

Updated till 30.06.2021.

## GUIDLINES FOR COVID-19 EMERGENCY SITUATION IN AE PARTNER

**An emergency** poses risks to surroundings, endangering human life, health, property, and the environment. As well as the development of a situation that has caused life loss caused damage to human health, damaged their property, or caused damage to the environment.

AE Partner (hereinafter - Company) shall carry out the actions specified in the guidelines approved by TMG if, concerning the prevalence of coronavirus Covid-19, the Centre for Disease Prevention and Control (hereinafter - CDPC) determines the state of emergency:

- in the whole State.
- in Liepaja. Or in Liepaja are active more than 10 Covid-19 cases.
- in the Company is recorded active Covid-19 case.

The emergency is determined until it is abolished throughout the country, Liepaja or Company's employees are not endangered.

### SAFETY MEASURES DURING AN EMERGENCY

Maintaining safety measures during emergency.

1. Disinfect hands entering the Company.
2. Wash your hands regularly for at least 20 seconds, especially after using the toilet, visiting public places, before and after meals, and taking coffee breaks. If it is not possible to wash your hands, use alcohol-based disinfectants.
3. Regularly ventilate the room during breaks.
4. Keep the 2 meters distance as much as possible.
5. Disinfect work tools and work surfaces at the end of the working day.
6. Turn away from other people before coughing or sneezing.
7. Coughing and sneezing, cover your mouth and nose with a disposable napkin, discarded after use, and wash your hands. If there is no disposable napkin or handkerchief, cough, or sneeze on your inner elbow joint (sleeve) but do not do it in the palm.
8. If the signs of respiratory infections occur (cough, throat inflammation, high temperature, difficulty in breathing), do not come to work, contact a family doctor, avoid contact with people and recover at home.
9. Temperature measurements are performed every morning for all employees in the Company. If a fever is found, the worker should return home, contact their family doctor, and follow the doctor's further instructions on the recovery process.
10. Any rotation of employees between the Company's buildings is prohibited.
  - 10.1. All activities must be organized and provided within one building.
  - 10.2. Before delivering goods and parts and other items (shipments), contact the loads' recipients and leave the shipment at the appropriate place of receipt (door).
  - 10.3. Employees working in the logistics building, FLS, and IT teams receive lunch at their workplaces.
11. To reduce the number of people in the changing rooms at the same time, and to make it easier to distance, there are changes in **working time**:

Working time from 7:50 to 16:20 is set for the following teams:

G5-WS, Mechanical workshop, Technical Department, Production administration, V1-LS, V2-LS, V3-SS, V4-SS, Woodworking, Warehouse, "Cold" warehouse, Manufacturing warehouse workers.

Working time from 8:00 to 16:30 is set for the following teams:

V5-SS, V6-NP, V7-SB, V8-SB, G1-AL, G3-UM, Marking and wire preparation workshop, Testing workshop, In-bound logistics, Out-bound logistics, Office staff.

12. To reduce the number of people in canteen at the same time, and to make it easier to distance, there are changes in **break time:**

**Ganību Street 1/3**

1st coffee break flow 9:50-10:00 and 14:10-14:20

G5-WS Group, Technical Department, Mechanical Workshop, Production Administration employees

2nd coffee break flow 10:00-10:10 and 14:20-14:30

G1-AL, G3-UM, Print and Wire Workshop, Test Workshop, Outbound Logistics employees

**Vecā Ostmalā 10**

1st break flow 9:50-10:00 and 14:10-14:20

1-LS, V2-LS, V3-SS product groups, Test Workshop, Technical department

2nd flow 10:00-10:10 and 14:20-14:30

Outbound Logistics employees, V4-SS, V5-SS, V6-NP, V7-SB, V8-SB product groups

**Logistics building**

1st break flow 9:50-10:00 and 14:10-14:20

Office employees

2nd break flow 10:00-10:10 and from 14:20-14:30

Inbound Logistics employees, Warehouse, "Cold" warehouse employees Woodworking.

