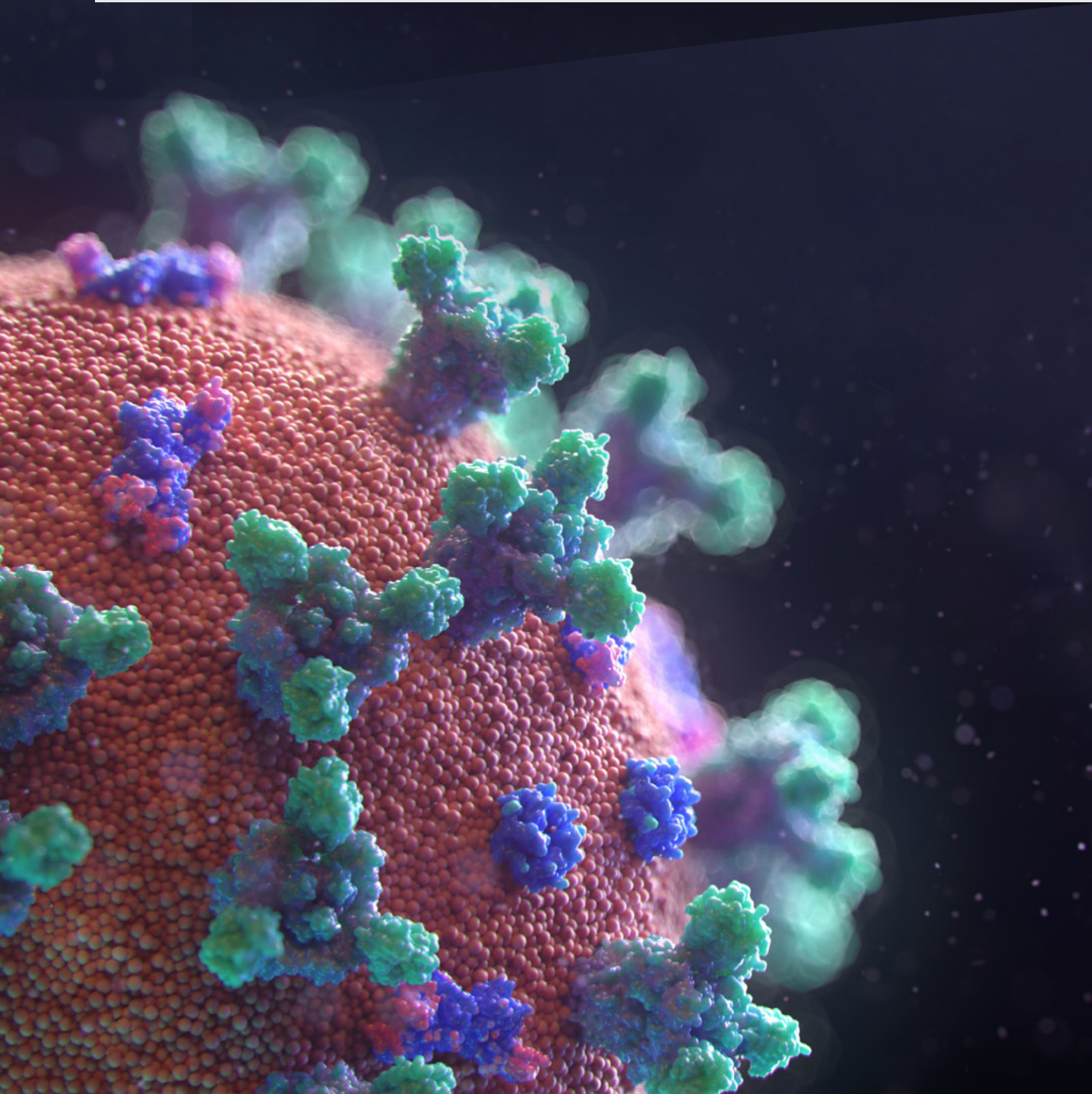


Special issue



# Orbiter

Information about COVID-19





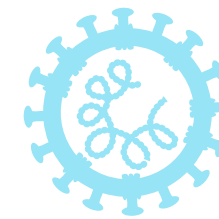
## DEAR EMPLOYEES,

it is very important to me that our staff and their families get through the crisis in good shape. At OHB, we rely on our clever minds, so you can all rest assured that the main focus of our measures is on guiding you and us through the crisis in good health. As an employer, we are open to changes in working hours and locations. It is a task for society as a whole to slow down and contain the spread of the virus. We must do our utmost to play our part in this task and I am sure that you will all do so with common sense and a sense of proportion. But it is also our joint task as OHB employees to safeguard the future of the company and the jobs tied up in it - here, too, the rule applies: we are a company in which people are the most important cog in the wheel and it must be in all our interests to support each other in these challenging times. I would like to thank everyone who, in whatever way, is contributing to our ability to overcome what is probably the most serious crisis since the Federal Republic of Germany was founded. Stay healthy!

Best regards,

  
Marco Fuchs

Special issue  
Orbiter



## COVID-19

»QUESTIONS AND ANSWERS«

### »WHAT IS THE CORONAVIRUS? AND WHY IS IT »NOVEL«?»

There is not only one single coronavirus. Rather, the Coronaviridae are a genetically highly variable virus family which can cause very different disease patterns not only in humans but also in other vertebrates. The trigger for the current worldwide emergency is SARS-CoV-2, a corona virus that was identified for the first time in the Chinese city of Wuhan in January 2020.

