

REISSWOLF

Customer information

Information Coronavirus

Dear Sir or Madam,

REISSWOLF - as your service provider for file and data destruction, digitalization and storage - has taken comprehensive measures to protect our employees due to the current development of the coronavirus. Weighing up the risks of infection associated with personal contacts during file/data transfer, we have decided to implement preventive measures with immediate effect. We have decided to do so because the health and performance of our employees is our greatest asset. With this letter we would like to inform you about our measures and ask for your understanding if there are frictional losses during the so far smooth running of our activities.

We have initiated initial preventive measures to keep the risk of infection as low as possible.

Basics in brief

The measures include recommendations for behavior such as regular and thorough hand washing. There are also instructions to stay at home and contact medical services if employees themselves show symptoms such as fever, if relatives are suspected of being infected or have been quarantined by the authorities or if the person affected or their relatives have returned from one of the risk areas identified by the Robert Koch Institute in the last 14 days.

Business trips to high-risk areas are prohibited, other business trips and events with a larger number of participants are reduced to the absolutely necessary minimum or are also prohibited. We want to avoid that employees 'strand' abroad in case of border closures.

Production areas are being reorganized in such a way that per shift (in the event of an infection) only half of the personnel currently employed is at risk.

We have set up a coordination group (Board of Management, Human Resources, Administration, Production) that regularly exchanges information across all locations". At present, we will continuously inform our employees about the situation. The development in the current plan is very dynamic - i.e. we will have to take concrete measures "also driving by sight and act quickly and according to the situation".

We rely on the personal responsibility of our employees. We give expert advice on prevention and, for example, on the subject of hand hygiene. The concrete file transfer situation at your site was organized in such a way that mutual contact is eliminated or reduced to a minimum.

We also advise employees to take their laptops home every day so that they can switch to home office at any time. This should stabilize the accessibility to you.

Kind regards