

CORONAVIRUS

COVID-19 / 12.03.2020

INFORMATION AND REQUIREMENTS FOR OWN EMPLOYEES, SUPPLIERS, CUSTOMERS AND CUSTOMERS SUPPLIERS.

Regarding the situation with Coronavirus / COVID-19, it is a requirement that all employees, customers, suppliers and customers' suppliers show extended responsibility - both in relation to themselves, colleagues and the other surroundings. This is done, for example, by following the Danish authorities' instructions. These can be read in both Danish and English at www.sst.dk/corona.

The three new recommendations from the authorities are:

- If you are healthy - protect yourself to protect others.
- If you have a cough, light fever or cold - stay home until you are well.
- If you have breathing problems, worsening of symptoms, or are ill for several days - stay home and call your doctor.

In relation to the internal behavior of the yard, please see enclosed letter. We demand that everyone abide by that policy.

It is emphasized that it is the responsibility of customers and suppliers to ensure that their own employees and subcontractors comply with the yard's recommendations and requirements.

Best regards
Orskov Yard A/S



Lars Fischer
CEO



Christing Ørskov
Direktør/Director



**COMMITTED
TO OUR CUSTOMERS
FOR MORE THAN 60 YEARS**



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Fr.havn 12th March 2020

To all employés:

Regarding Coronavirus / COVID-19, Orskov Yard follows the instructions of the Danish authorities. These can be read in both Danish and English at www.sst.dk/corona.

In addition, we refer to the Prime Minister's statement that business must not and must not stop. In this connection, we have taken the following actions, which everyone is obliged to respect:

- Extra large focus on hygiene
 - Wash hands frequently
 - Use hand spray
 - Sneeze in the sleeve
 - Limit physical contact
 - Do not give hand or hug
 - Keep away from your colleague
 - Stay as far as possible in the workshop/hall where you belong to

- Daily extended cleaning will be done throughout the yard.

- All dining must take place in teams that are invited to the departments:
 - Team 1: 08.30 – 08.45
 - Team 2: 08.45 – 09.00
 - Team 1: 11.00 – 11.25 (5 min is used for changing in the canteen etc)
 - Team 2: 11.30 – 11.55 (-----”-----)
 - Team 1: 17.30 – 18.00
 - Team 2: 18.00 – 18.30Extended cleaning will be done throughout the yard, where daily cleaning will also be done. places.

- All dining must take place in teams that are invited to the departments:

- Spread out in canteens and lunch rooms - every other chair must be empty.



- There must be a maximum of 2 people in the vans.
- All work must be carried out in small teams as far as possible.
- Do not hold unnecessary meeting activities.
- The meetings that **MUST** be held - must be minimized by the number of participants.
- Work in offices that can be done from home, is agreed with the respective manager.
- We recommend that you do not attend unnecessary events in your spare time.
- Customers and suppliers will receive direct letter on these initiatives.
- **Keep an eye on the info board - updates are coming regularly**

All questions can be directed to the management.

