

## Safety Alert COVID-19 POLICY AND GUIDELINES



The Dutch approach to corona has worked well to get the virus under control. The risk has certainly not disappeared, but if we adhere to the most important basic rules, there will gradually be more space.

Ballast Nedam has a clear policy and guidelines to ensure that all colleagues can work safely and that the projects do not come to a standstill due to the corona crisis. These measures apply to all Business Units, projects and joint ventures. They are fully in line with the Protocol Safe Working Together, which has been adopted by the Dutch Government and the Construction and Technology Sector.

The COVID-19 Crisis Team at Ballast Nedam headquarters in Nieuwegein coordinates the implementation and control of the policy in close collaboration with the Business Units. A responsible Corona Coordinator has been appointed for each project and who supports the policy on site and is ready for questions.

It is very important that everyone adheres to this policy and the guidelines, always and everywhere. Take this seriously. That is important for your health and that of your colleagues. Together for a safe and healthy Ballast Nedam!

## Attention Covid-19 measures

Safety  
is as  
simple  
as ABC



1



Work safely  
at all times

werk veilig  
altijd

2



Keep 1,5m  
distance

Houd 1,5m  
afstand

3



Wash hands  
regularly

Was regelmatig  
je handen

4



Don't shake  
hands

Schud  
geen handen

5



Sick or cold  
stay home

Ziek of verkouden  
blijf thuis

6



Stick to  
the rules

houd je aan  
de regels

**PERSONAL HEALTH**

- **Keep 1.5m distance to each other, in every situation.**
- **Stay away from crowded areas, leave space for each other.**
- **Do you have cold symptoms, such as colds, sore throat, cough, higher temperature (up to 38° C) or sudden loss of smell or taste?**
- **Stay at home.** Sick off. Don't do any shopping and don't get visitors. Let others run shopping, or have them delivered, make sure someone else lets the dog out. For housemates without symptoms, the rules that apply to everyone in the Netherlands apply. If you don't have any symptoms for 24 hours, you can go outside again.
- **Do you have cold symptoms with a fever (above 38°C) and/or short breath?**  
**Everyone stays home.** Sick off. Apply for a test. Don't do any shopping and don't get visitors. If you have roommates, they can't go outside either. As an exception, only housemates who have no symptoms are allowed to run equally necessary shopping. If everyone doesn't have any symptoms for 24 hours, you can go outside again.
- So, you have to stay home if someone in your household has cold symptoms with a fever above 38°C. You don't have to stay home if someone in your household only has cold symptoms without a fever.
- **If you suspect that you have a corona, for example if you get a high fever or have difficulty breathing, call the doctor immediately and make an appointment to be tested.**
- So only come to work if you are healthy and do not suffer from these symptoms.
- If you have any of these symptoms, you should also avoid social contacts.

**RISK GROUPS RECOMMENDATIONS**

- Vulnerable groups should be more protected from infections (for an overview of vulnerable groups, please check the RIVM website, see the link at the last page).
- 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. Should you have any doubt if you can come to work, please consult with the (company) doctor.
- 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**

- The most important hygiene measures to prevent contamination are:
  - 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;
  - avoid touching your face as much as possible.
- Bring your own food to the workplace.

**COVID-19 CONTAMINATION**

- If you are tested COVID-19 positive or you are a housemate of a positive tested **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 if possible and inform your supervisor and inform the HR advisor.
- If you've had the COVID-19 virus and you're feeling better and you haven't had any health problems for 24 hours, you're cured. You won't carry the virus with you anymore. You can't infect other people anymore.
- The incubation period is the period between when you become infected and you get sick. With the new coronavirus, the incubation period varies from 2 to 12 days. Just to be safe, we'll use 14 days.
- If a colleague has tested COVID-19 positively and recent contacts with other colleagues increase the risk of infection in the workplace, a protocol of the GGD comes into force. That protocol shall determine the measures to be taken. The Business Unit management in that case contacts local GGD for custom made advise. That may mean that those colleagues are asked to stay home.
- If there is a suspicion of having a fever, then you may be asked to check your temperature. Cooperation to this helps to avoid the risk of contamination of a colleague. Do you have any doubts about your temperature, then don't take any risk and check your temperature.

