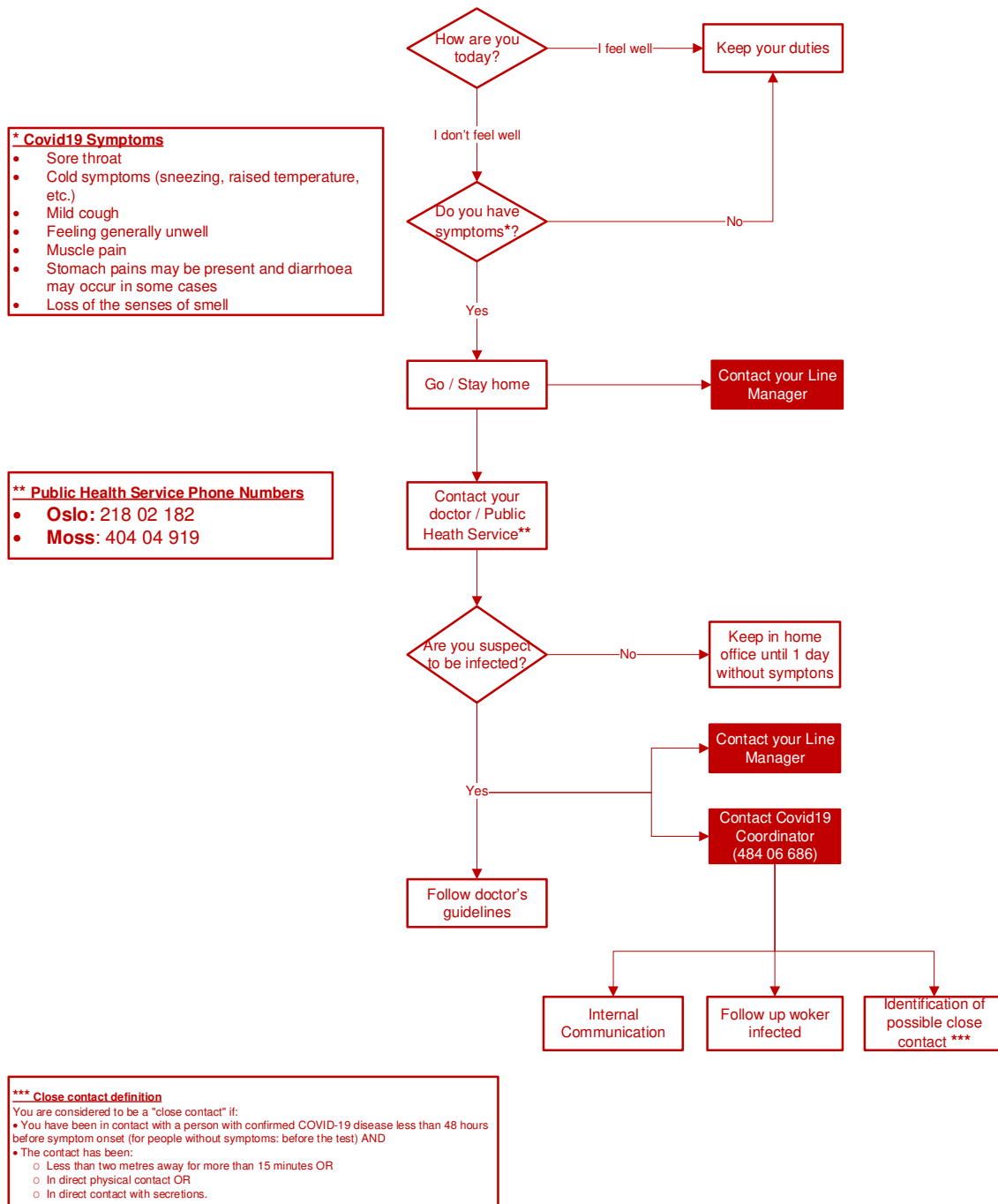


1. ISOLATION

- The most important measure is that sick people stay at home, even if they have mild symptoms.

