

# CORONAVIRUS

## PREVENTION IS THE BEST CURE

Coronaviruses are a family of infections that include the common cold, and viruses such as SARS and MERS

### Common Symptoms

Headache and malaise

Runny nose

Cough or sore throat

Muscle pain

### Potential Complications

High fever (above 38°C or 100.4°F)

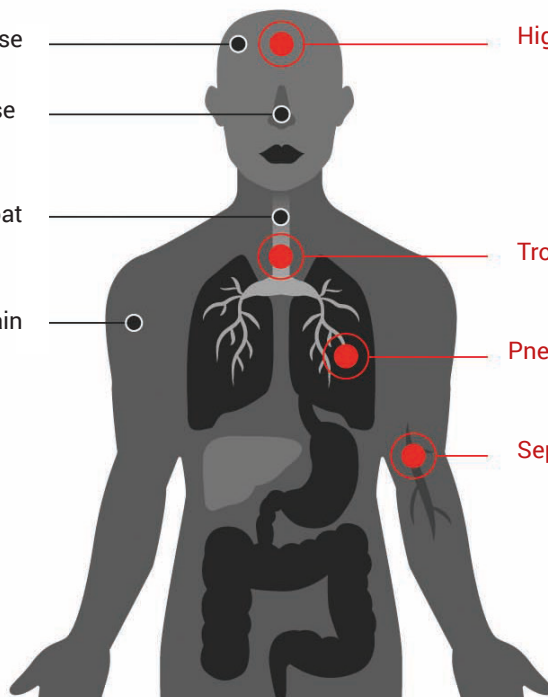
Trouble breathing

Pneumonia

Sepsis or even death

### HUMAN-TO-HUMAN TRANSMISSION HAS BEEN CONFIRMED

People are advised to wear masks, wash hands frequently and avoid close contact with anyone who has a fever and/or cough



If you have any of the symptoms related to Covid-19, please call the unique number of the National Emergencies: 127

### What is necessary in this situation?



Communication and information



Being proactive and orientating



Being optimistic, but not ignoring the reality

Nothing more than crisis, can test a leader to show his strength or weakness

# Our values make us successful!

*When we talk about SUCCESS in EFA / Prodyn, we first understand the well-being and health safety of all our employees and our families. When we are all healthy and safe, we may expect achievements and successes to materialize.*



In the Company's Code of Conduct we have determined that "... long-term success stems from strategies of continuous ongoing, focusing on the environment, health and safety." (page 12).

It is the health and safety of all that has been primary for me and the management staff at this very difficult time for all. To achieve it, we have provided:



Informing everyone about the virus via meetings and leaflets distributed in the factory.



Our work environments were prepared according to health and safety standards, but we also added measures according to the recommendations of Hygiene & Health experts, as described by our doctor on page 4.

Besides the health issue, the economy in the whole world and in our country was affected as well: the closure of companies, unemployment, cessation of wages and other problems such as unregistered employees who do not even receive social assistance.

I and other company executives made some costly, but that are part of our values and our respect for each other:

**1.** We decided that employees who showed continuous correctness and work dedication, were going to be paid while the company was closed down, even though not producing any income.

**2.** Continuing work with high safety measures and stopping at any time considered dangerous for potential spread of infection.

**3.** Open communication with you, the commitment, integrity and trust you have in the company made EFA / Prodyn emerge from this crisis (now it is almost behind us :), but we must continue applying the rules and distancing) stronger, consolidated and more united. This way, I want to thank you all one by one.

It is understood that this had a negative impact on production and turnover, but not on our foundations. Work has already returned to normal parameters; relationships with our customers are not affected; what we all showed together in this difficult time, has also increased customer confidence in EFA / Prodyn.

Given that world markets will need some time to recover, and this may have an impact on production orders in the next two seasons, the company has prepared a plan B to compensate for this decline. We have just contracted two new German clients, to produce medical clothing (PPE). Production started in the newest production unit, within the premises of Prodyn.