### »IF SARS-COV-2 IS THE VIRUS, WHY ARE PEOPLE TALKING ABOUT COVID-19 THEN?»

COVID-19 is short for Corona Virus Disease 2019 and is the disease caused by the SARS-CoV-2 coronavirus.

### »HOW DOES COVID-19 MANIFEST ITSELF?»

The course of the disease is unspecific and varies from person to person. Infections can occur without any symptoms or can assume life-threatening courses. According to current knowledge, a good 80 percent of the cases are mild and cause only cold-like symptoms, if at all. Of the more severe cases, 15 percent are not acutely life-threatening, but in 5 percent of the cases the condition of the patients becomes quite critical and requires intensive medical care. In these cases, the disease manifests itself as severe double pneumonia, resulting in respiratory failure.

### »HOW IS SARS-COV-2 TRANSMITTED?»

Like other respiratory pathogens, SARS-CoV-2 is, as far as is currently known, primarily transmitted from person to person by droplet infection. This increases the risk of infection, especially in close contact with crowds of people. It is irrelevant whether the infected persons exhibit symptoms or not. Not only the nose and mouth but also the mucous membrane of the eye act as entry points for the virus. However, it is uncertain whether the virus can also be transmitted via contaminated surfaces and objects. Even so, various studies suggest that medically relevant corona viruses that are closely related to SARS-CoV-2 can survive on smooth surfaces for up to nine days and remain infectious for an average of four to five days.

## »WHEN DO THE FIRST SIGNS OF ILLNESS APPEAR AFTER AN INFECTION?«

According to information from the Robert Koch Institute, the incubation period can be up to 14 days. On average, however, the first symptoms appear within one week of contact with the pathogen. It is important to note that, according to current knowledge, infected persons are already contagious even before the first symptoms appear and can spread the disease further!

## »HOW IS COVID-19 TREATED?«

Patients with mild symptoms usually recover within two weeks even without treatment. In more severe cases, the symptoms only subside after three to six weeks. There is currently no specific treatment available, but it is possible to alleviate any symptoms that occur. Symptom control includes the alleviation of pain, but also artificial respiration as part of intensive care medicine in the case of acute respiratory failure.

## »WHY ARE THERE NO DRUGS AGAINST SARS-COV-2 YET?«

While virus-killing disinfectants do exist, it is extremely difficult to combat viruses that have entered the body. This is because, unlike bacteria, viruses have no metabolism of their own and attach themselves closely to the biochemical cell mechanisms of the infected person. This makes it a medical tightrope walk to develop active substances that prevent the viruses from multiplying, while leaving the rest of the cell metabolism largely untouched. For this reason, all antiviral agents developed to date have a high potential for side effects. Nevertheless, several existing drugs are currently being tested for their effectiveness against SARS-CoV-2.

## »HOW DO I BEHAVE IF I OBSERVE SYMPTOMS OF ILLNESS IN MYSELF OR HAVE HAD CONTACT WITH A SICK PERSON?«

If you suspect that you may be infected, you should first notify your GP by telephone. If nobody can be reached there, the on-call medical service can be contacted as an alternative. The phone number is **116 117**.

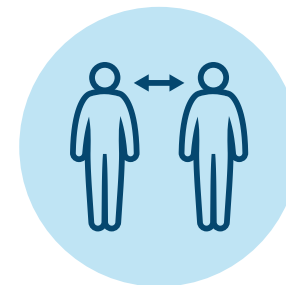
The doctor will ask you some questions to help assess your risk of infection. The ensuing steps are then discussed. Tests for SARS-CoV-2 are only performed on the recommendation of a doctor. If a test is necessary, it will be organized by a doctor. Domestic isolation should be maintained until the result is available. If the result is positive, the doctor will inform the patient about the further procedure subject to consultation with the responsible health authority.

## »HOW CAN I PROTECT MYSELF AND OTHER PEOPLE FROM INFECTION?«

The best protection is to restrict all social contacts as far as possible. Crowds should be avoided completely. This particularly helps to protect the elderly and immunocompromised people, who are more likely to experience life-threatening symptoms. The following hygiene measures should also be observed:

## »WHEN WILL A VACCINE BE AVAILABLE?«

Although the development of a vaccine started immediately after the spread of SARS-CoV-2 in China began, the World Health Organization does not expect an effective vaccine to be available before August 2021 at the earliest.



Keep your distance from other people. Avoid greeting rituals involving physical contact (shaking hands, hugging etc.).



Cough and sneeze only into a disposable handkerchief or the crook of your arm.



Stay at home if symptoms occur and have them checked by a doctor if necessary.



Wash your hands thoroughly with soap on a regular basis.



Do not touch your face, especially with unwashed hands.

