

PUBLIC COMPANY ORLEN LIETUVA

APPROVED BY
General Director
16 March 2021
Order No TV1(1.2-1)-143

INSTRUCTION ON ACTIONS OF CONTRACTOR'S EMPLOYEE EXPOSED TO COVID-19, WITH SUSPECTED OR CONFIRMED COVID-19

I. GENERAL

Purpose and Scope of Application

1. Instruction on Actions of Contractor's Employee Exposed to COVID-19, with Suspected or Confirmed COVID-19 shall apply to the employees of contractors who under respective contracts concluded with Public Company ORLEN Lietuva (hereinafter – the Company) perform civil construction, maintenance, servicing and other works/services in the territory of the Company.

2. Requirements of the present Instruction shall not apply to the following employees of contractors:

2.1. Employees who had exposure and returned or arrived from abroad holding the certificate from HCI confirming that a person has recovered from COVID-19 with the COVID-19 confirmed through the positive SARS-CoV-2 PCR or antigen test, and maximum 90 days have passed from the positive testing until the return/entry to the Republic of Lithuania (such certificate is not required where COVID-19 was confirmed in Lithuania, and the data have been communicated to ESPBI IS), or for employees holding the certificate from HCI, or an international certificate of vaccination proving that a person has been vaccinated according to full vaccination program with vaccine listed in the Register of Medical Products of the European Union and after high risk exposure new symptoms did not develop. Documents referred to in this paragraph must be issued in any official EU language and upon request presented to NPHC or officers checking compliance with isolation requirements;

2.2. Employees with potential immunity to COVID-19, citizens and legitimate residents of the Republic of Lithuania, who have recovered from COVID-19 and had high risk exposure in the period of 90 days from positive SARS-CoV-2 PCR/antigen test or vaccination, also employees with positive anti-S, anti-S1 or anti-RBD SARS-CoV-2 IgG test result in last 60 days, if after high risk exposure new COVID-19 symptoms did not develop and data has been communicated to ESPBI IS (or certificate from HCI is held).

II. TERMS AND DEFINITIONS

3. For the purpose of the present Instruction terms used herein shall be defined as follows:

Person suspected of COVID-19 – a person who has symptoms similar to those of a person infected with COVID-19 (coronavirus infection).

Person exposed to COVID-19– person who was exposed to a person infected with COVID-19, infectious disease carrier, or communicable disease transmission factors within 3 days prior to and 10 days since symptoms development, or 72 hours before positive swab test result or 10 days after swab test where COVID-19 case is asymptomatic, or person who arrived from a foreign country included by the order of the Minister of Health of the Republic of Lithuania into the list of affected countries.

Isolation – separation of a person with confirmed or suspected COVID-19, or a person exposed to COVID-19 to protect the public from the spread of COVID-19.

Person with potential immunity to COVID-19 – person who recovered from COVID-19 (irrespective of the symptoms s/he had), when SARS-CoV-2 PCR/antigen and/or SARS-CoV-2 serological test result was positive or person vaccinated against SARS-CoV-2.

Critical infrastructure facility – Public Company ORLEN Lietuva listed as critical infrastructure facility by the decision of the Government of the Republic of Lithuania.

Levels of risk:

High risk exposure – close contact with an infected person within less than 2 meters for a cumulative total of 15 minutes or more, direct contact with body fluids of an infected person (saliva, blood, open cough, discarded disposable napkins), direct physical contact (handshaking) or presence in the same closed space (office, conference room, control room, etc.) with the infected for 15 minutes and more. High risk exposure is also any travel with the infected in any type of transport, even if all travelers are wearing respiratory protection (masks), the distance between the persons is less than 2 meters, the contact is longer than 15 min., and persons are in the closed space.

Low risk exposure – contact with an infected person with respiratory protection less than 15 minutes with distance more than 2 meters without direct physical contact, presence in the same closed space less than 15 minutes.

COVID-19 symptoms (clinical) – cough, fever, difficulty breathing, sudden loss or decrease of taste or smell.

