

New Health and Safety Guidelines In the Training Center



Sanitize your hands when entering the building. Dispensers are available in front of and inside the Training Center.



Cafeterias and the coffee hubs will not be functioning (Lunch will be delivered in packets to office which you can have in the cafeteria)



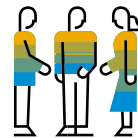
A mask must be worn at all times everywhere in the Training Center (for example, in the hallways, in the meeting rooms, in the elevators, in the stairwells, and so on). Exception: While seated at your assigned desk in the Training Center and while eating lunch in cafeteria.



Commonly touched points such as door handles, handrails, elevator buttons, and so on, are cleaned and disinfected several times a day by cleaning staff.



Everyone must bring their own mouth and nose protection (mask) or face shield with them. The clean desk policy must be observed at all times (the desks are cleaned and disinfected daily by cleaning staff)



Unnecessary walking around the Training Center or gathering in groups of more than four people should be avoided.



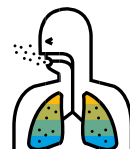
Persons belonging to a risk group should refrain from attending classes locally in the Training Center and use SAP Live Class instead.



Minimum social distancing of 1,5 meters must be observed at all times.



The hygiene measures must be observed (for example, wash and disinfect your hands regularly; sneeze into your elbow and not into your hands; avoid touching your face; use disposable tissues and throw them away immediately after using).



Anyone with COVID-19-related symptoms and those who suspect they may have been affected are asked not to come to the Training Center.