

## **ORGANIZATION AND CONTINUATION OF THE ACTIVITY IN CASE OF EMERGENCY**

### **CONCERNING PANDEMIC COVID -19**

#### **BCP - Business Continuity Plan**

Vs. MARCH 09, 2021

**PEGASUS SCS SRL - with headquarters in Otopeni Airport - Cargo Terminal - Goods and work point in Port Constanta - South Agigea**, will subordinate its professional activity according to the Government Regulations and Decisions of the Romanian state, taking into account the location and position in carrying out the activity of Customs Commissioning and Freight traffic depending on the Customs Authority and Border Police of the Otopeni Customs point, continuing or suspending the activity for the period determined by the Official Regulations that will be immediately notified to both employees and its clients. Also, depending on the specific requirement of the clients, alternative solutions can be found for the continuation of the activity through collaborators - where this intervention is allowed, depending on the location and the need for the transfer of goods in the territory;

#### **Prevention and protection measures against the infection, respectively, of the spread of CORONAVIRUS**

##### **A. Measures regarding the organization and continuation of the activity in case of emergency**

- ☐ The management of the Company determine, designate the services and the essential departments for the continuation of the activity, for which it will ensure the presence in the Office. In this regard, the minimum necessary will be established regarding the personnel present in the Office and will be arranged, by rotation, tele-work for the rest of the staff, so that all the staff will have a reduced presence at the office.
- ☐ The rest of the departments / services whose presence in the Office is not indispensable, will, by rotation, have a representative / department that will connect with the other services / departments of the company.

##### **B. Measures regarding interpersonal interaction:**

- ☐ Limiting the access of the clients in the entrance area of the Office and the contact with the contact person within the Commercial Unit. In this sense it is recommended that the transfer of documents be done online / e-mail or through a table (to create a distance of at least 2m between the Courier / driver and the representative of the Company).
- ☐ Keep a distance of at least 2m during the interpersonal discussions and limit them as time (maximum 15min).

- ☐ Avoidance of greeting by raising the hand events.
- ☐ Avoidance of the respective kiss of the hugs occasioned by birthdays or
- ☐ Avoid meetings / meetings with physical presence and transfer them to the online environment.
- ☐ Avoiding crowding in small spaces (dining place, meeting room, office, bathroom, etc.) - through agglomerations it is understood where a minimum distance of 2m between persons cannot be kept.
- ☐ Avoid visits / trips by organizing teleconferences or video conferences

### C. Measures regarding the cleaning and hygiene of the spaces:

- ☐ A cleaning and sanitation plan will be drawn up specific to each type of room, with the provision of the obligation to be respected by the cleaning staff and its follow-up by signing by the cleaning staff of the intervention sheet. The types of areas for which a cleaning plan is made are:
  - o Work area (offices, keyboard, mouse, screen, office objects, chairs - especially their handles, etc.)
  - o Doors and windows (especially their handles)
  - o Access area for couriers / visitors
  - o Common areas
- ☐ Ventilation of the rooms (where possible) for at least 5 minutes / hour during the working hours.

### D. Personal hygiene measures:

- ☐ Hand washing as often as possible (correct washing with soap and water), at least on the following occasions:
  - o Upon entering the Commercial Unit
  - o Before and after using the toilet
  - o Before and after the meal
  - o After contact with another person
  - o After sneezing, coughing or after blowing the nose
- ☐ Avoid touching the hands in the area of the face, nose, mouth, and in general of the head, only after proper hand hygiene.
- ☐ Use of disinfectant solutions / antibacterial gels
- ☐ Use of protective masks for patients or persons coming into contact with the patients.

- ☐ Self-isolation in case of suspected patients and announcement of medical services and management of the Company
- ☐ Covering the mouth and nose by using a napkin, handkerchief or at the edge of the bend of the elbow, in the case of cough, or sneeze.

