

Safety Alert COVID-19 EXTRA

The Board of Management decided as of today, March 13th 2020, the following rules and guidelines apply to Ballast Nedam and all its Business Units, Projects and Joint Ventures:

PERSONAL HEALTH

- Everyone in the Netherlands with **symptoms of a cold, cough, sore throat or fever**: STAY HOME, report this immediately to your manager and work from home as far as possible. Do not come to the office or the project location.
- Only come to work when healthy and not suffering from above mentioned symptoms.
- When you have any of these symptoms, the Dutch Government also asks you to avoid social contacts and/or avoid visiting public places such as museums, cinemas and restaurants.

RISK GROUP RECOMMENDATIONS

- From statistics certain people belong to risk groups which should be more protected from infections.
- If you suffer from any chronic disease such as cancer, diabetics, lung, respiratory and/or heart problems, please stay and work from home. It is also recommended to avoid social contacts as much as possible.
- In case you have any other health related concerns, please do not hesitate to discuss with your manager.
- In general the Dutch Government urges to limit visits to vulnerable people and take good care of elder people.

PERSONAL HYGIENE

- Always use the prescribed **hygiene measures**:
 - regularly wash your hands with soap and water;
 - always wash your hands before taking food;
 - coughing and sneezing in the inside of your elbow and using tissue paper;
 - do not greet anyone through shaking hands or other physical contact and keep an appropriate distance from each other.
- It is recommended to bring your own food as much as possible.
- Do you have any problem with network connection, please contact ICT helpdesk helpdesk@ballast-nedam.nl or +31 30 285 3500

COVID-19 DIRECT INFECTION RISK

- If you are a housemate of a **COVID-19 patient** or if you have been in contact with a COVID-19 patient, then in no case can you come to an office or project location. Stay at home, work from home and inform your supervisor and inform the HR advisor.

ENSURING CONTINUITY OF OUR OPERATIONS

- In basis it our joint responsibility to ensure the continuity of our operations.
- In consultation with your manager determine which parts of the work can be done from home and mutually agree on a working schedule as well as working package and progress reporting on a daily basis.
- All managers are asked to make an appropriate plan to ensure a safe continuation of our operations as much as possible.
- All managers are also asked to anticipate in making a midterm term plan in the case that Government regulations might apply much longer than the current timeframe and or in case the number of employees that are able to work at certain activities reach a critical minimum.
- In case you are having unproductive hours due to the COVID-19 measures, these hours need to be booked as 'unproductivity COVID-19' in Burn.
- Do you have any problem with network connection, please contact ICT helpdesk helpdesk@ballast-nedam.nl or +31 30 285 3500

OFFICE AND PROJECT WORK SITE RECOMMENDATION

- It is strongly recommended that you will only work at your own office or project location. Try to avoid traveling to other offices and/or project locations as much as possible.
- Limit your personal contacts at the work location as much as possible.
- Site managers are advised to organize group sessions such as safety toolboxes, daily stands in smaller groups limited to approximately 5 people and to ensure sufficient physical distance between participants.
- Organize breaks and lunch breaks in smaller groups, ensure sufficient physical distance. Ballast Nedam Materieel has extra cabin units available so that rest areas for our construction workers can be divided into separate units.
- If you have a laptop from work, do not leave it at the work location and always take it home with you.

MEETINGS AND GATHERINGS

- In principle (internal) meetings should be held by Skype, video conference or telephone as much as possible.
- If physical meetings are necessary, then try to limit the number of participants to a maximum of approx. 5 people and take precautions of keeping distance to each other.
- Do not attend external meetings with large groups of people. Meetings with more than 100 people are cancelled nationally anyway.
- Limit external visitors at Ballast Nedam's office and project locations to an absolute minimum.
- Do not meet persons who have travelled to the Netherlands from the **risk areas**. Risk areas currently include: China, South Korea, Italy, Iran, Austria, Germany-Region Nordrhein Westfalen and Spain-Madrid area. The actual risk areas can be found at the Q&A website of RIVM, see under chapter 'INFORMATION'.

TRAVELLING OUTSIDE THE NETHERLANDS

- Postpone business trips outside The Netherlands. Exemptions only with prior permission of the responsible Executive Director.
- Traveling abroad in private time is strongly discouraged.
- You should not travel to the risk areas (currently: China, South Korea, Italy, Iran, Austria, Germany-Region NordRhein Westfalen and Spain-Madrid area).
- If you are currently in a risk area or have been there in the past 7 days, you must report this immediately to the HR advisor and you will stay and work from home for 14 days after your return to The Netherlands.

TIME LINE OF MEASURES

- The measures will remain in force until at least March 31, 2020, unless changed insight provides otherwise.

ACTUAL INFORMATION

- From the beginning of COVID-19 into the Netherlands, Ballast Nedam has a COVID-19 team monitoring and advising on measures and guidelines in close cooperation with the Board of Management. The COVID-19 team is in close contact with authorities such as RIVM and will update via Safety Alerts.
- RIVM has a Q&A website where most of the questions are been answered.
<https://www.rivm.nl/en/novel-coronavirus-covid-19/questions-and-answers#situation>
- RIVM also has an information telephone number available at: 0800-1351
- If you have any other questions please contact your manager.
- For the official message from the government, see:
<https://www.rijksoverheid.nl/actueel/nieuws/2020/03/12/nieuwe-maatregelen-tegen-verspreiding-coronavirus-in-nederland>
- For global information regarding COVID-19 you can find information at
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>
<https://www.worldometers.info/coronavirus/coronavirus-age-sex-demographics/>