

# ADP COVID-19 PROTOCOL





## ADDRESS BY THE PRESIDENT OF THE MANAGEMENT BOARD



**Dear Colleagues,,**

Together, we are witnessing a very challenging global situation caused by the spread of the COVID-19 virus, which we need to adapt to in the best possible way before launching again the operation of our factories. The health and safety of our employees and the environment in which we operate are of paramount importance and therefore we thoroughly follow the recommendations of professional organizations and competent authorities in order to implement protection and safety measures of the highest quality at our sites.

In order to minimize the risks at our sites and ensure a safe start of operations, we have prepared the ADP COVID-19 protocol, which we all need to adhere to in the best interests of our business and the safety of our employees.

In order to successfully continue production and meet the demands of our customers, we must ensure a reliable, healthy and safe environment.

Each of us should behave responsibly and raise our level of security for the benefit of the entire community through our own personal contribution.

Follow the guidelines of local and national institutions, ADP COVID-19 protocol and be disciplined.

In this situation, fear and worry are understandable and expected, so encourage communication. Communicate clearly the measures we are implementing and their importance, and show by your own example a consistency in their implementation. Sharing clear instructions and information should make everyone feel comfortable and safe during this rather difficult period.

Take care of yourself, your colleagues and your families.

Thank you!

**Marinko Došen**

President of the Management Board

A blue ink handwritten signature of Marinko Došen, consisting of stylized initials and a long horizontal stroke.

Some people may be infected with the COVID-19 virus even though they have no developed symptoms.

**The most common symptoms that develop in the case of COVID-19 virus**

- Body temperature above 37.3
- Cough
- Breathing difficulty (dyspnea)
- Fatigue
- Muscle and joint pain
- Burning or eye redness

If you notice any of the above symptoms

**CONTACT YOUR DOCTOR and  
DO NOT COME TO WORK.**

This is how you protect yourself and the people around you.

**Only laboratory tests can confirm the existence of the COVID-19 virus.**

Follow the instructions given by your competent authorities and health care institutions on the activities in case of symptoms.



## BASIC SELF-PROTECTIVE MEASURES

### Frequent hand-washing

Clean your hands regularly with disinfectants and wash them with running water and soap several times a day to eliminate the viruses that may be on your hands.

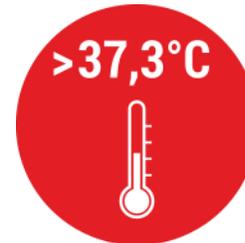


### Avoid touching eyes, mouth and nose

By touching different surfaces, you can pick up the viruses that you transmit to your body in that way.

### Respiratory hygiene

Make sure that you and the people around you follow good respiratory hygiene. Cover your mouth and nose when coughing or sneezing with paper handkerchiefs, or lack thereof, with your elbow bent. Throw away the handkerchiefs immediately after use. Droplets spread viruses and you protect the people around you with good respiratory hygiene.



### If you have a fever, cough or difficulties in breathing, seek medical attention

Stay home if you have a fever, cough or difficulties in breathing, call your GP and follow the instructions. Through a phone call you will allow your doctor to evaluate what kind of treatment you need, and will protect yourself and others from the possible spread of the virus within the doctor's waiting rooms.

### Decent distance

Be at least two meters away from a person who is coughing or sneezing because viruses can be transmitted by droplets.



### Avoid contact with animals

Animals can also be carriers of the virus, so avoid contact with domestic or wild animals..



The procedure takes 30 seconds.



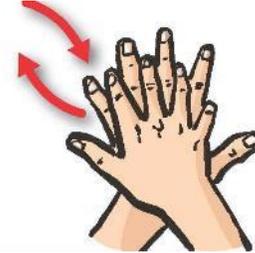
① Wet your hands under running water.



② Apply liquid hand wash soap.



③ Rub hands palm to palm.



④ Rub the palm of your right hand against the back of your left hand and vice versa.



⑤ Interlace your fingers and rub the palms together



⑥ Wrap your fingers around your opposite hand and rub.



⑦ In a circular motion with one hand, rub the thumb of the other hand and vice versa.



