

11 March 2020

MANAGEMENT BORD'S DECISION NO. 37/2020

On 11 March 2020, pursuant to Article 16 of the Articles of Association of Viktor Lenac Shipyard, the Management Board of the Company issues the following

**BINDING GUIDELINES
on implementing measures to prevent or reduce the spread of COVID-19 infection**

The guidelines prescribe measures aimed at preventing or reducing the spread of COVID-19 infection and are intended for all persons who are working and staying in the Shipyard, especially shipyard workers and subcontractors, crew members, technicians, suppliers and all other persons who enter the Shipyard for other reasons.

All ship agents, subcontractors and suppliers are obliged to provide timely information from these guidelines to their employees and all persons entering the Shipyard in their arrangement.

All ship agents are obliged to submit timely the information and documents deriving from these guidelines via standard means to the competent shipyard services and via e-mail to porta@lenac.hr.

The guidelines have been prepared in accordance with the protocols issued by the Croatian Institute of Public Health and the Crisis Headquarters of the Ministry of Health issued on 10 March 2020 and will be regularly updated in accordance with information provided by the Croatian Institute of Public Health.

By adopting these guidelines, the measures adopted by the Binding Guidelines no. 17/2020, shall remain in force.

The affected regions of categories 1 and 2 at the date of issue are: China, South Korea, Hong Kong, Japan, Singapore, Iran, Italy: all regions, and the Heinsberg district of the German State of North Rhine-Westphalia.

According to the guidelines of the Crisis Headquarters of the Ministry of Health, Version 9, as of March 10, 2020, related to health surveillance of healthy persons entering Croatia, who have been in the highest risk areas for the past 14 days (category 1):

"All foreign nationals coming from particularly at-risk areas listed under Category 1 shall be notified by the Border Police that upon entering Croatia, they are required to be quarantined for a period of 14 days after leaving the area listed in Category 1."

"Croatian citizens coming from the highest risk areas listed under category 1 shall be obliged to quarantine / self-isolate for a period of 14 days after leaving the area listed in category 1, based on the decision of the border sanitary inspector."

ENTERING THE SHIPYARD

The following persons **shall not be granted entrance** to the Shipyard:

- persons with symptoms of any infectious disease;
- persons who have, in the last 14 days, been in contact with persons for whom COVID 19 infection has been confirmed or suspected;
- persons who have received a valid quarantine, isolation, home insulation or self-isolation decision issued by the competent authorities of the Republic of Croatia.

Subcontractors, suppliers, technicians and crew members **who do not possess a pass for entering the Shipyard** are required to:

- not enter the Shipyard if they have symptoms of any infectious disease;
- allow a check of body temperature if the main gate security officer estimates that there is a suspected presence of the disease;
- fill out the sanitary questionnaire, attached hereto, before entering the Shipyard and send it via mail to porta@lenac.hr. Exceptionally, if for objective reasons it is not possible to deliver via mail, the questionnaire can be filled out at the main gate. **The sanitary questionnaire must be filled out in an honest way;**
- submit / provide a Health Surveillance Decision if they have been in the affected regions for the last 14 days;
- comply with the provisions of the Health Surveillance Decision.

Persons who possess a pass for entering the Shipyard:

- and have symptoms of the disease and / or have been in the affected regions for the past 14 days or have been in close contact with persons with a suspected or confirmed case of COVID 19 infection, should not come to the Shipyard. They are obliged to report to the competent physician and / or epidemiologist and their immediate manager or facility manager who is obliged to submit such information to the shipyard staff consisting of: Sandra Uzelac, Filip Gajski, Boran Bunić, Maja Kriška and Vedran Ganić;
- may not enter the Shipyard if they have been in the affected regions for the last 14 days. These persons are obliged, by telephone, to contact the immediate manager who will ask the headquarters for further action;
- are obliged to avoid going to the affected regions. If travelling to these areas is unavoidable, it is the duty of the person to disclose the details of the trip to the immediate manager who will ask the staff for directions for further action.

WORKING AND STAYING IN THE SHIPYARD

While working and staying in the Shipyard, all persons are obliged to adhere to the binding guidelines on implementing measures to prevent or reduce the spread of COVID-19 infection prescribed by the Croatian Institute of Public Health and the Shipyard's Management Board.

In case of any symptoms of illness during your stay and work in the Shipyard, avoid contact with other persons, preferably isolate yourself (e.g. in the cabin, in the office, etc.) and inform the immediate manager or captain of the port by telephone who will immediately forward this information to the Shipyard's Headquarters. Upon receipt of this information, the Shipyard's Headquarters will organize further follow-up to the protocol.

General safety measures

- All workers must regularly take care of their own health and hygiene as stated in the attached instructions. Avoid touching the mucous membranes of the eyes, nose and mouth with dirty

- hands.
- Avoid contact with people who have symptoms of respiratory disease such as coughing and sneezing.
 - When sneezing or coughing, turn away from other people and cover your mouth and nose with a disposable handkerchief or elbow to keep your palms clean.
 - Keep a distance of at least 1 m when communicating with other persons.
 - Maintain regular hygiene of your workplace.

Under the general measure of protection, the Shipyard disinfects all surfaces in the premises of the Shipyard where several people are staying at the same time (meeting rooms, etc.).