NPHC – National Public Health Center under the Ministry of Health.

HCI – health care institution.

EOC – Emergency Operations Center of the Company.

EOC Coordinator – Deputy General Director for Operations of the Company.

ESPBI IS – Electronic Health Services and Cooperation Infrastructure Information System.

RPE – respiratory protective equipment: face mask, respirator or other protective device covering the nose and mouth.

III. OPERATIVE PART

Requirements for contractor's employees working in the territory of the Company

4. Work within the Company is allowed for those contractor's employees only who do not have and are not suspected of having COVID-19, have not been exposed to COVID-19, upon arrival/return from affected countries listed by the order of the Minister of Health have passed mandatory self-isolation period prescribed by legal acts of the Republic of Lithuania and those who under legal acts of the Republic of Lithuania are exempt from self-isolation and testing requirements as well as those who are subject to exclusion allowing to commute to work during the period of self-isolation.

5. Each contractor's employee (hereinafter – employee) must measure his/her temperature before going to work. If body temperature is 37.5°C or higher, or coughing, shortness of breath develop suddenly, the employee must stay at home or in other place of residence, report this to his/her immediate superior, immediately call the hot line **1808**, describe all the details and act as instructed by the medical staff.

6. If during the check for entry to secured facilities of the Company an elevated temperature (37.5°C) is identified for an employee or the symptoms of COVID-19 develop during the presence at the Company, contractor must immediately arrange the removal of this employee from the territory of the Company and report this event to: **kor@orlenlietuva.lt**.

7. Contractor's employees working in the territory of the Company, must maintain at least 2 meter distance from employees of the Company and wear RPE.

8. Employees working in the territory of the Company are required to clean their workplace surfaces of frequent contact (desks, chair supports, computer keyboards, etc.) with surface disinfectants as often as possible, but not less than twice a day/shift.

9. In the territory of the Company, employees must observe the hand hygiene requirements (wash hands often with liquid soap and warm running water, disinfect them with hand sanitizers), avoid touching the face, eyes, nose, mouth, etc., and observe cough and sneeze etiquette.

10. Without necessity, contractor's employees are not allowed to leave their place of work, to visit control rooms of process facilities.

11. Employees must disinfect their hands with hand sanitizers before entering control rooms, dispatch rooms of process units, and canteens and wear RPE.

Requirements for contractor's employee who had contact with person who was exposed to confirmed COVID-19

12. Employee who had contact with person who was exposed to confirmed COVID-19 (secondary contact) must report this to direct superior.

13. Employee who had contact with person who was exposed to confirmed COVID-19 is not allowed to enter the territory of the Company.

14. If no symptoms develop during the period of isolation from the day of last exposure prescribed by legal regulations of the Republic of Lithuania, an employee is no longer considered to be at risk of contracting COVID-19, and may return to work.

15. Employee who had contact with person who had close contact with person in isolation suspected of close contact with confirmed COVID-19 shall be also deemed of no risk when the person s/he was exposed to receives negative COVID-19 test result.

Requirements for contractor's employee exposed to confirmed COVID-19 or having arrived from an affected country

16. An employee who had high or low risk exposure to confirmed COVID-19 must:

16.1. Inform immediate superior;

16.2. Stay at home or other place of residence and isolate from other persons with separate sanitary unit. If these conditions could not be ensured, self-isolate in a separate well-ventilated room;

16.3. Fill out the Questionnaire for exposed persons in the website of NPHC at: <https://nvsc.lrv.lt/salyti-turejusiu>. Fill it out only 24 hrs after high-risk exposure and only if you did not receive SMS from NPHC. Afterwards, wait for NPHC to contact you, assess the risk and apply necessary measures.

16.4. Take temperature daily and monitor health condition for development of COVID-19 symptoms, observe good hygiene practices when coughing and sneezing and avoid social contacts, be available by e-mail and on phone to NPHC specialists who perform active monitoring (contacting daily by phone, e-mail, etc., and recording details on health condition);

16.5. If during self-isolation symptoms develop, immediately call hot line **1808**, register for the test and have such test done at prescribed time. If the swab test is taken and the result is negative, an employee shall stay in self-isolation and the health monitoring will continue for 14-day period from the day of last exposure to person with confirmed COVID-19.