#### ☐ PRODUCTS USED

Sanitary Alcohol Alcoholic Concentration 70% Saniblu, 500ml

Alcohol Menthol 1% Vitalia, 40g

Oxygenated Water 3% Vitalia, 200ml

Hygienol - Universal Disinfectant 1000 ml

Sprayer / bottles of 1000 ml

- ☐ Masks of face protection distributed to the personnel by the Company

#### E. Other information measures:

- ☐ Information on: procurement of food from verified sources
- ☐ Avoid consumption of raw or slightly cooked animal products.
- ☐ Display by the Company and the study by the Employees of the preventive measures, the official sources of information and of the contact telephones regarding the viruses that cause various diseases, from the common cold to severe respiratory diseases, such as the Respiratory Syndrome of the Middle East (MERS) and Severe Acute Respiratory Syndrome (SARS)

#### Further prevention and protection measures against the infection, respectively, of the spread of viruses in the CORONAVIRUS family specific to the areas of handling goods

#### A. Organizational measures

- ☐ Monitoring and recording of persons - visitor / registration on daily forms - of those who arrive for professional purpose with documents and goods within the warehouses of goods for delivery / reception, keeping a distance necessary to avoid possible contamination by direct contact
- ☐ Through the care of the management of the Commercial Unit, the following facilities will be made available to its own personnel:
  - o Room equipped with individual wardrobes in sufficient numbers for the entire staff

- o First aid kit with the minimum required by the legislation in force
- o Drinking water source
- ☐ Providing personnel in the common interior spaces of dispensers / dispensers of hand sanitizing solutions.
- ☐ Masks for face protection, complete protective equipment, checked and maintained, specific to each type of activity, will be made available to the staff. The management of the Commercial Unit will ensure that its own staff has the equipment and uses the EIP appropriate to the activities carried out.
- ☐ Regular ventilation of the closed spaces will be performed following a fresh air supply of at least 50m<sup>3</sup> / hour per person.
- ☐ Provision will be made for training specially designed to avoid the risk of infection and transmission of viruses from the coronavirus family, and to record it in the Individual Training Sheets on Safety and Health at Work.
- ☐ Spaces specially designed for smoking, located outside, will be provided so that they are well ventilated.

#### **B. Measures regarding interpersonal interaction:**

- ☐ Limiting the interaction of own staff with couriers, suppliers of materials / equipment. In this sense it is recommended that the transfer of the documents accompanying the goods be done keeping a distance of two outstretched arms.
- ☐ Keep a distance of at least 2m during the interpersonal discussions and limit them as time (maximum 15min).
- ☐ Avoiding the greeting by raising the hand.
- ☐ Avoiding crowding in small spaces (dining place, meeting room, office, bathroom, etc.) - through agglomerations it is understood where a minimum distance of 2m between persons cannot be kept.
- ☐ During transport to and from the workplace will avoid discussions in the means of public transport, because the small distances between travelers create additional risks of fluid transfer during the talk. If, however, it is necessary to communicate with people nearby, they will try to avoid turning their head in the direction of the interlocutor, respectively, trying to cover the mouth with a handkerchief / napkin.

#### **C. Measures regarding the cleaning and hygiene of administrative spaces:**

- ☐ A cleaning and sanitation plan will be drawn up specific to each type of room, with the provision of the obligation to be respected by the cleaning staff and its follow-up by signing by the cleaning staff of the intervention sheet. The types of areas for which a cleaning plan is made are:

- o Work area (offices, keyboard, mouse, screen, office objects, chairs - especially their handles, etc.)
- o Doors and windows (especially their handles)
- o Toilets: toilet bowl, toilet flap, urinal, washbasin and battery, paper / soap supports, hand dryer, etc.
- o Common areas
- o The rest of the areas
- ☐ Ventilation of the rooms (where possible) for at least 5 minutes / hour during the working hours.

#### D. Personal hygiene measures:

- ☐ Wash the hands often (the correct washing with soap and water), at least on the following occasions:
  - o Upon entering the Unit
  - o Before and after using the toilet
  - o Before and after the meal
  - o After contact with another person
  - o After sneezing, coughing or after blowing the nose
- ☐ Avoid touching the mines in the area of the face, nose, mouth, and head in general, only after proper hand hygiene.
- ☐ Use of antibacterial gels provided by Company
- ☐ Use of protective masks for patients or persons coming into contact with the patients.
- ☐ Self-isolation in case of suspected patients and announcement of medical services and management of the Commercial Unit
- ☐ Covering the mouth and nose by using a napkin, handkerchief or at the edge of the bend of the elbow, in the case of cough, or sneeze.
- ☐ Firm prohibition of the respective spitting of the nose blower outside the disposable handkerchief / napkin.

