

## Measures to prevent infections during daily project business at BASF's Schwarzheide production site

**BASF's production site in Schwarzheide is taking all necessary steps to comply with the ban on contact recommended by the Federal Government on 22 March, 2020, and to prevent infections at the workplace through a multifaceted, integrated package of measures. All persons working at the Schwarzheide site are required to implement these measures consistently at all times.**

### 1. Preamble:

1.1 All persons who are not currently needed on site as a matter of urgency must work from home

1.2 All persons who are on the site at the moment are asked to comply with the applicable measures and guidelines and to implement them accordingly

1.3 Notices, signs, posters and flyers have been positioned throughout the site to draw attention to personal and company hygiene measures

1.4 All persons who are at the site must comply with the requirements related to the following **social distancing measures** and must implement them in full

1.5 Every manager, every company and every contractor is obliged to inform the respective employees about the measures and guidelines that have been taken and which are currently valid, and they must monitor compliance with them

**2. Measures at the workplace**, for example on building sites, in assembly areas, workshops, offices, break and recreation rooms:

2.1 All persons are instructed to maintain a minimum distance of 1.50 metres from the nearest person

2.2 When carrying out necessary temporary or permanent work where the minimum distance is less than 1.50 metres is imperative for more than 15 minutes, mouth-nose protection (MNP), goggles, or other suitable aids must be worn, provided this does not interfere with the work process and does not conflict with life-saving rules.

2.3 Discussions, consultations, meetings, etc. are to be reduced to the absolute minimum and should be conducted using electronic media (telcos, Webex, etc.) wherever possible

2.4 If a personal meeting in closed rooms is required, the largest possible meeting room must be chosen

2.5 The maximum number of people who are allowed to be in an office, break or recreation room at the same time is significantly limited based on the size of the room. The minimum distance of 1.50 metres must be observed at all times

2.6 In closed rooms, generous intermittent ventilation of at least 5 minutes must take place after a maximum of 15 minutes

2.7 In general, any gatherings of people must be prevented, and "congestion traps" - such as occur at the end of work or meetings – must be avoided

2.8 Wherever possible, shift or work teams must be divided into several smaller groups with as little interpersonal contact as possible, e.g. by defining different work or support areas

2.9 Parallel work by shift or work teams in the same work or support areas should be avoided wherever possible

2.10 Shift handovers should no longer take place "face-to-face", but instead electronically or in writing, unless this is essential in relation to the work in question. Frequently used contact surfaces must be cleaned independently by shift staff.

2.11 Wherever possible, the same teams should carry out their tasks every day and not be rotated (e.g. installation teams)

2.12 The composition of the work teams should be documented continuously and completely. The respective manager is responsible (e.g. supervisor, team leader, foreman, project manager, etc.). Meeting rooms are to be used as additional break and recreation rooms

2.13 Break times must be selected carefully for the various work areas so that they can be taken at different times

2.14 A cleaning plan for heightened hygiene requirements is in force, the implementation of which will be regularly monitored

2.15 Access to control rooms is restricted to staff who have to perform specific tasks. Both the number of visits and amount of time spent in such rooms must be reduced to a minimum

2.16 Social distancing must also be strictly adhered to when driving all vehicles on the factory premises. A maximum of 2 persons per vehicle is allowed. If there is a bus shuttle organised by BASF, the social distancing regulations as defined will be implemented and specified by BASF. 2.17 No more than 1 person is allowed in individual cabins (e.g. tractors, crane cabins, forklift trucks, etc.)

2.18 The minimum distance of 1.50 m must also be observed when people need to gather at assembly points, for example, in the event of operational requirements, alarm drills, or other events. This does apply to internal assembly points, which are mandatory on the grounds of an existing GBU. Emergency personnel are exempted from these regulations in the event of an emergency.

### **3. Measures in sanitary areas, changing rooms and smoking areas**

In the event that sanitary facilities are used at the beginning and end of each shift to change normal and work clothes, the following applies:

3.1 A minimum distance of at least 1.50 metres must be maintained between persons

3.2 If staff shower rooms are available, only use every 2nd shower

3.3 Sanitary facilities are to be cleaned several times a day, in particular between shifts

3.4 Good ventilation must be ensured in sanitary facilities

3.5 Observation of, and compliance with, the notices on personal and company hygiene measures

3.6 The following applies to smoking areas:

3.6.1 They may only be used by 2 people at any one time while observing the minimum distance of 1.50 metres

3.6.2 Permanent ventilation is required in smoking shelters

#### **4. Recommendation when using external accommodation and travelling to the location**

In the event that persons working on the site are accommodated in hotels, guesthouses or other external accommodation, the following recommendations apply:

4.1 Accommodation in common rooms or rooms with multiple beds must be avoided

4.2 A maximum of 2 people in one room

4.3 Where possible, people should remain in the same rooms during their stay (no room rotation)

4.4 Intensive cleaning of the sanitary facilities must be ensured

Travel from the accommodation to the site or business trips prior to starting work are subject to the same recommendations as the vehicle rules mentioned under measures at the workplace:

4.5 Social distancing must also be observed when travelling by car, minivan or similar vehicles. A maximum of 2 persons per vehicle is recommended in company vehicles.

4.6 Furthermore, it is recommended to always transport the same groups of people in one vehicle when travelling to the construction site

#### **5 Measures at the factory gates and factory logistics**

5.1 Protection through Plexiglas panes, for example at the check-in counter for truck deliveries and customer traffic

5.2 During handling and clearing processes, the site security staff check suppliers and truck drivers using self-disclosure and questionnaires in order to identify any classic symptoms of a potential corona infection. Any suspected cases will be denied access to the site

5.3 Truck drivers arriving from high-risk areas who have to transport goods to, or across, the factory premises must not leave the cab of their truck unless requested to do so.

5.4 The minimum distance requirement of 1.50 metres between waiting and handling personnel must be observed.

Strict compliance with the listed measures will be continuously monitored by plant security staff, among others, in order to ensure adherence. Updates to developments or adjustments will be announced immediately.

In cases of doubt the German version shall take precedence.

Schwarzheide, 17.04.2020

Schwarzheide Crisis Staff