- Coffee break time remains at 10:00 for employees on the 2nd and 3rd floors and in Quality, IT, and FLS. The distance between colleagues must be observed, and the assembly is prohibited.**

13. To reduce the number of people in canteen at the same time, and to make it easier to distance, there are changes in **lunch break:**

**Ganību Street 1/3**

11.30-12.00 Mechanical workshop employees from Ganību street building, Technical department, Production administration, G5-WS production group

12.00-12.30

Outbound Logistics team working in the Ganību street building, Marking and wiring preparation workshop, Woodworking employees, G1-AL, G3-UM product groups

12.30-13.00

Test workshop employees from Ganību street building, 2nd and 3rd-floor office employees,

**Vecā Ostmalā 10**

12.00-12.30 Employees of the technical department from VO and Test workshop staff from VO building, Employees of V1-LS, V2-LS, V3-SS product group

12.30-13.00 Employees of V4-SS, V5-SS, V6-NP, V7-SB, V8-SB product group, Production administration from VO building, Outbound Logistics team from VO building, Mechanical workshop from VO building

**Logistics building**

11.45-12.15 Inbound Logistics employees, Warehouse, employees of the Project, Procurement and Logistics Department, who work in the Logistics Building office, FLS, Quality and IT teams, employees of the technical department from logistics building.

14. Water suppliers must wear face masks and gloves on arrival.

15. Suppliers of goods are aware and informed that face masks and gloves are used in the Company. Suppliers are not allowed on Company premises. The distance must be respected by contacting and accepting the product.
16. However, if it is necessary to go to another building of the Company to perform work duties and it is not possible to organize it differently, then before entering the room you must disinfect your hands and wear a face mask while in the building, as well as try to keep as much distance as possible and do not crowding.
17. Meetings must be organized remotely on MS Team, e-mail, and phone.

## OFFICIAL TRAVELS DURING AN EMERGENCY

During the emergency, official travels in Latvia and foreign official travels are canceled.

Staff will not be assigned to countries that are published on the homepage of the CDPC, where the cumulative incidence rate is above 16, which may pose a threat to society.

## VISITORS DURING AN EMERGENCY

The meeting arrangements specified by the Company shall apply to guests from Latvia and foreign countries.

1. The AE Partner representative who plans to receive the guest makes sure that the guest country's cumulative incidence is below 16.
2. Before hosting the guests, a representative of the Company sends to the guest for completion — "Pre-Inspection Checklist (Factories and Customer sites)". (Annex 1)
3. If any of the information fields on the form are completed in the positive. The guest will not be confirmed for a visit but will be asked to submit the Covid-19 test. After receiving the results of the test, a response will be given to approve or reject the visit.
4. If all the fields in section B are filled in dismissively, the visitor's visit will be confirmed without the Covid-19 test.
5. The visit is declined for the guest who arrives from a country subject to special precautionary and restrictive measures due to many confirmed COVID-19 cases in a specific country.  
The visit will be approved if the guest will maintain self-isolation according the state regulations and after a negative Covid-19 test.
6. The AE Partner representative who plans to receive the guest makes sure that the guest takes into account AE Partner precautionary measures in an emergency.

## DISREGARDING FOR A REQUIREMENT TO SELF-ISOLATE IF THE EMPLOYEE HAS VISITED FOREIGN COUNTRIES

An employer has the right to suspend an employee from work if the employee does not meet the requirements of self-isolation or quarantine, comes to work endangering the surrounding safety at the Company<sup>1</sup>. Suspension from work is a temporary prohibition without disbursing remuneration to the employee<sup>2</sup>, or an employer has the right to give written notice of termination of an employment contract if the employee has significantly violated the working procedures<sup>3</sup>.

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<sup>1</sup> Suspension from Work – Labor Law, Section 58, Part 3

<sup>2</sup> Suspension from Work – Labor Law, Section 58, Part 1

<sup>3</sup> Notice of Termination by an Employer – Labor Law, Section 101, Part 1

If the employee does not follow the instructions of the Company and arrives at work, the Company has the right to report it to the Latvian State Police.

## PREVENTION AND CONTROL WHEN AN INFECTION IS SUSPECTED

There are different symptoms of disease but the most common symptoms of Covid-19 are:

- fever;
- dry cough;
- fatigue.

Other symptoms that are less common:

- loss of taste or smell;
- nasal congestion;
- conjunctivitis (also known as red eyes);
- sore throat;
- headache;
- muscle or joint pain;
- different types of skin rash;
- nausea or vomiting;
- diarrhea;
- chills or dizziness.

Symptoms of severe COVID-19 disease include

- shortness of breath;
- confusion;
- persistent pain or pressure in the chest;
- high temperature (above 38 °c)

These symptoms are usually mild and begin gradually.

There are cases where people who are infected never develop any symptoms at all.

