

INSTRUCTION concerning the Coronavirus (COVID-19) For Maintenance Workers and Suppliers November 5, 2020

Please carefully review the information below and immediately cascade to your employees working with us at Carbomax AB. For all Carbomax Suppliers the following updated policies are valid until further notice. Any rules and recommendations of national and local authorities will overrule these policies. These requirements concern Carbomax premises and loading/unloading locations.

VISITS TO CARBOMAX OFFICE AND PRODUCTION UNITS

We continue to decline visitors to Carbomax for meetings, and we encourage making use of online technology available for virtual meetings and other business communication.

BEFORE THE VISIT

We ask you to evaluate the following issues:

- A. Do you have symptoms of coronavirus (fever, cough, shortness of breath, muscle aches, tiredness) or have you been diagnosed with coronavirus?
- B. Do you otherwise have reason to believe that you have been exposed to the coronavirus?

If you answered YES to either of the options, you should not enter the location. Please inform your Carbomax contact person about the situation.

DURING THE VISIT

All contractors and visitors:

- Practice physical distancing by avoiding close contact face to face for less than 2 meters and / or more than 15 minutes in the same room.
- Keep a record of close contacts. The record should be shared with health officials in case of covid-19 diagnosis.
- Cough and sneeze into a paper towel or sleeve. Throw the paper towel into the trash immediately.
- Wash your hands thoroughly and often. Use disposable towels to dry your hands and put the towel in the trash. Do not use shared towels.
- Please remain in the vehicle if possible, otherwise maintain distance from others.
- Only go and leash and secure cargo after loading person left.
- Regularly disinfect steering wheels and other often-touched parts of the truck.



<https://www.folkhalsomyndigheten.se/smittskydd-beredskap/utbrott/aktuella-utbrott/covid-19/skydda-dig-och-andra/>

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Säte: Västerås

AFTER THE VISIT

We require urgent notification if a contractor, driver or terminal employee is diagnosed with confirmed infection of COVID-19 after visiting Carbomax premises or loading/unloading locations. This way we can mitigate further infection risk as quickly as possible. Contact the Carbomax party who ordered the work or booked the transport.

To keep everyone safe - make sure you distribute these instructions to your employees.

November 5, 2020

COVID-19 risk management team at Carbomax AB.