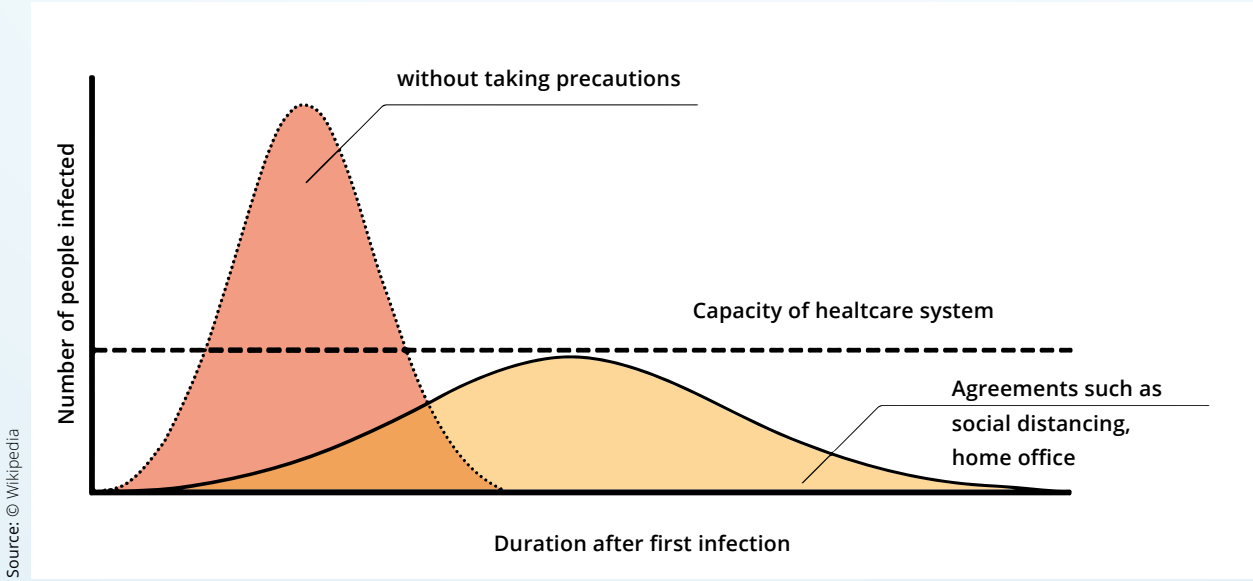


»WHAT SHOULD I DO IF I AM IN DOMESTIC QUARANTINE?«

People who are in quarantine are not allowed to leave their house or apartment for at least two weeks. The same thing applies to all other people living in the same household. If necessary, quarantine is ordered by the public health department, which also checks compliance and regularly inquires about the state of health of the sick persons. In addition, all persons under quarantine must keep a record of their state of health. Among other things, this includes documenting their body temperature. If the condition of the infected person worsens during quarantine, a response is obviously taken to this. If admission to hospital becomes necessary, this is coordinated by the public health department. The quarantine measures are only terminated when all members of the household have recovered and have tested negative for SARS-CoV-2.

»WHAT IS THE PURPOSE OF THE OFFICIAL MEASURES?«

In response to the worldwide spread of COVID-19, many countries have severely restricted the social lives of their citizens. The measures particularly affect schools, all non-essential business activities and leisure activities. As the number of intensive care places is limited in all countries, the purpose of this is to prevent a greater number of serious occurrences of the illness than can be treated simultaneously. In such a case, doctors would have to decide on the basis of a prognosis who receives medical care and who does not. This would specifically mean that infected persons with a poor chance of recovery would be refused treatment.



▲ This diagram illustrates why the epidemic must be contained by the measures currently adopted. Only if the number of infected persons can be spread over a certain period of time will the health system be able to cope with the care of the sick.

Source: © Wikipedia

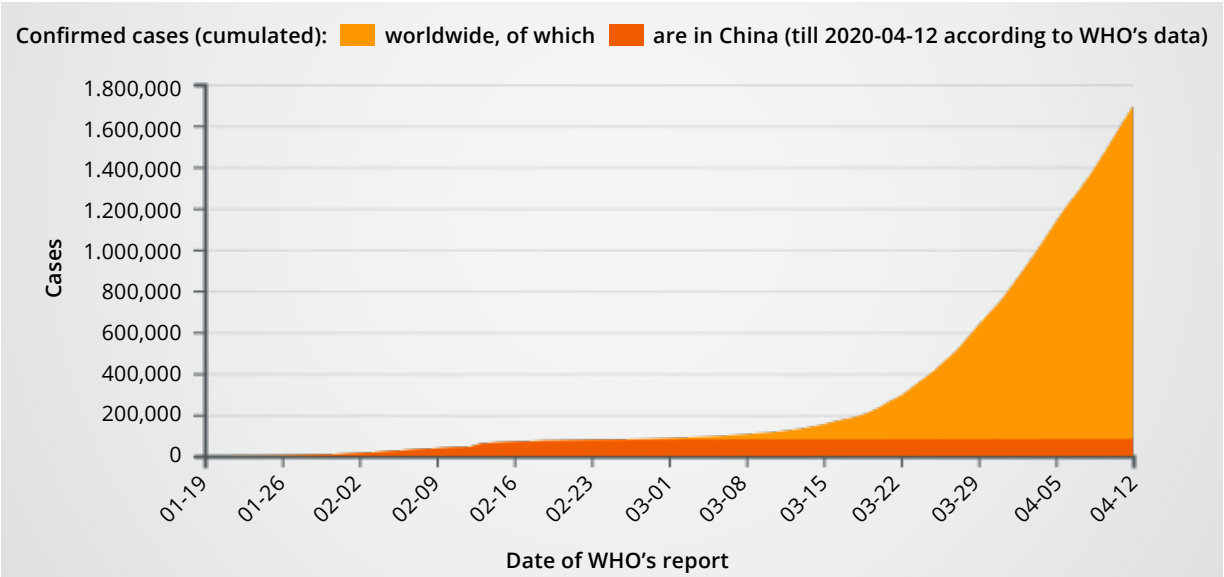
»WHAT ARE THE ECONOMIC CONSEQUENCES OF THE COVID-19 OUTBREAK?«

The worldwide spread of COVID-19 has an impact not only on the social life of people in the areas affected but also on the economy. The forecasts for economic growth in the EU have already been revised significantly downwards. While growth of 1.4 percent had been predicted at the beginning of the year, it is currently assumed that this figure will slip into negative territory and thus usher in a recession. The main reasons for this are expected bottlenecks in the supply chain together with lower demand.