AE Partner set actions:

- in case of Covid-19 symptoms, see Annex 3 to the Guidelines.
- in a case if a household member is positive for Covid-19 or a household member is in self-isolation, see Annex 4 to the Guidelines.
- in a case if self-isolation is set for an office employee, see Annex 5 to the Guidelines.

**If you have these symptoms, stay at home, and contact your family doctor!**

## REMOTE WORK

Remote work<sup>4</sup> – the type of work performed by the employee under normal working conditions at the Company but by voluntary mutual agreement shall be carried out permanently or regularly outside the Company using information and communication technologies. During remote work, the employee shall be available during the period of work specified in the contract of employment and perform the specified duties.

Upon an emergency, remote working hours are determined from 8.00 to 16.30 with a lunch break from 12.00 to 12.30<sup>5</sup>.

The remote work is determined individually for each employee in the Company.

Remote work is provided:

- if an emergency has been determined in State, in Liepaja or in the Company, to reduce contact with each other, the Company and the employee mutually agree in writing on the place of remote work;
- if the employee of the Company had been in contact with the Covid-19 patient and it is necessary to observe the 14-day quarantine specified by the CDPC;
- if the employee is a close contact person to the person returning from the country where the cumulative incidence rate is above 16 determined by the CDPC;
- if the employee himself or a close (living in a shared household) family member is in the senior age group or is in the highest risk group of infection. That is - a chronic disease, cardiovascular disease, oncological disease, respiratory disease, diabetes;
- if there is a need to care for young children or a sick family member, pregnancy (this condition also applies to the baby's father so as not to endanger the pregnant woman);
- if the employee has another reason, which is evaluated by the Company.

While being in self-isolation, the country from which employee has returned, the cumulative incidences rate does not exceed 16. The self-isolation may be terminated, taking the Covid-19 test and receiving a negative test result.

The list of countries with a 14-day high Covid-19 cumulative number is updated and published on the CDPC website every Friday.

### IN A SITUATION WHERE THE COMPANY IS UNABLE TO PROVIDE REMOTE WORK, THE EMPLOYEE HAS OPTIONS:

- to receive Sick-Leave Certificates (hereinafter - SLC) if Covid-19 is diagnosed.
- to receive SLC if the CDPC epidemiologist has appointed the employee as a contact person, and self-isolation, according the state regulations is required.
- to use annual paid leave.
- to use leave without retention of remuneration.
- use paid absence, retaining 40% of average earnings.

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<sup>4</sup> Remote work – Labor Protection Law, Section 1, Part 20

<sup>5</sup> Time of Discharge of Work – Labor Law, Section 52

## BEFORE STARTING REMOTE WORK.

1. The Company and an employee into writing reach agreement for remote work.
2. The labor protection specialist of the Company gives or sends out SELF - ASSESSMENT QUESTIONNAIRE FOR REMOTE COMPUTER WORK (appendix 2) in which an employee answers questions about the remote workplace.
3. An employee must inform the labor protection specialist of the Company of any additional workplace conditions that may affect his or her safety and health at work on the computer.<sup>6</sup>
4. If necessary, the labor protection specialist of the Company can provide instructions in the field of labor protection, using information and communication technologies. The instructions are confirmed by an electronic signature, or to verify labor protection instructions have been given to an employee, the work protection journal has been sent out to an employee by post to sign it.
5. The employee must comply with labor protection, electrical safety, safety equipment, occupational hygiene, fire safety, and other regulations. Performing work remotely, the employee assumes the responsibility that the workplace and equipment are suitable for the position.

## AT THE BEGINNING OF THE FORCE MAJEURE:

- 1) The Company's management informs the team leaders about the conditions and procedures for the entry into force of the "Guidelines for Emergency in AE Partner".
- 2) Team leaders inform their team members about the entry into force of the "Guidelines for Emergency in AE Partner" and about the observance of the security measures specified in the guidelines during an emergency. The responsible employees appointed by the Company - personnel specialist, labor protection specialist, IT specialist, **head of the technical**, structural unit, implement and adjust the guidelines for daily work with the entry into force of the emergency.