Follow this flow chart to know how to act:



- Workers that belong to risk groups (Medical certificate is needed):
 - Age 66–80 years
 - Age 50–65 years with one of the following chronic diseases:
 - Cardiovascular disease (other than well-regulated high blood pressure)

- Morbid obesity (BMI \geq 30 kg/m²) in combination with weight-related diseases, or BMI \geq 40 kg/m²)
- Diabetes
- Chronic kidney disease and kidney failure
- Chronic lung disease (other than well-regulated asthma)
- Chronic liver disease
- Immunosuppressive therapy such as chemotherapy, radiation therapy and immunosuppressive therapy in autoimmune diseases

Must be in home office

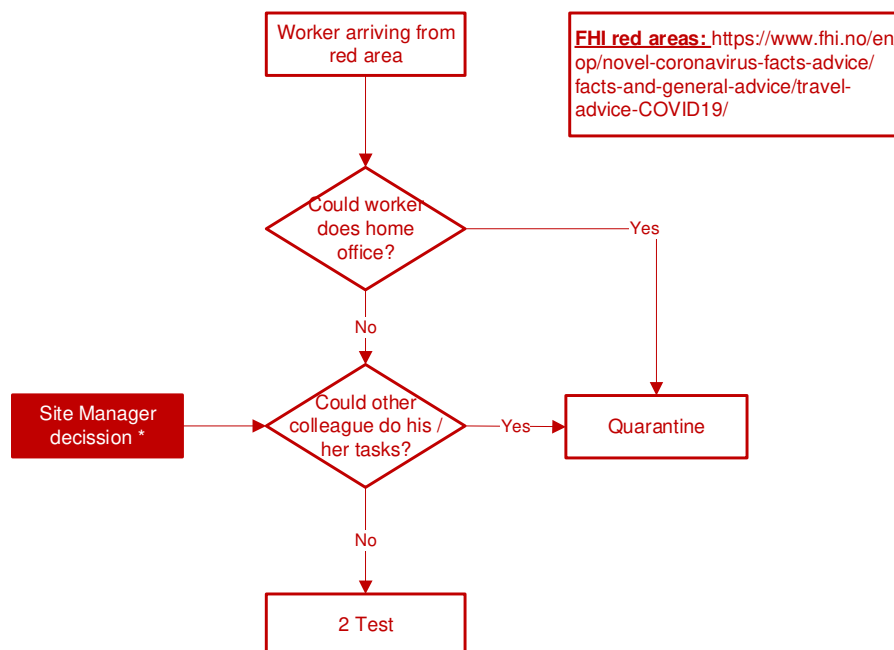
2. QUARANTINE

- People in quarantine must stay home. This should be the priority measure.
- There are some exemptions from quarantine duty. Please follow at all times applicable public regulations. If you are unsure then please contact the Covid-19 coordinator.
- In the case of personnel whose incorporation is necessary after checking their status using the PCR test, they will join the office when they have 1st negative results.

Rules regarding testing are:

- Be tested for COVID-19 a short time (day 0) after arrival in Norway.
- Wait with starting work until the first negative test result is available.
- Carry out a new test on day 5 after arrival at the earliest. There shall be at least 48 hours between the first and second test.

As an exemption this must be approved following this flow chart:



* Inform HR Department and Covid-19 Coordinator for following up

- In the period between the first negative test and the second negative test, “working quarantine”, workers must work in “isolation conditions”, that means:
 - Quarantine applies during leisure time until the second test result is negative.
 - Those that have individual office should be there with no problem.
 - Those in shared offices or individual seats shall work in the “Working quarantine area” until they have 2nd negative result.
 - Regarding meeting, online meeting shall be the priority. If they have to attend it physically, they shall wear face mask.
 - They shall have lunch in their place (individual office or “isolation area”). They are not allow to use the canteen.
 - They shall use a specific bathroom.



- Swedish / Finish workers must take a test when they cross the border or the first day they are in Moss. They also must take a test every 7 days meanwhile they are working in MossIA.

To take the test there is an agreement with [Volvat Moss](#) every Monday at 14:00h for testing:

- Telephone: 69 30 23 00
- Address: Lilleengveien 8, inngang A. 1523. Moss

The rest of nationalities can also go to Volvat Moss for testing anytime.

3. OFFICE

- Use of antibac or washing your hands is mandatory when entering to the office.
- Toolbox Talk should be performance when people back to the office. We must document them.
- Ventilation:
 - Those offices with forced ventilation shall set it up in order to recirculate air as often as possible.
 - Those offices with windows shall be ventilated at least once per day.

3.1. OCUPATION

- Managers should consider to minimize their team in the office:
 - Keep in mind those that must be in isolation.
 - Setting weekly work shifts to rotate their team (home office / office).

Managers should take into account the needs of the department, in terms of collaborative work, space and distance recommendations.

