

# **CORONAVIRUS COVID-19: DIMITRIAKI SA ENHANCES VIRTUAL DISTRIBUTION MEASURES AGAINST THE VIRUS**

**In the context of the urgent need to take action against the spread of the virus, our company adopted the following codified measures to protect its staff, prevent the spread of the virus and consequently guarantee the safety and continuous supply of its partners with its products and services.**

## **MEASURES FOR THE PROTECTION AND PREVENTION AGAINST THE CORONAVIRUS COVID-19 DISTRIBUTION AT WORK**

**ATHENS 12-03-2020**

### **A. SPECIAL PREVENTIVE MEASURES AGAINST VIRUS DISTRIBUTION**

**Employees with a travel history in overcrowded areas, or who have been in close contact with people with a confirmed case of infection, are advised to stay at home for up to 14 days from their last contact even if they have no symptoms. If symptoms such as cough, sore throat, fever and dyspnoea occur within 14 days of self-limitation, they should contact EODY directly at 1135. If possible, distancework, especially for advanced-age workers or with chronic health conditions, should be enhanced.**

### **B. MEASURES AGAINST VIRUS DISTRIBUTION AT WORK**

**Personal hygiene with emphasis on:**

- 1. Avoiding hand contact with eyes, nose and mouth.**
- 2. Avoiding phone sharing, pens, markers, etc.**
- 3. Protecting coughing or sneezing with the inside of an elbow or a tissue.**
- 4. Careful and frequent hand washing for 20sec. Drying with tissue and then use of sanitizer.**
- 5. Immediately inform the employer of patients in our family-friendly environment with typical symptoms (cough, fever, shortness of breath, etc.).**
- 6. Avoid contact <2m for more than 15 minutes with people with symptoms, and with asymptomatic individuals the distance should be at least 1m. The same conditions apply outside of work, and generally places with large or small numbers of people should be avoided.**

**7. In the event that an employee has sudden symptoms, he or she must be isolated from the rest, EODY must be notified and after leaving, all places of residence must be disinfected.**

**Regular ventilation of all areas and restriction of air-conditioners with air recycling is recommended.**

**For the disinfection of large surfaces (knobs, handrails, office surfaces, etc.) we use common cleaners, chlorine, alcohol etc.**

### **C. SPECIAL MEASURES FOR WAREHOUSE AND EXTERNAL STAFF**

**Warehouse staff, due to frequent transactions with truck drivers, should:**

- 1. Make systematic use of masks, if possible of FFP2 category.**
- 2. Use disposable gloves.**
- 3. Apply all the above general measures.**
- 4. Oblige drivers to stay in their cars as much as possible and restrict their movements in the area.**
- 5. Oblige drivers to be provided with their own masks and gloves.**

**External staff should:**

- 1. Be equipped with masks to use whenever entering service areas, banks, etc.**
- 2. Use disposable gloves.**
- 3. Wash their hands thoroughly when returning to the office.**
- 4. Be equipped with disinfectant scarves, which will be used immediately after contact with surfaces (lift keyboards, ATMs, handles etc.). The same advice applies to everyone when traveling in urban areas.**

**The materials for the above measures are provided by the company adequately.**

**The above-mentioned measures may often be supplemented by new proposals, as developments occur.**

**The Safety Technician**

**Antonis Bouchlas**