

 Public limited company "Latvenergo" Reg. No. 40003032949	Procedure The procedure for the enforcement of Covid-19 restrictions for the Contractors' personnel during the emergency situation		Page 1 (3)
			Number: K350 Rev.:01
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1. Purpose

The purpose of the procedure is to determine how the works that are performed by "Latvenergo" AS Contractors' personnel are organized and how the delivery of materials is provided, and the provision of economic (external) services at the facilities of "Latvenergo" AS in regard to Covid-19 infection restrictions in the country and control of the enforcement of these restrictions.

2. Definitions

Contractors' personnel who has been vaccinated in Latvia or in any of the EU states – is considered fully vaccinated in accordance with the requirements stated in clause 2.16 of the Cabinet Regulation No.662 "Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection".

Contractors' personnel who has been vaccinated outside the EU states – is considered fully vaccinated if presents a vaccination certificate issued in the home country, valid according to the vaccination requirements stated in the respective country, proving that the person is fully vaccinated.

Epidemiologically safe environment – room or territory, public or private venue, place for provision of services or workplace where only fully vaccinated or recovered persons are present.

Epidemiologically unsafe environment – room or territory, place for provision of services or workplace where the vaccination, recovery or testing fact of the persons present is not known, or it does not comply with the requirements of an epidemiologically safe or partly safe environment.

Contractors' personnel – personnel who performs work (maintenance, repair, construction or designing) at the premises or territory of "Latvenergo" AS, as well as personnel of different service providers, for example, suppliers' personnel (water and coffee caterers, mats service, providers of public/regulated services and their personnel, and others), personnel of tenants of premises and territories, including personnel hiring ITT communication infrastructure.

Face mask – medical or non-medical (cloth) cover which fully covers mouth and nose, fits close to face and is intended for filtration of droplets and small particles in the expiratory flow.

Number: K350 Rev.: 01	Procedure The procedure for the enforcement of Covid-19 restrictions for the Contractors' personnel during the emergency situation	Page 2 (3)
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3. General conditions

- 3.1. This procedure shall be considered for all kind of works and services performed by the Contractor's employees in "Latvenergo" AS sites and territories.
- 3.2. This procedure is prepared in accordance with Cabinet regulation No.662 "Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection" adopted on September 28, 2021 and Cabinet Order No.720 "Regarding declaration of the emergency situation" adopted on October 9, 2021, and Cabinet Order No.748 "Changes in the Cabinet Order No.720 Regarding declaration of the emergency situation" adopted on October 9, 2021 requirements.
- 3.3. "Latvenergo" AS employees, as well as the Contractor's employees who are in contact, shall comply with epidemiological safety measures – 2 meter social distancing, wearing face masks, meeting of different groups of people shall not be permitted, online meetings shall be used to solve issues related to the work.

4. Contractors' admission to work

- 4.1. In accordance with Cabinet Order No.720 "Regarding declaration of the emergency situation" sub-clause 5.7., assessment of the Contractor's employees is carried out taking into consideration the works to be performed and working conditions by determining the risk of infection and the potential risk to health of other persons. Based on the above mentioned assessment of infection risks in working place as well as taking into account the principle of proportionality, justice, and equality, starting from **November 15, 2021** the Contractor is requested **to have** a vaccination certificate or certificate of recovery, if any of the following circumstances exist – Contractor's employees carry out the works on site in "Latvenergo" AS indoor premises and there is possibility of direct contact with "Latvenergo" AS employees during the execution of the works, they may have physical contact or for long period of time (for longer than 15 minutes) are closer than two meters from "Latvenergo" AS employees.
- 4.2. If the Contractor's personnel **doesn't have** a valid vaccination certificate or certificate of recovery, the Contractor's personnel from now on until **December 14, 2021** can be admitted to work in emergency or in the following cases:
 - 4.2.1. The work is performed in "Latvenergo" AS territories;
 - 4.2.2. The work is performed indoors and:
 - 4.2.2.1. there are no workplaces of "Latvenergo" AS employees;
 - 4.2.2.2. "Latvenergo" AS employees do not perform the works in particular "Latvenergo" AS indoor premises simultaneously with the Contractor's works;

Number: K350 Rev.: 01	Procedure The procedure for the enforcement of Covid-19 restrictions for the Contractors' personnel during the emergency situation	Page 3 (3)
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4.2.2.3. permission has been received from the person responsible for contract implementation – by presenting evidence of valid testing certificate or negative antigen test.

- 4.3. In accordance with Cabinet Order No.748 “Changes in the Cabinet Order No.720 Regarding declaration of the emergency situation” adopted on October 9, 2021, Clause 5.7.¹., the Contractor’s personnel **starting with December 15, 2021** can perform the works on site in "Latvenergo" AS territories, as well as indoor premises **only** with a valid vaccination certificate or certificate of recovery.
- 4.4. Upon arrival at the Site where the physical security guard is located, the employees of the Contractor shall present an identity document and a valid vaccination certificate or certificate of recovery to the security officer who performs the certificate verification.
- 4.5. Starting with December 15, 2021 "Latvenergo" AS has the rights to check randomly vaccination certificates or certificates of recovery of the Contractor’s employees in any site and territory of "Latvenergo" AS.
- 4.6. Access to the sites where the physical security guard is organized by using one security desk for entering the Site, or there can be additional entrances to the Site arranged upon approval of Security.