»WHAT IMPACT IS COVID-19 HAVING ON OHB?«

The global outbreak of COVID-19 also has ramifications for OHB. For example, restrictions on the freedom of movement have had an impact on supply chains and all launches from the European spaceport in Kourou have been cancelled for the time being to protect the employees working there. This also directly affects the launch of the ESAIL microsatellite, which was assembled by OHB subsidiary Luxspace and was originally scheduled for launch on March 23.

This makes it all the more important for us all to make our contribution to overcoming the corona crisis as quickly as possible. This primarily involves helping to ensure that the virus spreads less quickly. The most important measure in this regard is to reduce contacts with other people. For this reason, OHB encourages all employees to work from home wherever possible. In order to make this possible without unnecessary red tape, the previous home office rules have now been modified. It is still necessary to obtain approval for this of course! The first person to contact in this regard is the responsible line manager.



▲ The increase in corona infections is exponential: it is therefore crucial to do everything possible to slow down their spread.

Source: © Wikipedia

## »HOW ARE WE AT OHB DEALING WITH THE VIRUS?«

At OHB, we want to protect our employees and continue operating viably in the current situation. For this reason, we are dependent on your support and sense of responsibility. By following our recommendations as well as those issued by the authorities in dealing with the corona virus, you will make a major contribution towards ensuring that the pandemic remains manageable and OHB can continue to operate viably. This document provides an overview of the measures taken at OHB.

### Updated information:

Find out about the current OHB rules on a daily basis via Terra, We.OHB App and newsletters. Corporate Communications will keep you up to date. In general, please contact your line manager directly if you have any questions about the measures.

### Cross-divisional coordination team:

In order to be able to act in a structured and swift manner, OHB has established a cross-divisional coordination team which will be operating on a daily basis. The team reviews and evaluates the current situation, decides which measures must be taken within and by the Company (including information policies) and liaises with the relevant authorities. The line manager forms the interface with the coordination team via HR.

### Information policy:

We will continue to inform you quickly and transparently about future developments. Please also understand that we are not allowed to mention the names of those affected. Regardless of this, we will ensure that the contact persons are informed immediately and sent to quarantine.

### Reporting system:

Should you or your close relatives/friends with whom you have been in contact in the last few days test positive for the virus, please inform your manager and/or the responsible HR Business Partner immediately by telephone.

### Visitors:

A questionnaire is available at the reception desk, which our visitors will be asked to complete. You can find it on Terra. If any of the answers to these questions indicate that visitors come from any of the risk areas defined by the Robert Koch Institute or regions with a heightened incidence of infection, have spent time in these areas or regions in the past two weeks or have had contact with an infected person, the visitor in question must unfortunately be turned away. Visitors should be informed about this measure before their arrival and complete the questionnaire. This is the responsibility of the OHB employees at whose instigation the visit has been planned. Please check carefully whether the visit by certain groups or persons is absolutely necessary or can possibly be postponed.

### Reduction in visits by tradesmen/ service providers:

OHB operations are to be restricted to the necessary processes to minimize social contacts. We will therefore be reducing the number of visits from service providers and tradesmen and only be requesting maintenance and conversion work that is essential for maintaining our operations. Other external contracts are suspended until further notice. All employees of the external companies must complete the visitor questionnaire at the reception.

### Business trips:

Please note the rules published on Terra and App. The following rule applies: all company travel is suspended until further notice or is permitted only with the express consent of the Management Board.

### Private travel:

OHB expressly recommends avoiding travel wherever possible. As it is, the possibility of travel has been sharply curtailed as a result of the international restrictions currently in place. However, a decision to embark on private travel must ultimately be made at the individual person's own discretion. If in spite of this you are considering private travel, please urgently discuss the

OHB rules to be observed after your return with your line manager in advance. As a general rule, anyone returning from a risk area must not enter OHB's premises for a period of 14 days.

### Meetings:

Please note the rules already published on Terra. Consider whether WebEx and/or teleconferencing is an alternative for internal meetings and events. If this is not the case, care must be taken when selecting rooms to ensure that a reasonable minimum distance is maintained between the participants. The same thing applies if you attend external events (please refrain from doing so unless attendance is absolutely necessary). Large-scale events should be postponed or only carried out after consultation with the responsible members of the Management Board.

### Training courses and sessions/sport groups at OHB:

No face-to-face training sessions may be held until further notice. Compulsory training courses, which are necessary to ensure operations, will be offered online. If external training courses for which employees are already registered have not yet been cancelled / postponed by the provider, please ask for a postponement free of charge. If this is not possible, participation must still be cancelled. All OHB's sports and leisure activities have also been suspended until further notice.

