

WORK INSTRUCTIONS

CORONAVIRUS WORK INSTRUCTIONS FOR CONTACT ON PROJECTS

The coronavirus is still here, which is why it is more important than ever that we stay alert. The government has prescribed various measures and guidelines to reduce and prevent the spread of the virus. For instance, gatherings of more than four people are prohibited, you must always stay 1.5 metres away from others and face masks are mandatory in public areas.

Within Van Gelder, we adhere to the guidelines issued by RIVM and Bouwend Nederland.

What can I do to prevent/limit the spread of the coronavirus?

The risk of becoming infected from touching equipment or surfaces is small, but make sure you always adhere to the RIVM recommendations:

- Always maintain a 1.5-metre distance from others;
- Avoid busy areas;
- Wash your hands frequently;
- Do not shake hands;
- Use paper tissues;
- Cough and sneeze into the crook of your elbow;
- Adhere to good hygiene practices*.

** (You can order sanitising products from the equipment department.)*



Measures on the construction site

- Maintain a 1.5-metre distance from others;
- Do not hand over building equipment from person to person. Put equipment down somewhere for a colleague to pick up;
- Issue instructions in groups of no more than four people, and maintain a 1.5-metre distance between people;
- Adhere to regulations during breaks. No more than three people at a time are allowed in the site hut. Take breaks in shifts or take your break in your car;
- Only travel together if you can sit at least 1.5 metres apart. If this is not possible, consult your manager to find a good solution.

Face masks in the building

The wearing of face masks is now strongly advised. What does this mean for us? If you are doing work in someone's home, you should wear a face mask until you reach the place where you are to carry out the work. Please also read the zero-contact inspections and repairs protocol.

When should you wear a face mask?

- When travelling together with more than two persons;
- When moving around public indoor areas, such as stations and multi-storey car parks;
- When working in someone's home.

When do you not need to wear a face mask?

- If you are wearing respiratory protective equipment to do your work;
- If it is hazardous to wear a face mask, for example if you are working with electricity. Assess the risks before you start and do not wear a face mask if this forms a risk.

I am an Emergency Response Team (ERT) member. What should I do and what should I watch out for?

The advice to ERT members is to adhere to the RIVM regulations. If you need to offer first aid, it is recommended that you adhere to the hygiene regulations as much as possible. If an adult requires resuscitation, the Dutch Resuscitation Council recommends the following:

- Assess the breathing by observing the chest, do not open the airways.
- Cover the victim's mouth and nose loosely with a cloth or shawl and do NOT perform rescue breathing but DO carry out chest compressions.
- Hook up the AED as soon as this is available.

During all reanimations keep the number of responders that are actually involved in the reanimation to a minimum. This means no more than two responders attending the victim, with other responders standing over 1.5 metres away. Face masks must be worn throughout the entire assistance procedure.



Tips to reduce the risk of infection include:

- Avoid unnecessary contact with others and stay in your vehicle/cabin where possible.
- Use disposable cups for coffee, tea, water, etc where possible.
- Do not collect each other's food or drink.
- Keep your workspace and the interior of your vehicle hygienically clean.
- Avoid making unnecessary visits to public spaces such as shops and hospitals.

Keep the workplace clean

- Clean doorknobs, light switches, taps, keyboards and mice frequently.
- Clean your vehicle; handles, steering wheel, indicator stalks and mirrors.

Rules for getting tested

- If you have coronavirus symptoms, stay home and get tested. This means that if you are suffering from a dry cough, sore throat, nasal congestion, fever, impaired sense of smell, shortness of breath or chest tightness, stay home and get tested as quickly as possible;
- If you have any symptoms, inform your manager and P&O Advisor immediately as well as Van Gelder via corona@vandgelder.com;
- Stay at home in quarantine while awaiting the results of the test;
- If someone in your immediate environment has coronavirus symptoms, inform your manager and P&O Advisor immediately as well as Van Gelder via corona@vandgelder.com;
- If a family member has tested positive for coronavirus, you should also stay home and get tested. Inform your manager and P&O Advisor as well as Van Gelder via corona@vangelder.com.



Be aware of our 'professional look' pillar and set a good example to prevent negative posts from local residents appearing on social media. Always make sure that the construction site is safe and secure when you leave!

For the **latest updates**, visit vangelder.com/coronavirus

If you have any questions, please send these to corona@vangelder.com