recommended distance and preserve the safety of our employees

## Rules and principles based on which the return on site will take place:

The following principles are taken into considerations:

- **Volunteering** - we will not force colleagues to return to the office
- Pay special attention to **colleagues** in the category of those **vulnerable** to exposure during this period (autoimmune diseases, heart disease, pregnant women, etc.)
- **Criticality of the job** in terms of presence at the office (taking over documents, etc.)
- Job roles that can continue their **remote activity**
- **Rotation of 14 days** (incubation period) so that colleagues from first round team do not come into contact with colleagues from second round
- **Colleagues** who are **not autonomous** and need support such as: junior / senior, new on the job, etc.
- **Avoiding public transport** as much as possible - we suggest the use of work or personal cars, for which we will provide parking spaces
- Possibility to **work partly at the office and partly at home** - colleagues can stay only 4 hours at the office, and the remaining 4 hours will work from home. This way, we would solve lunch problem
- **Arrival at the office** to be made **at time intervals**, starting, e.g. from 8 to 9.30, so that there is no congestion in the hallway or in the elevators area

## Office buildings access:

- It will be carried out on the **corridors established** together with the owner of the building, measures that are part of the general plan of return for each building
- Each employee will have their **body temperature measured** at the main entrance, in each building where our company has rented spaces
- **Access\**
- to the building will be allowed only to **persons** who will be **validated** weekly by each department director. **Access** to the building will be **restricted** for the employees who **are not on the validated list**
- **Each** employee from the weekly validated list will receive one **kit** containing 1 pack of 50 masks + 1 pack of 50 pairs of gloves
- The nominated colleagues will **sit only at the offices indicated in the sketches**, even if those are not the offices they used to stay at before the crisis
- Each work station will be identified in the field, by a **distinctive element** so that it will be easy for employees to spot them when they arrive at the office

## General recommendations:

- Our employees have an obligation to **comply with infection prevention policies and practices** in the workplace
- Before resuming activity, any employee with **symptoms** of COVID-19 infection or who lives with a person with these symptoms, must immediately inform the hierarchical superior and HR, by e-mail to HR Business Partner
- If there are **changes in health condition**, avoid going to the office that day. The direct manager and HR will be notified immediately. The family doctor will be contacted to receive the necessary medical advice

### Recommended lunch model:

- Until the regulation of the type of HORECA activity, by the Romanian authority, we recommend **not using** these spaces or those reserved for canteens
- We recommend **serving lunch in the kitchenette spaces**, where the maximum capacity will be highlighted, as in the case of meeting rooms, by the chairs positioned in the space.
- The **cleaning staff** will empty the garbage cans as soon as lunch is over, so as not to create discomfort in the workspace

## Code of conduct :

### Recommendations in our spaces:

- The minimum hygiene rules will be strictly respected in all offices spaces:
  - Proper hand hygiene (frequent washing / disinfection)
  - Avoid touching the face
  - The rules regarding coughing and sneezing in public will be respected (Cough or sneeze in the bent elbow or use a disposable napkin, which you take care to throw immediately in the trash can)
- Before entering the headquarters, the employees will put on a **new set of gloves and masks**. Gloves and masks used when traveling from home to the office will be thrown in specially designed spaces
- Each employee must **mandatory wear a mask and gloves** during the activity in the work spaces
- Keep the **social distance** recommended by the authorities (2 meters)
- It is recommended to use a **pair of shoes** for traveling outside and a pair for the period in which you carry out your activity inside the headquarters
- The access inside company spaces will be done after **the disinfection of the outdoor footwear** in the specially arranged places
- During the activity in our headquarters, **only the work tables indicated and marked accordingly will be used**. It is strictly forbidden to use another work table
- It is **strictly forbidden to move to another floor**. In case you need to talk to colleagues located on other floors, video / teleconferencing systems will be used
- It is recommended that the **working meetings** with colleagues / customers take place using a video / teleconferencing system
- The meeting rooms will be used only in **exceptional** cases when there are no other technical solutions and the maximum number of persons will be strictly respected according to the seats provided. It is strictly forbidden to bring extra chairs
- At the end of the day, the work table will be **emptied from all personal objects** by the employees to ensure a proper disinfection of the work space. Otherwise, personal items will be packed in plastic bags and stored near the office