**HEALTH CHECK AND MONITORING RIVM**

- Anyone with symptoms can have themselves tested for the corona virus. Make an appointment for a test only if you have symptoms that fit the coronavirus. The corona test makes no sense without symptoms. Call for an appointment with **0800-1202**. Keep your citizen service number (BSN) at hand.
- For more information, visit the website of the National Government:  
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/testen>
- RIVM monitors the spread of infectious diseases in various ways. This also applies to the new corona virus. One of those ways is to look at people with symptoms that may indicate an infection. RIVM does this with the Infection Radar. A study that everyone in the Netherlands can participate in.  
Look at: <https://www.rivm.nl/opgave-infectieradar>

**ENSURING CONTINUITY OF OUR OPERATIONS**

- In basis it is our joint responsibility to safely ensure the continuity of our operations as much as possible.
- 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. The health and safety of all colleagues has always the highest priority. Speak up to each other if any matter arises.
- In case you are having unproductive hours due to the COVID-19 measures, these hours need to be registered in Burn as per instruction of HR. Please see the instruction on the Intranet site.
- Do you have any problem with network connection, please contact ICT helpdesk:  
[helpdesk@ballast-nedam.nl](mailto:helpdesk@ballast-nedam.nl) or call +31 30 285 3500

**WORKING AT THE CONSTRUCTION SITES**

- Keep 1.5 meters distance from each other, in any situation.
- If this hinders work, consult with the site supervisor on an adaptation of the working method. Each project makes specific agreements on this subject that fits the situation.
- At the Intranet page COVID-19 of Ballast Nedam you will find practical guidelines for working with the 1.5 distance rule in the ABC Bulletins: <https://ballastnedam.sharepoint.com/sites/intranet-en/covid-19>
- If cooperation within 1.5m is unavoidable, then minimize this as much as possible.
- Site managers are asked to organize sessions such as safety instructions, toolboxes and daily stands in smaller groups limited to maximum of 15 people and outside and to ensure enough physical distance of at least 1.5 meters between participants.
- Organize breaks and lunch breaks in smaller groups, ensure enough physical distance.
- Ballast Nedam Materieel has extra cabin units available so that rest areas for our construction workers can be divided into separate units.
- Have the resting areas and toilet facilities on the construction sites extra and more often cleaned.
- Always take care of providing enough water, soap or disinfecting gel.
- Apply one-way traffic if possible and give each other space when passing.
- Minimize sharing of your tools and phone with others as much as possible.
- On each project, a special Corona Coordinator has been appointed by the Business Unit management. Do you have questions or worries at the construction site; first ask this colleague. This is mostly the HSE officer or a site supervisor. All Corona Coordinators are known to the central COVID-19 Crisis Team.
- Help each other. Be alert to the health of others, colleagues, employees of subcontractors. Whenever you have any doubt, speak up to each other.

**TRAVELING TO AND FROM WORK**

- Travel to and from work alone as much as possible.
- If traveling alone is not possible, you can sit in the car with people from another household from July 1st. Wear a face mask if people from another household are in your car.
- By a household, the government means: being spouses, registered partners or other life companions and parents, grandparents and children, insofar as they live at one address. Residential groups and cohabiting migrant workers therefore do not form one household.
- A protection screen in the car or van reduces road safety and is not recommended

**WORKING AT OFFICE LOCATIONS OR PROJECT OFFICES**

- Working at home as much as possible is still the norm from the government and which also applies at Ballast Nedam.
- Extra measures have been taken at all Ballast Nedam offices so that safe working is possible.
- Managers are requested to maintain work schedules so that you can work at a safe distance from each other and always keep a distance of 1.5m when you are at the office or in the project office. At the office and site office locations, a maximum occupancy of approximately 40% occupancy is used as a guideline.
- A safe working place is very important to us. If you believe that your office location or site office location is insufficiently prepared for the measures, discuss this with your manager, find solutions together and always report this to the COVID-19 Crisis Team.

