

## **COVID – 19 NOTE TO THE ATTENTION OF VISITORS AND SUPPLIERS**

HITEC Luxembourg SA is taking all necessary measures to protect the health of our employees, visitors, and partners related to the ongoing COVID-19 situation. We are employing actions and policies in line with, and beyond, government regulations in Luxembourg and WHO recommendations.

### **ACCESS POLICY TO OUR SITE**

Our focus is on avoiding the spread of the virus, therefore HITEC Luxembourg reinforced precautionary measures to guarantee the safety and health of our employees.

**As of now, access to our site is forbidden to any visitor who has not obtained a prior authorisation.**

**In case of derogation, all visitors must wear a mask and respect the barrier gestures:**



- Wash your hands regularly and properly.
- Cough or sneeze into the crease of the elbow or in a tissue. Throw the tissue in a bin with a lid.
- Avoid shaking hands or kissing.
- Avoid close contact with sick people (keep a distance of at least 2 meters).
- Avoid touching your face with your hands as much as possible.

**In case of deliveries, please respect a safety distance of 2 meters with your contact person.**

Given the constantly evolving situation, HITEC Luxembourg reserves the right to cancel all visits to its site.

### **MONITORING**

We are closely monitoring the situation as it develops and will take necessary precautions to ensure the safety of our community.

The Executive Committee and the responsible QA, Health & Safety meet daily, monitor the situation constantly and decide on appropriate measures.

We are doing our utmost to keep our services and support to customers available. At the same time, the health and safety of our staff and partners remains our top priority.

Thank you for your understanding.

**Mamer, April 21th, 2020**