

# PROTECTIVE NOTES ON CORONA

## A VISITORS' GUIDE



### 1. If symptoms, stay at home!

If you feel symptoms related to a flu or any other sickness, avoid contacts that are not essential. Please stay at home to protect our staff.



### 2. Access to cab limited for external persons

External persons accessing cab facilities has been reduced to a mandatory minimum and is possible only upon invitation or registration. As a visitor, please make sure to register when entering or leaving and let your contact person pick you up.



### 3. Disinfect hands when entering

Please make sure to disinfect your hands each time you enter a cab facility. Contactless dispensers are provided at main and staff entrances.



### 4. Do not shake hands

Avoid shaking hands and hugging when meeting with other people. Give a smile instead. We do not want to be impolite, but are careful. Please help to reduce risks of infection.



### 5. Wear protective masks

Please make sure to cover mouth and nose when entering a cab facility. The same applies when passing through ground level routes while mandatory minimum distances cannot be kept.

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### 6. Mandatory distance

Wherever possible, please keep a minimum distance of 1.5 m to other people for safety reasons – also in meetings and in shared areas.



### 7. Regular hand cleaning

Please wash your hands regularly and carefully for at least 20 seconds using soap and water. Make sure finger nails, spaces between fingers and the back of your hands are included in foaming. If tissue papers or towels are provided, use them for drying.



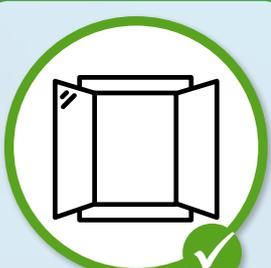
### 8. If coughing or sneezing, pay attention!

If sneezing or coughing, please have a handkerchief at hand or hold the crook of an arm in front of mouth and nose. Make sure to turn away from other people. Throw away the handkerchief to a trash can.



### 9. Keep dirty hands off your face

Avoid touching your eyes, nose or mouth with your hands. As a result, the virus is kept off your body and you do not get sick.



### 10. Risks of infection reduced by ventilating

We aim in reducing infections resulting from germs stuck to aerosols significantly by ventilating our meeting rooms and workplaces regularly and in a proper mode.