- It is strongly recommended that you will work at your own office or project location as much as possible. Try to avoid traveling to other offices and/or project locations as much as possible, unless your function requires to do.
- Also on office and site office locations keeping 1.5 m distance to each other is very important.
- Ventilate workspace areas at the office.
- If you have a laptop from work, do not leave it at the work location, always take it home with you.
- Always follow the instructions at the office or site office locations.

**PROJECT ENVIRONMENT**

- Due to government measures many people stay and work at home at this moment. Reduce the disturbance to a minimum, more than usual. No (loud) music on project sites.

**MEETINGS AND GATHERINGS**

- Follow the principle to hold all meetings as much as possible via video conference or telephone. Ballast Nedam ICT has made Skype and Microsoft Teams available for this purpose.
- If physical gathering is necessary, then determine a maximum number of participants in the room so that a minimum distance of 1.5 meters can always be kept.
- Most meeting rooms have an indication that indicates the maximum number of people.
- Also always keep a distance of 1.5 meters from each other when entering the room.
- Visit external meetings and meetings as little as possible, use Skype or Microsoft Teams.
- Do not receive external representatives for promotion. This has no priority.
- Keep the reception of external visitors at Ballast Nedam offices and project locations to an absolute minimum. Instruct the visitor in advance about our guidelines. Receive the visitor personally. Always ask the visitor about his or her health before entering the building and escort the visitor outside after the meeting.
- Inside, necessary business meetings may take place up to a maximum of 30 people per building and provided that participants can always keep a distance of 1.5 meters from each other as well as this is also organized in advance. As a guideline for yourself: if it gets too busy to keep 1.5 m distance, leave the meeting.
- Locally organizing meetings with a social character is only allowed if specific conditions are met according to the Social Gatherings Protocol. This Protocol is available from the Business Unit Management..

**TRAVELLING OUTSIDE THE NETHERLANDS**

- Business trips outside the Netherlands to countries designated as Code Orange are only allowed when risk mitigating measures have been taken and with prior written approval by the COVID-19 Crisis Team. Travelling to Code Red countries is not allowed.
- On returning from a Code Orange indicated country a 14 days quarantine is always applicable.
- For specific policy with regard to travel and private holidays, see the travel policy: Ballast Nedam - policy traveling and summer holidays 2020.

**BEHAVIOUR DURING PRIVATE TIME**

- Please take your responsibility to also obey the Governmental guidelines and rules in your private time, take your responsibility and be an example towards other people.
- A strong advise not to participate in mass gatherings.

**TIMELINE OF MEASURES**

- The measures will remain in force until at least October 1st 2020, unless changed insight provides otherwise.

**ACTUAL INFORMATION**

- From the beginning of COVID-19 into the Netherlands, Ballast Nedam has a COVID-19 Crisis Team coordinating, monitoring and advising on measures and guidelines in close cooperation with the Board of Management.
- On the intranet page of Ballast Nedam there is a button to a special COVID-19 page with all information, a Q&A and practical downloads.  
<https://ballastnedam.sharepoint.com/sites/intranet-en/covid-19>
- Specific Ballast Nedam Policy on Summer holidays can be found at:  
<https://ballastnedam.sharepoint.com/sites/intranet-en/covid-19/Pages/Downloads.aspx>
- If you have any questions, please contact your manager or the Crisis Team in your Business Unit. For specific questions you can also directly contact the COVID-19 Crisis Team.
- Dutch Government has a Q&A website where most of the questions are been answered.  
<https://www.government.nl/topics/coronavirus-covid-19/frequently-asked-questions-about-coronavirus-and-health>  
RIVM also has an information telephone number available at: [0800-1351](tel:0800-1351)
- The protocol Working Safely Together (only Dutch version) can be found at:  
<https://www.rijksoverheid.nl/documenten/publicaties/2020/03/27/protocol-samen-veilig-doorwerken>
- The official measures of the Dutch Government that apply for The Netherlands can be found at:  
<https://www.government.nl/topics/coronavirus-covid-19/tackling-new-coronavirus-in-the-netherlands>
- Information about travelling:  
<https://www.netherlandsworldwide.nl/travel>
- Global information about COVID-19 you can find at:  
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>  
<https://www.worldometers.info/coronavirus/coronavirus-age-sex-demographics/>