

11 March 2020

## Protocol in case of suspected infectious diseases in the Port of Koper area

Dear business partners,

We would like to inform you that we have adopted a protocol for handling suspected infectious diseases not just to vessel related operations, **but also to the rest of the port area**. This protocol applies to all persons located in the port area. **We kindly ask you to inform all your employees arriving at the port about these measures.**

First, we ask that you provide your employees with conditions for the implementation of general safeguards such as washing and disinfecting of hands. **In case of illness, keep your employees at home**. After arrival from abroad, they should consult their doctor before returning to work.

Should your employees located in the port area encounter a person showing signs of infection, they should notify their superior, **and in particular the Security Control Center (VNC) on telephone+386 5 6656 950**. The VNC will further inform the medical staff and the fire brigade of the port, which will offer the person a protective mask and refer them to home care or to a personal doctor. If a person does not want to go home, firefighters will escort him/her to the isolation room provided for this, until the arrival of the medical staff.

**Please also adjust your workflows to minimize personal contacts.** Luka Koper already introduced a ban on hand-contact with business partners and customers. We restricted the visits of external stakeholders to the Port of Koper as far as possible, and recommended to our employees the use of videoconferencing and other forms of electronic communication. Employee participation at meetings outside the Port of Koper was limited to the most urgent.

If you use the premises or equipment inside the port, make sure that for additional cleaning and disinfection, as well as that there are not too many people indoors and respect the recommended distance is between them - this also applies to behaviour in vehicles.

Additional measures and adjustments will depend on further measures taken at the national level and will be implemented in the work processes.

Kind regards,

Luka Koper, d.d.  
Public Relations Department