⑧ Rub the tips of the fingers of the right hand in the palm of the left hand and vice versa.



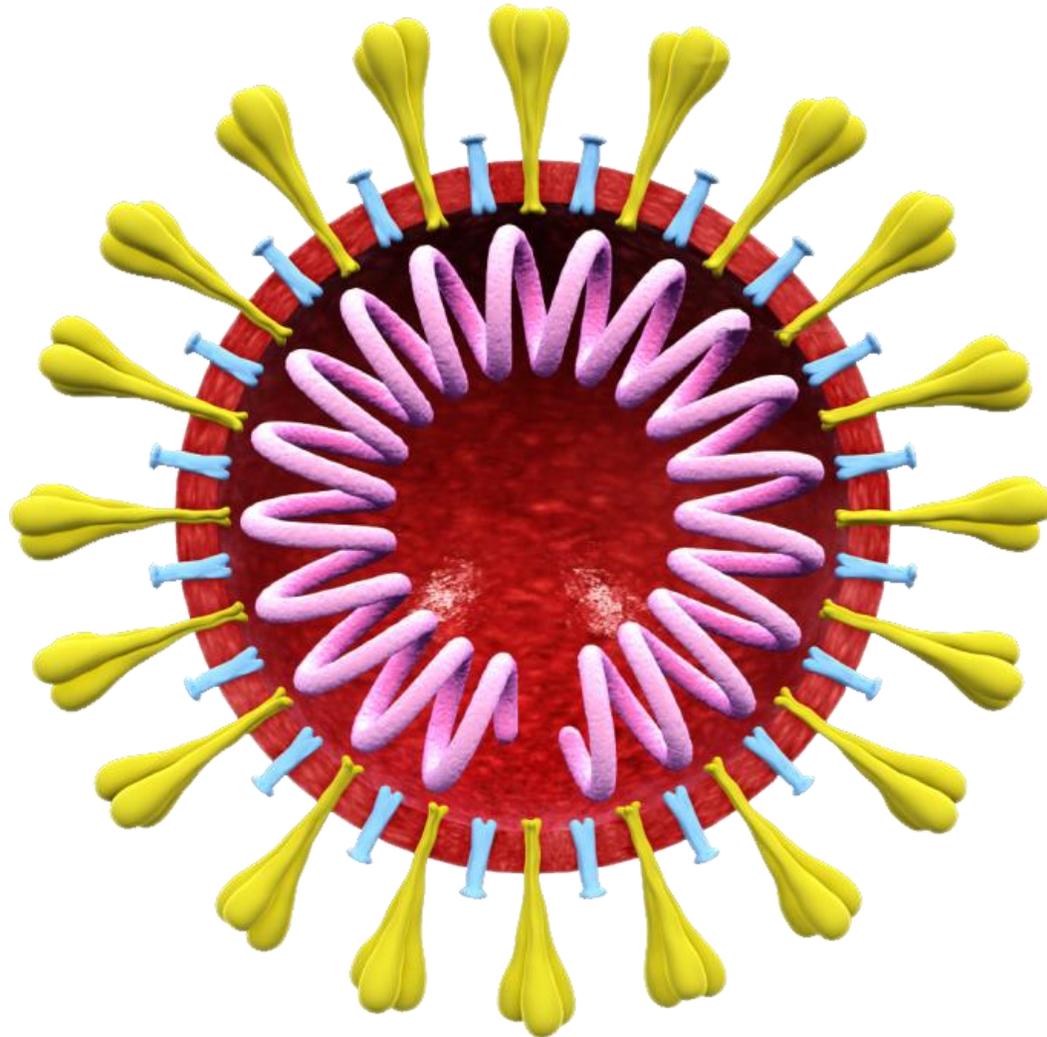
⑨ Rinse your hands with running water.



⑩ Dry both hands with a paper towel.



⑪ Turn off the water by used paper towel.



