

probunkers COVID-19 policy

As the health and welfare of our employees and their families is of a paramount importance for **probunkers** as well as being a responsible corporate citizen we are enforcing the following measures and guidelines until further notice:

- No travel to countries* with high levels of confirmed cases
- No meeting policy with guests originating, traveled or transited from countries* with high levels of confirmed cases
- No meeting policy and work from home (14 days) for our employees who may have symptoms as cough, fever and difficulty in breathing
- Suspension of all non-essential professional and personal traveling
- Must have meetings with minimum participants and no more than 6 people
- All non must have meetings to be done by video conference
- One person per office space or rotating workdays
- Avoid enclosed space areas and crowded areas
- Inform our all guest for our policy and measures
- Monitor and inform our employees and guest about any related developments in Greece and abroad.
- Observe common hygiene practices by placing hand disinfectants in all common areas and meeting rooms as well as open window policy

*countries with high levels of confirmed cases: China, Hong Kong, Singapore, South Korea, Iran, Italy, Japan, Israel (country list to be monitored constantly and update)

The above proactive policies are focused on doing our part to help curb the virus and as experts say early intervention is the best option to limit the spread.

As there have been no confirmed cases among our staff and close contacts, our office will continue its operation while monitoring and accessing the situation. Upon a confirmed case in our work or home environment, work from home for all employees for at least 14 days.

Attached as Appendix I official email response to any meeting requests.

Due to the constant developments of COVID-19, follow the official WHO link:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

probunkers COVID-19 policy Appendix II - WHO

Basic protective measures against the new coronavirus

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website and through your national and local public health authority.

Everyone should take care of their health and protect others by doing the following:

Wash your hands frequently

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

Maintain social distancing

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

Stay informed and follow advice given by your healthcare provider

Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

Why? National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

Learn more: <https://www.who.int/COVID-19>