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1/12/2020

Approved by:

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## ECOLINE INTERNATIONAL LTD.

### CORONAVIRUS (COVID-19) PREVENTION POLICY

#### Preamble

This **Policy** has been developed by Ecoline International Ltd. (Ecoline) in response to the coronavirus (COVID-19) pandemic and is designed to protect our employees and their families, our clients, partners and participants to events organised by Ecoline, as well as people living in the regions where we operate.

In the situation of uncertainty surrounding this new disease, its mechanism and treatment options, Ecoline will be taking proactive and precautionary approach to COVID-19. This Policy will be regularly updated as required to adapt to changes in the pandemic situation worldwide and in response to new information about this disease.

Ecoline welcomes and encourages the efforts taken by our clients and counterparties to prevent the spread of the infection including, inter alia, the development of their own policy and the opportunity to jointly plan our cooperation during the pandemic crisis.

#### Principles

To limit the spread of the virus, Ecoline is guided by the principle that safety should be ensured for both sides:

- Safety for our employees and members of their families: providing maximum protection to our employees, their families and close relatives is of utmost importance for us.
- Safety for our clients and people living in the regions where Ecoline conducts its business: we want to be sure that the participants to our visits and meetings we plan are protected and safe.

#### Applicable Requirements

- World Health Organisation guidelines on preventing the spread of the coronavirus;
- Sanitary guidelines applied in the country/region of residence of our employees and in the regions of operation;
- Policies and guidance documents developed by Ecoline's clients and / or international organisations whose requirements govern our activities;
- Corporate policies and occupational health and safety standards adopted at each visited site.

#### Actions

Ecoline will ensure that the principles outlined herein are followed by taking the following actions:

- Preference for remote work and online communication. Our company has extensive experience with a remote working model. From the onset of the pandemic we have been enhancing our remote work methods and processes;
- Risk assessment should be conducted before each site visit. The assessment of risks is required to make a decision on whether a site visit is required or any alternative method of communication can be used;

- Personal safety rules should be always followed by all our employees. General recommendations are outlined in the present policy with specific ways to follow them to be determined depending on the circumstances in the region of operation;
- All social distancing instructions and travel restrictions issued by relevant public health authorities during the pandemic crisis are duly taken into account in our activities;
- Being at the age of 65+ and/or having chronic diseases is considered an additional risk for both Ecoline staff and other parties to communications planned as part of our assignments;
- Strict adherence to recommended preventative measures. Ecoline is committed to taking all preventative measures designed to limit the spread of COVID-19 including vaccination, use of personal protective equipment (PPE), social distancing etc. Our staff members fulfil all of the instructions issued by WHO and national public health authorities in the countries and regions they live and visit. We recognise and support vaccination as an important collective protection measure. That said, a final vaccination decision is made by each employee individually based on health conditions, situation in a specific region and personal beliefs.

### Coronavirus Precautions for Public Places

- Maintain physical distance in public places;
- Wash/disinfect hands after each contact with surfaces people frequently touch;
- Wear a mask all the time during contact with other people;
- Properly dispose of PPE.

### Coronavirus Prevention Guidelines for Site Visits

- Check home and destination requirements before travelling and align your business travel plans with them;
- Personal vehicle is a preferable mode of transportation. Use of public transport is a risk that requires careful consideration every time you travel;
- When planning your site visit, please try to avoid or minimise visiting public places like hotels, public transport, public eating places and healthcare facilities;
- During a site visit, follow all sanitary rules and restrictions at the place of destination; use PPE and maintain social distancing if there are no other special restrictions;
- Plan meetings and other events so that to be able to adjust to possible changes (e.g. meeting postponed/cancelled or participant(s) replaced);
- Disinfect hands before, during and after visiting a site and after contact with surfaces people frequently touch;
- Get tested with the PCR test before travelling to another region and upon return;
- Ecoline staff members should plan their business travel so that to allow enough time between two consecutive visits for getting tested, receiving test results and identifying objective symptoms;
- Watch your health during the site visit and call for medical assistance if there are any early symptoms like fever, shortness of breath, headache, fatigue etc. while keeping your contact with other people at minimum.

***This Policy enters into force on December 1, 2020 and is valid until the revision and approval of the new version.***