

Updated on March 16th, 2020

The following guidelines and policy covers all employees in Arla and connected entities and replaces any previous guidelines. The guidelines apply until 19th of April, 2020, when we will assess and evaluate whether or not to prolong them.

The number of coronavirus (COVID-19) cases around the world is increasing. Your health and safety is our priority, and we need to ensure that Arla can continue the important task of providing food to people in this difficult situation that develops from day to day.

We are following the situation closely and the guidelines from our security partner International SOS as well as local authorities and partners in the countries that we operate in.

You must always follow guidelines from national and local authorities. If local guidelines are stricter or contradicts the guidelines in this policy, you should always follow the local rules in the country/area you live in.

Stay safe.

If you are ill

As a general principle, if you are showing symptoms of the coronavirus, you should not come to work:

- Fever
- (Dry) Cough
- Difficulty breathing
- Muscle pain

When you have been symptom-free for *two full days* you should be able to come back to work. If you are already working from home - in agreement with your manager - you should continue to do so.

These principles can always be overridden by guidance from local health authorities. It is possible that local health authorities will ask you to go into quarantine following symptoms of coronavirus, in which case you should follow their advice.

If you are in doubt about your symptoms, you should contact your doctor/health authorities for advice.

Reduce the spread of the virus

There are several things that you can do to reduce the risk of getting infected. This relates to being aware of when you might be exposed to the virus and what you can do to reduce this risk.

For that reason you should...

...Be aware of hygiene and sanitation

Good hygiene is important to limit the risk of getting infected by and spreading the coronavirus. This means:

- Wash your hands carefully
- Use hand sanitizer regularly

- Let internal doors stay open where possible at Arla's offices to avoid contact with door handles

...Reduce physical contact

Social distance is key to limit the spread of the coronavirus. To reduce the spread of the virus we strongly recommend the following:

- Stop greeting with handshakes
- Keep 1-2 metres of distance to each other where possible
- Meetings: Where possible ensure space between participants of 1 meter or more
- Use Teams and Skype meetings to the largest possible extent for all meetings

...Work from home

Many Arla employees can work from home, and if that is the case for you, you should:

- Bring your computer, mobile phone, and chargers home with you and make sure that they work
- The majority of employees do not need to log on using VPN (Cisco Anyconnect). The following Microsoft applications can be accessed without it: Excel, OneDrive, OneNote, Outlook, PowerBI, PowerPoint, SharePoint, Stream, Teams, to-do, Word, Yammer, Concur, Success Factors, Hybris Cloud.
- If you only require access to the above, we urge you to reconnect without using VPN.
- For more info on how to connect from home: - link to Arla Sharpoint
- The decision on working from home will be taken by nearest people manager in accordance with local legislation.

...Stop all business travel

Business travelling – unless highly business critical and approved by nearest VP – is not allowed.

...Stop all personal travel

We highly recommend to postpone, cancel or avoid any cross border personal travel.

If you are returning from high risk areas defined by local authorities, you should monitor your health for 14 days. People with symptoms should contact their healthcare specialist via telephone first, and indicate their exposure and travel history before seeking medical attention in person.

...Cancel or convert physical meetings

All major internal conferences, seminars, gatherings etc. with large numbers of participants - as well as participation in external conferences or similar – must be replaced by virtual meetings, postponed or cancelled entirely.

...Postpone or cancel visits to Arla sites

Unless a visit to an Arla site is considered business-critical it should be postponed or cancelled. Additionally, all visits to production sites must be approved by the local site director.


...If you have any concerns

If you have any concerns in regards to your personal situation you should share these with your manager so that he/she is aware and can take the necessary precautions, including decision on working from home.

...Report quarantine

We need to keep track of the situation. The manager of affected employees must report cases of quarantine and confirmed cases of Coronavirus to the following email: 'arla mail adress'

Additional information

You can always find the latest and up to date information about guidelines for your local country by visiting www.internationalso.com - use our membership number (14EYCA557228) to log in. You can also call the ISOS Assistance Center at +44 20 8762 8394 .

We also **STRONGLY** recommend you to seek information from your local health authorities in the country you live in and/or are travelling to.

We have created a dedicated Q&A page on ArlaNet, which we will continuously update and can be linked to [HERE](#). If you have a question not covered in the Q&A please email – ‘special arla corona mail adress’