#### ☐ PRODUCTS USED

Sanitary Alcohol Alcoholic Concentration 70% Saniblu, 500ml

Alcohol Menthol 1% Vitalia, 40g

Oxygenated Water 3% , 200ml

Hygienol - Universal Disinfectant 1000 ml

Sprayer/Dispenser for 1000 ml bottles

Face protection masks

#### E. Other measures:

- ☐ Procurement of food from verified sources
- ☐ If the staff brings their home food package, it will be considered to store it in good conditions until consumed in the dining room.
- ☐ Avoid consumption of raw or slightly cooked animal products.
- ☐ The display by the Commercial Unit and the study by the Employees of the preventive measures, the official sources of information and of the contact phones regarding the viruses that cause various diseases, from the common cold to severe respiratory diseases, such as the Middle East Respiratory Syndrome (MERS) ) and Severe Acute Respiratory Syndrome (SARS)

#### F. IN SURVIVAL EMERGENCY STATES

- ☐ If you experience any of the symptoms specific to Coronavirus infection, but have not had direct contact with a suspicious person or have traveled to the high-risk areas, ADDRESS THE FAMILY MEDICINE. It has the competence to make a correct evaluation, after which it will determine the appropriate medical conduct.
- ☐ If you have had contact with a suspect or you are returning from a country where Coronavirus cases have been identified, call emergency number 112 or the Public Health Directorate of the county where you are.
- ☐ Avoid moving to the hospital ward rooms to avoid the risk of transmission of the virus. o At this time there is only a symptomatic treatment for this virus, which is why prevention is the only way we can defend ourselves against the spread of this virus.

#### COVID-19: BACK TO WORK

Job adaptation and worker protection (<http://osha.europa.eu>)

Following the COVID-19 pandemic, the disease caused by the new coronavirus that broke out in 2019, the Member States of the European Union (EU) have instituted a series of measures to combat the spread of the disease, including measures that have affected jobs.

The field of labor is severely affected by this crisis and therefore all sections of society - including businesses, employers and the social partners - must contribute to the protection of workers, their families and society as a whole.

Depending on the nature and extent of the measures, they include measures to restrict the movement of persons and suspend non-essential activities, as well as limiting the number of people occupying a space, prohibiting certain activities and the obligation to comply with personal hygiene measures. Their application may differ depending on the evolution of the pandemic, the sector, the occupation or the characteristics of the individual's health. As a result of these measures, workers may have to work from home or, if they cannot work from

a distance, stay at home. Following a sufficient reduction in COVID-19 transmission rates as a result of these measures, the resumption of professional activities is authorized. This is often done gradually, and the first areas to resume work are those considered essential for health protection and the economy.

Although vaccination will lead to a relaxation of measures over time, it is not clear to what extent or when "normal" professional activities will resume. It is very likely that certain measures will remain in place for a period of time or be reintroduced at some point in order to avoid further increases in infection rates.

The crisis caused by the COVID-19 pandemic is putting pressure on employers and workers, who are either forced to implement new procedures and practices in a very short period of time or to suspend their work and professional activities. In this context, occupational safety and health measures provide practical support for returning to work or continuing work and helping to prevent the transmission of COVID-19 disease.

### **Necessary measures adopted by the organization:**

- Update risk assessment and establish necessary measures
- Minimizing exposure at work and conducting only the essential activities with the presence of key personnel at the organization's headquarters

- providing remote services (by phone, video conference, e-mail)

- reducing as much as possible the physical contact between workers (shift of work schedule, isolation of workspaces)

- Vulnerable workers (with chronic diseases-hypertension, lung or heart problems, diabetes, etc.) work remotely, providing the necessary equipment.

- Soap and water or hand sanitizer are provided in handy places and

workers are advised to wash their hands often. Work premises are cleaned frequently, in particular, office surfaces, door handles, IT equipment and other surfaces that workers often touch and ensure good ventilation of workspaces.

- the use of surgical or “hygienic” masks at the workplace is foreseen, as well as in all enclosed spaces frequented by several people, such as cars, vans and public transport. These masks are designed as a hygiene measure, preventing the spread of coronavirus by drops expelled into the air by coughing or sneezing, falling on surfaces touched by others, and by expired aerosols that remain suspended in the air and can be inhaled by others.

- workers are instructed on the correct use of personal protective equipment,

the management of the organization ensuring that they comply with the rules and guidelines available on the use of masks and gloves, as appropriate.

