

# Coronavirus Protocol | V14

The REYM management closely watches all developments around the coronavirus (officially COVID-19) both within REYM as in the whole country. In order to do that we formed a corona-team consisting of management and staff services. We will be guided by the instructions that we receive from the government, the RIVM and the health service (GGD) and will decide how to act on the basis of that information. For frequently asked questions and general governmental information we refer to the 'Informatie coronavirus'-page on the REYM employee portal or to the RIVM website.

In order to prevent, as much as possible, the virus from spreading, REYM takes the following measures.

## Unauthorized activities

The following activities are not permitted for REYM employees until further notice:

- visiting fairs and congresses;
- visiting events with customers;
- making business trips to an area where the coronavirus is prevalent (orange or red area);
- organizing customer meetings;
- organizing training days or internal meetings with groups of more than 30 people.

## **Keeping distance from each other**

By keeping distance from each other you reduce the chance that the virus will spread. We ask all colleagues to keep a minimal 1.5 mtr. distance during work and breaks. Again for your own health and the health of your colleague.

## **When to report sick and stay at home?**

Do you have complaints like coughing, a temperature increase or loss of taste and smell? You report sick via the absence telephone number and then call your manager.

Stay home, get well and make sure you don't infect others. So keep your distance from other people. Arrange a coronatest as soon as possible. Call 0800-1202 and make an appointment for a test. Have your citizen service number (BSN) at hand.

## *Does a housemate have a fever?*

If a housemate has symptoms (fever and / or shortness of breath) and will be tested for corona, you work from home or take leave.

*For the sake of clarity, here are the situations in which you have to stay at home, other than if you have complaints yourself:*

- You have received a letter / email from the GGD stating that you have been in close contact with someone who has been tested positive.
- A family member has a fever and / or is short of breath.
- A family member has been tested positive.

*You do **not** have to stay at home if:*

- A family member has a cold (has no fever and no shortness of breath).
- A family member has received a letter from the GGD stating that he / she has been in close contact with someone who has been tested positive.
- A family member is waiting for a test result.

In these cases, pay extra attention to possible symptoms, keep your distance and hygiene.

## **Leave**

If a housemate has symptoms and is tested for corona, you work from home or take leave. If you then have to go into (family) quarantine (because a housemate tests positive for corona) and you can work from home, you do not need to take leave. If that is not possible, you can request short-term care leave or take normal (holiday) leave. In all cases, always contact your manager.

If you have to go into quarantine because you have been on holiday in an 'orange area' (and the area was orange when you left) then you need to take leave for the quarantine period.

## **Source and contact investigation**

If you have been tested and it appears that you are infected with the coronavirus, the GGD will start a contact-

investigation. They will determine who is at risk, which contacts should be tested and / or be quarantined. If you receive a message from the GGD about a possible contact with a corona-infected person, please contact your supervisor or your HR advisor. REYM always follows the advice of the GGD in source and contact research.

### Testing

If you have coronarelated complaints, it is advised to contact the GGD to take a coronatest. Until the results are known, you stay at home sick in 'preventive quarantine'. We are aware that waiting times at the GGD are increasing enormously. Sometimes it takes more than a week between making an appointment and getting the results. Fortunately, there are private laboratories that can test and produce a result more quickly. For this reason, the following instruction:

*If you have coronalike symptoms, then*

1. Sign out of work and stay at home (unchanged).
2. Contact the GGD for a free coronatest (unchanged).

If the GGD indicates that from that moment on it will take **more than three days** to receive the result (waiting time for test and result together), then

3. Report to your HR advisor for a paid test at a Reym selected laboratory.
4. The costs for this test will be reimbursed by Reym. Consult your HR advisor about this.

If you have any questions about the above, you can ask your HR advisor or mail to [corona@reym.nl](mailto:corona@reym.nl).

### Quarantine

When tested and the outcome is that you have corona, you will be told by the GGD how to proceed further. E.g. 10 days in quarantine.

Housemates from a corona infected person can decrease this period by being tested on the 5th day after the last contact, even if you're not having any complaints.

The GGD or the corona app will inform you how you can be tested without having any complaints.

### Working from home

People in the Netherlands are called upon to work from home as much as possible. At REYM, the following rules apply with regard to working from home:

- Working from home is only possible after consultation and approval of your manager.
- When determining the duration of working from home, the optimal staffing levels that are necessary to support operational activities are taken into account.

- REYM will ensure that office space meets government requirements (1.5 meters, ventilation and cleaning).
- In the event of quarantine (urgent advice or mandatory), this period can be fully completed by working from home. An exception to this is quarantine after a holiday in an 'orange country'. In that case, the quarantine days are entirely at your own expense.
- Partly in view of the fact that we are working on a plan on how we can adapt to the reduced productivity, we think it is important that working from home also becomes measurable. In the event of working from home, the supervisor therefore agrees with the employee on the work to be performed and makes agreements about how this will be delivered. In any case, a short report is drawn up by the employee every day.
- Deviations from these rules only after approval of the management.

Following the announced relaxation of the corona measures by the government, the branche- management will determine to what extent it is possible to move to a higher occupancy.

### Risk groups

People who belong to a risk group can ask for adapted work or, if the position permits it, to work from home. This should always be done in consultation with the manager.

