



Important information for your protection // Covid-19 Osnabrück, March 16, 2020

As a reliable supplier and customer, we would like to take the current situation into account and point out the following things that we are introducing to the company in order to optimally delay further spreading of the COVID-19, ideally to avoid it.

In order to continue to provide our service reliably in the future, we must protect our customers and our employees. The necessary rules of conduct are already known in many places, but we would like to point them out again.

These rules of conduct also apply to the contact between our customers and employees:

- Regular (hourly) and thorough hand washing (at least 20 seconds) and soap thoroughly
- Cough and sneeze either in the crook of your arm or in a tissue, which must be disposed of immediately
- Keep your hands away from your face
- Keep at least 2 meters away from other people
- Avoid shaking hands
- Avoid touching potentially contaminated surfaces

For the time of our cooperation the following points, beyond the aforementioned regulations, must be observed:

- Goods receipts are to be taken over without personnel contact if possible
- Signatures on delivery notes must be made with your own writing materials
- Contact to truck drivers must be reduced to a minimum
- The drivers should not enter the company
- Customer contact of sales and administrative staff must also be reduced to an absolutely necessary minimum.

In addition, we ask that you make sure the following requirements are met as far as possible when you enter our company premises:

- No contact with persons who have already been proven to be infected in the last 14 days
- No contact with documented suspected cases in the past 14 days
- No stay in a risk area in the last 14 days

In case that the nationwide circumstances change and further measures are taken by the government and we cannot be reached by phone, please send us an email. We will deal with your request and contact you as soon as possible.

If you do not have a contact person, please use the following email address: info@woelfer-motoren.com

We are sure that these measures will be understood and approved because it is in our common interest to prevent the virus from spreading further and rapidly.

Kind regards

Your Wölfer-Team