

# Memo

**Subject** : Measures to prevent and reduce risk of COVID-19 (Corona-virus)

**For** : All Suppliers / Logistic Services of SVZ

**Copy to** :

**Sender** : SVZ International B.V.

**Date** : 10/03/2020

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Dear all,

As you are fully aware, we are currently facing an outbreak of COVID-19 (Corona-virus). Around the world authorities and people are taking action to prevent further spreading of this virus. As SVZ we also have a role to play in the prevention of further spread of this virus. SVZ needs your help and assistance in this.

As per 10 March we will set in place following measures:

- When entering SVZ locations:
  - o hands must be washed with soap and water at moment of entering our location
  - o face mask must be worn if possible, if not keep a distance of 2 meters
  - o use paper tissues in case of runny nose or cough
  - o sneeze and cough in the inside of your elbow
- Avoid shaking hands
- Anyone visiting our locations can be requested to leave the premise in case of doubt about someone's health.
- Truck drivers and carriers will **only** have access to load and unload at our factories (including Kloosterboer Vlissingen), if they have neither stayed in the high risk areas, according to the list of the RIVM, nor have had contact with a corona-infected person within the last 14 days. Truck drivers and carriers who do not comply with this regulation will be denied access to the factories (KBV), without this entailing any costs for SVZ.

Besides the measures above we expect you to follow guidelines from RIVM/WHO about how to prevent the spread of COVID-19 in workplaces. These guidelines can be found on following sites:

- Rijksinstituut voor Volksgezondheid en Milieu  
<https://www.rivm.nl/coronavirus/covid-19>
- World Health Organization  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- De Rijksoverheid  
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19>

Also we kindly request you to inform us in case any employee within your organization is suffering from COVID-19. This so that we, in close cooperation with you, can discuss about additional measures we might have to take.

Communication towards drivers:

*Please make sure that all drivers that you deploy for loading at SVZ have been informed by you on the above-mentioned directives as soon as possible but not later than Wednesday evening March 11th. Also make sure that your drivers will apply to these recommendations.*

*Drivers who will have to unload at our customers need to be in line with the above guidelines and have to follow the rules at unloading point.*

We trust that you understand that SVZ has to implement these measures and that you will fully cooperate with SVZ.

Kind regards  
SVZ International BV