- **To increase the visibility of all measures implemented**
  - **Self-protection instructions** should be provided in all visible places - bulletin boards, entrance doors to buildings, entrances to dressing rooms and production facilities
  - **Instructions for proper hand-washing** should be provided in all sanitary facilities, kitchens and dressing rooms
  - **Instructions for using masks** should be provided in all visible places - bulletin boards, entrance doors to buildings, entrances to dressing rooms and production facilities
  - **Instructions for meetings** should be placed at all entrances to meeting rooms
  - **Instructions for visitors and drivers** should be provided at the main entrances to the site.
- All materials and prescribed measures are on the **intranet**.
- **Place labels** (smoking area, break area, dressing rooms, office spaces) in special measures places
- **Mark the minimum prescribed distance** between persons in all necessary places (plants, break rooms, entrances...)



**People with chronic diseases are at increased risk of developing a more severe clinical picture if infected with COVID-19 virus.**

Pregnant women and employees who have some of these chronic diseases will not return to work until the adoption of different directions:

- Some of the congenital or acquired autoimmune diseases
- Cardiovascular diseases
- Certain cases of diabetes
- Chronic respiratory disorders
- Chronic kidney disease on dialysis
- Tumor treatment
- Certain cirrhosis
- Obesity





## COMPULSORY PERSONAL PROTECTION MEASURES

- **Keep a maximum distance** i.e. at least two meters without a mask or one meter using a mask.



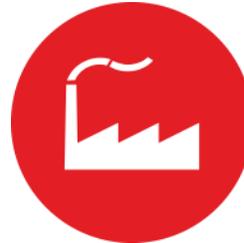
- It is mandatory to **ventilate the room** every hour for at least five minutes

- **Temperature measurement** twice a day



- **Ban on business travel**, except in cases necessary for the smooth running of production and projects with the approval of the Crisis Management Committee ([safety@adplastik.hr](mailto:safety@adplastik.hr))

- Employees who do not wear gloves should **wash their hands** every hour.



- All **visits to production sites** are prohibited except in cases necessary for the smooth running of the production and processes, with the approval of the Crisis Management Committee ([safety@adplastik.hr](mailto:safety@adplastik.hr)) and strict adherence to protective measures

- Employees wearing gloves must **wash their hands** before each use and after removing the gloves.



- All employees and visitors must wear **masks and gloves**



## INSTRUCTIONS FOR MASKS USING



Before putting on the mask, wash your hands thoroughly with soap and disinfect them.



Cover your mouth and nose with a mask and make sure there are no gaps between your face and the mask.



Avoid touching the mask while in use; if you do so, wash your hands well with soap and disinfect them.



Replace the mask with a new one if it is wet and do not use the same mask again.

Throw away disposable masks, and put the washable masks in a special bag so you can wash them.

**Proper mask removal:** Do not touch the front of the mask, but remove it from behind and immediately throw it away in the litter box for masks disposal (closed bin) or the bag to be closed. Wash your hands with soap and disinfect them.

All employees should receive two disposable masks a day or four washable masks to be washed after each use at temperature **above 70 degrees**.

Employees arriving by public transportation to work will receive an additional two disposable masks a day or four washable masks, one for arrival and the other for leaving work.

When entering the production facility, it is **MANDATORY** to use a new (clean) mask. One is used before and the other after a break.

All employees should receive a minimum of one pair of gloves per day. Disposable gloves should be thrown, and if canvas gloves are used, two pairs per person must be provided so that they can be washed daily after use (at a temperature **above 70 degrees**).



# COMPULSORY PERSONAL PROTECTION MEASURES

## Production employee entry and movement protocol

- Maintain a distance of two meters during entry and exit security checks
- Disinfect footwear in all areas with doormats
- Wash and disinfect hands when entering factory
- Gradually enter the dressing room as directed by superiors due to restrictions on the number of persons
- It is not allowed to come to work in work clothes and footwear
- When working, be sure to use work clothes and footwear, and your arms and legs should be covered



- Keep all personal items, such as keys, bags, etc. in the cabinet before entering the production facility
- Only mobile phones that need to be disinfected before entering the production facility can be used in the workplace
- Use protective masks, gloves and visors
- Make sure to tie long hair
- Disinfect the work surfaces when coming to and leaving work
- Continually follow the markings of prescribed intervals on work units



