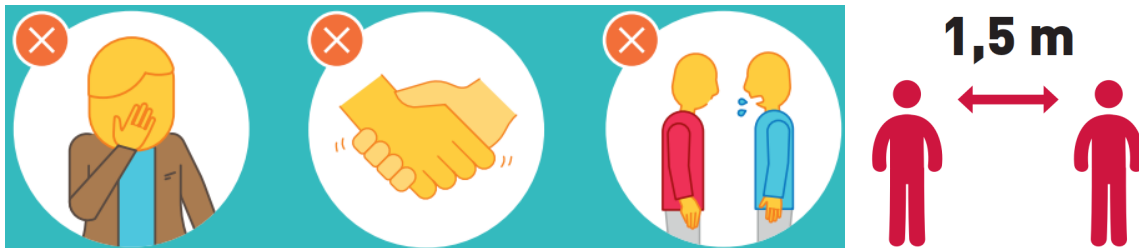


Everyone can and has to contribute in the fight against the corona virus. You can do so by trying to avoid that the virus spreads any further on the one hand, and by protecting those more vulnerable on the other. Therefore, the measures described in this document need to be strictly respected on all Jan De Nul Group sites.

1 AVOID CLOSE PERSONAL CONTACT

- ✓ Avoid shaking hands. Greet each other with a swing or an elbow.
- ✓ Touch your face as little as possible with your hands.
- ✓ Keep a distance of at least 1.5 meters in case of social contact.
- ✓ Always wear a face mask on site.



2 GENERAL HYGIENE

- ✓ Always keep the premises (refectory, dressing room, offices) clean and disinfect the tables after each use.
- ✓ Make sure that communal areas are cleaned, tidy and ventilated.
- ✓ Clean and disinfect specific items that you use frequently (e.g. PC's, pens, telephones, door handles and other surfaces).
- ✓ Use as much as possible your own equipment. If certain work equipment must be used by different persons (e.g. saw tables, drills, ...) it is recommended to disinfect them at the contact points before use.
- ✓ Make sure there is enough soap and paper available on site.

3 WASH YOUR HANDS REGULARLY

Wash your hands frequently with soap and water:

- at the beginning and end of your shift
- before (the preparation of) a meal
- after toilet use
- after coughing, sneezing or sniffing
- visibly stained hands



See enclosed instruction from Mensura about washing hands: '10 steps for effective hand hygiene'.

4 ALWAYS USE A NEW PAPER TISSUE. DISPOSE OF THE TISSUES IMMEDIATELY AFTER USE BY THROWING THEM IN A BIN WITH LID.

When you need to cough or sneeze:

- ✓ Turn your head away from others.
- ✓ Use a tissue to cover your nose and mouth. Always use paper tissues.
- ✓ Drop your tissue into a waste bin. Dispose of the tissue immediately after use and throw them away in a closed dustbin.
- ✓ Clean your hands after discarding tissue using soap and water



If you do not have a disposable tissue:

- ✓ Cover your mouth and nose and sneeze or cough into the crease of your elbow.



5 SPREAD IN PLACE AND TIME

- ✓ Mix teams as little as possible. Keep the same teams together.
- ✓ Try to organize the meals of the workers in groups as small as possible. This can be done, for example, by eating at different times. **During breaks a distance of at least 1.5 meters should be maintained as well.**
- ✓ Respect the applicable circulation plan (e.g. one-way traffic in stairwells or on stair towers).

6 USE OF FACE MASKS

- ✓ Every employer has an obligation to provide suitable face masks for his own employees.
- ✓ Before putting on the mask, wash your hands or disinfect them with alcohol gel.
- ✓ Do not touch the front of the mask once you are wearing it.
- ✓ See instruction card H-0030 "Use of face – face mask" for complete instructions.

7 TRANSPORT TO AND FROM WORK

- ✓ A social distance of at least 1.5 m between the passengers remains a priority during transport to and from work. If this can be respected, the passengers do not have to wear face masks.
- ✓ If social distancing cannot be respected during transport to work for practical reasons, the number of persons should be limited and/or partitions must be placed in the vehicle. In this case, all passengers must wear face masks during transport and disinfectant hand gel must be present in the vehicle.
- ✓ Never use the maximum capacity of the vehicles as this is medically irresponsible.



- ✓ Make sure that the ventilation systems of the vehicle/van are functioning properly. When there is a change of driver, the contact surfaces must be cleaned with disinfectant.

8 SOCIAL AMENITIES

- ✓ Always respect the maximum number of persons allowed.
- ✓ In case of good weather it is allowed to eat outside with respect for social distancing (after washing your hands thoroughly).
- ✓ It is also possible to eat/change clothes in shifts so that the social distancing can be respected in the huts.
- ✓ After every break the hut must be cleaned by the users. This must be entered on the cleaning register.

9 WHEN YOU'RE ILL, STAY AT HOME. GO HOME IF YOU START FEELING ILL THROUGHOUT THE DAY.

The major COVID-19 symptoms are coughing, shortness of breath, fever, muscle pain, fatigue, loss of sense of smell and taste, stuffy nose, sore throat, diarrhoea.



Do you have one of the symptoms?

- ✓ Stay home
- ✓ Call your doctor and report your symptoms.
- ✓ Do not go to the waiting room or the emergency room. The doctor will determine by telephone whether you can stay ill at home or should go to hospital.

10 DO YOU HAVE ANY QUESTIONS?

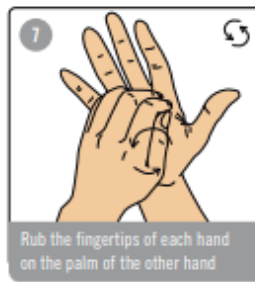
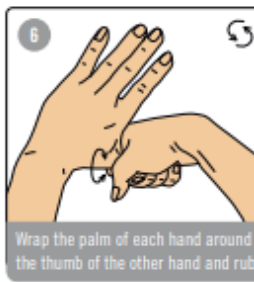
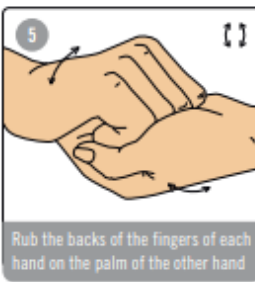
- <https://www.info-coronavirus.be/en/>
- The general COVID-19 information number in Belgium: 0800 14 689
- Internal: COVID19@jandenu.com
- The covid19-coach on site





10 steps for **effective hand hygiene**

Disinfecting using an **alcohol-based hand rub**



Handwashing using **water and soap**

