



## **PROTOCOL SAFE WORKING WITH CORONA WITHIN KONEKTA GROUP.**

### **PREAMBLE**

- I. This "Protocol safe working with corona within Konekta Group is hereafter referred to as " the Protocol ".
- II. The Protocol was established on 20-04-2020.
- III. The Protocol is temporary and will continue to apply for as long as this is necessary under government measures in the context of the coronavirus outbreak (Covid-19).
- IV. With the Protocol we comply to our duty of care as referred to in Article 7: 658 of the Civil Code and the Working Conditions Law and Regulations.
- V. The Protocol forms part of our working conditions policy as supplement.
- VI. The guidelines of RIVM are the starting point for the Protocol. Amendments and additions to the guidelines may lead to amendments to the Protocol.
- VII. The Protocol (and amendments thereof) will be made known to employees by e-mail and explained in more detail during the weekly work meetings. New updates are always announced by newsletter.

### **INTRODUCTION**

- A. The Protocol is a guideline with a number of (behavioral) rules for employees.
- B. The purpose of the Protocol is to create a safe working environment for employees as much as possible. We do that together. The personal responsibility of employees is extremely important in this regard.
- C. We have appointed a corona contact person, Ms Ani Levonian (Operational Manager Konekta Group).
- D. The corona contact person is responsible for the implementation of the Protocol. The corona contact person is also the point of contact for employees with regard to the Protocol.
- E. The corona contactperson can be reached at [ani@konektaservices.nl](mailto:ani@konektaservices.nl).
- F. In practice, there may be grounds to deviate from the Protocol if the situation so requires. Consultation with the corona contact person is always necessary for this.
- G. Employees must carefully follow the instructions given by the manager.

### **PERSONAL HYGIENE**

The following personal hygiene rules apply to employees:

1. Hand washing (recommended at least 6 times a day). At least on arrival, after a toilet visit, after sneezing, after nose blowing and after cleaning the workplace.
2. Using the disinfectant made available, namely hand gel with a minimum alcohol percentage of 70% and / or antibacterial hand washing gel.
3. Minimal touch of the face.
4. Not shaking other people's hands.
5. Using your own tissue when sneezing and nose blowing and throwing it away immediately after using your own tissues in the appropriate waste bin.
7. Using the inside of the elbow when coughing.

### **WORKPLACE HYGIENE**

The following workplace hygiene rules apply to employees:

8. At least daily cleaning of the workplace and own (work) materials.



9. When cleaning, use the appropriate isopropyl alcohol wipes with a minimum alcohol percentage of 70%.
10. The exclusive use of your own (work) materials.
11. Not sharing your (work) materials with others.
12. Regular ventilation of the workplace.

The following workplace hygiene rule is taken by the company:

13. Regular cleaning of the business premises, in particular toilets, kitchens and pantries.

## **CONTACT WITH OTHERS**

The following applies to contact with others:

14. Employees must keep a distance of at least 1.5 meters from others at the workplace and beyond, for example when transporting to and from the company location.
15. Employees should not train together and thus avoid unnecessary contacts with others as much as possible.
16. Employees work as much as possible at permanent workplaces.
17. Employees work as much as possible in permanent teams.
18. The activities (whether or not at the physical location) take place digitally as much as possible. Various means of communication are available for this, namely calling, Face Time, Skype for business, KPN conference calls, ZOOM, Microsoft Teams).
19. The sharing of physical documents with third parties is avoided as much as possible; this way it is possible to scan and e-mail.
20. Agreements are made with employees about traveling (alone) from home to the physical location. Public transport is avoided as much as possible. Employees are expected to travel alone to work as much as possible.
21. We arrange the workplaces in such a way that those involved can perform work at least 1.5 meters apart.
22. No or limited physical meetings, gatherings and the like take place.
23. Physical meetings, gatherings, breaks, lunches and the like take a maximum of 5 persons at the same time, taking into account the minimum distance of 1.5 meters.
24. Employees are advised not to go out in between on arrival at the physical location until the end of working hours.
25. The weekly meetings on Tuesdays will be held by ZOOM meeting until further notice. The staff present at the office can participate via 1 ZOOM screen with due observance of the 1.5 meter distance rules.

The following applies to contact with flex workers:

26. As many digital and telephone appointments as possible are made with flex workers.
27. Flex workers must make an appointment prior to their office visit, it will be decided by telephone whether physical presence at the office is required. If no appointment has been made, access will be denied.
28. Flex workers are identified digitally as much as possible. Therefore, be. flex workers temporarily not physically identified.
29. Flex workers are kept informed of all applicable measures by hirers by newsletter.

## **PHYSICAL APPOINTMENTS**

With regard to having physical appointments, the following applies:

30. Physical agreements with customers, suppliers or others are avoided as much as possible.



31. For physical appointments, prior consent of those involved is always necessary. In doing so, it is always checked whether there are specific risks that hinder a physical encounter. With due observance of the Protocol, (practical) agreements are made with the person concerned about the physical appointment.
32. Only if an appointment has been made, a visitor is permitted to enter the physical location.
33. Visits by third parties are coordinated at the counter.
34. When making appointments, visitors are made aware of the (behavioral) rules of the Protocol.
35. With due observance of the Protocol, (practical) agreements are made with visitors.

## WORKING FROM HOME

The following applies to working from home:

1. In consultation with the manager, work is carried out from home if possible. Working from home always takes place in consultation with the immediate superior and must be approved in advance.
2. Employees who experience complaints, such as a cold, runny nose, sneezing, sore throat, mild cough and / or increase (from 38 C °), work from home after consultation with the manager. This also applies to employees whose family member or person in the household experiences complaints.
3. For employees who (often) work from home, it is discussed how this takes place. Measures are being taken to enable (safe) working from home.

## CORONA INFECTION

4. Employees who have a corona infection themselves may not perform work at the physical location. This also applies to employees whose family member or person in the household has a corona infection.
5. If in doubt about a specific situation, we will call in the Health and Safety Service / company doctor if necessary. Employees can be requested to contact the Working Conditions Service or company doctor, among other things, to determine whether the employee belongs to a risk group.

## COMMUNICATION

6. We communicate the (behavioral) rules of the Protocol with those involved (including our employees, customers and suppliers). We do this in the form of hanging posters (poster government) and posting a message on our social media or sending messages to suppliers by the Operational Manager.

## FLEX FORCES

7. Flex workers are informed by us about the RIVM guidelines per newsletter and via recruiters and job coaches.
8. Clients are informed and advised by us about the necessary measures and, if necessary, agreements are made.
9. Flex workers are urged to follow hygiene and / or safety measures that the client takes. If there are specific safety risks and measures to deal with them, the flexworker will be notified of this by us and / or the client.