# COMPULSORY PERSONAL PROTECTION MEASURES

## Protocol of entry and movement of employees in offices

- Maintain a distance of two meters during entry and exit security checks



- Disinfect the work surfaces when coming to and leaving work, including computers, phones and handles

- Disinfect footwear in all areas with doormats



- Ventilate offices every hour for at least five minutes

- Wash and disinfect hands when entering factory



- Use masks and gloves as instructed



# PERSONAL PROTECTION MEASURES RECOMMENDED

1. Daily potential symptoms self-check
2. If you have any symptoms or have been in contact with someone who is positive for COVID-19, contact your doctor, do not come to work and inform your supervisor
3. Keep the frequently used door open as much as possible to avoid touching
4. Warn people around you if they do not adhere to the measures

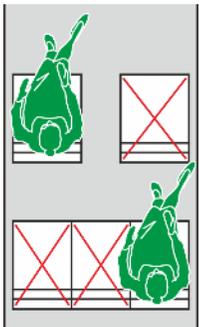
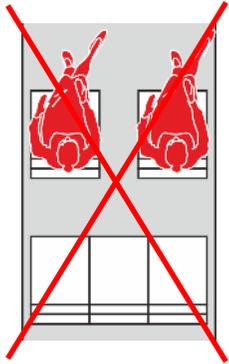




# PERSONAL PROTECTION MEASURES RECOMMENDED

## - TRANSPORTATION

### Car sharing

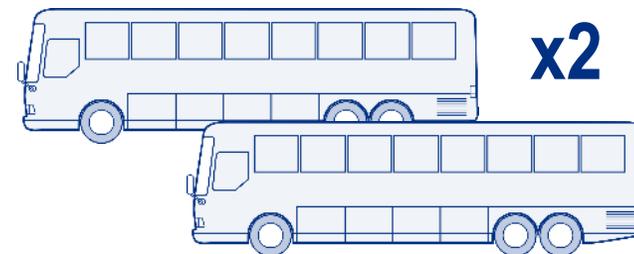
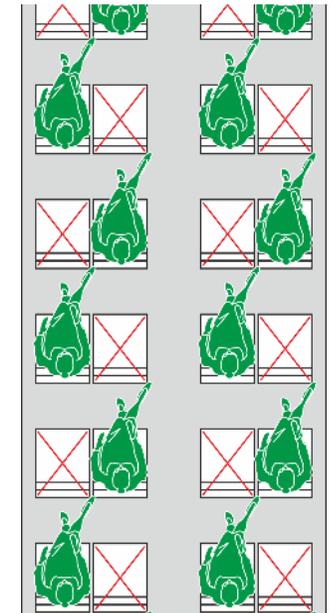


- Wash and disinfect hands before and after driving
- Check the body temperature before departure
- Maximum of two people in the car as directed in the picture
- Put on the mask before entering the car
- Lower windows to allow air to circulate



### Organized bus transportation

- Organized transportation is used only by employees
- Use of masks is mandatory
- Put on the mask before entering the bus and remove it after hand disinfection
- One person in two seats (organize multiple buses)
- Ensure that the bus is cleaned, disinfected and ventilated after each ride



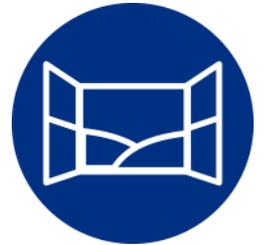


1. Follow the recommendations of the competent authorities and health institutions
2. International travel ban
3. Limited socializing
4. Use online services and delivery
5. Avoid places with more than five people
6. Avoid visiting the elderly
7. Keep the prescribed distances also in private life



