



PREVENTIVE MEASURES COVID-19

25/05/2020



SUMMARY

Prevention plan in our factories

Prevention plan at our headquarters and local offices

Prevention plan at our logistics partners



**1st step
Prevention plan
in our factories**

PREVENTION PLAN IN OUR FACTORIES

We are responsible for the health and safety of our employees.

LEBON took **preventive measures** and made sure that these measures were adapted to take into account changing circumstances. A health crisis is a change of circumstances which must lead the company **to make sure** that the measures it usually implements are still appropriate or should be adapted **to protect employees** from the risks of contamination.

It is in the interest of our employees but also of the company because the presence of the employees in our office will largely depend on **their trust** in the capacity of LEBON to meet their concerns and **to protect them from** specific virus-related risks.

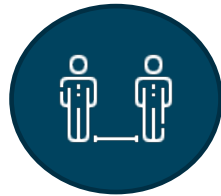


PREVENTION PLAN IN OUR FACTORIES

What preventive actions have been implemented in LEBON factories ?



Each employee will be given **a prevention kit** including masks, gloves, goggles/visor and sanitizer gel. The mask is **mandatory** when employees enter the factory.



Temporary **social distancing** is implemented. The workspaces are all 2m apart.



The company provides the teams with **soap, disinfectant wipes, sanitizer gel** (canteen, workshop, lab, meeting rooms, etc.) so that everyone can wash their hands very regularly and disinfect surfaces, door handles.



Awareness raising of our teams to good practices thanks to a display illustrating daily situations.



We ask our teams **to take their temperature** in the morning before going to work. If over 38°, we require them to stay at home. Any employee with fever, aches or a cough should consult their doctor.

PREVENTION PLAN IN OUR FACTORIES

What preventive actions have been implemented in LEBON factories ?



Employees must **wash their hands** very regularly.



Air conditioning systems in the building are shut down to avoid the spread of the virus.



Thanks to **floor stickers**, a direction of travel will be applied in narrow corridors to maintain a distance between employees.



Water fountains are no longer available to avoid handling. **Individual bottles of water** will be provided to employees.



Regular communication will be put in place to inform employees of the unfolding of this health crisis. The precautions taken will change depending on the evolution of COVID-19 .

MEASURES TO BE TAKEN IN CASE OF CONTAMINATION OR SUSPECTED CONTAMINATION

We are responsible for the health and safety of our employees who work in factories.

LEBON is taking care of all employees, regardless of whether they have symptoms (fever and respiratory symptoms, cough or shortness of breath). We implement some measures in cases of suspected COVID-19:

1



We place them in a “quarantine room” inside the factory.

2



We call the emergency services if symptoms are severe.

3



We inform employees who have been in close contact with the employee.

4



We immediately clean the work spaces of the employee concerned.

5



If an employee has been infected by COVID-19, they will not be able to return to the factory until after a medical test validates they are not infectious.



2nd step Prevention plan at our headquarters and offices

PREVENTION PLAN IN OUR OFFICES

We are responsible for the health and safety of our employees.

The safety of our employees is **our priority**. We must protect our employees from the risks and the spread of COVID-19. Strict sanitary measures have been put in place in our factories and in our offices in Luxembourg, France, Germany and Poland. These measures will evolve depending on to the spread of the virus.

Because **the health** of our employees and customers is essential for the brand, LEBON has of course implemented all the **necessary health safety measures** in all its offices. For its employees, many barrier gestures have been put in place to guarantee **maximum precautions**. As for Regional sale managers, they also comply with a strict sanitary protocol for their protection. All these measures are reassuring signs to calmly anticipate the resumption of the PPE business.

TO PROTECT YOURSELF AND OTHERS FROM CORONAVIRUS



Wash your hands very regularly.



Cough or sneeze into your elbow.



Use a disposable tissue and throw it away.



IF YOU ARE SICK
Wear a disposable surgical mask.

