

To all Employees at

Foremost Hospitality Management GmbH

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**Work instruction: 3G at the workplace - Vaccinated - Recovered - Tested
Control and documentation obligation by the employer**

Dear colleagues,

From 24 November 2021, the new Infection Protection Act to fight the Corona pandemic will come into force. According to this, 3G is mandatory in the workplace throughout Germany from 24 November 2021. The employer is required to check all employees daily for compliance with 3G and to document this.

What does 3G stand for?

Vaccinated (geimpft) is a person who is fully vaccinated and can prove this by means of a vaccination certificate (digital or paper).

A person is considered to be **recovered (genesen)** if he or she is in possession of a certificate of recovery issued in his or her name. This provides proof of the existence of a previous infection with the coronavirus if the test was carried out at least 28 days and a maximum of six months ago.

A **tested (getestet)** person must present either a negative rapid test that is not older than 24 hours or a negative PCR test that is not older than 48 hours.

Access to the workplace

Only those who have been vaccinated, recovered or tested are allowed to enter the workplace (hotel). You are therefore obliged to inform your Hotel Manager or Assistant Hotel Manager about your status and to provide proof of this.

Vaccinated or recovered

Show your Hotel Manager or Assistant Hotel Manager your valid vaccination or recovery certificate (digital or paper) before you start working. Once you have provided proof of vaccination or recovery, a daily check is no longer required. However, please have the documents with you for possible checks.

If there is a change in your vaccination or recovery status (such as booster vaccination), please let us know immediately.

Vaccinated or recovered staff are not required to be tested. Nevertheless, for everyone's safety, we ask you to make use of the self-tests we offer twice a week.

Not vaccinated / not recovered

Employees who are neither vaccinated nor recovered are required to be tested and provide proof of this before each start of work. Once a week, everyone has access to the free citizen test, which may not be older than 24 hours. For PCR tests (usually subject to a charge), the maximum is 48 hours.

In addition, as an employer we offer all employees a self-test twice a week. All unvaccinated persons who take the self-test in the hotel must carry out the test before starting work and under supervision. The result will be documented afterwards. Self-testing without supervision is no longer permitted for the unvaccinated. A self-test carried out at home is not recognised.

Please note that test time is not working time, as the test must be carried out before starting work.

What if a staff member does not want to reveal the status (vaccinated, recovered or tested)?

In this case, access to the hotel will be denied. As a result, it will not be possible to perform work, so that there will be no entitlement to continued payment of wages as a consequence. Should there be a continued refusal to reveal the required status, this may be a reason for a warning, up to and including termination for good cause.

The above actions will remain in effect until **19 March 2022**, and we will notify you of a possible extension in due time.

We thank you for your support and cooperation in safeguarding your health, that of your colleagues and guests, as well as for maintaining the hotel's operations.

Yours sincerely

Foremost Hospitality Management GmbH