

Coronavirus Protocol | V6

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. This protocol is now simplified. The rules for REYM employees are left in. 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.

Only if a visit, training or internal meeting is operationally necessary, the management can make an exception to the above rule. In that case, please contact us via the e-mail address we have created especially for this purpose: corona@reym.nl. During the consultation of the Corona team, it will then be then decided whether and under which conditions permission can be given.

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 a cold or a temperature increase up to 38.0 degrees Celsius?

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. You don't have to call the doctor. Your complaints are mild.

From June 1 you can be tested whether you are infected with the Corona. Do you have complaints such as a cold, cough, increase or sudden loss of taste and smell? Call 0800-1202 and make an appointment for a test. Have your citizen service number (BSN) at hand.

Are your complaints getting worse?

You have a fever (over 38.0 degrees Celsius) and you cough or breathe hard? Then you must call your house doctor/ the local doctorspost. In case of serious complaints, please contact the doctor immediately.

Does a housemate have a fever?

Stay at home and report to your manager.

Hygiene rules

The most important measures that people can take to prevent the spread of the Coronavirus remain very simple. These measures actually apply to all viruses that can cause flu and colds. It is therefore always important to follow them.

- Wash your hands regularly with soap and water
- Cough and sneeze in the inside of your elbow
- Use paper tissues
- Do not shake hands
- Stay at home and report sick if you get complaints (nose cold, cough, sore throat or fever)

The virus can be spread through surfaces. It is therefore important to keep them clean. We will plan additional cleaning rounds for office buildings. It is important for our drivers and drivers to clean their cabin well at the end of the day. Extra cleaning products are provided.

Working from home

People in the Netherlands are called upon to work from home as much as possible. Not everyone has that option.

Please contact your manager about this. Working from home is only possible if this has been agreed with your manager.

Risk groups

Persons belonging to a risk group can ask for adapted work or, if the position allows, to work from home. This should always be realised in consultation with the manager.

Offices

REYM's offices are or will be adapted to the 1.5 meter economy, which means that we assess how far we can keep our distance while working in the office. If the space is too small, a choice is made, for example, from the following options:

- Agreements about the spread of presence of employees
- Move workplaces to another room (take into account, for example, the presence of daylight and sufficient ventilation)
- Shield workplaces (if creating distance is not a sufficient solution)

If possible, office walking routes can also be set up to encourage one-way traffic and keep doors open as much as possible. Additional cleaning rounds can also be scheduled. The branches will actively work on this and report to the management on taken measures.

Reception

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

Canteen / Dressing and shower room

Other spaces are assessed on the basis of government advice. If the 1.5 meter rule cannot be guaranteed, adjustments are made, such as spreading break times, marking around machines or decommissioning parts so that 1.5 mtr. rule can be guaranteed.

Meetings / Training (up to 30 people)

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

Operational

Many Customers have taken measures and drawn up instructions that apply in their field. These measures are requested by the REYM work preparation and are included in the work plan.

Work preparation also takes account of sending teams to the various locations. Try to connect as many people as possible from a team and let teams work together and spend the night in the same location (each employee has their own bedroom). For assignments with multiple shifts, limit the contact moments between employees, only contact between foreman and teams.

At customers that did not draw up Corona instructions, the REYM protocol always applies and if activities must be carried out at less than 1.5 meters from each other, the advice is to wear a face shield or FFP2 dust mask.

Clean the face shield at every break. Dust masks are for single use and must be replaced if visible breakthrough or reduction of throughput

Start-Work meetings , LMRA, etc. are carried out by the foremen in small teams with a 1.5m distance (semicircle arrangement).

If applicable, the work plan will also indicate which rules apply to lunch and toilet options and to take breaks in shifts.

