



- Do not touch mask with your hands while wearing it; if the mask is touched, wash hands immediately with soap and water
- Throw the mask away when soaked or after eight hours of use
- Masks should not be placed on shared surfaces; if the mask touches a surface, clean the surface immediately with soap and water
- If the mask is taken off, hang the mask on the temples if possible
- Remove masks from the back of the head or behind the ears by the straps, without touching the filter fleece
- Dispose of the mask only in designated containers
- Wash hands with soap and water immediately after removing the mask

Symptoms

- Most common symptoms: fever, dry cough (caution if you have a severe cough for more than one hour, three or more cough attacks within 24 hours, or an aggravated cough, if you usually already suffer from cough irritation)
- Additional symptoms: respiratory distress, muscle and joint pain, sore throat and headache

After contracting the Corona Virus, symptoms can appear within 1 to 14 days, on average after 5 to 6 days. However, these do not necessarily have to occur. Infected persons can also be asymptomatic (symptom-free) and infect other people.

Behaviour in case of suspected illness

What should an employee do if he/she or someone in his/her household has Corona symptoms?

- Do not come to work
- Follow your government`s instructions
- Contact your supervisor or manager and inform him/her of your situation

Stay physically active, strengthen your immune system, do something for your “mind”

Depending on the regulations of your community, you may also move around outside (no group formation). Enjoy the outdoors and the sun to produce vitamin D (while taking precautionary measures such as wearing sun block). If necessary, perform physical activities at home. Eat healthy – especially if you are physically less active than usual. Maintain your social contacts via phone and video chat or write a letter.

Further information about Corona Virus and these measures can be obtained on Schaeffler-Connect or from your management team.



Working during the global pandemic

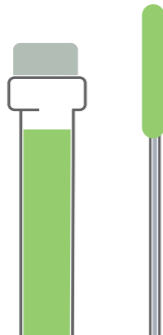
Most important information and measures for your protection at a glance



SARS-COV-2/Corona Virus

The new Corona Virus (SARS-CoV-2) is a virus that is transmissible from one person to another, mainly by droplet infection via mucous membranes (mouth, nose), causing the disease SARS-CoV-2. There is no evidence of infection via inanimate surfaces, such as imported goods, postal items, luggage, tools, computers, toys, clothing, shoes or through the consumption of contaminated food, even though the scientific evaluation is not yet complete.

There is currently neither a vaccination nor a causal therapy against the virus. The infection can lead to severe disease progression, especially for the elderly and individuals with compromised immune systems or underlying medical conditions.



Wearing mouth and nose protection – based on the local risk assessment

Mouth and nose protectors, or face masks, must be worn within the workplaces with the following criteria:

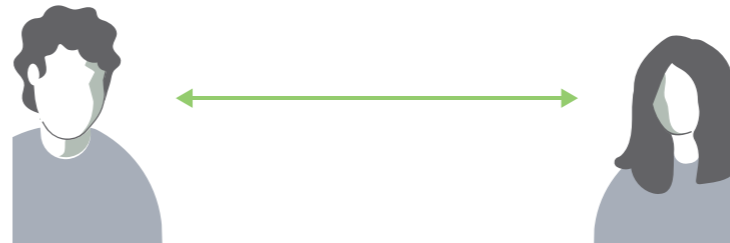
- Workstations with distance of less than 1.5 m
- Opposite workstations or workstations located next to or behind each other at a distance of less than 1.5 m, where plexiglass panel is not sufficient
- U-assembly lines with distances between 1.5 – 2.5 m
- In the office area, if the minimum distance of 1.5 m cannot be maintained technically or administratively

Correct use of a face mask:

- Wash hands with soap and water before putting it on
- Cover mouth and nose with the mask, taking care not to leave any gaps between the mask and face

Contact avoidance

- Keep a distance of at least 1.5 meters from other people, both inside and outside of work. At Schaeffler, this includes offices, social rooms and cafés/canteens
- Do not shake hands and avoid physical contact
- Avoid meetings or gatherings
- Cancel unnecessary travels, both private and for business
- Bring your own meals to work if possible
- Avoid using public transportation. If it is not possible, maintain social distancing by keeping space between the seats in buses or trains and use a mouth-and-nose protector (face mask)
- Avoid and minimize contact during shift changes
- Observe these rules in your free time as well



Hygiene measures

Wash your hands regularly and thoroughly:

- Hold your hands under running water
- Rub with soap from all sides, fingers separately, do not forget the back of your hands
- Continue for at least 20 seconds
- Rinse under running water
- Dry with a clean tissue
- Avoid touching your eyes, nose and mouth

- Cover your coughs and sneezes:
 - Cover your mouth with a tissue when coughing or sneezing or use the inside of your elbow
- Ventilate rooms regularly
- Clean your mobile/smartphone with suitable cleaning agents