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<sup>6</sup> Evaluation of Working Environment Risks – Labor Protection Law, Section 8, Part 1

## THE ACTION OF AE PARTNER IN THE CASE OF COVID-19

1. Covid-19 tested positive for an employee of the Company.
  - During quarantine, all work surfaces are disinfected (the disinfection worker is given a full face mask, gloves, a disposable gown).
  - Work in the area/room is resumed after 24 hours. See Annex 6 to the Guidelines.
2. The Company contacts CDPC.
3. The Company shall determine the contact persons:
  - if there has been contact closer than 2 meters and for more than 15 minutes 2 days before the onset of symptoms;
  - making sure there are no symptoms of the Covid-19 - fever, fever, sore throat, nasal congestion, runny nose, shortness of breath, chest pain, headache, muscle pain, joint pain, nausea, diarrhea, weakness, taste/smell problems, dry cough, others.
4. Procedure for granting the status of a contact person:<sup>7</sup>
  - the responsible person appointed by Company determine contact persons following the criteria;
  - inform the contact persons or their lawful representatives of the need to be home quarantined;
  - the obligation to contact the family doctor in order to perform medical observation of the contact person;
  - the responsible person appointed by Company prepare the list of contact persons indicating the given name, surname, personal identity number, place of residence of the person and the date of the last contact with the infected person in the Company. The prepared list must be sent to the CDPC within one day;
  - CDPC verify the compliance thereof with the criteria for the determination of contact persons and submit the list to the National Health Service for inclusion in the unified electronic information system of the health sector to inform general practitioners and contact persons;
  - the employee is subjected to home quarantine, which may be terminated with the permission of the family doctor on day 14 or by performing a test on day 10 and receiving a negative result;<sup>8</sup>
  - the 14-day or 10-day record of contact persons starts from the last day the Company's employee contacted the infected person. The sick-leave certificate B is issued from the date the employee contacts the family doctor. The family doctor receives information about the contact person by phone from the Company or CDPC epidemiologist.
  - If the Company or CDPC does not grant contact persons status, the employee returns to work. Payment for the self-isolation period until the receipt of the CDPC opinion is covered by the Company.

The Company suggests employees installing the application "Stop COVID" on phones for helping limit the spread of the virus in Latvia and for finding out quickly whether you have been in contact with someone who has Covid-19.

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<sup>7</sup> Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection, Paragraph 46<sup>1</sup>

<sup>8</sup> Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection, Paragraph 2.6.

## ROCEDURES FOR PAYMENT OF A SICK-LEAVE CERTIFICATE

- Epidemiological safety measures for the containment of the spread of Covid-19 infection

2.5. isolation - mandatory separation of an infected person from healthy persons at the place of residence, place of stay, or medical treatment institution for medical treatment under supervision of a medical practitioner, ensuring appropriate conditions to preclude healthy persons from becoming infected. A sick-leave certificate may be issued to the person for the period of isolation;

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*The sick-leave certificate B shall be issued from the day of a positive Covid - 19 test result.*

2.6. home quarantine - separation from other persons of a person who has come into close contact with an infected person during the period of incubation of COVID-19 infection at the place of residence or place of stay under supervision of a medical practitioner in order to medically observe the person and to prevent the risk of infection for other persons. A sick-leave certificate may be issued to the person for the period of home quarantine;

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*The 14-day record of contact persons starts from the last day the Company's employee contacted the infected person. The sick-leave certificate B is issued from the date the employee contacts the family doctor. The family doctor receives information about the contact person by phone from the CDPC epidemiologist.*

2.7. self-isolation - separation of a person from other persons at the place of residence or place of stay in order to prevent the risk of infection for other persons if there are epidemiologically justified suspicions that this person has been exposed to an increased risk of infection. A sick-leave certificate shall not be issued for the period of self-isolation;

- On maternity and sickness insurance

41. The sickness benefit shall be granted and disbursed to a person to whom the sick-leave certificate is issued due to contracting COVID-19 or being under quarantine from 22 March 2020 until 31 December 2020 for the time period from the second day of the incapacity for work. The sickness benefit shall be granted in an 80 per cent amount of the average salary subject to insurance contributions of the benefit recipient. The sick-leave certificate B specified in Cabinet Regulation No. 152 of 3 April 2001, Procedures for Issuance and Cancellation of Sick-Leave Certificates, shall be issued for such period of time.



