

METHODS OF WORKING AND STAYING ON THE CAMPUS DURING THE COVID-19 EPIDEMIC

1. Notification and handling of critical visits and shipments

- Only critical visits are allowed.
- Each critical visit requires notification even when it comes to users that have permanent access to Atman Data Center.
- All critical visits must be authorized by a person authorized to manage access lists. Our Atman Customer Service Department (CSD) will contact the authorized person for authorization.
- In any other case, visits should be replaced by the remote hands (RH) service, unless there are formal (legal, regulatory, technical) restrictions.
- Notification also applies to shipments sent to Atman DC. We require that the notification e-mail contain at least:
 - The name of the sending company
 - The waybill number
 - The description of the contentShipments will be processed as part of the RH service.
- In the case of a significantly increased number of RH orders, the time of their processing may be longer than usual.

2. Staying and working in the Data Center

- In order to limit direct contact, we reduce the number of people staying in Atman Data Centers at the same time. Therefore, your employee may be asked to wait before the entrance to the Data Center area until another visitor leaves it.
- Access to the premises of the Data Center may be possible only on condition of wearing masks covering mouth and nose. However, the order to cover the mouth and nose applies in closed areas, such as:
 - reception buildings
 - Backup offices
 - technical and server rooms
 - other enclosed spaces.
- Dispensers with disinfectant liquid are available at the Atman Data Center reception desk.
- In order to minimize the risk of clusters of people in shared parts of the buildings, we shut down social rooms and kitchens in colocation facilities.
- While staying in the Data Center, please keep a minimum distance of 1.5 m from the employees of the Data Center Service.
- We suspend the possibility of renting tools for performing work in the server rooms; please make sure your employees arrive with their own equipment.
- We maintain increased standards of antivirus hygiene, therefore:
 - We carry out regular disinfection of door handles, locks, taps, handrails, elevator buttons, countertops and desks
 - We carry out preventive disinfection of the Data Center rooms; during such a procedure, the persons present will be asked to leave the designated rooms of the Data Center