



Special procedure in effect: Yellow



Wärtsilä Hungary Kft.

## Information for the period of the risk of coronavirus infection

### ***Obligation to report***

*You are required to report, especially but not limited to upon returning from abroad, to your Personal Contact at Wärtsilä Hungary Kft:*

- *If you, or your family, relatives or persons in your immediate vicinity, experience symptoms of, or become known to be infected by the coronavirus.*
- *Wärtsilä Hungary Kft can only employ subcontractors who declare and certify with their signature before each assignment that they have not traveled abroad within 2 weeks prior to their assignment. In addition, you agree that you must notify us when you plan to travel abroad.*
- *Filling in and signing the Health Screening Form\_Coronavirus file and submitting it to the Responsible Contact for Wärtsilä Hungary Kft.*
- *If you are traveling to or hosting visitors from a region affected by an outbreak.*

*Data on activities outside assignment hours, medical condition and the health of relatives will be handled in accordance with the requirements of GDPR and will be deleted as soon as the risk of an outbreak is terminated.*

### ***Additional general recommendations***

- Limit contacts to email, Skype.
- Invoices, timesheets, certificates of completion, and other documents should be sent in scanned form or as a photo. Originals should be submitted later.
- Avoid handshakes.
- Glasses, spoons/forks/knives, etc. should be used only once and then washed.
- On airplanes and at certain domestic working sites, face masks shall be worn.
- If subcontractors are quarantined because of a suspected coronavirus infection, they may only undertake work that can be completed remotely. If remote work is not possible, they may not be assigned work until a negative coronavirus test result is presented. Consequently, their work assignment scheme will be temporarily suspended.



Special procedure in effect: Yellow



Wärtsilä Hungary Kft.

***Additional official information and procedures in Hungarian and English regarding Hungary***

If a person has symptoms of a respiratory infection such as cough, shortness of breath or fever, they should contact their physician by telephone in accordance with the official procedures specified by the National Center for Public Health. You should not leave your home until you have received instructions from your physician! Further information is available at the following links.

<https://www.nnk.gov.hu/index.php/lakossagi-tajekoztatok/koronavirus/523-eljarasrend-a-2020-evben-azonositott-uj-koronavirussal-kapcsolatban>

<https://magyarkozlony.hu>

<https://konzuliszolgalat.kormany.hu/utazasi-tanacs>

<https://konzuliszolgalat.kormany.hu/koronavirus>

***Additional official information and procedures in Bulgarian and English regarding Bulgaria***

<https://www.mfa.bg/bg/>

<https://www.mfa.bg/en/>

<https://www.reuters.com/article/us-health-coronavirus-bulgaria-emergency/bulgaria-closes-schools-restricts-travel-over-coronavirus-idUSKBN21015D>

***Additional official information and procedures in Romanian regarding Romania***

<https://gov.ro/ro/info-coronavirus-covid-19>

***Wärtsilä Co. Central Health Regulations mainly for field workers***

[https://wartsila.sharepoint.com/sites/compass/Business\\_Support/Communications\\_and\\_Branding/Crisis\\_Communications/Pages/Incident-situation-summary-%E2%80%93-Coronavirus-outbreak.aspx](https://wartsila.sharepoint.com/sites/compass/Business_Support/Communications_and_Branding/Crisis_Communications/Pages/Incident-situation-summary-%E2%80%93-Coronavirus-outbreak.aspx)

Definition of the current situation: ***Threat of an Outbreak.***

***Undertaking of work with special regard to work involving travel***

Undertaking of work cannot be denied due to fear. However, in the event of a major emergency, such as *where the risk of infection at the workplace is extremely high*, workplace health and safety cannot be guaranteed and therefore the subcontractor may legitimately say that he/she will not undertake work. Assignments will not be commissioned in regions affected by a travel ban. Employees that were abroad, in high-risk countries like China, Italy, Iran, Japan, South Korea, shall stay at home during their regular break in between work assignments (usually 2 weeks) and shall participate in wrap-up meetings via Skype.

Wärtsilä's subcontractors have the opportunity to take action when the workplace is unsafe.

These general guidelines are applicable until further notice:

- Make the most use of virtual tools (Skype / Teams) for discussions.
- Avoid large gatherings such as face-to-face meetings with more than 15 employees.



Special procedure in effect: Yellow



Wärtsilä Hungary Kft.

- Before traveling, check if there are any travel restrictions in the destination country.
- If you are traveling from an area/country affected by an outbreak, follow the instructions of your local authorities (e.g. 14 days quarantine) and check if it is safe to return to the office. Also, please check with your local health care provider or Wärtsilä's HR for further guidance.
- Follow all precautions, such as washing your hands, and stay home when you are ill.
- Employees with special health problems or other concerns should consult with their supervisor about the changes in working conditions.
- If you have any further questions, please contact your manager or your local representative. (Balázs Kanalovics, Gábor Samu).

### ***Additional procedures***

#### **Higher risk level**

- The use of alcohol disinfectant is mandatory before and after use of all social areas.
- All are required to read signposted information.
- Use a disinfectant cloth to clean the equipment you use, such as keyboards, mice, etc.
- Employees shall report their supervisors if they have flu symptoms and stay home if they feel sick or ill.
- Take home your work equipment (laptops, chargers, headphones, etc.) in case you cannot return to the office.
- Cancel visits from areas affected by an outbreak.
- Follow the latest corporate guidelines and instructions for travel.
- Anyone arriving from a country affected by an outbreak must undergo voluntary quarantine.
- Pay special attention to risk groups (elderly people and people with illnesses such as hypertension, heart disease, lung disease, cancer or diabetes).
- No work shall be commissioned in a country affected by an outbreak.
- Clients are required to provide information in an official form prior to commencement of work if any of their employees is infected by the coronavirus.



Special procedure in effect: Yellow

Wärtsilä Hungary Kft.

#### Increased number of local infections (community spread)

- In order to prevent the spread of the coronavirus, only those assigned to the workshop and the warehouse may be present in these areas from March 16, and in the weeks thereafter.
- FS teams returning from abroad shall not bring their tools back to the workshop or the warehouse, but shall keep them at home.
- On-call staff may come to the warehouse or the workshop for a short period of time only to pick up any necessary and urgently needed parts for the job. Delivery and pick-up must be organized in such a way that, if possible, those employees will not enter the warehouse or the workshop or remain there for a reasonable period of time.
- To improve hygiene, objects such as door handles should be touched only with paper. Touch screens, tables, handrails, grab handles, toilets, etc. shall be wiped with alcohol disinfectant before each use.
- Sharing of protective equipment is not allowed!

Coronavirus / COVID-19 can survive on surfaces for hours to days. This may vary under different conditions (e.g. surface type, temperature, or ambient humidity). Under most circumstances, the amount of infectious viruses present on the contaminated surface is likely to be significantly reduced after 72 hours. Because of the poor survival capabilities of these coronaviruses on surfaces, the risk in general of spreading from products or packages carried by ships at ambient temperature for days or weeks is very low.

- Suspension of activities such as face-to-face meetings, trainings and community events.
- Working from home.
- Suspension of internal and external visits.
- Make sure to adhere to these rules: stay home when a coronavirus / COVID-19 infection is suspected and call your local health authority as instructed by the government.

#### Epidemic (outbreak)

- Suspension of work in the workshop and the warehouse.
- Only on-call staff members are allowed to use the workshop and the warehouse, and only for activities related to on-call duty.
- Possible close and working contacts of the Wärtsilä employee suspected or confirmed to be infected by the coronavirus / COVID-19 must be identified.

March 17, 2020