### Home office/working time changes:

Consult with your line manager on the measures to be taken.

In the current situation, home office/mobile working can make an important contribution to protecting the workforce and enabling the Company to continue operating viably. At the same time, we must be aware that it is not always possible to work from home without any compromises. Moreover, a minimum presence at the office is still essential even if it is possible to work from home. Accordingly, the flexible use of home office/mobile work is possible only on the basis of the following objectives and subject to consultation with your line manager.

- Protection of the workforce by asking employees who, for example, have had close personal contact with colleagues who are in quarantine or have flu/cold symptoms to work from home.
- Protection of employees who belong to a risk group (e.g. previous illnesses, employees aged 60 and over)
- Maintenance of operations (e.g. colleagues who are quarantined without any symptoms // separation of teams who are critical for operations)
- Support for colleagues who have child-minding problems due to the closure of schools and day-care centers.





Take a flexible approach to our company agreement on mobile work (even if not all signatures or documents are available). All line managers are asked to work out viable and, above all, pragmatic solutions with their teams. At the same time, we must bear in mind that a minimum presence is necessary in all cases. We appeal to your solidarity with other employees, particularly when it comes to protecting risk groups.

Please note that our **VPN capacities** are limited and that the heightened use of home office facilities may cause bottlenecks. The IT team are working constantly to optimize the situation as far as this is possible at short notice. Please make sure you read the VPN usage rules and updates about this on Terra and We.OHB. By adhering to these rules, you help to ensure that as many employees as possible can work from home. Depending on the degree of capacity utilization, further arrangements (e.g. working in shifts) can be made. As

the regulations are also of an organizational nature, we ask you to observe them at your own responsibility. It is only by adopting constructive and creative solutions within this framework that we can ensure that OHB is able to continue operating. In general, please activate call-forwarding when you are working from home.














Temporary changes to working hours are also possible at short notice (e.g. work outside the usual core hours or temporary reductions contractual working hours). You can also take advantage of the possibility of accumulating a deficit in your flexitime working-hour account (please consult with your line manager in advance on ways of working this deficit off in due course). You can also work in your home office on Saturdays without observing approval-request procedures. We also invite you to take advantage of this opportunity for reducing your remaining leave, for taking current leave or for bringing forward your 2021 leave entitlement.

-  Robert-Koch-Institute (RKI): [www.rki.de/EN](http://www.rki.de/EN)
-  World Health Organization (WHO) [www.who.int](http://www.who.int)



»THERE ARE SOME GOOD NEWS AS WELL«

– Every crisis presents an opportunity. Think positive and read some good news! –

-  Scientists in Israel likely to announce the development of a coronavirus vaccine.
-  China has closed down its last coronavirus hospital. Not enough new cases to support them.
-  Cleveland Clinic developed a COVID-19 test that gives results in hours, not days.
-  A 103-year-old Chinese grandmother has made a full recovery from COVID-19 after being treated for 6 days in Wuhan, China.
-  Researchers of the Erasmus Medical Center claim to have found an antibody against coronavirus.
-  Plasma from newly recovered patients from Covid-19 can treat others infected by Covid-19.
-  A San Diego biotech company is developing a Covid-19 vaccine in collaboration with Duke University and National University of Singapore.
-  Three Maryland coronavirus patients fully recovered; able to return to everyday life.
-  Good news from South Korea, where the number of new cases is declining.
-  A network of Canadian scientists are making excellent progress in Covid-19 research.
-  Every day, videos, posts and articles appear that show solidarity, charity and compassion. Italy is setting a good example: people overcome the loneliness of the isolation measures by singing together from their balconies.
-  Doctors in India have been successful in treating Coronavirus. Combination of drugs used: Lopinavir, Retonavir, Oseltamivir along with Chlorphenamine. They are going to suggest same medicine, globally.
-  All seven patients who were getting treated for at Safdarjung hospital in New Delhi have recovered.

## »SIX GOLDEN RULES FOR WORKING AT HOME«

Sitting on the couch in your pajamas, with your notebook on your lap and sending an e-mail from time to time ... these are the associations that many people have when they think of what it means to work from home. However, it is important to discipline and structure yourself when working from home in order to continue working efficiently and effectively. If you follow the golden rules for working from home, you will not only get through the phase of isolation at home but simultaneously project your job. After all, nobody knows exactly what economic consequences the coronavirus will have. So, let us act together in the interests of the Company – because they are also our own interests.

# 02.

## THE LOCATION



Find the right place to work at home. And no, it's not in bed. Psychologically, we humans link every room to certain actions: we eat in the kitchen, watch TV in the living room and sleep in the bedroom – you get the picture. So, it's important to find a place with minimum distraction. If you have a study or a desk, you're in the clear. In the case of smaller apartments, it might be an idea to rearrange the furniture to find a quiet place so that you are not constantly "forced" to look at the refrigerator or watch the neighbors across the street doing their gardening.

# 01.

## PREPARATION IS EVERYTHING

In these times, you may find yourself having to work at home from one day to the next. So, it is important to be prepared for everything. Reroute your office phone to your mobile or landline phone at home in good time. Check whether a connection via VPN from your home is feasible. Otherwise make sure that you have important documents on your computer or scan documents in advance and store them locally as well.