## **So, your job and your salary are safe.**

What we all need to do together, is to continue working with dedication and quality, but also adapt to the changes which are so essential to the success of our work. Respect and implement the Health & Safety regulations at work and in your daily life, for yourself, for your family and the large EFA / Prodyn family.

**Thank you & Congrats!**  
**Eva**





## Quality Control - one step forward



The quality of work at EFA/Prodyn is the most important part - this has made us one of the most reliable manufacturers, not only in our market. Quality Control has already passed

to another, more professional stage to complete the Mission to complete the production of "...qualitative products for clients, fulfilling customer satisfaction needs, to increase company's revenue and employee benefits".

## Unstoppable expansion - 2 new clients



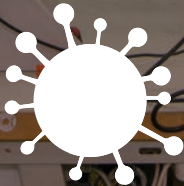
A popular saying goes, "The field is not worked with prayers, but with hoes and shovels." We didn't expect the work to come to us from heaven, but we have been actively looking for new opportunities. Thanks to the correct and quality work of all of you, EFA /

Prodyn has build up a great reputation. This was important for us to manage signing two new contracts in a completely new field: Personal Protective Equipment (PPE) for the Health Service in Germany. A great opportunity to diversify our portfolio and secure our jobs at the company.



# COVID-19: WE LEARN FROM EXPERIENCE

What advices will give to colleagues about the situation of pandemic?



### Anila Xheka

"I would advise my friends that as long as the virus is under our noses, we should continue maintaining social distance. Let go of the hugs and handshakes in a second moment. Also continue to use protective masks and always place the elbow to cover mouth and nose while sneezing. Cell phones especially contain various dangerous bacteria and I would recommend you to occasionally clean them with a damp cloth. I hope we all get through this situation together!"

### Florinda Cangu:

"Hello! What I would advise is to continue respecting the security measurements taken, until the virus disappears completely. The most important thing, is to support each other in this difficult period because as human beings we need support."

### Zete Zera

"I would advice helping and respecting each other in this difficult situation, being as positive as possible for tomorrow and as secure as possible for the future. Let's all work together to respect all the rules as a big PRODYD family!"