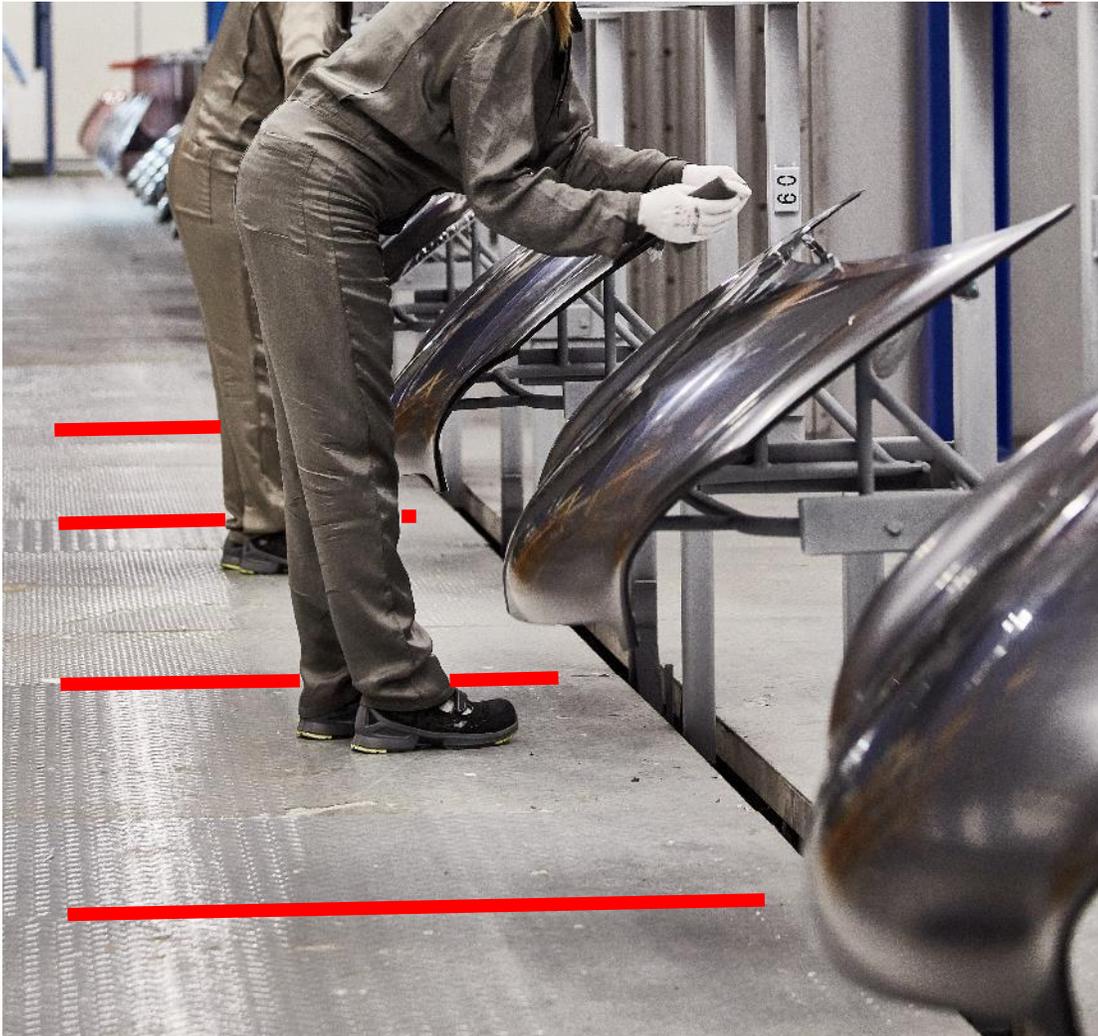
## Cleaning and disinfection

- Use motor sprayers to disinfect work units faster
- Clean and disinfect all rooms (floors, tools, work units, offices, handles) every four hours in accordance with the separate Instructions for cleaning and disinfection of premises
- Ventilate during and after cleaning for at least five minutes
- Sanitary facilities are cleaned every three hours in accordance with the Instructions for cleaning and disinfection of premises
- Define cleaning and disinfection teams in accordance with Instructions for cleaning and disinfection of premises
- Disinfect displays / screens on the machines every two hours
- Footwear disinfectants are required at all entrances to the premises