## WHAT SHOULD THE EMPLOYEE DO IF THE COVID-19 TEST IS POSITIVE?

- Stay at home - you need to be in isolation.
- Contact your family doctor and follow the instructions provided.
- You must not leave your home during this time. You must have access to communication and collaboration with your family doctor and other healthcare professionals.
- You will be called by an CDC epidemiologist. Take note! If there are 200-250 new Covid-19 positive cases per day, the epidemiologist will call within 24-36 hours. While waiting for an epidemiologist's call, prepare information on these basic questions.
- Contact the members of household and inform them that you are positive for Covid-19. If they have already gone to work or an educational institution, they are asked to return home, as they are likely to be identified by the epidemiologist as close contacts. (All members of household are considered high-risk contact persons subject to home quarantine, regardless of whether the patient is treated in a hospital or at home).
- Do not make direct contacts with others.
- Maximize contact with those at higher risk of developing Covid-19 infection, such as the elderly and people with chronic illnesses (high blood pressure, heart problems, diabetes, oncological diseases, chronic disorders, Etc.).
- Discontinue isolation only with the permission of the family doctor.

## QUESTIONS POSED BY THE CENTRE FOR DISEASE PREVENTION AND CONTROL (CDPC)

The call from CDPC will be received the next or the next day (within 24 - 36 hours).

1. Your name, surname?
2. Your personal identification number?
3. Your actual address?
4. Name, surname, telephone number, place of practice of your family doctor?
5. What is the date of your illness (when the first symptoms appeared)?
6. What are your Covid-19 symptoms? (fever, sore throat, nasal congestion, runny nose, shortness of breath, chest pain, headache, muscle aches, joint pain, nausea, diarrhea, weakness, taste / smell disorders, other)
7. What was the reason for the Covid-19 test? (contact with confirmed Covid - 19 cases, suspected, other)
8. Where did the infection take place? (place of residence, work, foreign, unknown, elsewhere)
9. Name and address of your workplace or educational institution? What is your position, what job responsibilities do you perform? Last date - when were you at work/school?
10. Do you have a chronic illness? (e.g., tuberculosis, asthma, cardiovascular disease, diabetes, oncological diseases, HIV, other risk factors - pregnancy, smoking, overweight)
11. What medications do you take regularly?
12. What is your vaccination status? (vaccination against influenza, pneumococcal infection)
13. Are you using the "Stop COVID" app?
14. What public places did you visit 2 days before the onset of symptoms? (public transport, cinema, theater, sports club, supermarket, restaurant, cafe, other)
15. Have you been traveling in the last 14 days? (state country, city, exact travel date, transportation - airplane, train, bus, private car)
16. Have you visited a medical institution in the last 14 days?
17. Have you visited public places (concert, exhibition, friends' party, Etc.) in the last 14 days?
18. Prepare a list of your contacts (closer than 2m and longer than 15 minutes) that you have met 2 days before the onset of symptoms

## Pre-Inspection Checklist (Factories and Customer sites).

Section A: General information about the customer/visitor company and work			
Company Name:		Visitor name:	
Contact Name at AE Partner		Visit date(s)	
Brief description of visit activities			

Section B: Questions for customers/visitors when planning visit		Y/N	Comments / Action taken
Q 1.	Is your company located in a city/province where restricted access has been established? Check local government regulations.		
Q 2.	Have you or anyone in your company had any close contact with individual/s suspected or diagnosed with COVID-19 in the last 14 days?		
Q 3.	Have you returned from any trip in the last 14 days? (Locations with confirmed COVID-19 cases). Specify the country.		
Q 4.	Have you returned from any trip in the last 14 days? (Locations without confirmed COVID-19 cases). Specify the country.		
Q 5.	Have you had close contact with persons returned from any trip in the last 14 days? Specify the country		

**Note: If the answers to questions above are Yes, then the visit will not be able to take place until the restrictions are cancelled or changed.**

Signature of customer/visitor representative

*Customer/visitor Representative to sign here and date*

**Note: please check with local governmental advice for travel restrictions and for information regarding confirmed cases before your visit.**

Section C: Supplementary comments

# **SELF - ASSESSMENT QUESTIONNAIRE FOR REMOTE COMPUTER WORK.**

Performing **remote work**, an employee has all the same work risks that in the office (stress, computer work, forced posture, microclimate, accident, etc.). Therefore, the requirements for office equipment and work environment risk assessment also apply to remote work.

Under Labor Protection Law, Section 8, Part 11, an employee shall cooperate with a labor protection specialist of the Company in the assessment of the work environment risk and provide the employer with information on the conditions of the remote work which may affect his or her safety and health during the performance of the employee's employment.