- Posters are placed at the entrance to workspaces and other visible places through which you encourage workers

to stay at home if they are sick and where you highlight the rules of behavior in case of cough, sneezing and hand hygiene.

— It facilitates the movement of workers by individual means of transport instead of a common one,

— Policies on flexible leave and long-term work are established to limit attendance at work, as appropriate.

Depending on the infection rates characteristic of the area in which the organization operates and in the other places of activity and the protocols in force, it is possible that many of the workers will be absent due to COVID-19. If a worker is in solitary confinement at home as a precautionary measure, he will either be able to continue working remotely or, if this is not possible, will not be able to work for a period of time.

Workers confirmed with COVID-19 may be absent and will not be able to work for a significantly longer period of time, and those with a more severe form of illness may need a longer period of recovery after the infection is cured. In addition, some workers may be absent because they have to care for a relative.

The absence, even temporary, of a significant number of workers can lead to pressure on ongoing activities. Although available workers should show flexibility, it is important that they are not put in a situation that endangers their health or safety.

The management of the organization makes efforts to keep the extra workload as low as possible and ensures that it does not take too long.

The rules and agreements regarding working hours and rest periods are observed and workers are allowed to disconnect when they are not at work.

When recourse to professional activity to cope with the reduced workforce, of

For example, by establishing new methods and procedures and by changing roles and responsibilities, it is assessed whether staff need additional training and support and the organization's management ensures that all workers have the necessary skills to perform the required tasks.

The training program adopted provides for workers to be trained multilaterally so that they can perform essential functions in more than one job and continue to work even if essential workers are missing.

Management of workers who have been ill According to the World Health Organization, the most common symptoms of COVID-19 are fever, fatigue and dry cough. Some people become infected, but they do not show any symptoms and do not feel it bad. Most people (about 80%) recover from this disease without needing to special treatment. A small proportion of people with COVID-19 develop it severe symptoms and difficulty breathing.

Pre-existing conditions, such as high blood pressure, heart problems or diabetes, are more prone to manifests a severe form of the disease.

People who have a severe form of the disease may need special attention even after which have been declared fit for work. There are some indications that coronavirus patients may suffer from reduced lung capacity from illness, so it may be necessary for workers



find yourself in this situation requiring an adjustment of professional activity and free time to follow physiotherapy. Workers who have needed intensive care may face specific challenges.

The worker's doctor and occupational medicine service, if available, should make recommendations on how and when to return to work:

-Muscular weakness: The longer a person spent on intensive care, the more this problem is more serious. Reduced muscle capacity is also manifested by disorders respiratory, for example. Another common, but less common, phenomenon is post-intensive care syndrome (PTSD). It occurs in about 30-50% of people admitted to intensive care and is comparable to a post-traumatic stress disorder.

-Memory and concentration problems: These disorders often manifest only after a while. Once a person resumes their activity, they are not always recognized. Visible symptoms in the workplace are memory and concentration problems, difficulty performing tasks at a satisfactory level, and poor problem-solving ability.

Management is alert when it is informed that someone has been admitted to intensive care.

Good guidance is very important, as some workers may have difficulty returning to their previous level of performance.

-Long period required to resume professional activities: The data show that a quarter to a third of people who are hospitalized in intensive care can develop problems, regardless of age. About half of patients need a year to resume work, and up to a third may never return to work.

The organization's management considers the risk of workers becoming ill with COVID-19 being stigmatized and discriminated against.

Planning and learning for the future

Although vaccination against COVID-19 will eradicate over time the pandemic we are currently facing, the management of the organization has drawn up emergency plans for crisis management, so that the organization is prepared for possible cessation and resumption of activities professional in the future.

The volume of information on COVID-19 can be overwhelming and difficult to distinguish between reliable and accurate information and vague and misleading information.

The organization's management always checks whether the initial source of information is a qualified and experienced provider. Official sources of information on COVID-19 include:

- World Health Organization
- European Center for Disease Prevention and Control
- The European Commission
- European Agency for Safety and Health at Work
- Ministry of Health

- ITM – ( Work Teritorial Institute)

As the crisis caused by the pandemic decreases in intensity due to vaccination and anti-COVID-19 measures begin to relax, it is possible to publish specific information for certain industries, communities or groups, which can be updated frequently. The Romanian Ministry of Health and Labor will have relevant information and will be able to provide links to several specialized sources.

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