Do you have questions about the coronavirus?
[HTTPS://CORONAVIRUS.GOUVERNEMENT.LU/FR.HTML](https://coronavirus.gouvernement.lu/fr.html)

8002 8080
(free call)



PREVENTION PLAN IN OUR OFFICES



Each employee will be issued a **prevention kit** including masks, gloves, goggles / visor and sanitizer gel. The mask is **mandatory** when employees enter the office.



The company has set up a **work organization** which allows all employees to work remotely. Employees telecommute to avoid unnecessary travel and to prevent the spread of the virus.



For offices composed of several people, a **physical distance** has been set up (1.5 to 2 m). The lunch break is now rotated to avoid grouping in small spaces.



The company provides teams **with soap, disinfectant wipes, sanitizer gel** (canteen, workshop, lab, meeting rooms, etc.) so that everyone can wash their hands very regularly and disinfect surfaces, door handles.



Awareness raising of our teams to good practices thanks to a display illustrating daily situations.



Regular communication will be put in place to inform employees of the unfolding of this health crisis. The precautions taken will change depending on the evolution of COVID-19.



We require our teams **to take their temperature** in the morning before going to work. If more than 38°, we require them to stay at home. Any employee with fever, aches or a cough should consult their doctor.



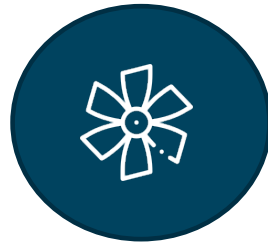
We are limiting meetings to what **is strictly necessary**: if it is not possible to organize them remotely (or video), distancing is imperative. (the number of participants is limited to 5 people if physical meeting) - **Conference calls are preferred** if possible.

PREVENTION PLAN IN OUR OFFICES

What other preventive actions have been implemented in LEBON offices ?



Employees must **wash their hands** very regularly.



Air conditioning systems in the building are shut down to avoid the spread of the virus.



Using **floor stickers**, a direction of travel will be applied in narrow corridors to maintain distances between employees.



Water fountains are no longer available to avoid handling. **Individual bottles of water** will be provided to employees.

MEASURES TO BE TAKEN IN CASE OF CONTAMINATION OR SUSPECTED CONTAMINATION

We are responsible for the health and safety of our employees.

LEBON is taking care of all employees, regardless of whether they have symptoms or not (fever and respiratory symptoms, a cough or shortness of breath). We have implemented some measures in case of suspected COVID-19:

1



Employees with symptoms are sent home.

2



Emergency services are called if symptoms are severe.

3



We inform employees who have been in close contact with the employee.

4

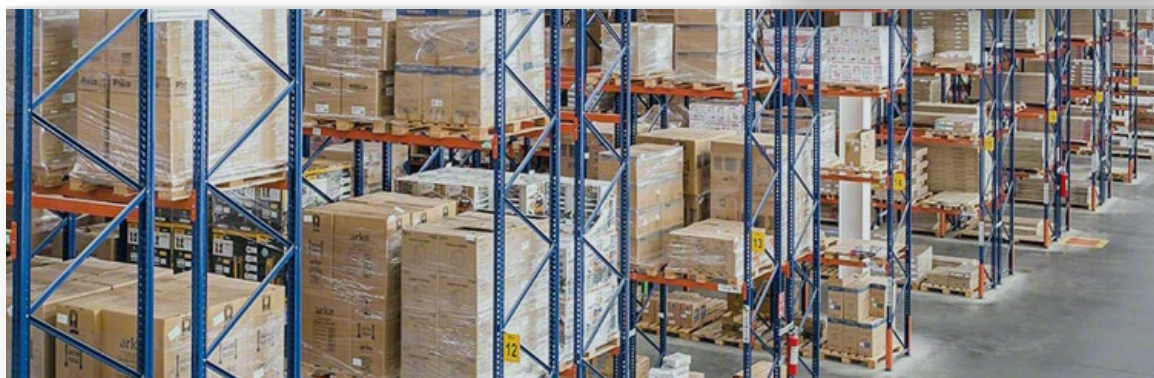


We immediately clean the work spaces of the employee concerned.

