



Because the number of COVID-19 infections continues to rise, Verbrugge International has decided to further tighten its measures within the various divisions. These specific measures serve to further prevent the spread of the COVID-19 virus and are in line with government guidelines. These measures will come into effect on Thursday, October 1st, 2020 and will continue as long as the COVID-19 virus is active.

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 location of Verbrugge Terminals. 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) Please make an appointment with your contact at Verbrugge Terminals prior your visit.
- 2) 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.
- 3) Visitors are urged to stay at home when they are experiencing effects which can be linked to the COVID-19 virus.
- 4) The Dutch Government provides information about traveling to The Netherlands. Visitors out of countries, with the **YELLOW** status, can be allowed at our locations as from the 15th of June 2020. For countries with an **ORANGE** or **RED** status, it is advised to reach out to your contact of Verbrugge Terminals or our COVID-19 or QHSSE Team. 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>.



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. If needed, you can find mouth masks here. You are advised to use them.
 - Please bring your own mouth mask where possible.
 - The usage of mouth masks is mandatory:
 - a. In all common areas.
 - b. When you are in contact with another person.
 - Keep the necessary minimal physical distance of >1,5 meters at all times from other people.
 - 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.



- Stay in your vehicle, vessel or train at all times, unless agreed otherwise.
 - When your body temperature is above 38°C degrees and/or when you experience any symptoms which can 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 send 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) CORONAKIT:

If desired, a "Corona Safety Kit" can be offered consisting of the following items:

- 5 washable face masks
- 1 small bottle of alcohol-based gel
- 1 small pack of disinfectant wipes

The corona safety kit can be purchased at the registration desk of the various locations for the price of € 15 per package.





E) 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.