

Extraordinary Measures to Prevent Coronavirus Spread

Dear Business Partner!

We would like to inform you about extraordinary measures, taken in our company Aluminium Kety Emmi d.o.o. due to Coronavirus spread prevention. The measures take effect immediately:

- **All non-urgent visits** in the company are **restricted**, urgent visits must be approved in advance by directors. The visitor waits for his contact person at security service.
- At the company's entrance **hand disinfection is obligatory** for all visitors, business partners, drivers, external contractors.
- We all use **a smile instead of hand shaking**, we keep the distance between people (min. 1,5 meter) and follow cough hygiene (cough or sneeze always into a clean tissue or upper sleeve).
- In the company's area it is **obligatory** for all visitors to **wear safety vest**. We strongly recommend you to bring your **own vest** when visiting. Our safety vests are not disinfected.
- If possible, **we appeal to send us all logistical documentation in advance by e-mail**.
- **We have written special measures for all truck drivers. They need to wear a face mask when they arrive in our company and in the whole company's area. They need to follow all written logistical procedures** and all special measures, that are posted in visible places (documentation flow, boundary lines on the floor, restricted movement around vehicle...)
- **Only healthy persons are allowed to enter the company**, the security service may prohibit any person who shows obvious signs of illness from entering the company.
- **External contractors are allowed to move only on restricted areas, where they provide services.**

All extraordinary measures are necessary to prevent Coronavirus spreading in our company. Thank you for helping us.

Best regards,
Slov. Bistrica, 11.3.2020

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