- **Are there any circumstances that may affect the safety and health of an Employee while performing remote work?**

**Fill-in by an employee**

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**I hereby confirm that the information provided herein is accurate, correct and complete.**

Name, Surname \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Fills in by the labor protection specialist of the Company**

**The employee:**

has been instructed

has got acquainted with the  
work environment risk  
assessment of his / her  
position

Comments:

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The employee:

- informed of the possibility of receiving IT equipment  received IT equipment
- informed of the possibility of receiving an ergonomic office chair  received an ergonomic office chair

Comments:

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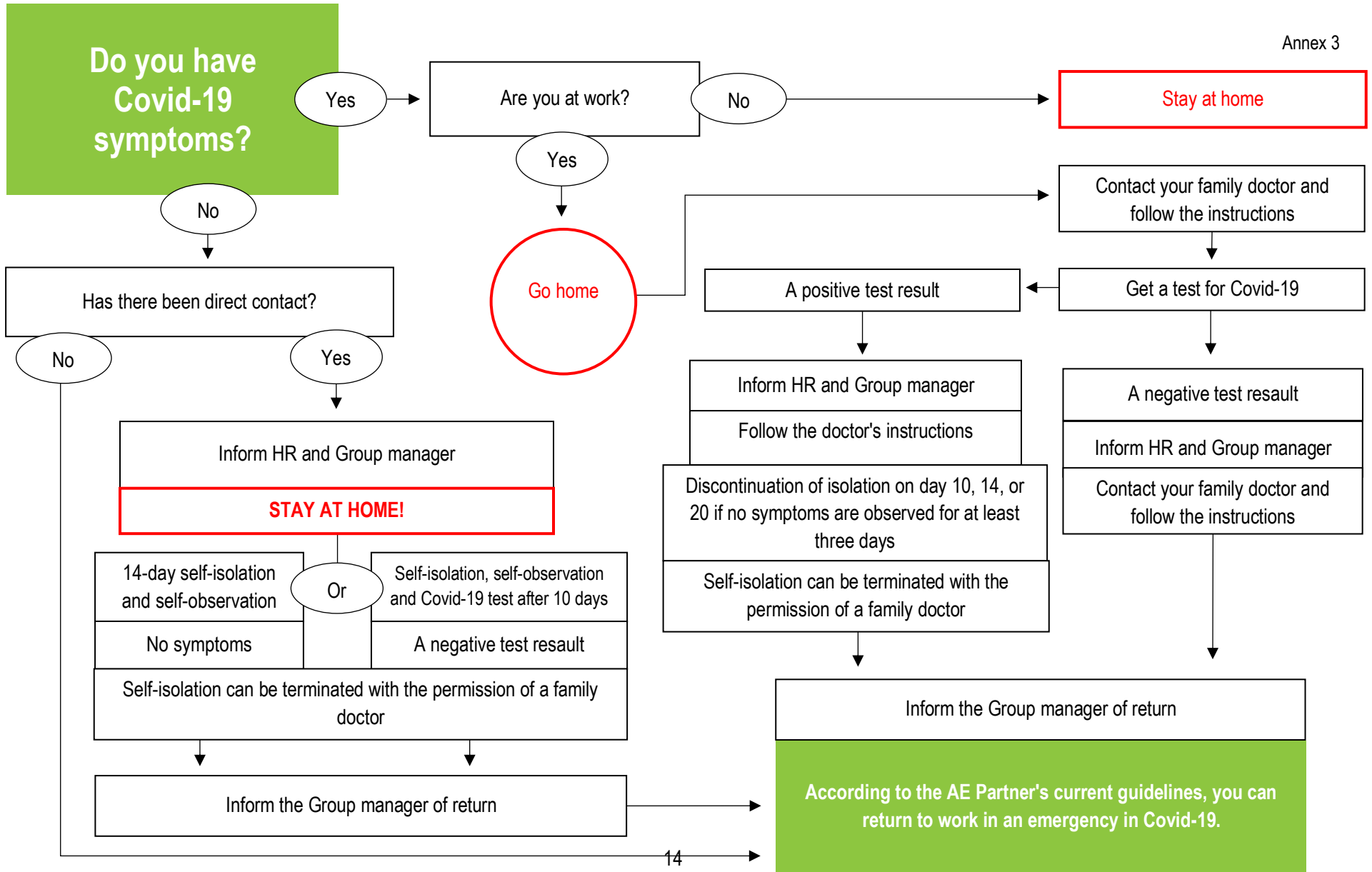
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The labor protection specialist of the Company:

Name, Surname \_\_\_\_\_

Date \_\_\_\_\_



**A household member is positive for Covid-19**

**STAY AT HOME!**

Inform HR and Group manager

Stay in self-isolation while a household member is in self-isolation

Self-isolation of household member can be terminated with the permission of a family doctor

Contact your family doctor and follow the instructions

Self-isolation can be terminated with the permission of a family doctor

Inform the Group manager of return.

