



Corona Measures – **Hygiene Concept**

The health and safety of our employees has the highest priority at Schoepe Display. For our own protection and in order to guarantee smooth operation, the following regulations apply at our locations during the Corona pandemic in addition to our visitor guide:

- We keep our distance (e.g. at the time recording, food distribution, vending machines, in the break rooms).
- We do not shake hands or hug each other (even if we like each other very much).
- We observe hygiene when coughing & sneezing: at least 1.5 metres away, into a handkerchief or the covered crook of your arm, then always wash your hands.
- We wash our hands thoroughly and several times a day – always before entering the break rooms – and try not to touch our face with our hands.
- We ventilate the halls and offices at regular intervals (break times - intense ventilation).
- We reduce personal contacts (e.g. business trips, meetings, trainings) to the absolute minimum and use the technical possibilities to exchange and meet. Should personal contact be necessary, we will ensure that the necessary distance is maintained.
- We wear a protective mask over the mouth and nose throughout the entire operation (unless you are alone in the room). Every employee receives a new mask from the company every day.
- External suppliers (e.g. truck drivers, courier services) are not allowed to enter the company. The only exception is the shipping office at the Dahme production site, which is equipped with an anti-saliva screen and which the drivers are allowed to enter if wearing mouth/nose protection. An external WC is available on the premises to support the drivers.
- External fitters, mechanics, suppliers, etc. will be picked up by us in accordance with our visitors' guide (by the person responsible at our premises) and will be instructed in our hygiene guidelines. Parking is available at the rear of the Dahme production site.
- At the Dahme production site we use a system of routes: there is ONE entrance and ONE exit for all employees – thus we avoid unnecessary encounters.
- Employees at the Dahme production site are granted access 15 minutes before the start of the shift; after the end of the shift, everyone leaves the premises after 15 minutes at the latest.

