



As the spread of the COVID-19/corona virus is increasing in our surrounding countries, Verbrugge International is adjusting her 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 August 3rd, 2020 and will be continued as long as the COVID-19/corona virus is eminent.

THIRD PARTIES ACCEPTANCE GUIDELINES

Verbrugge Terminals is making efforts especially for logistic operations to enable the continuation of the operational activities at its 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 to 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.
- 3) The Dutch Government provides information about traveling to The Netherlands. Visitors from countries with the yellow status can be allowed at our locations as from the 15th of June 2020. Because the situation is changing frequently, we ask you to visit the following link: <https://www.netherlandsworldwide.nl/documents/frequently-asked-questions/consequences-of-coronavirus-for-travelling-abroad-where-can-i-find-more-information>. When in doubt, please reach out to your local Verbrugge Terminals contact or our COVID-19 or QHSE Team.



B) AT ARRIVAL – TERMINAL WHEN ACCEPTED:

- 1) COVID-19 rules & restrictions applicable at the Verbrugge Terminals locations:
 - At our entrance, you are requested to disinfect your hands*.
 - Wash your hands regularly (f.e. after touching metal, wood, plastic etc.).
 - At the main entrances disinfectant pillars are placed. You can find mouth masks here. You are advised to use them.
 - 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 WhatsApp 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;
 - Leave the Verbrugge Terminals facility.
 - Contact the contracting party to provide information about the situation.
 - Contact a doctor for further instructions.
 - 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.

For more information, please visit our website:

<https://www.verbruggeinternational.com/en/corona-virus/>

Trusting on your understanding and full collaboration, please do not hesitate to reach out to your local Verbrugge Terminals contact.