# 03.

## STRUCTURE, STRUCTURE, STRUCTURE

In times in which all external control and structure is lost, it is important to create your own personal structures. We recommend that you follow your usual morning routine: take a shower, have breakfast, dress as if you were going to the office, and then do what you always do in the office first (e.g. read emails).



# 04.

## DISCIPLINE ALSO MEANS TAKING BREAKS

Breaks are essential for a properly structured daily routine. Not only do we have to comply with our break times for legal reasons but also in order to remain mentally fresh. Enter your break in your calendar and enjoy it actively: go around the block alone and then return to your desk at home.



# 05.

## NOT WITHOUT MY TEAM

Forget e-mails, call your colleagues instead or organize a video conference. Since we lack the opportunity for casual small talk in the kitchenette, direct communications are now even more important. Humans are social creatures, so you should maintain direct contacts. Maybe we will realize now how much we miss the quirks of our dear colleagues and the very things that get on our nerves. Then it helps to simply say thank you.



# 06.

## YOU'LL FIND THE PROCEDURE ON... LEAVE THE SIDEBORD ALONE... DRIVE H.

... or how to discipline your family. Working from home poses new challenges for many parents. If you have small children at home, don't fool yourself: you can completely forget point 3 about structuring your work. If both parents are working from home, you and your partner can agree on clear childcare and working hours and work in shifts. Older children of a school age are also beginning to understand that they will have to keep themselves busy for a while. Be clear to your children, explain the specifics of the situation, but always pay attention to their needs.







## NO CORONAVIRUS INFECTIONS AT OHB ITALIA TO DATE

»ROBERTO ACETI, MANAGING DIRECTOR OF OHB ITALIA,  
ON MEASURES, MOTIVATION AND HOPE.«



OHB Italia is based in Milan – and thus in the eye of the coronavirus storm, so to speak. We are very pleased that the roughly 200 employees have so far been able to get through this difficult period without any cases of illness thanks to their exemplary behavior. What measures did OHB Italia take?

Unfortunately, we find ourselves right in one of the current epicenters of the coronavirus crisis. Lombardy alone has half as many confirmed cases of infection as the whole of China, while having only a fraction of the population. In this situation everybody develops deep concerns for their own life and the lives of their family and close friends. We completely understand that. In order to deal with this situation we as managers of OHB Italia have made sure that all employees can work in safe environments either at home or on premise. At the same time we have of course had to make sure that the company survives the inevitable economic and financial consequences of the coronavirus crisis. We have set up an emergency management group consisting of representatives of HSE (Health, Safety and Environment), Operations, Human Resources, Legal and Finance, which has been coming together in daily meetings since the beginning of the crisis to monitor the unfolding of events and make appropriate decisions. We have also immediately enhanced our IT infrastructure by introducing more dedicated VPN lines to enable every employee to work efficiently from home.

▲ Roberto Aceti, Managing Director of OHB Italia

### What measures have been implemented on site?

When the first cases of COVID-19 occurred in Lombardy, we implemented a business continuity plan that is based on a biological risk analysis. To ensure that all on-site activities like AIT can take place in a safe environment, we derived the following safety measures from that plan:

- Daily thorough sanitation of the premises;
- Masks and protective gloves for all employees;
- Social distancing of employees;
- Constant contact with health authorities and all employees for health monitoring and to ensure short reaction times in case of suspected SARS-CoV-2 infections;
- Regular contact with the Prime Minister's office to receive permission to operate as a company in this situation of general lock down;
- Involvement of workers delegate for safety on each site.

### Are all your employees still working their full hours?

Unfortunately, in the current situation not all employees can continue to work. In order to ensure business continuity, we have to be very selective in picking the activities that have a reasonable chance to generate liquidity in the short or medium term. We have had no other choice than to rely on the social support plan recently issued by the government as a reaction to the coronavirus crisis to support our employees that cannot, at the moment, continue to work.

### How many of your employees are currently working from home?

Roughly 60% of our employees are working from home. If our scheme proves to be efficient, we can be confident to overcome this crisis and return to normality as soon as the pandemic is over.

### How do you manage to maintain motivation in the workforce?

I am proud to see the positive response of our employees to the difficult situation we are facing. It is important to communicate and to explain the ultimate goals and the motivations behind all the measures put in place. It is also important for everybody to realize that individual responses and behaviors have immediate effects on how quickly we can overcome this crisis. At the same time it is crucial for the management to operate responsibly and to show proactive leadership that enables the company to survive this difficult time. Mutual trust, responsibility and personal involvement are needed to keep our spirits high and reach our goals.

### What effects has the lockdown on your private and social lives?

The lockdown has deeply changed our personal and social lives. The lockdown obliged the majority of people to stay at home, a situation that is very difficult to accept, especially when it is being protracted for such a long time. But it is also a challenge that can be turned into a unique opportunity to dedicate more time to ourselves, our family and those are close to us.

### Is there a message you would like to share with your colleagues and especially the employees of OHB Italia?

I would like to encourage all OHB employees to stay positive and put trust in the measures that have been put in place. I have no doubt that we will overcome this difficult situation.



»WORKING FROM A CONSTRUCTION SITE«



You can play this working-from-home-game at different levels of difficulty:

Beginners hold conference calls in the comfort of their study or on the couch, flood their Instagram profile with self-developed recipes and relax in the evening with handicraft projects and the most exciting new releases on Netflix.