### Offices

The REYM offices are being adapted to the 1.5 meter economy, which means that an assessment is made of the extent to which we can keep our distance while working in the office. If the space is too small, a choice is made from the following options:

- Make arrangements about spreading the present employees;
- Move workplaces to another room (take into account, for example, the presence of daylight and adequate ventilation);
- Shield workplaces (if creating a distance does not offer a solution);
- Establish walking directions in offices to encourage one-way traffic;
- Schedule extra cleaning rounds.

### Non-medical mouth mask

Wearing a non-medical mouth mask is no longer mandatory in REYM offices and spaces. For places or moments where the 1.5 meter distance cannot be met, the mouth cap obligation continues to exist. Because different rules may apply at clients locations, it is advisable to always have a non-medical mouth cap available during work.

## Reception

The receptions are provided with markings to create a safe distance and with hand gel for visitors. If necessary, a screen is placed.

## Canteen / Dressing and shower area

Other areas are assessed by the advice of the government. If the 1.5 meter rule cannot be secured, adjustments are made, such as spreading break times, marking at machines or taking parts out of use so that 1.5 meters can be guaranteed.

## Meetings / Training (up to 30 people)

General rule is that meetings / training / courses that are organized internally can only take place if the space is large enough for the training (at least 1.5 meters distance between students) and the room can be ventilated. The maximum number of participants per meeting or training room will be determined and made visible at the entrance to the room.

## Operational

In most cases, clients have taken measures and drawn up instructions that apply in their field. These measures are requested by the work planners and included in the work plan. The work preparation also takes into account the sending of teams to the various branches.

Try to connect as many people as possible from one team and let these teams work together and spend the night together (all employees always have their own bedroom). For assignments with multiple shifts, limit the contact moments between employees and only contact between contractors and teams.

For/at clients who have not drawn up instructions, the measures of the REYM protocol always apply and if work has to take place less than 1.5 meters apart, wearing a face shield or FFP2 mouth mask with safety glasses is mandatory. Clean the face shield at every break, dust masks are single use and should be replaced if there is visible breakdown or reduced flow. Start-Work meetings, LMRA etc. are carried out by the foremen in small teams with a distance of 1.5 meters (semi-circle setup).

If applicable, the work plan also indicates which rules apply to lunch (in shifts) and toilet facilities.

## Stops

Also at stops, the workpreparation pays attention to coronameasures that the client will take to avoid contact between people and to guarantee hygiene. We also look at lunch options and the overnight stays of our employee. Until further notice, 1 bedroom will be arranged for each

employee and if a house is arranged, each employee will have 1 bedroom.

## Transport

The advice for home-workplace travel (and vice versa) is to go to work individually as much as possible. When carpooling, one must adhere to the guidelines of the RIVM. Also ensure that surfaces in the car are cleaned after carpooling. When using public transport, wearing a mouth mask is mandatory.

The following applies for transport to clients:

- Wearing a non-medical mouth cap is mandatory when more than one person in one vehicle.
- At the end of the day, thoroughly clean the surfaces in the vehicles in accordance with the instructions.

## Customer questions

We are in contact with all our customers about the measures we are taking. Many of our customers have their own coronaprotocol. It is possible that when entering a location an extra questionnaire has to be completed or that the temperature is measured. We ask everyone to participate on this in the interest of their own health.

## Holiday travel

We strongly advise against going on holiday to a country that has code orange, but we cannot prohibit that. If you choose to do so, you will remain in quarantine for 10 days at your own expense when you return. This also applies if your holiday destination changes from 'yellow' to 'orange' during your holiday. With a corona test on day five, it is possible to shorten the duration of the home quarantine.

In any case, it is always important to keep in touch with your manager and / or HR advisor. If you go on holiday abroad, we always ask you to first check the travel advice for that country at <https://www.nederlandwereldwijd.nl/>. Keep in mind that there are restrictive measures in every country.

Do you develop health problems during your holiday? Register at a local healthcare (huisarts) post. Do you develop health problems when you return home? Stay home and get tested.

## The Corona app (Coronamelder)

REYM wants to bring this app to the attention of everyone and we recommend installing and using it. Using the app is, however, voluntary and not mandatory.

*What to do if you get a warning?*

If you receive a warning via the app, do not come to work, but contact your manager or HR advisor. You can discuss the

advice of the Corona app with him / her to decide whether or not you can come to work. You may have to stay at home to avoid infecting your colleagues or (grand) parents, for example. Or that you spread the virus in a busy place, such as the market or a sporting event.

If you have any questions about this app, please visit:

<https://www.coronamelder.nl/nl/faq>

### **Alertness, social control and social responsibility**

The coronavirus demands a lot from our society. The most important measures we can take are related to keeping a distance from each other and following hygiene rules.

Everyone is asked to adhere to this discipline.

Not only during work but also outside working hours. As with the REYM safety rules, we must remain alert and look out for each other. So if you see things that could be improved, let your manager know. If you see that colleagues do not apply the rules properly, speak to them about it. We will have to tackle this crisis together.

### **More information**

For all questions to the REYM management (including questions from customers) please use the specially designed e-mailaddress:

[corona@reym.nl](mailto:corona@reym.nl).

For the latest information and all questions about the coronavirus, go to the RIVM website ([www.rivm.nl](http://www.rivm.nl)) or use this QR code:

