



As the spread of the COVID-19/corona virus is growing rapidly, Verbrugge International is implementing additional temporary measures throughout the different divisions which are specifically implemented to prevent and mitigate the COVID-19 virus spread. These measures are instigated as from Monday March 23 2020 and will be continued as long as the COVID-19/corona virus is eminent.

THIRD PARTIES ACCEPTANCE GUIDELINES

Verbrugge Terminals is making efforts specifically for logistic operations to enable the continuation of the operational activities at it's terminals wherever possible. Strict measures are already valid for third parties, f.e. visitors, road transport drivers, authority representatives, contractors, inspectors and surveyors, further referred as 'visitors', before they can enter a Verbrugge Terminal. In addition and in consultation with the National Health Services (RIVM) , the following temporary guidelines are to be respected:

A) PRIOR TO ARRIVAL – ACCEPTANCE:

- 1) From the moment that a visitor experiences one of the effects which can be linked to the COVID-19 virus i.e. fever, heavy coughing or difficulty breathing, we urge the visitor to contact the contracting party to provide information about the situation as well as contact a doctor for further diagnostics.
- 2) Visitors are urged to stay at home when they are experiencing effects which can be linked to the COVID-19 virus, i.e. fever, heavy coughing or difficulty breathing.

B) AT ARRIVAL – TERMINAL WHEN ACCEPTED:

- 1) COVID-19 rules & restrictions applicable at the Verbrugge Terminals locations:
 - Wash your hands regularly (f.e. after touching metal, wood, plastic etc.) and disinfect your hands before entering the terminal*.
 - Cough and sneeze inside your elbow.
 - Physical contact is not allowed; do not shake hands, etc.
 - Bring your own pen to fill in the formal papers at the cargo services.
 - Keep the necessary minimal physical distance of >1,5 meters at all times from other people. This distance is indicated with markings on the floor at particular locations.
 - When your body temperature is above 38°C degrees and/or when you experience any symptoms which can be linked to COVID-19 virus, you will be requested to contact the contracting party to provide information about the situation as well as contact a doctor for further instructions.
- 2) Documents; These will need to be scanned and sent by; email, sms and/or what's app to the appropriate person(s) or, if handled in 'hardcopy' with the necessary pre-caution. Additionally at every Verbrugge terminal location alternative means of transfer of document might be implemented;
- 3) General communications/instructions; These will be effected through the use of alternative tools like mobile phones, radio's or verbal YET maintaining the physical distance of >1.5 meters

**We keep critical transmittal points cleaned often with alcohol or soap-based sanitizer, f.e. equipment, tools, door handles, stairways etc.*

C) CRISIS MANAGEMENT - What to do if a visitor has signs of infection?

- 1) In case a visitor has signs of the COVID-19 virus, the visitor will not be allowed to enter the Verbrugge Terminal location and will be requested to;
 - Contact the contracting party to provide information about the situation.
 - Contact a doctor for further instructions.
 - Leave the Verbrugge Terminals facility.
 - Follow and respect the National Healthcare guidelines (RIVM) which are available through following link; <https://lci.rivm.nl/richtlijnen/covid-19>.

D) SUPPORT:

Verbrugge Terminals understands that these additional temporary measures may require additional support. For this we request you to contact your Verbrugge Terminals contact who will provide you with further help and guidance.



Verbrugge Terminals would like to emphasize again that with the current environment, pro-active communication is of utmost importance to help mitigate the impact on our Employees, Customers & Partners.

In case of emergency Verbrugge Terminals can provide assistance. If it is determined that the visitor is potentially infected with the COVID-19 virus, the National Health Services (RIVM) will activate the protocol on what the next steps are. Here Verbrugge Terminals will then honor the National Health Services (RIVM) guidelines.

Please accept our apologies for this 'Force Majeure' situation which is occurring beyond our control and where we are doing all to mitigate the risk in alignment with the Verbrugge International Business Continuity Plan which is available at our website through following link;

<https://www.verbruggeinternational.com/nl/bijlagen/703/verbrugge-international-corona-pandemic-plan.html>

Trusting on your understanding and full collaboration, please don't hesitate to reach out to your local Verbrugge Terminals contact.