# Corona virus: Important information to costumers and guests of DBI fire testing

## Updated 12th March at 15:30 hours

### **Before visiting DBI**

Guests or customers feeling ill or showing any symptoms of covid-19 or symptoms of common cold and coughs should not visit a DBI location. If you are coming from, or have travelled to risk-areas, or if you have relatives that are infected etc. please do not visit a DBI location. We reserve the right to refuse visitors that are exhibiting symptoms of illness. If you have any questions to this, please reach out to your contact person at DBI.

## When arriving at DBI

To limit the risk of contagion for both parties, we have opted to separate our guests and employees as much as possible. This includes access, stay, catering and toilet facilities. Therefore, it is important that you follow the instructions in this information.

When arriving at DBI, you should wait outside the building and call your DBI contact, who will pick you up outside the reception. If you do not have your contact person's number, please call the reception at +45 36 34 90 00. When entering the building, we kindly ask you to use our hand sanitising stations. We do not shake hands when greeting each other.

## During your visit at DBI Fire Test facilities

Visitors at DBI Fire Test facilities will be restricted to the testing facilities and the canteen. You will have designated contact persons and will not be in contact with other employees at the fire test department. DBI employees from other departments will not have access to the fire testing facilities.

Lunch will be served in the canteen, which will be reserved for our guests and their contact persons. There will be a designated area for our fire test guests and their contact persons. The access route to the canteen has been changed so you now enter the canteen directly from the parking lot. Please follow the direction on the signs. The rest of DBI's employees will be eating in their departments and will not be using the canteen.

From Tuesday the 17<sup>th</sup> March, there will be separate toilets, changing and shower facilities, for our guests. The facilities in the fire testing area will from this date be reserved for DBI employees only.

Please remember to keep a distance from each other, avoid physical contact, as well as washing and sanitising your hands regularly.

#### **General DBI coronavirus measures**

We have taken the following actions to minimize the risk of corona infection:

- 1. DBI is fully up to date and complies with the Danish authorities' recommendations.
- 2. Contagion mitigating procedures are implemented throughout all DBI locations.
  - Hand sanitising units throughout the location.
  - All DBI employees work from home if and when possible.

- Segregation of employee groups, so they mostly keep to their own departments.
- Minimising contact between employees and guests throughout the location.
- Restricting access of employees and guests throughout the location.
- Separation of employee groups and guests regarding catering and toilet facilities.
- Ongoing orientation to guests regarding conduct and actions prior to DBI visits.
- Ongoing orientation to employees of behaviour regarding guests and colleagues.
- 3. DBI has suspended all travel activities to risk-areas. DBI will also not receive guests arriving from any risk-areas.
- 4. DBI has also implemented a procedure for travel activities to non-risk areas. All travel will be kept at a minimum and subject to approval by DBI management.
- 5. There are established procedures for how employees can return to work after personal leisure travel.
- 6. Our contingency group continuously monitors the development, and DBI will introduce further restrictions if it is necessary.
- 7. We have established a digital contingency plan, to ensure that employees and guests on location are kept constantly updated on the situation.

#### Expected duration of initiatives and updates

We follow the authorities' recommendations and adjust our actions on an ongoing basis depending on developments. All measures can be seen at <u>brandogsikring.dk/en/news/2020/corona</u>. The website has a direct feed from our digital contingency plan and is continuously updated.