- Individual offices can be used without restrictions (Avoiding large meetings, no more than 15 minutes, in there)
- Shared offices may be used keeping 2 meters social distance or a physical barrier.
- Individual seats may be used without any restriction if you can keep distance.
- In meeting rooms and social zone, this are the rules for occupation:

Area	Maximum people
Moss meeting room	10
Kransen meeting room	5
Carlberg meeting room	6
Verket meeting room	6

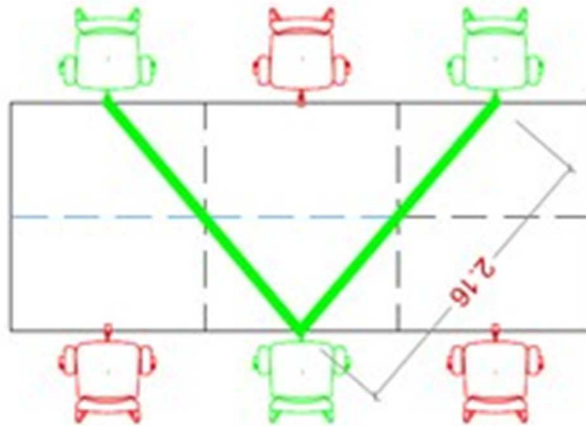
- In common areas (meeting rooms, corridors, social zone, etc.), use of surgical mask is mandatory.
- For meeting rooms, if the maximum number of people is surpassed, face mask is mandatory.
- In the social zone before take any stuff from there (cutlery, cups, glasses, etc.) the use of antibac or washing your hands is mandatory.
Use of social zone is only intended to get coffee from the machine, not drink it there or gather with other people.

4. OFFICE CANTEEN

- To go to or come back from the canteen use of surgical mask is mandatory.
- Use of antibac or washing your hands is mandatory when entering to the canteen.

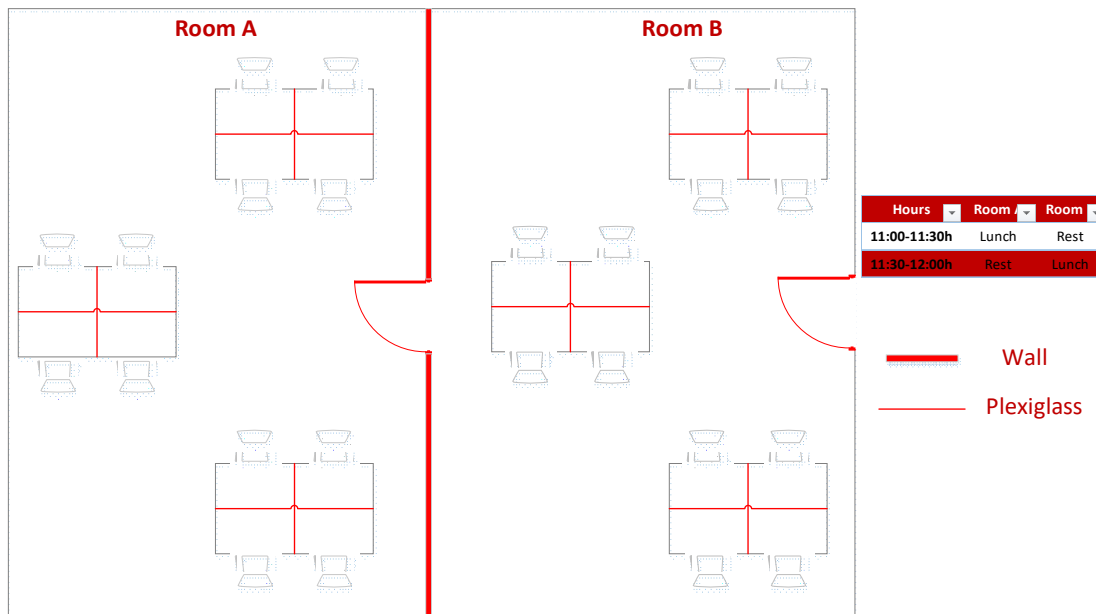
Annex 3. Rules at the office Ed. 01

- Round tables must be kept separated at least 2 meters in order to keep social distance. No more than 1 person can use a table. It's not allowed to move any table from its position.
- "Line tables" will always be used diagonally:



5. SITE CANTEENS

Settings suggestion for lunch rooms on site



6. TRANSPORT

6.1. USE OF CARS

- The 2 meters separation also applies when driving a car. If 2 meters distance cannot be maintained, passengers have to wear masks.
- Clean with disinfections potential contaminated surfaces such as steering wheel, gear shifter, operating handles and inner and outer door handles every day and before change of the driver.

In this sense, cars should have antibac sprays or wipes.

6.2. BUS POLICY

- MossIA has increased the number of buses for tunnel shifts in order to follow the distance recommendations.
- If 2 meters distance cannot be maintained passengers have to wear masks.

6.3. PUBLIC TRANSPORT

- Avoid as much as possible public transport.