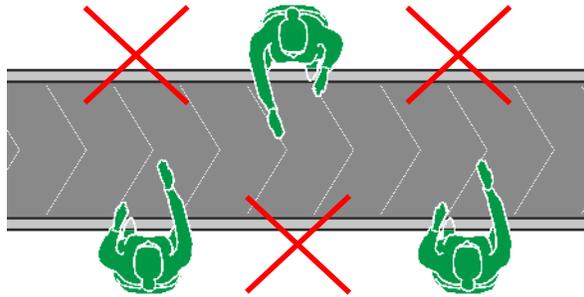
## COMPULSORY MEASURES AT ALL SITES



- In front and behind the main entrances, mark the distance with red lines on the floor to maintain a distance of two meters (entrance / exit)
- In all working units, mark the work area of the individual in red lines in order to maintain a minimum distance of one meter. Maintain maximum possible distance.
- In the entrance halls of all facilities, mark the distance with red lines on the floor to maintain the distance



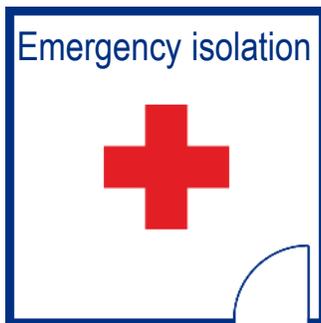
## COMPULSORY MEASURES AT ALL SITES



- Adjust production line speed to avoid or minimize employee interaction wherever possible
- Organize production work in a way to avoid face-to-face work
- Adjust shift work to comply with prescribed dressing rooms measures
- Provide visors to all employees in the production facilities as part of protective equipment
- Minimize visits to manufacturing facilities
- Provide disposable work clothes for all visitors to the production facilities
- According to the instructions, ensure that a sufficient amount of masks and gloves is available for all employees
- Remove or prohibit the use of coffee, beverages and sweets machines
- Catering / restaurant services are cancelled until further notice

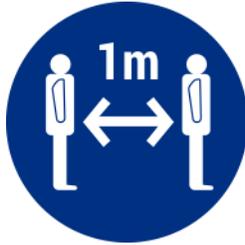


## COMPULSORY MEASURES AT ALL SITES



- Restrict Smoking Zones – gathering of two to three people while keeping a 2 meter distance
- Packages, letters and similar materials that have been delivered must be stored in a "waiting area" for at least three hours before use
- Define a "waiting area" for materials to be ventilated
- Provide a room for potential emergency isolation of persons with symptoms according to a defined process
- All measures implemented by AD Plastik Group apply to other in-site service providers, lessees or suppliers
- Operational crisis management committees must organize daily monitoring/audit of compliance with the COVID-19 protocol by the person in charge of occupational safety and report to the Crisis Management Committees

