



INFORMATION ON MANAGING THE SPREAD OF COVID-19 AT TERRANETS BW

For the persons defined below, the following shall apply at terrannets bw

- ▶ the urgent recommendation to refrain from direct, physical contact with employees and
- ▶ access restrictions to the sites of terrannets bw:

▶ **Persons who in the past 14 days**

- ▶ **returned from a journey (>48-hour stay) to a risk area*** or
- ▶ **have had contact to a person proven to be infected with the coronavirus SARS-CoV-2** or a **person showing typical signs** of an infection with the coronavirus SARS-CoV-2 such as fever, dry cough, impaired sense of taste or smell or difficulty breathing.

- ▶ **Persons who are themselves currently experiencing typical signs** of an infection with the coronavirus SARS-CoV-2 such as fever, dry cough, impaired sense of taste or smell or difficulty breathing. This also applies when the above is true for a member of their household.

I was informed about and have taken note of the access restrictions for sites and recommendations for contact with employees of terrannets bw.

I am informed about the **applicable federal state regulation for persons entering Germany to combat the coronavirus**** for my place of work. I comply with the regulations described there.

Company:

Name, First name:

Email or mobile phone number:

Place of work:

Date, Signature:

* Risk area is a state or region outside the Federal Republic of Germany where, according to the current Publication of the Robert Koch Institute, an increased risk of infection with the coronavirus (SARS-CoV-2) exists.

** e.g. for Baden-Württemberg: Regulation of the Ministry of Social Affairs on quarantine measures for travellers entering and returning to Germany for the sake of containing the SARS-Cov-2 virus (Corona Regulation Entry Quarantine – German: CoronaVO EQ) or for Bavaria: Regulation on quarantine measures for travellers entering Germany for the sake of combatting the coronavirus (Entry Quarantine Regulation – German: EQV)

Data Protection Information

The lawful basis for collecting and processing your personal data is Art. 6 (1) lit. f GDPR. This concerns your first name and family. The data is collected and stored in order to document that terrannets bw has explained the rules of conduct and access restrictions in times of corona to the visitors of our company locations and construction sites. terrannets bw has a legitimate interest in processing the data because, as an employer, it has a duty of care towards its employees. There is no further electronic processing or transfer of the data to third parties. Your personal data will be stored for 3 years. After this period expires, the data will be deleted in accordance with data protection regulations. Our company Data Protection Officer, Mr. Alexander Menges, can be contacted at datenschutz@terrannets-bw.de. As a data subject, you have the right to information, rectification, erasure, restriction of processing and the right to data portability according to Art. 15 – 20 GDPR. Because of the processing based on Art. 6 (1) lit. f GDPR, you also have the **right to object according to Art. 21 GDPR**. In addition, you have the right to lodge a complaint with the data protection supervisory authority. In addition to the above, applicable data protection information regarding the processing of business contacts is available at www.terrannets-bw.de/datenschutz.



RULES & RESTRICTIONS ON TERRANETS BW SITES

terrannets bw takes everyone's health very seriously. As an operator of critical infrastructure, it is our responsibility to guarantee reliable operation at all times and ensure a secure supply of gas.

The below mentioned rules of conduct are therefore to be observed on any terrannets bw site or construction site to reduce the risk of infection for our employees and our visitors and to ensure the efficient running of our services.

The most important rules at a glance



Maintain distance



Observe hygiene rules



Wear a face mask



Reduce physical contact



Ventilate rooms regularly



Watch out for symptoms

Maintain distance

- ▶ Keep a minimum distance of 1.5 metres, whether inside or outside.

Observe hygiene rules

- ▶ Wash hands regularly and thoroughly for at least 20 seconds, or disinfect regularly. Especially after blowing your nose, sneezing or coughing.
- ▶ Always cough or sneeze into your elbow or a tissue.

Wear a face mask

- ▶ Wear a medical grade face mask which covers your mouth and nose while you are on the premises of terrannets bw. This means in buildings, outside, at facilities or on construction sites.
- ▶ Medical mouth and nose protection include surgical masks (disposable masks in standard green or blue), FFP2 masks or other masks according to the KN95 norm.
- ▶ The use of FFP2 masks is not obligatory as long as a minimum distance of 1.5 metres can be maintained.
- ▶ In case that a distance of 1.5 metres cannot be maintained while carrying out necessary activities, FFP2 masks must be worn at all times. For example on construction sites, at facilities or during activities that cannot be carried out alone.



RULES & RESTRICTIONS ON TERRANETS BW SITES

Reduce physical contact

- ▶ When greeting, a minimum distance of 1.5 metres should be observed.
- ▶ Touching or direct physical contact must be avoided, e.g. shaking hands or hugging.

Ventilate rooms regularly

- ▶ During meetings, the windows should be opened every 30 minutes for at least 5 minutes.
- ▶ Whenever possible, conduct meetings (e.g. giving instructions and construction site meetings) outdoors.

Watch out for symptoms

- ▶ Including but not limited to fever or chills, coughing, sore throat, shortness of breath or difficulty breathing, congestion or runny nose, loss of taste or smell, fatigue, muscle or body aches, headaches, nausea, vomiting and diarrhea.

Additional rules

- ▶ Keep construction site coordination and instructions using common plans as brief as possible.
- ▶ As far as possible, do not touch other people's plans or documents and do not allow other people to touch your own plans or documents.
- ▶ Avoid touching other people's work tools, vehicles, construction site barriers, etc. Should this prove unavoidable, wear work gloves or clean the work tools thoroughly – as far as this is possible.
- ▶ When needed, use your own pen and do not pass it on to other people.
- ▶ Clean your hands thoroughly before eating. When taking breaks together, make sure you continue to keep a 1.5m distance to other people.