**A household member is in self-isolation**

**STAY AT HOME!**

Inform HR and Group manager

Stay in self-isolation while a household member is in self-isolation

A household member is positive for Covid-19

Or

Self-isolation of household member can be terminated with the permission of a family doctor

Contact your family doctor and follow the instructions

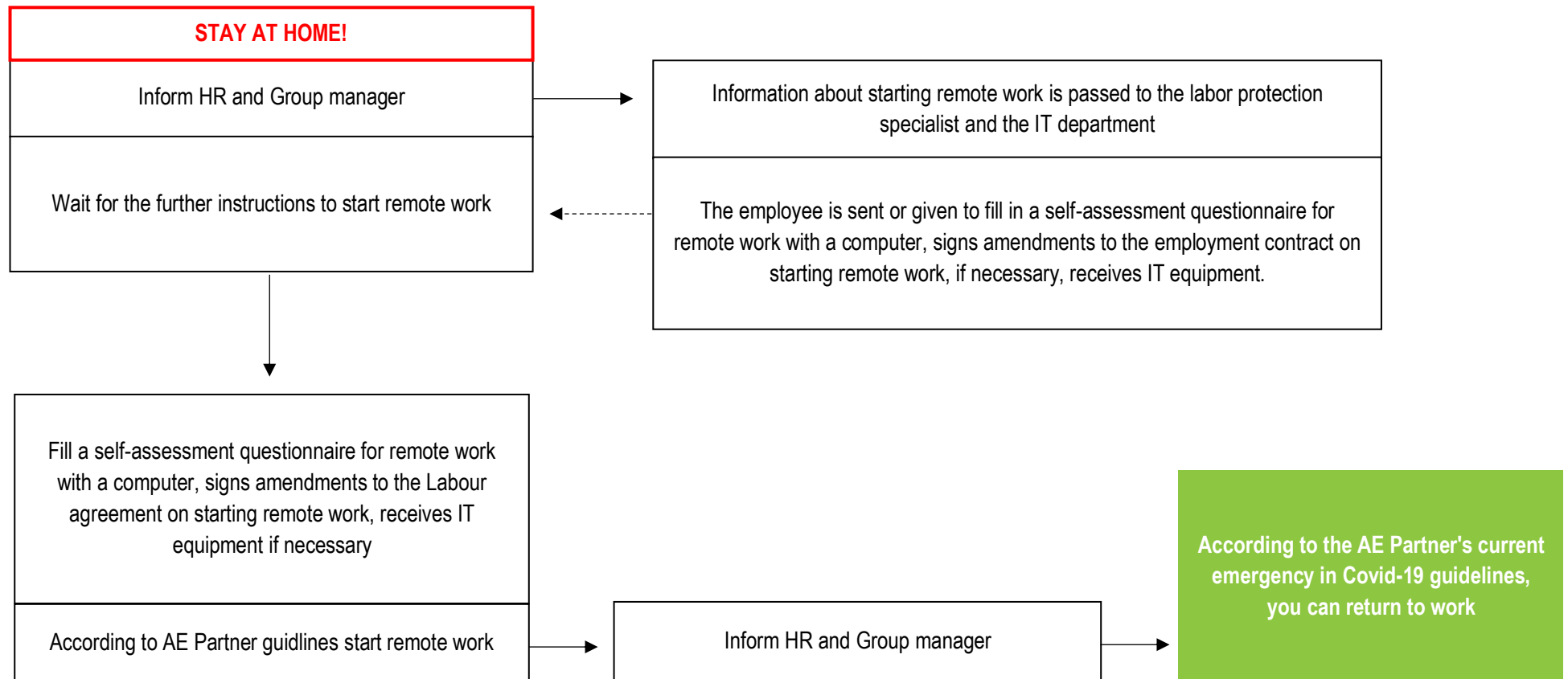
Self-isolation can be terminated with the permission of a family doctor

