



Corona (COVID-19) measures for employees working at Dümmen Orange locations in the Netherlands

On Tuesday October 13 during the government's press conference new measures were announced to reduce the spread of the corona virus. The government has decided that stricter measures are needed to ensure that the number of infections decreases. At Dümmen Orange we have therefore also taken a number of extra measures:

- The distribution of food and drinks in the canteens will have stopped since October 15th. So bring your own lunch to work and, if possible, have lunch at your own workplace. If eating at your own workplace is not possible, you can enjoy the lunch you brought with you in the canteen.
- Meetings, team sessions, etc. will be digitally as much as possible. If this is really not possible, a maximum of 4 people are allowed in 1 room during physical meetings.
- The number of people per room was already limited to 30 people. If it is necessary for the continuation of the daily activities to be present in a room with more than 30 people, this is allowed, as long as a distance of 1.5 meter is maintained. The number of people in a room must be limited as much as possible.
- Per location it will be examined whether and in what situations mouth masks will be worn. If this applies to you, you will be informed about this by your manager.

Working from home remains the norm, unless that is really not possible. We therefore ask you to work from home if possible. It is important that we adhere to this, because if an infection does occur in a work situation, the location can be closed for 14 days.

If it is not possible to work from home, then please make sure that you follow the following - already known- measures:

Basic rules for everyone

- Only come to work if you do not have the following complaints:
 - Cold-like symptoms such as: runny nose, sneezing, sore throat, mild cough;
 - slight temperature increase up to 38°C or fever (higher than 38°C);
 - sudden loss of smell and taste.
- If you suffer from one of the complaints above, you can have yourself tested for the corona virus. You stay at home from the moment you are scheduled for the test and until you know the result. Please report this immediately to your manager and HR, so that we can assess whether we need to take extra measures with regard to the colleagues you have been in contact with.
If the test shows that you do not have a corona: get better and stay at home until the symptoms have disappeared. If the test shows that you do have corona: you have to stay at home for 10 days. If you have no complaints for 24 hours at the end of these 10 days, you can come back to work.
- Does one of your housemates have a fever or shortness of breath? Then you should also stay at home. If everyone has no complaints for 24 hours, you can come back to work.
- If one of your housemates has tested positive for corona: you have to stay at home for 10 days. If everyone has no complaints for 24 hours at the end of these 10 days, you can come back to work. If you are not ill yourself, work at home (if possible).
Please report this immediately to your manager and HR, so that we can assess whether we need to take extra measures with regard to the colleagues you have been in contact with.



- If you belong to a risk group, work at home. If this is not possible, report this to HR. HR will then ensure that the occupational health service contacts you for consultation. On the RIVM site you can see when you belong to a risk group: <https://www.rivm.nl/coronavirus-covid-19/risicogroepen>.
- Follow the hygiene rules:
 - Wash your hands often. 20 seconds with soap and water, then dry your hands with a paper towel.
 - Cough and sneeze in the inside of your elbow.
 - Use tissue paper to blow your nose and then throw it away. Wash your hands afterwards.
- Do not shake hands.
- Keep a minimum distance of 1.5 meters (2 arm lengths) from others. In some places it is not possible to pass each other and keep a distance of 1.5m. Then wait for each other, let the other person pass before walking on.

Entrance

When you enter the location, wash (with soap) or disinfect your hands first. Disinfectant is available at all entrances.

Visitors

The reception of external visitors is limited as much as possible.

Visitors are picked up by a Dümme Orange contact person. They are not allowed to enter the location alone.

Upon entering, visitors must wash (with soap) or disinfect their hands.

At the entrance there is a leaflet with 3 questions for the visitors: about their health situation (if they have symptoms of infection), if they have been in contact with persons who currently are or have (possibly) been infected with the coronavirus (COVID-19) and if they have been in an area with an orange travel advice in the past 10 days. Visitors are only allowed to enter the location if they answer these questions with No. If they answer one or more questions with Yes, they may not enter the location. So ask your visitors specifically for the answer to these questions before you enter the location with your visitor. The contact person is responsible for the visitor. So please make sure that the visitor knows the rules at the location.

Coffee corners

Do not get coffee/tea/water for each other (colleagues). Let visitors get their own coffee/tea/water, as much as possible. If that is not possible, disinfect or wash your hands first.

The coffee machines have disinfectant cleaning wipes to clean the touch buttons after use. When someone is busy getting coffee/tea/water, wait at least 1.5m away until it's your turn.

Meeting rooms

Book the meeting rooms as usual via the calendar in Outlook.

The chairs are placed at 1.5m distance from each other. Leave them this way.

The door of the meeting room indicates the maximum number of people that is allowed in the meeting room. Since October 13 maximum 4 people are allowed in 1 meeting room.

After your meeting, clean the tables and armrests of the chair you have been sitting on with disinfectant cleaning wipe. These are available in the meeting rooms.



Toilets

In the toilet areas there is usually not enough space to pass each other at 1.5m. So wait for each other in the hallway (not in the toilet) if necessary.