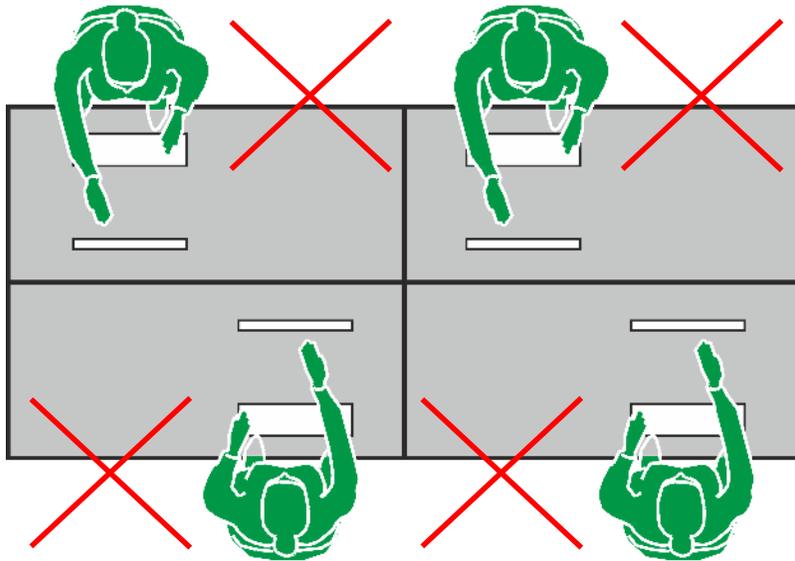
# SPECIFIC LOGISTICS MEASURES



- Keep a minimum distance of **one meter with protective equipment**
- Materials/goods that have been delivered must be stored in a “waiting area” for at least three hours, if possible
- Define a "waiting area" that must be outdoors in order for materials to be ventilated
- All drivers must use protective equipment when entering the factory site
- Drivers must wash and disinfect their hands after leaving the vehicle
- Provide drivers with a leaflet on movement within the site upon entry
- The accompanying papers should be left at the designated point at the entrance, in accordance with the COVID-19 Logistics Handling Instructions



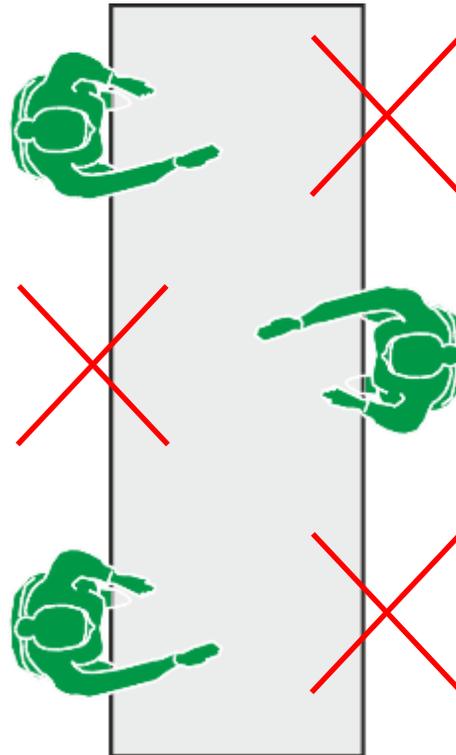
## SPECIAL MEASURES IN THE OFFICES



- Organize office work in a way of respecting recommended distance and avoiding face-to-face work
- Organize business in joint offices so that part of the employee works from home (rotation) or possibly organize shift work if it is not possible to work from home
- Disinfect desks, phones, keyboards and handles before and after work



## SPECIAL MEASURES FOR MEETINGS



**All meetings are primarily conducted online!**

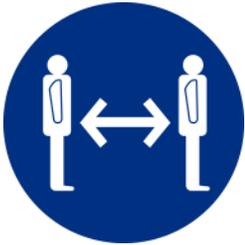
If this is not possible for business reasons, the following should be observed:

- Make sure to schedule a meeting by booking meeting rooms to maintain security measures
- A maximum of five people can be in the room and it is forbidden to sit face to face
- It is mandatory to use masks during meetings
- Disinfectants and paper towels are required in the meeting rooms
- Disinfect tables and chairs before and after the meeting
- It is forbidden to leave items in the meeting rooms
- The minimum interval between the two meetings should be 30 minutes in accordance with the Instructions for cleaning and disinfection of premises



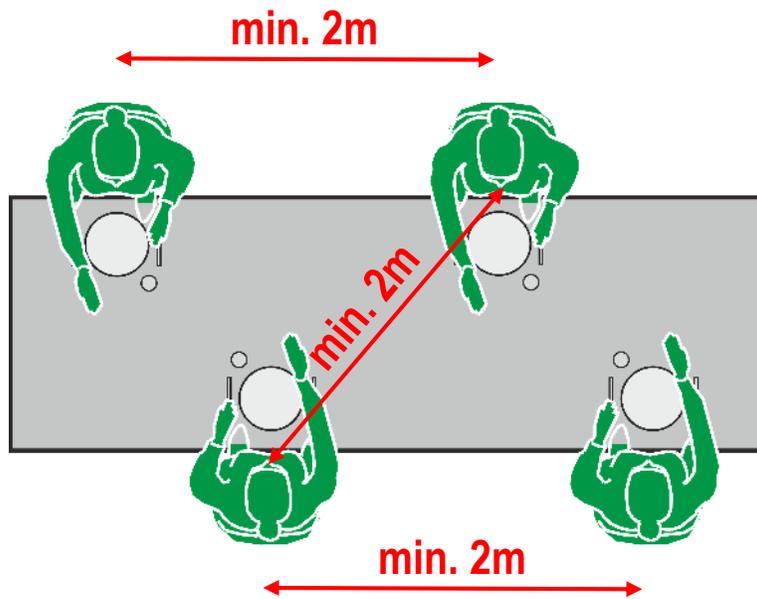
## SPECIAL MEASURES IN THE DRESSING ROOMS

