

Coronavirus protocol | V4

The Reym management closely monitors developments around the coronavirus (officially COVID-19). We have formed a corona team of management and staff services to discuss the latest situation within Reym and the Netherlands on a daily basis. We will be guided by the instructions that we receive from the government, the RIVM and GGD, and by progressive insight review in all cases we will decide how to act. The protocol is now simplified. The rules for Reym employees are in this Protocol. For frequently asked questions and general government information, please refer to the 'Information Coronavirus' page on the employee portal or the RIVM website.

Reym takes the following measures Reym to prevent the spread of the virus as much as possible.

Prohibited activities

The following activities are prohibited for Reym employees until further notice:

- visiting fairs and conferences;
- visits to events with customers;
- making business travel to an area where the coronavirus predominates;
- organizing client meetings;
- organizing training days, or internal meetings with groups of more than 10 people.

Only if a training is operationally necessary, an exception to the above rules may be approved by the management. The main rule remains that all participants are **at least 1.5 meter** apart, and that the space is ventilated. In that case, contact us via the e-mailaddress that we specially have created for this purpose: corona@reym.nl. During the consultation of the corona team it will then be decided whether consent can be given.

Distance from each other

By keeping distance you reduce the chances of spreading the virus. We ask all colleagues to keep distance (**at least 1.5 meter**) during work and breaks. This for your own health and the health of your colleagues.

When to report sick and stay home?

Do you have cold symptoms or temperature increase to 38.0 degrees Celsius?

Report yourself sick by phone at the known number and you call your manager.

Stay at home, recover and make sure you are not infecting others. So again, keep distance from other people. You do not call the doctor. Your symptoms are mild.

Do your symptoms get worse?

You have a fever (more than 38.0 degrees Celsius) and you cough or have difficulties with breathing? Then you have to call the doctor. Immediately do this in case of severe symptoms.

Someone in your household as a fever?

Stay home and contact your manager.

Hygiene rules

The most important measures people can take to prevent the spread of the coronavirus, remain very simple. These measures apply to all viruses that can cause cold and flu. So it is always important to follow up these measures:

- Wash your hands frequently with soap and water
- Cough and sneeze into the inside of your elbow
- Use paper towels
- No shaking hands
- Stay home and report sick when your having symptoms (runny nose, cough, sore throat or fever)

Well informed to work All Okay, always alert

The virus can be spread through surfaces. It is important to keep surfaces clean too. For office buildings, we will schedule additional cleaning rounds. It is important for our operators and drivers to also clean their cabine at the end of the day. Additional cleaning products will be provided.

Working at home

People in the Netherlands are called upon to work at home as much as possible. Not everyone has that opportunity. Please discuss this matter with your supervisor. Working at home is only possible when agreed by your manager.

Meetings

Where possible, arrange conference calls or meetings via Skype / Microsoft Teams. If - however - meetings in person are necessary, keep at least the **1.5 meter** distance between participants and ventilate the space regularly, for example by opening a window.

Trainings/courses up to 10 persons

The general rule is that training / courses organized internally can only be held if the space is large enough for training (**at least 1.5 meters** between participants) and the space can be ventilated.

Operational

For operational activities, we will pay extra attention to the 'keeping distance rule', to hygiene rules on customers premises and on keeping employees at risk safe. This means that during the work planning it will be assessed if we can meet the 'distance rule' during the work and during breaks, including travels to a client and overnight stays. Where necessary we will take measures such as expanding transportation options, adjust break times or break areas. For example, there is now a maximum of 2 people in cars/trucks until further notice. Groups at risk will receive special attention so that risks of contamination will be minimized for them. Contact your manager if you belong to that group or if you have someone at home that belongs to that group.

Stops, Turnarounds

Reym is an industrial serviceprovider. That means that our employees are working simultaneously at stops with many other people. Officially there is no prohibition of stops, but we notice that clients are increasingly considering post-

poning stops. We maintain the opinion that adequate measures should be taken so that our people can follow up the **1.5 meter** distance rule and all hygiene measures. In the preparation of the stops, the same methods apply as for regular works for customers.

Customers questions

We are in contact with all our customers about the measures we take. Many of our customers have their own corona protocol. It may occur that questions must be answered in writing, or that your bodytemperature is measured before entering a location. In the interest of own health we ask you to participate on this.

External training and inspections

Governmental measures have resulted in (probably) postponing all inspections and external trainings until June 1st. SIR and VCA Infra have announced that licenses will automatically be renewed by at least 3 months. We will follow developments on these topics closely and will continue to communicate with you through, for example, the employee portal.

Alertness, social control and social responsibility

The coronavirus causes a lot of pressure on our society. The most important measures we can take are to keep distance from each other and follow the hygiene rules. Each person is asked for discipline concerning the measures. Not only at work but also outside working hours. Like the Reym safety rules we must remain alert and take care for each other. So if you see things that could be arranged better, please let your supervisor know. If you notice that colleagues do not properly apply the rules, ask for their attention. We can only handle this crisis together.

For more information

For the latest information and any and all questions about the coronavirus, please go to the website of the RIVM (www.rivm.nl) or use the QR code:



For all inquiries to the Reym management (also on customer questions) use the specially created e-mail: corona@reym.nl

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