5



If an employee has been infected by COVID-19, they will not be able to return to headquarters until after having a medical test validating that they are not infectious.



3rd step
Prevention plan
from our logistics
partners

PREVENTION PLAN FOR SEDIS



To avoid the transmission of COVID-19, our international logistics partner SEDIS logistics, presented us **their prevention plan**. This plan is presented here **to ensure the good management** from our factories to our logistics partner.



In our building 21, the driver reception was changed with a **first contact by intercom** (protective window) in order to limit contacts with all the drivers who are around the building.



Container unloading has limits to the number of people in the container and around the unloading conveyor in order to maintain social distancing of 1.50m.



The lunch room is limited to 5 people maximum with markings on the floor to define the places at tables available at the same time, **breaks are alternated** to avoid crowding (smoking room, kitchenette, etc.)



Signs advise drivers to come to the office with a **mandatory stop at** the toilets to wash their hands before accessing the platform; there is also floor marking to separate drivers and a distance between reception and the driver of 1.50m.



Disinfection is carried out daily by maintenance staff in the building premises.



Disinfection products are made available to staff as well as gloves, masks and gel.

PREVENTION PLAN FROM HEPPNER

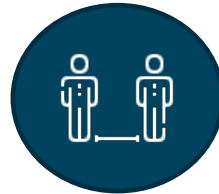


HEPPNER has taken the necessary measures, organization and suitable means, to continue its activity while guaranteeing the good protection of the health of employees, customers, suppliers, thereby participating in the prevention and limit of the spread of COVID -19.



THEY RESPECT BARRIER GESTURES !

- They wash their hands regularly with soap or with sanitizer gels or disinfectant wipes.
- They dry their hands with disposable paper towels
- They cough and sneeze into their elbows or into a disposable tissue
- They use disposable tissues
- They have masks and gloves available for operations requiring them



THEY RESPECT SOCIAL DISTANCING RULES!

- They respect the safety distances of one meter (4m² without contact around each person) and respect the signs put in place
- They greet each other verbally, they no longer shake hands
- Communication respects social distancing
- They do not share work tools and work stations or otherwise disinfect them before and after each use
- They limit face-to-face meetings to what is strictly necessary as well as the number of participants in the same room



WHEN LOADING AND DELIVERING CUSTOMERS, THEY RESPECT:

- The rules defined on the sites they are visiting.
- "Barrier" gestures and social distancing
- During loading / unloading operations:
 - In the event of prolonged waits, prefer to stay in the cabin or go to the premises made specially available (sanitary premises, coffee area) while respecting the host company sanitary measures.
 - In the event that a person has to carry out operations (stowage, etc.), they must make sure they carry out these operations alone, or that they respect distancing rules.
- Deliveries are made at the door of the place of delivery only
- The signing of documents will not be compulsory for individuals according to decree n ° 2020-293 of March 23, 2020 and for companies or shops, the application of the commercial stamp will be requested in addition, all without physical contact and maintaining the necessary distances.

PREVENTION PLAN FROM DB SCHENKER



Committed since the start of the crisis, here are the precautions that Schenker has implemented within its organization and its structures:



CHANGED SIGNATURE METHODS!

In order to comply with the health measures decreed by the Government, while maintaining the performance of their services, they have updated their delivery signature method and thus limit driver-recipient contacts.

With this in mind, as of today, they give instructions to their delivery drivers not to record recipients. Their delivery drivers will only sign the electronic receipts with the date, time of delivery and name of the recipient. Any reserves must be collected within three days of delivery in accordance with legal procedures.



DELIVERY DRIVERS EQUIPPED!

All drivers are now equipped with masks, protective gloves and sanitizer gel.



In this health crisis, the LEBON group factories are re-starting. The health of our employees is our priority, all measures have been taken to host employees in a secure workspace.

Our ambition is also to protect your employees. We have implemented all the recommended measures to make sure that your orders arrive safely at your company.



LEBON

VALUE ADDED PARTNER

