



Unabhängige Tanklogistik GmbH

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## Measures to prevent the spread of corona viruses

### Attention: changed tank depot opening times

Bremerhaven, 18<sup>th</sup> of May 2020

Dear business partners!

In order to limit the further spread of the Corona virus, to protect our employees from infection and to keep our business going, we ask, in addition to the known hygiene and distance rules, to observe the following measures, which are currently can lead to minor restrictions in cooperation:

1. In order to avoid infection and consequently quarantine at home for all UTG employees per location, we have fixed groups of people for the respective shift times, which initially will remain unchanged for the next 8 weeks. These groups of people will have no personal contact with each other. Handovers between shifts are never carried out in person, but only in writing or orally by phone. For this reason, loading / and / or discharging processes may have to be interrupted when changing shifts and our employees are temporarily unavailable at the following times:

#### Tank farm:

#### Shift change:

**Blexen**

**1:45 p.m. to 2:15 p.m.**

**Bremerhaven**

**1:45 p.m. to 2:15 p.m., 2:00 a.m. to 2:30 a.m.**

**(with seagoing ship storage)**

**Essen**

**1:15 p.m. to 1:45 p.m.**

**Kiel 1**

**11:45 a.m. to 12:15 p.m., 5:45 p.m. to 6:15 p.m.**

**Kiel 2**

**10:30 a.m. to 11:00 a.m.**

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2. For the aforementioned division of the groups of people, it was necessary to change the opening hours of our following tank depots as follows:

**Tank farm Essen, opening times from April 27<sup>th</sup> 2020 until further notice:**

**Tank truck loading from Monday 4:00 a.m. all day to Saturday 12:00 p.m.**

**Ship logistics: For same-day processing, the ships have to moor at the pier by 10:00 a.m.**

**Rail tanks are loaded from 6 a.m. to 6 p.m.**

**Tank farm Bremerhaven, opening times from March 23<sup>rd</sup> 2020:**

**Tank truck loading from 7:00 a.m. to 4:00 p.m. (unchanged).**

**Ship outsourcing from 6:00 a.m. to 8:00 p.m. (sea ship discharging also possible outside of these times by arrangement).**

**Tank farm Kiel 1, opening times from May 18<sup>th</sup> 2020:**

**Tank truck loading from Monday to Friday from 5:30 a.m. to 6:00 p.m. (last entry for tank truck loading is at 5:30 p.m.).**

**Seagoing Vessel from Monday 0 a.m. to Sunday 12 p.m. (24 hours open).**

**The opening hours at the Nordenham-Blexen and Kiel 2 tank farms will initially remain unchanged.**

3. Furthermore, we asked our employees to avoid private contact with non-family members and to follow the recommendations of the federal and state governments.
4. We ask our suppliers and third-party companies for understanding that we are currently only having maintenance and repair work carried out at our tank farm locations that are necessary to maintain business operations.
5. At the moment we only take appointments by phone or video conference, business trips are made very difficult by the existing exit restrictions in the federal states.

We ask for your understanding of the above measures and wish you, your employees and your families that you come through this time healthy and safely and are available to answer any questions.

Sincerely yours

**UTG Unabhängige Tanklogistik GmbH**