17. If during self-isolation period from last day of exposure to confirmed COVID-19 prescribed by legal acts the symptoms of COVID-19 do not develop, an employee is no longer considered to be at risk of contracting COVID-19. Period of isolation may be shortened if by the term prescribed by legal acts SARS-CoV-2 PCR test is made and negative result is obtained, if the symptoms of acute upper respiratory tract infection (sudden appearance of any of these symptoms: fever, cough, shortness of breath) do not develop for the employee. In the event of negative result confirmed, self-isolation is not mandatory; however, the application for reducing the period of self-isolation shall be placed on <https://nvsc.lrv.lt/shorten-1>.

18. Employee arriving from an affected country must:

18.1. 8.1. Before arrival to Lithuania register with NPHC completing a QUESTIONNAIRE for travelers at: <https://keleiviams.nvsc.lt/en/form> and present obtained **QR code** to international carrier before boarding. For travels with private transport register before arrival at the border of

Lithuania and get **QR** which will be requested at the border by NPHC specialists or the border crossing point authorities;

18.2. Hold a HCI certificate or laboratory test result (in any official EU language) confirming the negative test for COVID-19 taken at maximum 72 hours before arrival/return to Lithuania (serological antibody test results are not acceptable);

18.3. Observe other requirements set forth in Par. 16-17 hereof and website of NPHC at: <https://nvsc.lrv.lt/lt/informacija-visuomenei-apie-covid-19/grizusiemis-atvykusiems-is-uzsienio-1> (<https://nvsc.lrv.lt/en/information-on-covid-19/for-arrivals-from-abroad>) for tests, registration and self-isolation on arrival from abroad.

Requirements for contractor's employee suspected of COVID-19

19. An employee with at least one of COVID-19 symptoms must:

19.1. If at work within the territory of the Company, immediately notify direct superior who must organize transportation of employee from the territory home or to other place of residence;

19.2. If symptoms develop at home or other place of residence, isolate from other persons with separate sanitary unit. If these conditions could not be ensured, self-isolate in a separate well-ventilated room and inform direct superior;

19.3. Immediately call hot line **1808** for advice, assessment of potential risk of infection and level of required aid or treatment in PHCI;

19.4. If shortness of breath becomes severe and hot line cannot be reached, call single emergency phone number **112** - if needed, ambulance will take to healthcare institution.

20. Return to work after the relevant PHCI allows.

Requirements for contractor who has employee exposed to a person in isolation or employee with suspected or confirmed COVID-19

21. Contractor who has employee exposed to a person in isolation or employee with suspected or confirmed COVID-19, must immediately report this to: kor@orlenlietuva.lt specifying the following information to the Company: place where employee was working, Company's employees he/she had contact with, premises/rooms in the Company which the employee was present in/visited.

22. If contractor's employee – person exposed to a confirmed COVID-19 – is in the territory of the Company, the contractor, as soon as it becomes aware of this, must organize removal of such employee from the territory of the Company and report this event to: kor@orlenlietuva.lt.

23. The contractor must report the result of COVID-19 test performed for its employee to: kor@orlenlietuva.lt.

IV. FINAL PROVISIONS

24. For isolation requirements, change of the place of isolation, and any other issues related to coronavirus infection and state level emergency situation call NPHC hot line, tel.: **+370 5 2649676** (daily I–IV 8:00–17:00, V 8:00–15:45; weekends – 8:00–17:00), or contact by e-mail: **koronavirusas@sam.lt**.

25. In case of questions concerning application of legal requirements related to COVID-19 risk management in the Company, laboratory tests and organization of isolation of employees, contact the Company's responsible employee, tel.: **+370 443 92126**, mob.: **+370 614 48380**, e-mail: vytautas.ezerskis@orlenlietuva.lt.

Prepared by
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