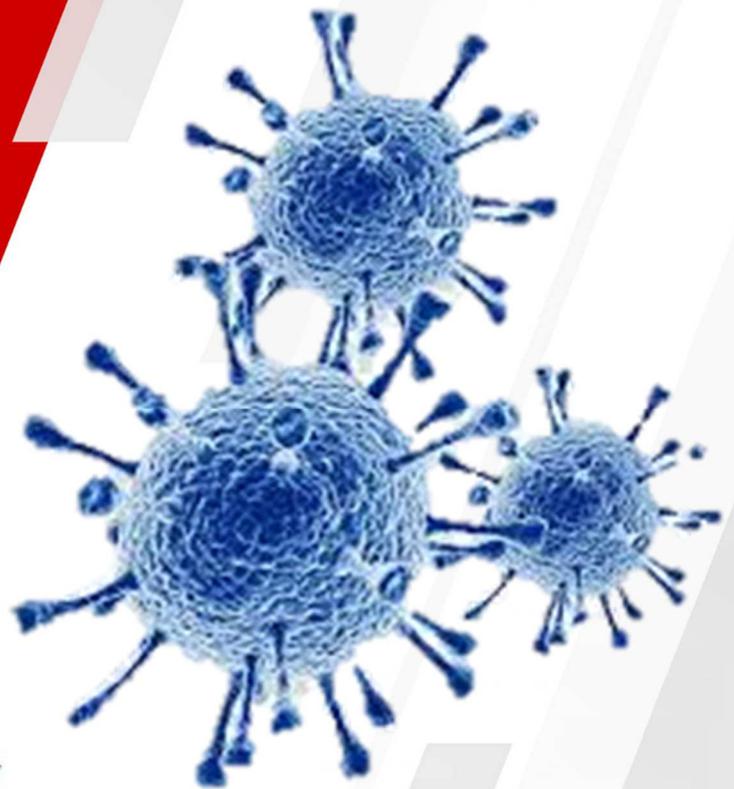


COVID-19

CONTINGENCY PLAN

Simoldes Group



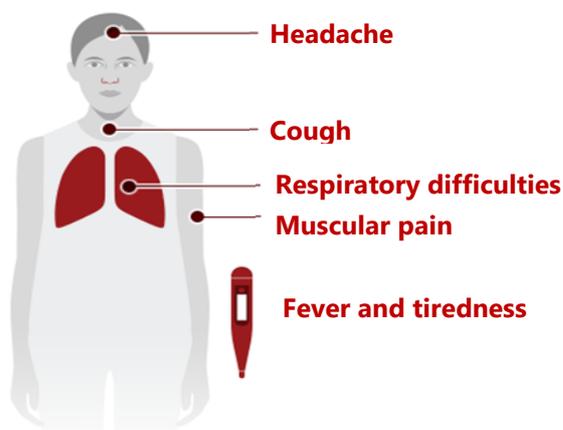
Regarding the new coronavirus (COVID-19), Simoldes Group defined a Contingency Plan applicable to the Tool Division and Plastics Division.

Which are the signs and symptoms?

The virus seems to start with **fever**, followed by **dry cough**. After a week, it leads to **respiratory difficulties**.

Some patients may need hospital treatment.

In more serious cases it can turn into a serious pneumonia with acute respiratory failure, kidney failure and even lead to death.



Estimated incubation period?

According to the latest published information, the incubation period (until symptoms appear) is **between 2 to 14 days**

How is it transmitted?

COVID-19 can be transmitted:

- By respiratory droplets (particles larger than 5 microns);
- By direct contact with infectious secretions;
- By aerosols in therapeutic procedures that produce them (less than 1 micron).

The transmission from person to person has been confirmed and is thought to occur during close exposure to a person with Coronavirus (COVID-19), through the dissemination of respiratory droplets produced when an infected person coughs, sneezes or talks, which can be inhaled or land in the mouth, nose or eyes of people who are close by. Contact of the hands with a surface or object with the new coronavirus and then contact with the oral, nasal or ocular mucosa (mouth, nose or eyes) may also lead to transmission of the infection.