- Limit the number of people in dressing rooms while maintaining **a distance of one meter using masks or two meters apart without using masks**
- Indicate the minimum distance with red lines in order to maintain it
- All personal items must be left in the cabinets
- Only cell phones are allowed in the workplace, which must be disinfected before entering the production facility
- Before entering the production facility, it is obligatory to wash and disinfect hands and to put on the prescribed protective equipment
- Upon completion of the shift, it is forbidden to leave personal items in the cabinets
- Disinfect work clothes and footwear with disinfectant and pre-disinfect the cabinet in which they are stored
- Before entering the production facility, it is obligatory to wash and disinfect hands and to put on the prescribed protective equipment
- After the shift is completed, it is necessary to spray work clothes with disinfectant before putting them in the cabinet
- Unnecessarily stay in the dressing rooms is forbidden
- Work clothes should be washed every three days
- Ventilate the dressing rooms every hour and especially before and after each shift
- Required disinfection of the dressing rooms before and after the arrival of employees in accordance with the Instructions for cleaning and disinfection of premises
- A supervisor must be present at the arrival and departure of the workers to control the number of persons in the premises





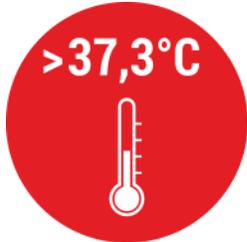
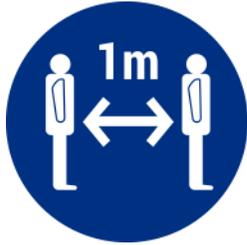
## SPECIAL PRECAUTIONS FOR USE OF BREAKS



- Bring your own food and drink to work
- Be sure to wash and disinfect your hands before and after the break.
- Be sure to maintain a distance of two meters in the eating areas
- Follow the seating instructions
- Clean and disinfect the tables and surfaces used
- Minimize conversations during the break
- Foods or drinks that are hermetically sealed may be stored in shared refrigerators according to the following instructions:
  - It is mandatory to use masks when using the refrigerator
  - It is mandatory to disinfect the refrigerator handle before and after use
  - It is mandatory disinfect the packaging before storing in the fridge



# TEMPERATURE MEASUREMENT PROTOCOL



- For the sake of safety and protection of health of employees, **mandatory measurement of body temperature is introduced.**
- All employees will measure their body temperature twice a day (morning and evening) and enter the results into a table prepared for that purpose.
- Upon arriving to work, employees should show the temperature measurement table to their supervisor
- Temperature measurement by contact or contactless thermometer will be carried out indoors and at random upon arrival or during operation at the production sites
- Observe one meter distance when measuring temperature
- Use of protective masks and gloves is mandatory
- Data on the measured temperature will not be stored
- Employees with body temperature above 37.3 °C will be sent home in order to contact their family doctor.



## MISLEADING AND FALSE INFORMATION

**FAKE  
NEWS**

Do not encourage the spread of inaccurate and unverified information and do not fall for them

- Exposure to the sun or temperatures above 25 degrees is not a measure of prevention
- Infected persons are not infected for life - sick persons are treated
- Holding the air for 10 seconds without coughing or discomfort does not mean that the person is not infected
- Drinking alcohol does not protect against COVID-19 and can be dangerous
- Hot tubs do not prevent the possibility of infection
- Mosquitoes do not spread COVID-19
- Hand dryers are not an effective means of killing the COVID-19 virus



**#YourSafetyOurCare**

[www.adplastik.hr](http://www.adplastik.hr)