



## **Precautionary measures - Corona Virus - 12 March 2020**

As coronavirus spreads within Europe, including Denmark, we need to communicate clearly with our employees, customers and suppliers regarding how IAT will address the “challenge” and how IAT expects its employees to conduct themselves with respect to various aspects associated with this challenge.

**As a starting point, IAT will follow the recommendations of public authorities and will make continuous adjustments to these precautions as needed, and we expect our employees to follow the same recommendations!**

**Since we are a transport company and it is of vital importance to society that we continue our operations, some of the precautionary measures can not go as far as they can in other types of companies - we need to balance the “weight” of the measures we take!**

1. Employees should watch for symptoms of coronavirus infection and immediately contact their doctor if there is any suspicion or clear signs of coronavirus symptoms (typically similar to cold or flu symptoms in the upper respiratory system. Symptoms can be runny nose, cough, sore throat, difficulty breathing, headache and fever).
2. If an employee, or one of the employee’s family members living in the same household, becomes infected or has recently visited one of the areas public authorities have advised against visiting, the employee will be asked to self-quarantine at home (the time period will depend on a doctor's recommendation).
3. All employees, including our own drivers and hauliers who perform transports for IAT, will not be sent to areas where public authorities have advised against travel. IAT will work to identify alternative solutions so that the transports can still be carried out.
4. Suppliers, including our own drivers and hauliers, are restricted in their movements at IAT's locations.
5. Both our own drivers and hauliers driving for IAT will be asked to report their arrival then remain in their cabs and wait for a member of the administration team to contact them (applies at loading sites, unloading sites and IAT's own locations).
6. All of our drivers and hauliers driving for IAT must request access to the toilet facility and hand sanitiser so that they can follow the hygiene guidelines recommended by authorities. (applies at loading sites, unloading sites and at IAT's own locations).
7. Employees shall respect precautions taken locally by senders and/or recipients. If compliance with local precautions is “impossible” for an employee or creates an unnecessary inconvenience, the employee must - without delay - notify IAT, who will then contact the customer to work out an agreement regarding how the “situation” can/should be resolved.
8. As many employees as possible, from an operational standpoint, will work from home. The number of employees and names of employees who will work from home will be determined by department managers.



9. All meetings that can be held “digitally” (via Skype, phone), MUST be held “digitally” or cancelled (or pushed forward to a future date). Physical meetings shall be reduced to an absolute minimum (only held if absolutely necessary).
  
10. IAT’s canteen services (lunch buffets) are now suspended for an indefinite period of time. IAT's offices will instead receive a delivered “packed lunch” (consisting of 2 open-faced sandwiches and one sandwich). The “packed lunch” is not to be eaten in the canteen, it must be taken to the employee’s desk.



# Ny coronavirus

## Beskyt dig selv og andre

Ny coronavirus spredt sig typisk på steder med mange mennesker bl.a. via håndtryk og små dråber fra hoste og nys.  
Beskyt dig selv og andre med disse gode råd.



Vask dine hænder tit  
eller brug håndsprit



Host eller nys i dit ærme  
– ikke dine hænder



Undgå håndtryk, kindkys  
og kram – begræns den  
fysiske kontakt



Vær opmærksom på  
rengøring – både hjemme  
og på arbejdspladsen



Hvis du er ældre eller  
kronisk syg – hold afstand  
og bed andre tage hensyn