Specific safety measures

- All persons who have been issued a health surveillance decision without the obligation of quarantine, isolation, home quarantine or self-isolation should avoid contact with other persons as much as possible. Avoid meetings with more than one person at a time, and communicate as much as possible via telephone or computer.
- When delivering goods, all carriers and suppliers who have been issued a health surveillance decision without quarantine or isolation / self-isolation, must wear respiratory protection and disposable gloves and must avoid close contact with others at the Shipyard. When embarking / disembarking, the goods must stand at least 2 meters away from other shipyard workers. All workers involved in the unloading / embarkation of the goods listed above must, at that time, wear respiratory protection, safety glasses and disposable gloves. In case of suspected presence of a secret on the delivered goods, they are obliged to stop the unloading and inform the Shipyard's Headquarters thereof.
- All persons who come into contact with fecal contents (workers from the pipe fitting workshop, power supply and environmental protection departments) must wear respiratory protective equipment, safety glasses and disposable gloves. After work, they must wash and disinfect their hands and only then remove their face mask and safety glasses.

COVID-19 infection is suspected when the following criteria are met:

- Acute respiratory infection (sudden onset of at least one of the following symptoms: fever, cough, sore throat or shortness of breath) regardless of the intensity of the disease;
- If, during the last 14 days before the onset of symptoms, the person has met at least one of the following epidemiological criteria:
 - *Close contact¹ with someone with a confirmed or suspected case of SARS-CoV-2*
 - *The person has travelled to the affected regions.*

¹ *Close contact includes the following:*

- *Sharing the same household with COVID-19 patients;*
- *Direct physical contact with COVID-19 patients (for example, handshaking);*
- *Unprotected direct contact with infectious secretions of COVID-19 patients (touching used wipes with the bare hand or for example if the patient is coughing in a person);*
- *Face-to-face contact with a COVID-19 patient at a distance of less than two meters for more than 15 minutes;*

- Staying indoors (for example, classroom, meeting room, waiting room in a healthcare facility, etc.) with a COVID-19 patient for more than 15 minutes over a distance of less than two meters;
- *A health care provider or other person providing direct care to COVID-19 patients or laboratory personnel handling specimens without using recommended personal protective equipment (PPE) or failing to use PPE;*
- *Contact in an airplane or other means of transport with the patient two places in front, behind, or on the side or at a distance of less than one meter; companions or carers while traveling; personnel serving the part of the aircraft in which the patient is seated (if the severity of the clinical picture or the movement of the patient indicates exposure of a large number of passengers, close contacts may be considered to be passengers of the whole compartment or the entire aircraft).*

Enclosure:

- Sanitary questionnaire

The guidelines shall enter into force and shall become binding on the date of their adoption.

Member of the Management Board

Sandra Uzelac



SHIPYARD

VIKTOR LENAC

Member of Palumbo Group

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SANITARY QUESTIONNAIRE FOR VISITORS, CREW MEMBERS AND SUBCONTRACTORS

**Please complete this questionnaire and present it to a main gate officer upon first arrival in Shipyard.*

Date: _____

Name and surname: _____

Passport/ID card number: _____

1. Do you have acute respiratory infection (sudden onset of at least one of the following symptoms: fever, cough, sore throat or shortness of breath or any similar stomachache etc.) regardless of the intensity of the disease?

YES NO

2. Have you travelled, worked or stayed in COVID -19 affected regions in the last 14 days:
China, South Korea, Hong Kong, Japan, Singapore, Malaysia, Bahrain, Iran, Italy, Germany, France, Switzerland, Spain, Austria, England, Netherlands, Sweden, Bela Krajina in Slovenia

YES* NO

*If the answer is Yes, please, name the country/es:

3. Did you have a close contact with someone with a confirmed or suspected case of COVID 19 infection in the last 14 days?

YES NO

4. Did you have a close contact with someone who had recently travelled in COVID-19 affected zones in the last 14 days?

YES NO

Signature

Društvo je upisano u sudski registar Trgovačkog suda u Rijeci pod brojem Tt-08/927-2. MBS: 040000358. Temeljni kapital društva uplaćen je u cijelosti i iznosi 168.132.470,00 kuna, podijeljen na 16.813.247 dionica, pojedinačne nominalne vrijednosti 10,00 kuna. Član Uprave: Sandra Uzelac. Predsjednik Nadzornog odbora: Vittorio Carratù. OIB: 27531244647. IBAN: HR4324840081105296242 Raiffeisenbank Austria d.d. Zagreb. IBAN: HR3623400091110473526 Privredna banka d.d. Zagreb. IBAN: HR7024880011100112844 BKS Bank AG, Glavna podružnica Rijeka.

Incorporated in the Register of Commercial Court in Rijeka under the number Tt-08/927-2. Company Registration Number: 040000358. The Company's share capital amounts to HRK 168,132,470.00 divided into 16,813,247 shares, each having a nominal value of HRK 10.00. Member of the Board: Sandra Uzelac. President of the Supervisory Board: Vittorio Carratù. EORI number: HR27531244647. VAT number: HR27531244647. IBAN: HR4324840081105296242 Raiffeisenbank Austria d.d. Zagreb. IBAN: HR3623400091110473526 Privredna banka d.d. Zagreb. IBAN: HR7024880011100112844 BKS Bank AG, Main Branch Office Rijeka.