

Ladies and Gentlemen,

As air an air traffic control and civil aviation authority, we are aware of our particular responsibility for human life and our environment. In the course of the spread of the coronavirus (SARS-CoV-2), we as an employer regard it as our responsibility to ensure the best possible protection in terms of preventative measures to minimize the risk of infection of our employees.

We hereby inform you of the generally valid Austro Control COVID-19 protective measures and codes of conduct, which are applicable on all Austro Control premises (see Appendix ACG Protective Measures). Kindly inform your staff of these protective measures and codes of conduct.

We point out in particular the following points:

Staff employed by external service providers, suppliers and external companies or their subcontractors:

- are only permitted to enter ACG premises on which there are permanent ACG employees if they show no suspicious symptoms (cough, sore throat, headache, fever ...).
- are required to wear mouth and nose protection (MNS) in ACG locations in "semi-public areas". The "semi-public areas" basically include all general areas such as corridors, stairwells, elevators, sanitary rooms and the reception area in the IZD Tower 16th floor. Fundamentally, it is recommended that FFP2 face masks rather than other mouth & nose coverings are worn in all inside rooms (e.g. equipment rooms).
- are required to maintain a minimum distance of 2 meters between persons. If the minimum distance of 2 meters cannot be maintained or if close physical proximity to an ACG member of staff is unavoidable, additional protective measures, a e.g. body temperature check or presentation of a recent and valid COVID-19 test result (not older than 48 hours) could be required by your staff.
- are required to comply with all additionally specified requirements regarding hygiene rules and safety guidelines on ACG premises.
- can be required to immediately vacate the premises in the case of non-compliance








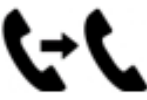


Thank you for your cooperation and support.

Best regards

Austro Control GmbH

Covid-19 protective measures by Austro Control



	<p>FFP2 Face Masks (mouth and nose protection) on all Austro Control Premises In "semi-public areas", wearing of FFP2 face masks is obligatory. The "semi-public areas" basically include all general areas such as corridors, stairwells, elevators, sanitary rooms and the reception area in the IZD Tower 16th floor. Persons who for medical reasons are unable to wear an FFP2 face mask are exempt from this regulation on presentation of a medical certificate. Pregnant women are also exempted from this requirement.</p> <p>FFP2 face masks are to be worn by all occupants of ACG vehicles if more than one person is travelling in the vehicle.</p> <p>Masks covering mouth and nose are always to be worn in ACG offices – FFP2 face masks are recommended – except if a person is alone in a room at his/her workplace.</p> <p>Regulations apply at operative work stations.</p>
	<p>Keep your distance! Keep a distance of at least 1 meter, if possible more than 2 meters, between yourself and all other people.</p>
	<p>Wash your hands regularly! Wash your hands with soap and water, especially before eating and after contact with surfaces.</p>
	<p>Avoid shaking hands! It is not rude not to shake hands. It protects against infection.</p>
	<p>Sneeze or cough into your elbow! Sneeze or cough in the bent elbow or in a handkerchief. Dispose of used handkerchiefs.</p>
	<p>Don't touch your face! Viruses can be easily transmitted to the mucous membranes of the mouth, nose and eyes via the hands.</p>
	<p>In the case of any symptoms: stay at home! If you are afraid of being ill, please dial 1450. ACG locations may only be entered if there are no suspicious symptoms (cough, sore throat, headache, fever ...).</p>
	<p>Reporting of COVID-related occurrences All persons are required to report any confirmed infection, COVID-19 symptoms or if this person has been in contact with an infected person or a suspected case. For ACG employees, the following applies: reporting by means of the COVID-19 Reportinf Form (to be found on the intranet) For external persons: Immediate notification to your ACG contact AND to asgm@austrocontrol.at</p>
	<p>Strictly follow internal instructions! Follow the access restrictions & the special hygiene measures of the respective location. The following applies to external persons: If there are any discrepancies, you can be expelled from the location.</p>
	<p>Responsible Behaviour in Surroundings other than at Work Our conduct outside of the workplace not only affects our own health as well as that of other colleagues, friends and family, but also the ability of Austro Control to maintain high operating standards necessary to critical infrastructure.</p>