Stops

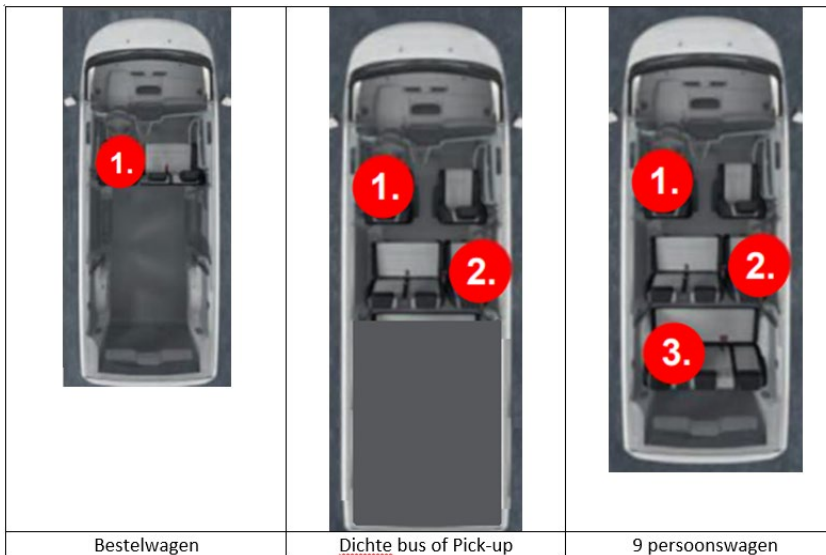
Also during stops, work preparation pays attention to the Corona measures that the customer will take to avoid contact between people and to ensure hygiene. We also check lunch places and sleeping accommodation for our employees. Until further notice, for example, a 1 person hotel bedroom will be arranged. If other housing is arranged, each employee will have its own bedroom.

Transport

The advice for home-workplace traveling is to go to work individually as much as possible. When carpooling, follow the RIVM guidelines (1.5 m distance and hygiene measures). Also make sure to clean surfaces in the car after carpooling. When using public transport, the wearing of a face mask is mandatory from June 1, 2020.

For transport to the client, deployment of more transport vehicles applies:

- For emergency vehicles, the following applies: max. 1 person per seat row (ie max. 3 persons with an 8-seater bus). (see image on the next page)
- Trucks: max 1 person preferably.
- If the distance is less than 1.5 m and use of additional transport is not possible: face shield or FFP2 mask with safety glasses
- At the end of the day, clean the surfaces in the vehicles well in accordance with the instruction.



Customer questions

We are in contact with all our customers about the measures we take. Many of our customers have their own Corona protocol. It is possible that that an extra questionnaire has to be completed and/or that the temperature is measured, before entering the customer location. We ask everyone to participate in this, of course in the interest of their own and others health.

Holiday travel

The travel advice for most holiday countries is currently 'code yellow' (holiday travel possible, pay attention to risks). However, this can change any time. We strongly advise against going on holiday to a 'code orange' country, but we cannot forbid you to do so. If you choose to go, you have to remain in quarantine for two weeks upon your return and at your own costs. In all cases, it is always important to keep in touch with your manager and / or HR advisor to make agreements about this.

If you go on holiday to a country that has 'code yellow' but changes to 'code orange' during your holiday, you should immediately contact your manager or HR Advisor.

So if and when you go on holiday abroad, we always ask you to first check the travel advice for that country at <https://www.nederlandwereldreed.nl/>. Keep in mind that there are restrictive measures in every country.

With 'Travel app BZ' from Foreign Affairs, you can receive current travel advice, also during your trip. Through this app you can have a message sent to you when the status of a country changes from yellow to orange. This app can be downloaded for android and apple devices.

If you develop health complaints during your holiday, please visit a local general health practitioner post. Do you develop health complaints when you return home? Stay home and get tested. Make an appointment via 0800-1202.

Downsizing measures

On May 11, the government announced downsizing of the Corona measures. From June 1 on, for example, cinemas and restaurants may open to a maximum of 30 people. From July 1 on, this is allowed up to a maximum of 100 people. Meetings of up to 100 people are also possible for companies, provided that a distance of 1.5 meters is used and hygiene rules are followed. For the time being, REYM will apply these options with great care. For example, anyone who wants to organize a meeting with more than 30 people must submit this to the management. Approval can be given, only if it is really necessary for the progress of the work or department.

Alertness, social control and social responsibility

The Corona virus demands a lot from our society. The most important measures we can take have to do with keeping distance and following hygiene rules. Everyone is required to adhere to this discipline. Not only during work, but also outside working hours. As with REYM's safety rules, we must remain alert and watch out for one another. So contact your manager if you see situations or things that could be improved. If you notice colleagues not apply the rules properly, address them. We will have to tackle this crisis together.

More information

For the latest information and all questions about the Coronavirus, go to the RVIM website (www.rivm.nl) or use the QR code:



For all questions to the REYM management (also for customer questions) use the special e-mail address: corona@reym.nl