

# Safety concept COVID-19

## 1. General Explanations

### 1.1 Introduction

The following safety concept outlines the guidelines that are met by Grass & Partner AG, in order to operate safely according to the COVID-19 Ordinances. The guidelines are aimed at employees, workshop participants, lecturers, candidates, and other third parties, such as clients and suppliers. Furthermore, the guidelines serve to define internal safety measures, which are to be implemented by all parties involved. This safety concept is applicable to all locations of Grass & Partner AG.

All words used herein regardless of the gender specifically used, shall be deemed to include both female and male persons.

### 1.2 Aim of these measures

On the one hand the aim of these measures is to protect employees, but on the other hand, to protect all visitors to our premises as well as people attending external meetings from infection by the new coronavirus. Moreover, it is essential to protect people who are at high risk from severe illness from coronavirus in the best possible way.

### 1.3 Legal principles

Please refer to the Ordinance 3 on measures to combat the coronavirus (COVID-19). [COVID-19-Ordinance 2 \(818.101.24\)](#)

## 2. Reducing the spread of the new coronavirus

### 2.1 Transmission of the new coronavirus

The three main modes of transmission for the new coronavirus (SARS-CoV-2) are:

- ▲ Close contact: If a person is within less than 1.5 metres from an infected person
- ▲ Droplets: If an infected person coughs or sneezes, the virus can transfer on to the mucous membranes of nose, mouth or eyes of a person standing in close proximity
- ▲ Hands: When coughing or sneezing or when touching the mucous membranes infectious droplets spread on to the hands. From the hands the virus is transmitted to surfaces. Another person touching the surface can then transmit the virus on to your hands. From there the virus is then transmitted to your mouth, nose or eyes, when touching your face.

### 2.2 Protection against transmission

There are three principles to avoid transmission:

- ▲ Social distancing, wear a mask when required or social distancing not possible, washing hands and ventilate rooms several times a day
- ▲ Protecting people at high risk
- ▲ Social and occupational isolation of people infected with coronavirus and people, who have been in close contact with someone infected with coronavirus

The principles for preventing transmission are based on the aforementioned main modes of transmission. Transmission through close contact as well as transmission by droplets can be prevented by keeping at least 1.5 metres away from people (where no distance possible, wear a mask). In addition, the rooms are ventilated several times a day. To prevent transmission via hands, regular as well as thorough hand washing by all people and cleaning of frequently touched surfaces is important.

### 2.2.1 Social Distancing and Hygiene Measures

Infected people can be contagious before, during, and after the appearance of COVID-19 symptoms. Therefore, even people without symptoms must act as if they were contagious (keep their distance to other people). Please refer to the rules on hygiene and social distancing in relation to the [«Protect yourself and others'»](#) campaign issued by the FOHB.

### 2.2.2 Protecting people at high risk

People who are 65 or older or who have serious chronic illnesses (see COVID-19 Ordinance 3) are at higher risk of suffering from severe COVID-19. Vulnerable people who are at higher risk need to take extra precautions to avoid being infected. Only by doing so can a high mortality rate be avoided. People at high risk continue to adhere to the safety measures issued by the FOPH and – whenever possible – they are advised to remain at home. Protecting people at high risk is governed in detail in the COVID-19 Ordinance 3. Please refer to <http://www.bag-coronavirus.ch> for more detailed information.

### 2.2.3 Social and occupational isolation of people infected with coronavirus and people, who have been in close contact with someone infected with coronavirus

It is essential that infected people avoid infecting other people. Therefore, people who are ill have to stay at home. If they must leave the house, then they should wear a medical mask. With regards to this topic, the FOPH has issued a set of guidelines on isolation and quarantine – [« New Coronavirus: Isolation and Quarantine»](#)

## 3. Safety measures

The aim of these safety measures is to prevent the transmission of the virus. These measures are implemented in a way so that technology, organisation of work, other work conditions, social relationships, and the influence of the environment at our locations are linked in an appropriate manner.

### 3.1 General Rules

The present safety concept is binding on all employees, workshop participants, lecturers, candidates, and other third parties. Grass & Partner AG will take appropriate measures to ensure that the guidelines provided by the federal government are complied with. Employees as well as managers are responsible that the defined measures are rigorously implemented.

1. Regular washing of hands is mandatory for everyone present. Disinfectant is available on site.
2. Whenever possible employees and other people, maintain a distance of 1.5 metres.
3. We avoid shaking hands.
4. Regular cleaning of surfaces and objects after use, especially if they are touched by several people.
5. Lavatories are equipped with a «vacant/occupied» sign, to limit the use of the lavatories to one person at a time.
6. People with symptoms should be sent home immediately and shall follow the guidelines regarding isolation issued by the FOPH – [« New Coronavirus: Isolation and Quarantine»](#). Managers and the person responsible for the workshop or the respective consultant, must be informed regarding the case of illness.
7. Employees and other people affected shall be informed regarding the guidelines and measures.
8. The guidelines issued by of the Board of Directors are to be implemented in order to efficiently put into place the safety measures and to adjust them accordingly if need be.

### 3.1.1 Washing hands

All people shall regularly wash their hands. This especially applies to employees prior to sitting down at their desk as well as between interactions with different people. Should this not be possible, hands must be disinfected. Shaking hands is prohibited.

| Measures |  |
|----------|--|
| a)       | Disinfectant dispensers have been installed at the entrance of all our locations           |
| b)       | Disinfectant dispensers can also be found in our lavatories and in the workshop rooms      |
| c)       | Paper towels are available for drying hands  |
| d)       | Newspapers and magazines have been removed from the waiting area in the assistants' office |

### 3.1.2 Social Distancing

The 1.5 metre social distancing rule, shall be maintained by all people. If the distance cannot be maintained, a hygiene mask must be worn. Any unnecessary physical contact is to be avoided.

In addition the contact tracing becomes essential, so that the chain of transmission can be traced in order to identify and contact people who have been in close contact with an infected person.

### 3.1.3 Contact Tracing

At all times, all contacts are to be recorded in a traceable manner, so that in the event that a person is infected, all people who have been in «close contact» within the past 10 days with the infected person, can be quickly identified.

| Measures |   |
|----------|---|
| a)       | All appointments with candidates and clients are entered in Outlook. Should the people not be logged in our Cobra database, then we are obliged of adding their telephone number and e-mail address in Outlook, when entering the appointment |
| b)       | Candidates attending our workshops are logged in our Cobra database   |
| c)       | Workshop lecturers are listed on the workshop overview, plus in the electrical application folders  |
| d)       | Suppliers and visits from third parties are entered in Outlook of the person in charge of meeting them. Details must be entered, in accordance with the stipulations outlined under a)  |

### 3.1.4 Cleaning

Surfaces and door handles that are touched by several people are cleaned on a regular basis.

| Measures |  |
|----------|--|
| a)       | Surfaces and door handles in the general area, are disinfected once a day by the assistants  |
| b)       | Table surfaces in the coaching rooms are disinfected after each coaching, either by the consultant or upon request by the assistants |
| c)       | All rooms are aired on a regular basis. Coaching rooms are aired after each coaching   |
| d)       | All premises are thoroughly cleaned every Saturday or every second Saturday respectively   |
| e)       | Waste paper baskets are emptied every Saturday or every second Saturday respectively   |

### 3.1.5 People at high risk

People at high risk shall adhere to the safety measures issued by the FOPH. Protecting people at high risk is governed in detail in the COVID-19 Ordinance 3.

| Measures |  |
|----------|--|
| a)       | Employees who belong to the high risk group should adhere to the safety measures issued by the FOPH and should – whenever possible – work from home. Where for operational reasons, this should not be possible, the employees who are at high risk must be provided with a clearly defined separate work space, thus guaranteeing them with 1.5 metres distance to other people. Close contact with other people (candidates/clients) must be avoided, whenever possible. If this is not possible next steps must be discussed with the employee's superior |
| b)       | Candidates belonging to the high risk group, shall be coached via online tool (Zoom/Teams/Skype)   |
| c)       | Meetings with clients belonging to the high risk group, shall be conducted via online tool (Zoom/Teams/Skype)  |
| d)       | Meetings with third parties belonging to the high risk group, are either postponed or shall be conducted individually in an appropriate form   |

#### 4. Occurrence of symptoms and presence of infection

Measures to be taken listed by group of people:

| Employee Measures |   |
|-------------------|---|
| a)                | Employees with symptoms such as cough, sore throat, fever or feeling feverish, aches and pains, sudden loss of taste or smell, should stay at home and follow the FOPH's guidelines   |
| b)                | Should symptoms arise while at work on our premises, the affected employee shall go home immediately, wearing a medical mask. Medical masks can be obtained at the assistants' office   |
| c)                | The case of illness is to be reported to the employee's superior, to Ms Romina Lüthi and the Board of Directors   |
| d)                | Within 24 hours the affected employee shall send a list containing all names of people the employee has been in «close contact» with (contact within less than 1.5 metres of each other and longer than fifteen minutes) to Ms R. Lüthi and the Board of Directors. The list shall contain the following: date of meeting, last name, first name, candidate/client/third party, telephone number and e-mail |
| e)                | Ms R. Lüthi in collaboration with the assistant's office shall notify all people listed, recommending them to isolate and to perform the <a href="#">Coronavirus Check</a> which is published on the FOPH's website, or to consult a doctor   |
| f)                | The employee is requested to stay at home, to perform the Coronavirus Check as outlined under e) and to read and follow the guidelines of the FOPH regarding « <a href="#">New Coronavirus: Isolation and Quarantine</a> »  |
| g)                | The employee shall inform Ms R. Lüthi and the Board of Directors about the result   |
| h)                | In case of the employee testing positive, Ms R. Lüthi shall inform all other employees  |
| i)                | The employee remains in touch with the employee's superior, Ms R. Lüthi and the Board of Directors  |

| Lecturers and Workshop participants Measures |  |
|--|--|
| a)   | Lecturers and workshop participants with symptoms such as cough, sore throat, fever or feeling feverish, aches and pains, sudden loss of taste or smell, should stay at home and follow the FOPH's guidelines  |
| b)   | Should symptoms arise during a workshop, the affected person shall go home immediately, wearing a medical mask. Medical masks can be obtained at the assistants' office  |
| c)   | The case of illness is to be reported to the assistants' office who in turn informs Ms R. Lüthi and the Board of Directors   |
| d)   | Ms R. Lüthi in collaboration with the person responsible for the workshop, shall inform all workshop participants and lecturers, advising them to isolate and perform the <a href="#">Coronavirus Check</a> which is published on the FOPH's website, or to consult a doctor |
| e)   | The assistants' office shall inform the responsible consultant who shall identify all people who had been in «close contact» (contact within less than two metres of each other and longer than fifteen minutes). Please refer to «Employee Measures» for further details    |

|                           |   |
|---------------------------|---|
| f)                        | We advise all participants and lecturers to perform the <a href="#">Corona-Test</a> as published on the FOPH's website  |
| <b>Candidate Measures</b> |   |
| a)                        | Candidates with symptoms such as cough, sore throat, fever or feeling feverish, aches and pains, sudden loss of taste or smell, should stay at home and follow the FOPH's guidelines                                  |
| b)                        | Should symptoms arise during a coaching on our premises, the affected person shall go home immediately, wearing a medical mask. Medical masks can be obtained at the assistants' office                               |
| c)                        | The case of illness must be reported to Ms. R. Lüthi who in turn informs the Board of Directors   |
| d)                        | The consultant shall identify all people who had been in «close contact» (contact within less than 1.5 metres of each other and longer than fifteen minutes). Please refer to «Employee Measures» for further details |
| e)                        | We advise the candidate to perform the <a href="#">Coronavirus Check</a> as published on the FOPH's website and to follow the according guidelines of the FOPH  |

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| <b>Third Party Measures (e.g. clients, suppliers, service providers)</b> |  |
| a)   | Third parties, with symptoms such as cough, sore throat, fever or feeling feverish, aches and pains, sudden loss of taste or smell, should stay at home and follow the FOPH's guidelines   |
| b)   | Should symptoms arise during a visit on our premises, the affected person shall go home immediately, wearing a medical mask. Medical masks can be obtained at the assistants' office   |
| c)   | The case of illness must be reported to Ms. R. Lüthi who in turn informs the Board of Directors  |
| d)   | The person responsible for organising the meeting shall identify all people who had been in «close contact» (contact within less than 1.5 metres of each other and longer than fifteen minutes). Please refer to «Employee Measures» for further details |
| e)   | We advise the third party to perform the <a href="#">Coronavirus Check</a> as published on the FOPH's website and to follow the according guidelines of the FOPH   |

## 5. Information and Communication

All employees, workshop participants, and lecturers were informed in good time regarding the safety concept.

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|-----------------|--|
| <b>Measures</b> |  |
| a)              | The safety concept is published on our website   |
| b)              | Employees shall be notified via email and/or employee call   |
| c)              | Lecturers shall be notified via email  |
| d)              | Workshop participants shall be notified via email (confirmation of attendance) regarding the safety measures and the appropriate conduct |

Grass & Partner AG, 13<sup>th</sup> July 2021

Paul Beerli  
Chairman of the Board of Directors /  
Shareholder

André Schläppi  
Delegate of the Board of Directors /  
Shareholder