Things get more interesting when both partners work from home. This can sometimes lead to tough negotiations about the coziest place, the telephone and of course the Internet bandwidth.

A further increase in the degree of difficulty is the simultaneous presence of one's own children, in my case a one-and-a-half year old toddler who has ... imaginative ideas for keeping busy and also a pronounced urge to be active.

If you need even more excitement, I have a recommendation based on my own experience: Have a new kitchen installed!

In our defense, it should be mentioned that the kitchen and its delivery had already been ordered for weeks and that the old kitchen had already been relocated to the rubbish dump by the time public life was shut down.

Let me tell you: The installation of a new kitchen is noisy. And dirty. Hammering, drilling, sawing ... you get the picture. Our neighbors took only a day to flee one house down the road.

The highlight of the whole thing was the day the RCD switches were installed. For this the electricity has to be turned off. So we sat there for a whole morning and had to use our mobile phones as W-LAN hotspots - always with an anxious look at the battery level indicator.

After one and a half weeks the madness was fortunately finally over and we can now actually spend an hour or two in the evening to relax. Who knows, maybe even with Netflix. Or handicrafts. But recipes on Instagram? That would be going too far.

Ute Förster, System Engineer

#OHBFROMHOME



»PARADISE ...«



... for garlic lovers. My wife and I like garlic. A lot. In fact, we routinely season almost all our food with this wonderful flavor. In short, in our refrigerator you'd rather find aioli than milk or eggs.

Due to the current social distancing regulations, our consumption of garlic has recently reached a completely new level. After all, there is no real point in holding back when you are not allowed to come close to other people anyway.

It started as a little joke between me and my wife, but by now we mean business: A typical dinner at the moment consists for example of a pizza with garlic, on which we sprinkle some ground garlic and the crust of which we dip in aioli before we enjoy it.

But what do we do when the restrictions are lifted again? We will probably emerge from our house with a smell of garlic that will put all vampires from here to Transylvania to immediate flight. Until the smell is gone, people will voluntarily continue to distance themselves from us socially, even if there is no longer any risk of infection. So we must probably start now to slowly wean ourselves again. Otherwise there is a high probability that the cold withdrawal will eventually knock us out. We definitely have to reduce our consumption of garlic. Slowly. Tomorrow.

Egbert van der Veen, Head of Strategy

»WORKING OUT OF A ...«



... hello? ... dead spot The village where I live is not in a dead spot. At least not the whole village. My street is not in a dead spot either. At least not completely. The dead spot is very limited in size and has its center exactly above my house. When you work from home, it creates ... interesting situations.

When I am sitting at my desk, my cell phone only gives one tortured and tinny sounding ring, then the connection breaks down. No wonder, since my desk faces west. There is no signal at all from that direction. The kitchen, which faces east, is better. I can get a signal there. Sometimes. And only if I stand in exactly right the place between the dishwasher and the house-plant and hold my body in exactly the right way. The easiest way to do this is to align my right shoulder with the outer wall of the dung heap behind the barn.

Alternatively, I can go up to the attic. The extra meters in height help a little bit. Unfortunately the attic is a storage room and not heated. Talking to your colleagues while standing on top of a moving box wearing a winter jacket, pajama bottoms and fluffy socks is a ... novel experience.

Where I live? Only about ten kilometers away from the OHB site Bremen. Go, mobile network development! And until then: Please call on the landline!

Pia Bausch, Corporate Communications

# »THANKS AND GOOD WISHES FROM YOUR COLLEAGUES«

Many thanks to all of you! To all those who are working hard to ensure that we can continue to do our jobs and all those who are still working on-site! THANK YOU!  
**Christoph Küchel, OPF**

I would like to express my thanks to all colleagues in IT for their dedication in enabling us to carry out our tasks from home.  
**Gian Paolo Pacitti, OPF**

Dear colleagues from Corporate Communications! Thank you for informing us, the employees, continuously, in detail and promptly about the current situation, the precautions taken and further measures. For me personally, this takes away some of the uncertainty. Keep up the good work!  
**Alexander Friesen, BRE**

Many thanks to all in the ELECTRA procurement team! In the current situation the management of suppliers is of utmost importance to keep the project running despite all adversities. Working from a distance of course makes things more difficult, but so far I have observed efficient and proactive communication on all fronts. I even have the feeling that things are getting more intense! My greatest wish is that we maintain this after the crisis!  
**Aurélie Bressollette, BRE**




Photo: © Anna Kollenbrandt



# »THE ENTERTAINMENT PROGRAMME AT HOME IS CAPABLE OF DEVELOPMENT? WE HAVE SOME IDEAS TO TRY OUT.«









**For OHB employees:**  
**Our current Top-10: e-learnings  
in times of Covid-19**


**The top 10 most-used e-learnings  
offered in  Polaris.**


- Hygiene in the workplace
- Decluttering Stress Factors
- Konfliktmanagement
- Increase your productivity with a good night's sleep
- Bewegung am Arbeitsplatz
- Sportprogramm in 10 Minuten
- Managing virtual teams
- Produktiver durch Schlafen
- Mindfulness
- First Aid for Conflicts


**We recommend further topics:**


-  How to increase your concentration
-  Homeoffice erfolgreich meistern (in German)
-  Virtuelle Kommunikation im Team (in German)
-  Self-management
-  Rückentraining (in German)


