

Coronavirus (COVID-19) - guidance

Dear all,

Your health and well-being and - that of our clients, suppliers and partners - is very important to Aviocom. This is why we continuously are monitoring the COVID-19 (Coronavirus) situation. As a responsible company we are complying with local regulations and recommendations from the World Health Organization (WHO).

We encourage you to stay informed and follow the regularly updated guidelines we and the WHO are providing on this subject.

Since last Thursday (27th of February), also the Netherlands reported their first cases. All these cases have links to Italy.

The continued increase in the number of cases, and the number of affected countries over the last few days, are clearly of concern. The key to containing this virus is to break the chains of transmission.

There are things every individual can do to protect themselves and others today and I encourage you to do that not only when you are working at Aviocom but also at home:

- 1. Clean your hands regularly with Gaches Chimie's hydro-alcoholic hand disinfectant, or wash them with water and soap. We have hand gel on the reception desk and we urge you to use that upon entry.**
- 2. Avoid shaking hands, hugging or kissing people as part of a greeting.**
- 3. Clean surfaces regularly with our surface disinfectant – for example your work desk, keyboard and the kitchen bench.**
- 4. If you cough or sneeze, do it into your sleeve, or use a tissue. Dispose of the tissue immediately into the closed rubbish bin in the kitchen, and then clean your hands.**
- 5. If you are sick, stay at home, and eat and sleep separately from your family, use different utensils and cutlery to eat.**
- 6. If you develop shortness of breath, call your doctor and seek care immediately. Immediately self-quarantine for 14 days and work from home whenever possible.**
- 7. Advise HR of your status.**

Please direct any questions to HR. Your assistance and cooperation is of great value to all.

Containment starts with you !