Wash your hands with soap and water for 20 seconds before and after using the toilet and then dry your hands with a paper towel.

Close the lid when you flush the toilet.

Leave the sink dry (you can use the paper towels for this).

Canteen

The distribution of food and drinks in the canteens will have stopped since October 15th. So bring your own lunch to work and, if possible, have lunch at your own workplace. If eating at your own workplace is not possible, you can enjoy the lunch you brought with you in the canteen.

The tables and chairs are placed in such a way that there is 1.5m between them.

The standard break times have been adjusted and are more widely distributed (if needed), so that the size of the groups in the canteen are limited.

Printers

In the printer area's there are disinfectant cleaning wipes available to clean the touch keys after use.

Work places

Assess with your roommates whether you can work with at least 1.5m distance from each other. If necessary, and if possible, change the position of the desks in your room so that you can work with at least 1.5m distance from each other. Pay close attention to whether you can keep a distance of 1.5m on the walking routes to the desks and how the internet and power cables run. If necessary, you can ask the TD to help you with this.

Ventilate the room regularly if possible (by opening the windows). This improves the air quality.

If it is not possible to adjust the layout of the room in such a way that you can work at a distance of 1.5m, make agreements with each other and your manager about working (partially) at home. Make a schedule where everyone works partly at the office and partly at home.

Flex desks

When you work at a flex desk, use your own mouse and keyboard (from your laptop). If you do not have a laptop and you use a shared desktop, clean the mouse and keyboard with a disinfectant cleaning wipe before and after use.

After using the flex desk, clean the desk and the armrests of the chair with a disinfectant cleaning wipe.

Work equipment/tools

Work equipment and tools are used on an individual basis as much as possible. If this is not possible, the equipment/tools are regularly disinfected. In any case before another colleague starts using the equipment/tools.



Pool car

Before and after using the pool car, clean the steering wheel, door handles, shift lever and other surfaces that have been touched with a disinfectant cleaning wipe.

When traveling with a colleague, keep a distance of 1.5m in the car. This means that max. 2 people can sit in the car. The passenger sits diagonally behind the driver (not next to each other).

Travel

For business travels abroad, we follow the advice of the Ministry of Foreign Affairs. The Ministry of Foreign Affairs uses the following color coding:

	Do not travel
	Only necessary travel
	Pay attention: safety risks
	No special safety risks

In some countries, the measures are currently being tightened up again. At the moment, more and more countries have at least an orange travel advice. This means that it is not recommended to travel to this country unless it is really necessary.

Traveling within the Netherlands is allowed.

Travel to the Dümmen Orange location in Rheinberg is not allowed at the moment due to the latest travel advice in Germany for visitors from the Netherlands.

Business travel to yellow countries is allowed. This requires approval from your manager.

Business travel to orange countries requires approval from your manager and ExCo member. This will only be approved if the need for the trip is clearly demonstrated. When you return from a country with an orange travel advice, you must always be quarantined in the Netherlands for 10 days before you can return to the work location. This also applies if you have no complaints, if a test shows that you do not have corona, if the area to which you were traveling was not yet orange or red when you arrived at your destination or if you travelled directly back to the Netherlands when the travel advice for the area you stayed in changed.

Travel to red countries is not allowed.

Travel insurance for business travel

Dümmen Orange has travel insurance for business travel. More information about travel insurance (such as coverage, policy number and contact details) can be found on the intranet: <https://intranet.dummenorange.com/site/en/hr-the-netherlands>.

With regard to possible claims related to the COVID-19 virus, there may be reasons for the insurer not to pay compensation. It is therefore not automatically possible to promise cover in advance. Important points that will be included in the assessment of a possible claim related to COVID-19 are:

- necessity of the trip in relation to the medical risks associated with the trip due to the COVID-19 risk;
- whether sufficient measures have been taken to prevent or minimize these medical risks;
- whether companies and/or travelers have complied with all rules of (local) authorities and agencies.



It is therefore of the utmost importance to inform yourself carefully prior to a trip which provisions apply when traveling to the destination and which measures apply in the country concerned. The Travel app of Foreign Affairs or website (<https://www.nederlandwereldwijd.nl/landen>) are important sources of this.

Holiday

Holiday trips do not fall under necessary trips. This means that holidays are only possible to countries with green or yellow travel advice. Check the travel advice from the Ministry of Foreign Affairs when you book/plan a holiday and also before you leave and during your holiday.

If, despite of the travel advice, you have been on holiday in a country with an orange travel advice, you must be quarantined for 10 days after returning to the Netherlands. This also applies if you have no complaints, if a test shows that you do not have corona, if the area to which you were traveling was not yet orange or red when you arrived at your destination or if you travelled directly back to the Netherlands when the travel advice for the area you stayed in changed. During these 10 days you must take holidays.

What if the travel advice has been changed during your holiday from green or yellow to orange? Also then, after returning to the Netherlands, you must be quarantined for 10 days and you must take holidays for this.