

## **PUBLIC COMPANY ORLEN LIETUVA**

APPROVED BY  
General Director's

26 March 2020  
Order No. TV1(1.2-1)-167

### **INSTRUCTIONS IN CASE CONTRACTOR IS SUSPECTED OF OR TESTED POSITIVE FOR COVID-19**

1. These Instructions shall apply to employees of the contracting organizations performing construction, repair, maintenance and other works in the territory of Public Company ORLEN Lietuva (hereinafter – the Company) and/or providing services at the Company under relevant contracts concluded with the Company (hereinafter – contractors).

2. Each contractor (hereinafter – also the employee) shall measure his/her temperature before leaving for work. If the temperature is 37.5°C or higher, the employee shall stay at home, report this to his/her immediate superior, contact his/her family doctor by phone, and strictly follow the doctor's instructions.

#### **Actions in case employee is tested for COVID-19**

3. An employee who is experiencing the symptoms characteristic of COVID-19 (high temperature, coughing, shortness of breath) and who has registered for or who is subject to COVID-19 Detection Test shall report this to his/her immediate superior right away.

4. The employee's immediate superior shall arrange for identification of any other employees who have had contact with the particular employee (hereinafter – exposed employees), as well as their notification of the potential risk of infection with COVID-19.

5. If the symptoms started while the contractor was working at the Company, the contractor's manager shall immediately report this to the Company's Deputy Director of Maintenance (tel. 8 443 92402, 8 687 86252), and the latter shall report to Deputy General Director for Operations – the Coordinator of Operations Center by presenting the following information: the employee's place of work, the Company employees who have had contact with the contractor, if the contractor visited some premises at the Company and, if yes, the particular premises visited.

6. If the exposed employees are not at work, they shall get immediately isolated and stay in self-isolation by the time the test results are received for the being tested employee.

7. If the exposed employees are present in the territory of the Company, such shall remain in their work places by the time separate instruction are given by their immediate superior. The employees shall be prohibited from moving in the territory of the Refinery on their own.

8. The immediate superior shall report the situation to UAB ORLEN Apsauga (tel. 2392), and the exposed employees shall be escorted by UAB ORLEN Apsauga employees out of the territory of the Company. Then, the immediate superior shall arrange for transportation of the employees to their accommodation place.

9. Once there, the exposed employees shall get isolated and stay in self-isolation by the time the test result is received for the being tested employee.

10. An employee whose COVID-19 Detection Test has been completed shall immediately report his/her test result to his/her immediate superior.

11. In case the test result is negative, the immediate superior of the employee shall immediately inform the employees in self-isolation that their isolation is subject to termination and that they shall come to work according to their work schedule.

12. In case the test result is positive, the immediate superior shall immediately report this to the employees in self-isolation who must remain in self-isolation for the next 14 calendar days. The contractor's manager shall immediately report the situation to the Company's Deputy Director of Maintenance (tel. 8 443 92402, 8 687 86252), and the latter shall report to Deputy General Director for Operations – the Coordinator of Operations Center.

### **Actions in case employee experiences COVID-19 symptoms when at the Company**

13. In case higher than normal temperature (37.5 °C) is determined for an employee at an entry to the Company's restricted facilities, the employee shall be banned from entering the territory of the Company. UAB ORLEN Apsauga shall provide the employee with a protective mask (the masks shall be furnished by Occupational and Process Safety Control Department in advance), and demand to put the mask on. The employees shall be escorted to the closest isolation premise at the Company, and emergency medical service shall be called for immediately by phone No 112, or the employee shall be recommended to him/herself call 1808 as well as his/her immediate superior.

14. An employee who starts experiencing the symptoms characteristic of COVID-19 while working at the Company shall immediately put on a protective mask (the means shall be provided to the employee by his/he organization), and inform his/her immediate superior thereon. The immediate superior of the employee shall call for an emergency medical service from UAB Medikvita (tel. 8 443 92103), also inform UAB ORLEN Apsauga (tel. 2392) thereon.

15. After an employee starts experiencing the symptoms, he/she shall be prohibited from moving in the territory of the Refinery on his/her own. The employee shall stay at his/her place of work by the time separate instructions are given by the immediate superior. UAB Medikvita emergency medical service (ambulance) together with UAB ORLEN Apsauga employees shall deliver / escort the employee to the closest isolation place at the Company, also immediately call 112 for emergency medical service to arrive. The employee shall stay at the specific isolation premise by the time emergency medical service arrives.

16. In case an employee refuses to stay in the isolation premise, UAB ORLEN Apsauga employees escort such employee out of the territory of the Company, and report the incident to the single emergency number 112 or 1808.

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