Inform HR and Group manager

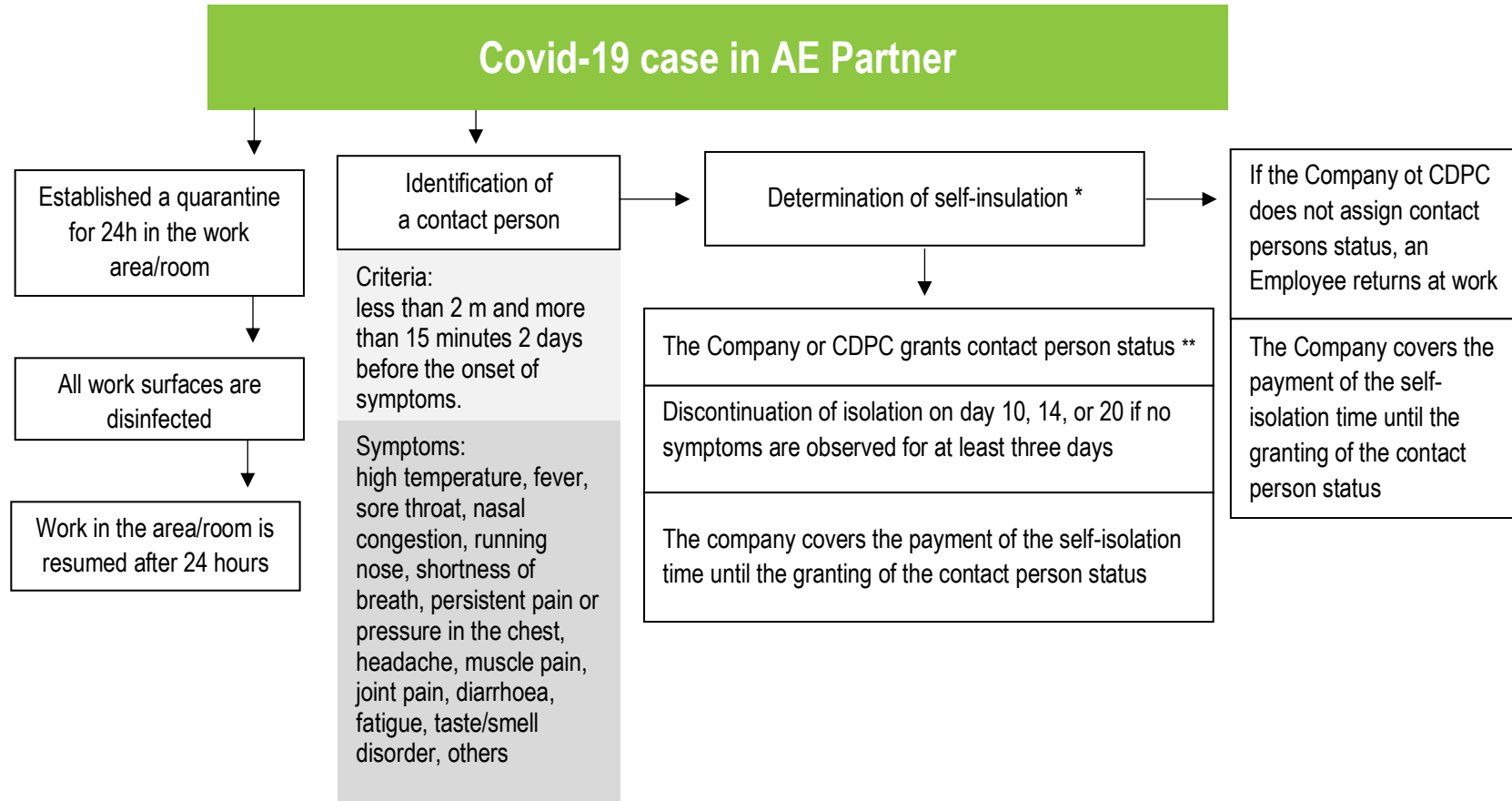
**According to the AE Partner's current emergency in Covid-19 guidelines, you can return to work**

## If you are an office employee and self-isolation is set for you

Annex 5







\* If the job duties' specifics provide for possible work to be performed remotely, the employee performs the work remotely during the self-isolation until the receipt of the CDPC assessment (and until the end of the self-isolation period). In other cases, if the work cannot be performed remotely, the employee is in the paid absence of the employer until the CDPC assessment is received.

\*\* The contact person appointed by the Company or epidemiologist may not take the sick-leave certificate in quarantine or self-isolation if his / her state of health allows him/her to perform work duties, and it is possible to agree with the employer on working remotely. The employee must inform the family doctor about the remote work