

## COVID-19 | GUIDANCE PROTOCOL FOR EXTERNAL VISITORS

The following guidelines will help Hovione Team Members and external visitors to maintain their safety while on site. Remote video conference continues to be of preference. Presential visits should take place only in critical situations for the business and when there is no other alternative.

### ACCESS TO THE SITE

Only up to 2 external visitors are permitted per visit, support personnel must remain off-site. The access to the site must be requested by Hovione Team Member responsible to the Site Manager, keeping area Directors and HSE informed.

Whenever the visitor comes from countries:

- Where the number of new cases and deaths is not considered to be under control
- Considered to be high risk by Health Authorities
- Where the capacity and methods for surveillance and testing is low

It may be required to perform a PCR test for SARS-CoV2 screening within 7 days prior to the date of travel. This requirement will be assessed by Hovione and informed 2 weeks in advance.

When the test is required, the result should be informed to Hovione occupational health (saudeocupacional@hovione.com). Authorization to access the site will be given upon a negative result.

At the entrance to the site, the visitor will be requested to:

- Fill-in a survey screening upon his/her health status
- Get a body temperature measurement
- Use a surgical mask that will be provided by Hovione

Non-compliance of any of these requirements will not allow entrance on site.

The Hovione Team Member hosting the visit will pick up the visitor at the site entrance and ensure that safety procedures are followed according to Hovione Covid-19 Contingency Plan.

### PREMISES

External visitors must always be accompanied by the Hovione Team Member responsible for their visit.

Opening session should start with an awareness presentation upon COVID-19 and the safety measures in place at Hovione.

When meeting in an office, physical distancing is a requirement, the number of participants should be limited to essential personnel. Pre- and post-audit meetings are permitted to be performed remotely.

On the site, a dedicated room will be used with limited access by other areas. The room's maximum capacity must be respected. And within the room should be available disinfectant solution, to be used for surface and hand disinfection and a residue container.

### Regulations for meeting rooms

#### If you have a meeting in a meeting room:

- Follow the flow indicated in the meeting room (walk near to the wall on our right side).
- Start filling the seats using the positions indicated.
- In the absence of marked seats, ensure you keep the 2 meter distance, do not seat in front of another person (eg. seat diagonally) and comply with the rules for maximum occupation of the room.
- Use the following occupation rules:
  - rooms with <5 seats – maximum 1 person;
  - rooms with 5 to 10 seats – maximum 2 people;
  - rooms with >10 seats – with 1/3 of the capacity.
- Whenever possible, leave the door/windows open (to keep the room ventilated) and switch on the air conditioning.
- Clean controls, switches, blinds, tables, and everything you can share, before and after using - leave the room clean and ready for who comes next!

All meals will be delivered on a take-away basis in an identified room. Coffee break will be served as individual portions. Alternatively, meals can be taken outside the site but where limited number of people and physical distance should be respected.

Hovione Team Member hosting the visit will indicate a specific toilet to be used while on site.

Visits to premises at different sites (e.g. Loures and Lumiar) must be limited to the essential and organized in a way that avoid traveling between sites. In case, that's not possible, transit between sites should be done by UBER or TAXI limited to 1 passenger per car. During the trip, the use of mask is mandatory, as well as hand disinfection (windows opening recommended).

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

During the audit and while in the room, both Hovione Team Members and external visitors should wear a face mask (changed every 4h) and disinfect his/her hands before handling documentation (gloves can also be provided upon request).

During visit to the working areas (e.g. production, labs, warehouse) mask, disposable gown, disinfected eye protection and safety shoes should be used, and will be provided by Hovione at the site. Personal safety shoes are encouraged to be brought by the visitors.

Requirements for specific area PPE should be followed in addition. Any other specific PPE which is from the visitor responsibility will be informed in advance.

#### PROCEDURES

During the stay on the site, contact with other people must be limited to what is strictly necessary, respecting the rules in force.

##### Inside the room

- Visitors should state in advance which documentation is intended to be reviewed.
- Documentation outside confidential terms will be shared electronically prior to attending the site to minimize exposures during the documentation review.
- Documentation which can only be accessed in the site will be placed in the room prior to the meeting (remaining for at least 2 days after the visit end).

- To handle documentation people must practice frequent hand disinfection.
- Interviews with Hovione Team Members should be conducted online through video conferencing, if practical. Otherwise, interviews will be conducted with physical distancing (2 m/6 ft apart) and limited time up to 15 minutes per contact.

### Outside the room

- Site observations will be performed using physical distancing. If a visitor is unable to maintain physical distancing during the site observations, Hovione Team Member should establish appropriate controls or appropriate PPE to be used.
- Visits to the areas should be done for the minimum time possible.
- Contacts with people within the working areas should be avoided as much as possible.
- When critical, the interviews should be conducted with physical distancing (2 m/6 ft apart) and limited time up to 15 minutes per contact.
- The site walkthrough is limited to 1 visitor.
- The group size of people visiting the areas should be limited to 3 people to avoid crowding and limit close contacts.

If there are any indications of an infected or infectious person on-site, the visitor should be immediately withdrawn.

If there are any indications of suspected symptoms from the visitor during the visit, he/she should inform the host immediately who will call the HSE responsible.

If any of the participants (visitors and Hovione team) develop symptoms or is confirmed to be infected, in the following 14 days, information should be provided (Hovione to visitor or visitor to Hovione).

The following documents provide additional guidance on preventing the spread of Covid-19:

- [How to protect yourself against COVID-19](#)
- [Hovione \\_ 13 Rule to Keep us Safe](#)
- <https://www.hovione.com/covid-19-coronavirus>
- [Help prevent the spread of COVID-19: Handwashing](#)
- [Help prevent the spread of COVID-19: How to use a mask](#)

**I acknowledge reading and acceptance of the above contents.**

\_\_\_\_\_ (name)

\_\_\_\_\_ (date)

This document should be returned dully signed.