*Written by: Reixhi Memo*

# God gave us brain to understand and Medicine, instructions to implement

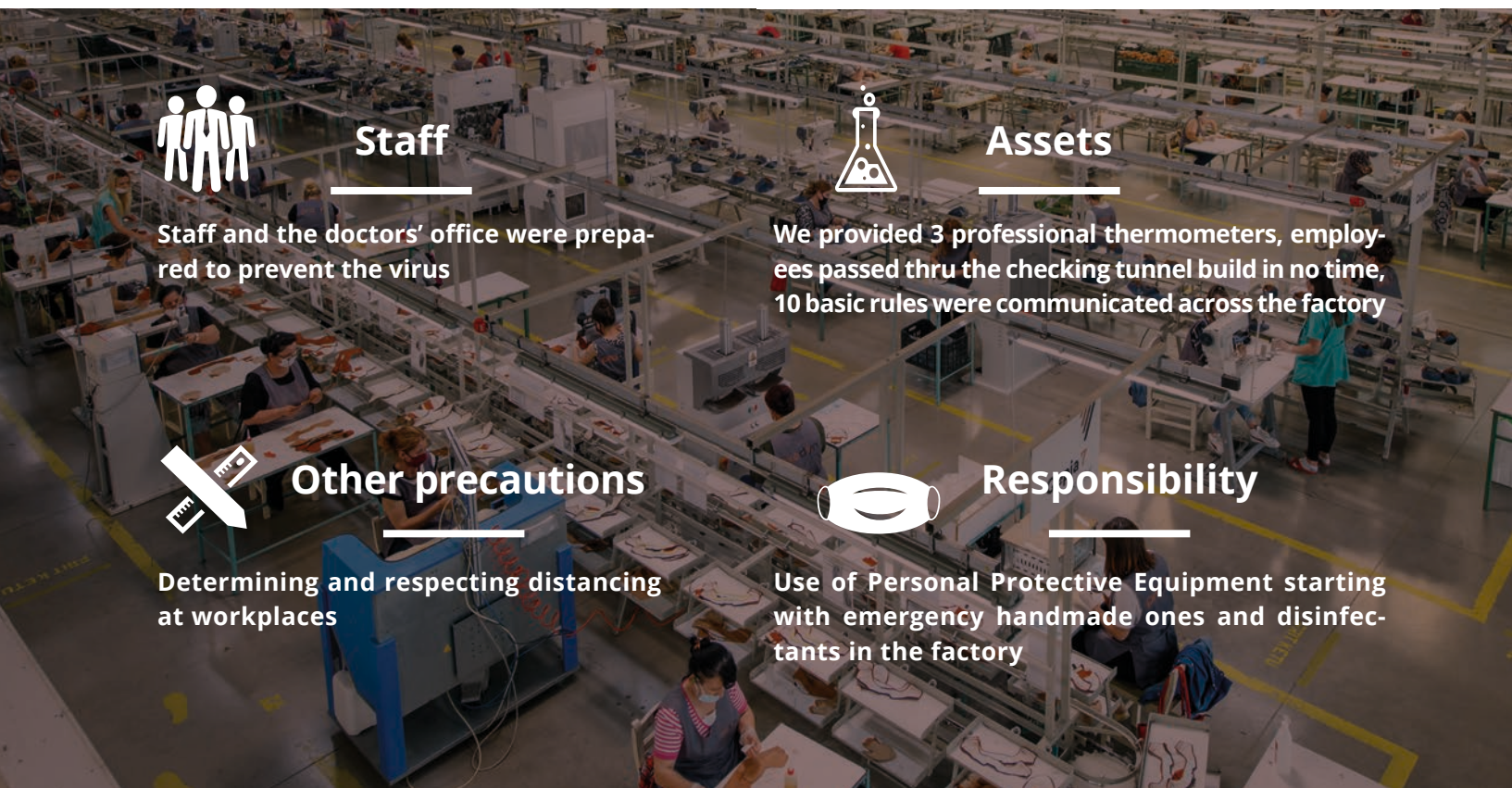
*With the arrival of March 9<sup>th</sup>, everything changed, not only for the white T-shirts but for everyone... nothing was the same as before in the factory, there was fear on everyone's face ...Moreover, with a stream of information on how to protect ourselves and the measures we need to take which sometimes were correct and sometimes not. But we did not "wait & see". We acted quickly with the motto "Health and life of all comes before everything", using the experience of the best and following the instructions of the Ministry of Health:*

**prodyn**

Dear Colleagues,  
It is very important to always respect the defined STRICT RULES, which are :

- DISINFECTION of the spaces.
- Wear MASKS AND GLOVES all time.
- WASH YOUR HANDS as often as you may - the disinfectants are placed at each of the production lines.
- KEEP THE DISTANCE, not less than 2m.
- MEASURE TEMPERATURE of every employee at the beginning of working day.
- MEDICAL STAFF to contact absent employees as well as the others at work. Information on the situation.
- LAUNCH BREAKS to be divided in more groups, to ensure distancing; supervisors to communicate timing.
- RIGOROUS ORGANISING at the moments of ENTRY/EXIT and check IN/OUT. Supervisors to instruct on the organizing and keeping the 2m distance.
- WORKING HOURS: 7.00 – 15.30.
- WE ARE NOT GOING TO TOLERATE BREAKING OF THESE RULES.

**Thank YOU!**  
Human Resources



## Staff

Staff and the doctors' office were prepared to prevent the virus



## Assets

We provided 3 professional thermometers, employees passed thru the checking tunnel build in no time, 10 basic rules were communicated across the factory



## Other precautions

Determining and respecting distancing at workplaces



## Responsibility

Use of Personal Protective Equipment starting with emergency handmade ones and disinfectants in the factory

This was not the end, with the care of the health and management staff, fulfillment and implementation of the rules by all of you, paid off – we passed the pick wave of pandemic with the least possible problems. And here we are today, the work continues normally, health is monitored every day, the red protocol of hygienic-sanitary measures is strictly implemented.

We won the battle, but the war is not over - take care of yourself every day, hour and minute for yourself, your family and the people around us.