

**INTERNAL ANNOUNCEMENT**

**From:** General Manager  
**To:** EDA THESS' Personnel  
**Cc.:** Special Precautionary Measures' Team «CATENACCIO»  
**Subject:** Coronavirus – Precautionary Measures to limit the spread of the virus  
**Date:** 10.03.2020

Dear colleagues,

With the aim to protect the people of EDA THESS and limit the spread of the new coronavirus, a **Special Precautionary Measures' Team «CATENACCIO»** has been established ([catenaccio@edathess.gr](mailto:catenaccio@edathess.gr) /2310 584 201) which consists of the following:

A. Mantis (Coordinator)

M. Stergiopoulos

E. Kalogirou

K. Stachtari

B. Lazaris

I. Michalopoulos

M. Koukouliou

Team's mission is to manage and coordinate the Company's precautionary measures.

Measures taken by the Company should be implemented and respected by all. In detail:

**A. General Precautionary Measures**

1. Frequent and meticulous handwashing (special instructions are attached, which are also posted throughout the Company).
2. Avoid touching mouth, nose, eyes without washing hands.
3. Covering mouth and nose with elbow or tissue when coughing or sneezing.

4. Avoid close contact (1 meter) in general and especially with people who have symptoms of common flu, as well as handshakes / embracement.
5. If we experience symptoms (such as fever, cough, difficulty in breathing), we should contact our physician or National Public Health Agency and inform the hierarchical head and HR Department accordingly. (Attached are the instructions which have also been posted throughout the Company).

### **B. Special Precautionary Measures:**

1. Avoid trips abroad and domestic trips

In case of employees, that hereinafter, will travel abroad or inland, they will inform **Special Precautionary Measures' Team «CATENACCIO»** ([catenaccio@edathess.gr](mailto:catenaccio@edathess.gr) / 2310 584 201).

Upon return from the trip, employees will be on a leave for 14 days and will not return to their duties. **This absence shall hereinafter be regarded as a normal leave.** Before the end of the 14-days period, a communication with the Human Resources Department will occur for any further instructions.

2. In case a trip is made by employees' relatives, employees should also inform the **Special Precautionary Measures' Team.**
3. Avoid the use of dining areas.
4. Avoid internal meetings (when possible, use telephone-Video conference calls, Skype) or other staff meetings (e.g. internal staff training).
5. Avoid moving within the company's facilities / between floors but only in the areas of our responsibility.
6. Avoid meetings with external partners (when possible, postpone scheduled meetings and use "remote media").
7. Avoid, in general, places where people gather outside the Company.
8. Avoid using Public Transport. Colleagues who do not have their own means of transport can contact the Human Resources Department to consider carpooling with colleagues using a corporate vehicle.
9. Strict adherence to the rules of hygiene and personal hygiene when using toilets.

### **C. Customer Service Offices**

1. The permitted number of the clients being present simultaneously, will be allowed to be equal to the number of service counters.
2. Cases of clients previously served by heads of staff in their office or in the back office will now be served at the counter by the relevant colleague.

#### **D. Employees with field activities**

Colleagues with field activities (technicians, autopsy technicians, work auditors, internal auditors):

1. They shall remain at least 1 meter away from clients / contractors.
2. They will inform that distance protection is for the protection of all.

#### **E. Building Security Service**

1. When customers arrive at the CSOs, they will be informed for the precautionary measures t for everyone's protection:
  - CSOs will allow the simultaneous presence of as many customers as the number of service counters
  - When two or more people arrive together, they will be asked if they are together and will only allow the interested party to enter.
  - Customers who experience flu symptoms will be advised to use a mask.
  - They will urge all visitors to use the available antiseptics before entering the premises.
2. When visitors arrive at the Company's premises, they will be informed for the precautionary measures which include distance keeping (1 meter), avoidance of handshakes.

#### **F. Reception & Protocol Service**

1. When visitors arrive at the Company's premises, they will be informed for the precautionary measures which include distance keeping (1 meter), avoidance of handshakes.
2. Customers who experience flu symptoms will be advised to use a mask.
3. They will urge all visitors to use the available antiseptics before entering the premises.

#### **G. Staff support line**

1. Instructions/policies of EDA THESS:  
Human Resources Department:  
2310-584205 & 2410-582327
2. Health related questions:  
Possible infection: NAPH (ΕΟΔΥ): 1135  
General questions: Company's Doctors (working hours)



Filio Stoikou: 6972925368  
Stavroula Kalitsari: 6972075940

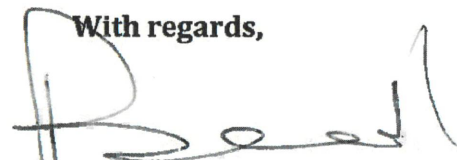
**H. Cleaning and decontamination**

Daily disinfection of Customer Service Offices, intensive cleaning of the areas of common use (toilets, kitchens, elevators), as well as door handles, keyboards, telephones are carried out.

Disinfection of all areas of the Company will be performed weekly.

Finally, I would like to draw the attention to the fact that the effective prevention for our protection, depends on our awareness and on the strict application of the instructions and measures by all of us collectively and individually.



With regards,  
  
**Bakouras Leonidas**  
General Manager