**Yoga For Complete Beginners -  
20 Minute Home Yoga Workout!**  
 <https://www.youtube.com/watch?v=v7AYKMP6rOE>

**Culture at home: Virtual museum tours**  
 <https://artsandculture.google.com/partner?>

**E-books on NASA website for free**  
 <https://www.nasa.gov/nasa-at-home-e-books>

**For Kids**  
ESA offers some nice activities in the field of space for the youngest ones:  
 <https://www.esa.int/kids/de/home>

**Asteroid Day website: Build your own little models  
of the Earth and of an asteroid.**  
 <https://asteroidday.org/resources/event-resources/build-your-own-asteroid/>

**Daily painting template for kids:**  
(Thanks to Anna Kollenbrandt for this tip)  
 <https://www.newniq.com/>



»TOP 10 IT QUESTIONS ABOUT WORKING FROM HOME«



03.

Does the bandwidth of our network allow for everyone to work from home?

We have brought the VPN accesses up to maximum capacity in recent weeks. Nevertheless, all users can make an important contribution to reduce traffic by minimizing the transfer of large files:

- Download all relevant files to your computer and only work on these local copies. This reduces network load.
- To transfer very large files please use our SFTP service.
- Please use Outlook Web Access (OWA) for e-mail communication. We have enabled OWA for access from private mobile devices during the crisis, so please synchronize the local Outlook client only early in the morning or late in the afternoon.

01.

How do you ensure that urgent service requests concerning the capability to work from home are given priority?

Our IT Customer Service is available as usual and has set up a separate ticket category for remote work. These tickets are processed with priority. It helps if you use certain buzzwords like "mobile work" or "VPN" in the subject of your ticket. This allows us to quickly categorize the requests.

02.

How can I make sure that VPN works on my computer and what do I do in case of VPN problems?

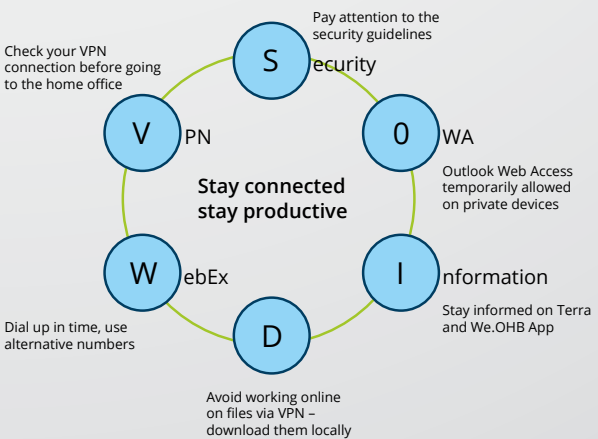
Please have IT Customer Service carry out a VPN check of your computer. If VPN is not yet set up, ask IT Customer Service to do so. In case of VPN problems at home please also contact IT Customer Service.

04.

How do I make the best use of WebEx?

WebEx is often overrun during core hours. Please dial in well in advance of your meeting and also try the alternative dial-in number (069 255 11 44 00) or the voice over IP option using your PC headset. WebEx is constantly optimizing availability, but is so far not fully able to cope with the extreme rush. The current WebEx status can be checked here:

<https://status.webex.com/service/status?>



05.

Can alternative virtual meeting tools be used?

Alternative digital meeting solutions are often asked for, but it has transpired that they also have performance problems and/or security gaps. If external partners invite you to meetings via GoTo, Skype or LoopUp, you can of course participate. Please do not upload files to these platforms. In view of the considerable concerns relating to IT security and data protection, the use of Zoom as a web conferencing tool at OHB will be prohibited until further notice.

07.

How do I enter the hours I worked from home in SAP?

Please enter all hours you worked from home in SAP by using the time correction function. If you already have an agreement for alternating teleworking, please use only the time events ATEBEG and ATEEND. Otherwise, please use the time events MTEBEG and MTEEND.

<http://terra.ohb.de/1485.html>

09.

What restrictions can be expected when working from home?

Limited telephone availability, performance bottlenecks of the VPN connection, disturbances by the family and lack of communication with the team can be challenging. Take time to organize your work and follow a regular daily schedule with breaks.

06.

Is it possible to connect my private printer at home to my work laptop?

Due to data protection and data security aspects, company documents may not be printed on private printers. Justified exceptions have to be approved by the appropriate manager. If you take home documents from the office, please do not dispose of them in your private trash, but bring them back to the OHB premises and use the appropriate facilities.

08.

Is it possible to work on classified data at home?

We have already created project-specific solutions for this. Please contact the respective project management to discuss this.

10.

How do I ensure IT security at home?

The same security rules apply at home as in the office. In home networks, the security risk is even higher. For this reason, please avoid opening suspicious e-mails or attachments and do not download any files from the Internet to OHB devices. In case of doubt, IT support will help.

We are there for you!

For all questions: Our Customer Service is available daily from 8 a.m. to 5 p.m. via telephone (-969 in BRE and -555 in OPF) and e-mail (it.support@ohb.de). For SAP problems please contact sap-support@ohb.de. We try to solve as many problems as possible via remote support – so please avoid personal visits. If a personal visit is necessary, we will arrange an on-site appointment to ensure that the distance rules are observed.



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