Preventive measures adopted

- Dissemination of information material;
- Availability of AAS (Alcohol based Antiseptic Solution) dispensers at strategic points;
- Adaptation of the **Milling Center's** medical center to attend suspicious cases and acquisition of adequate material, namely masks;
- Coordination with **Azeméis Limpeza** to reinforce the cleaning of common spaces and equipment

How to protect yourself and others?

- Avoid coughing or sneezing into hands. Cough or sneeze into your forearm or sleeve with your forearm flexed or use a tissue. Hygiene your hands after contact with respiratory secretions. Dispose of used tissues in the dustbin;
- Wash your hands frequently with soap and water for at least 20 seconds. If these are not available, use a hand sanitizer that contains at least 70% alcohol, covering all surfaces of the hands and rubbing them until dry.
- Avoid touching door handles and handrails directly;
- Avoid touching your eyes, nose and mouth without having your hands properly cleaned;
- Avoid going to closed and poorly ventilated public spaces;
- Avoid greeting with hugs, kisses or handshakes;
- Clean and disinfect frequently the surfaces or objects most subject to contact (computer keyboards, mice, mobile phones, etc.);
- Avoid traveling;
- Give preference to video meetings, teleconferences and remote access.
- Assess the possibility of Teleworking.
- If you have flu symptoms, keep a distance of at least 2 meters when talking to other people;

How to act in case of travel

Before travelling | If you are pregnant or have a chronic disease, consult the company's Clinical Services in advance.

During your trip and stay | If you have symptoms of COVID-19, stay at the hotel and consult a doctor in the destination country, or call the available health line in that country.

After returning | If you have symptoms of COVID-19, or if you have had close contact with people who have flu symptoms, you should stay at home and call [SNS 24: 808 24 24 24](tel:808242424).

How to act in case of suspicion of COVID-19

If you have symptoms of COVID-19, avoid direct contact with other people immediately, stay at home/hotel room (applicable to customers), contact [SNS 24: 808 24 24 24](tel:808242424) and follow the advice of health professionals.

If you have symptoms of COVID-19 in the workplace, immediately inform Human Resources ([Plastics Div. - 914209591](tel:914209591) | [Tool Div. - 912347877](tel:912347877)) or the company's Occupational Safety and Health Services ([Plastics Div. - 914566521](tel:914566521) | [Tool Div. - 915323917](tel:915323917)) and follow the recommendations given to you.

Procedure in a case of confirmed COVID-19

In a confirmed case, the Company shall:

- Reinforce cleaning and disinfection, especially on surfaces frequently handled and most used by the confirmed sick person, which are more likely to be contaminated. Pay particular attention to the cleaning and disinfection of the confirmed sick person's workstation (including materials and equipment used by the confirmed sick person);
- Place the resulting cleaning and disinfection residues in a plastic bag (50 or 70 micron thick) which, after closure, should be separated and sent to a licensed operator for the management of biohazardous hospital waste.
- The Local Health Authority, in strict articulation with the Occupational Health Doctor, inform the DGS about the measures implemented in the Company, and about the health status of the sick person's close contacts.
- In addition to the above, active monitoring procedures for close contacts should be activated, in accordance with the start of symptoms. For the purposes of contact management, the Local Health Authority, in strict articulation with the Company and the Occupational Physician, should:
 - Identify, list and classify the near contacts (including casual ones);
 - Proceed with the necessary follow-up of the contacts (telephone daily, inform, advise and refer if necessary).
- As a safety precaution, active monitoring of near contacts takes place for 14 days from the date of last confirmed case exposure.

Monitoring of near contacts should be as follows:

Monitoring of near contacts	
"high risk of exposure"	"low risk of exposure"
<ul style="list-style-type: none"> - Active monitoring by the Local Health Authority for 14 days since the last exposure; - Daily self-monitoring of COVID-19 symptoms, including fever, cough or difficulty breathing; - Restricting social contact to what is indispensable; - Avoid travelling; - Be reachable for active monitoring during 14 days since last exposure. 	<ul style="list-style-type: none"> - Self-monitoring daily of COVID-19 symptoms, including fever (taking body temperature twice a day and recording the value and time of measurement), cough or difficulty breathing; - Follow-up by the Occupational Health Doctor.

If no symptoms appear in the 14 days following the last exposure, the situation is concluded (closed) for COVID-19.