

Safety Alert COVID-19 POLICY AND GUIDELINES



As of 27 February, Ballast Nedam has introduced policies and guidelines to ensure that all colleagues can safely do their work and that the projects do not come to a standstill as a result of the corona crisis. These measures apply to all business units, projects and joint ventures. They are fully in line with the Safe Working Together Protocol, which has been adopted by the Dutch Government and the Construction and Technology Sector and will be updated when necessary. 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 and the responsible Corona Coordinator who is appointed for each project.

It is very important that everyone adheres to these policies and guidelines always and everywhere.

MOST IMPORTANT POINTS

- Work safely, always and everywhere!
- Ensure personal hygiene, wash your hands regularly,
- Cough and sneeze inside of your elbow, use tissue paper.
- Do not shake hands.
- Always keep 1.5m (two arm lengths) distance from each other.
- Only come to work if you are healthy.
- Work from home as much as possible.
- Work on site as much as possible in small permanent teams.
- Always follow the directions around COVID-19.
- As much as possible, travel alone to the construction site.
- Take responsibility, pay attention to each other and always speak up to each other.
- Together we are strong! #togetherstrong

WASH YOUR
HANDS
REGULARLY!



WAS JE HANDEN
REGELMATIG!

1

COUGH AND SNEEZE
ON THE INSIDE
FROM YOUR ELBOW



HOEST EN NIEZ
AAN DE BINNENKANT
VAN JE ELLEBOOG

2

STOP SHAKING
HANDS



GEEN HANDEN
SCHUDDEN

3

USE PAPER
HANDKERCHIEFS



GEBRUIK PAPIEREN
ZAKDOEKJES

4

AVOID GROUPS
WITH MORE THAN
3 PEOPLE



VERMIJD GROEPEN
MET MEER DAN
3 PERSONEN

5

KEEP 1.5 M
DISTANCE FROM
EACH OTHER



HOUD 1,5 M
AFSTAND VAN
ELKAAR

6

PERSONAL HEALTH

- **Do you have cold symptoms, such as colds, sore throat, cough or higher temperature (up to 38° C)?**
Stay 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. 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.
- You call the GP if you get sicker, for example if you get a high fever or have difficulty breathing. Don't go to the GP or the hospital but call the GP.
- 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.
- Keep 1.5 meters (two armlength) distance to each other, in any situation.

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 the project, 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

- 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
- It is recommended to bring your own food as much as possible.

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 and inform your supervisor and inform the HR advisor. In that case also read the HOME INSTRUCTION
- 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 the level.

REMOTE HEALTH CHECK

- Hospitals in the Netherlands have provided a useful App, the Corona Check by Luscii, to remotely monitor your health if you are concerned about your health or have complaints that may be caused by the corona virus.
- With the Corona Check you can transmit daily health data via your smartphone or tablet. A medical team, supported by the technique, assesses your complaints. If necessary, a healthcare provider from this team will contact you by telephone within 24 hours.
- The use of the App prevents healthcare providers from becoming overloaded, the use is free and completely voluntary and is available to everyone in the Netherlands from the age of 18.
- Note: if you need urgent care, always take action yourself and contact your doctor.
- Unfortunately this app is only available in Dutch language.

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 booked 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 or call +31 30 285 3500

WORKING AT THE CONSTRUCTION SITES

- Keep 1.5 meters (two arm lengths) away 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 Intranetpage COVID-19 of Ballast Nedam you will find practical guidelines for working with the 1.5 distance rule in the ABC Bulletins.
- Site managers are asked to organize sessions such as safety toolboxes and daily stands in smaller groups limited to maximum of 3 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. Use separation ribbons where necessary. 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.
- Take care of providing enough water, soap or disinfecting gel.
- Apply as much one-way traffic as possible in the project offices and/or give each other space when passing.
- Do not share your tools and phone with others.
- The need to wear mouth caps should be avoided, except if mandatory PPE for working activities. Adapt the work in such a way that there is no need to wear mouth caps for COVID-19 protection. Moreover, the misuse of mouth caps leads to false certainty. Mouth caps are scarce and are reserved in the Netherlands for the protection of medical staff.
- 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; you are the first to address this colleague. This is mostly the HSE employee or a site supervisor at work. 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

- You travel to and from work on your own.
- If this is really not possible, then travel with a maximum of 1 other colleague, ventilate and sit diagonally behind each other.
- Traveling with 3 or more in one car or van can be fined, unless you are roommates.
- A protection screen in the car or van reduces road safety and is not recommended

WORKING ON OFFICE LOCATIONS OR PROJECT OFFICES

- 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, unless your function requires to do.
- Also on office locations counts to keep 1.5 meters (two arm lengths) away from each other.
- 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.

MEETINGS AND GATHERINGS

- Follow the principal to held all (internal) meetings by video conference or telephone as much as possible. ICT of Ballast Nedam has made the use of Skype or Microsoft Teams available.
- If a physical meeting is strictly necessary, then limit the number of participants in the room to a maximum of 5 people at the same time and always take precautions of keeping distance to each other of minimum 1.5 meter (2 chairs in between).
- Also keep distance of 1.5 meters at entering the room.
- Do not attend external meetings, use Skype or Microsoft Teams.
- Do not receive any external representatives for commercial promotion. This has no priority.
- All external (large) meetings are prohibited in the Netherlands until September 1st.
- Limit meeting external visitors at Ballast Nedam's offices and project locations to an absolute minimum. Instruct visitors about our guidelines in advance. It is possible that office locations are closed entirely.
- Do not meet persons who have travelled to the Netherlands from the **high risk areas**. The actual high risk areas can be found at the website under chapter 'ACTUAL INFORMATION'.

TRAVELLING OUTSIDE THE NETHERLANDS

- Business trips outside The Netherlands are not allowed. Exemptions only with prior permission of the responsible Executive Director and an HSE plan approved by the COVID-19 Crisis Team.
- Traveling abroad in private time is strongly discouraged by the Dutch Government.
- It is never allowed to travel to the high risk areas.
- 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 in quarantine for 14 days after your return to The Netherlands.
- An exception applies to the so-called border workers. If you live just across the border outside the Netherlands and work on a project of a Ballast Nedam Business Unit in the Netherlands, then border passage is allowed.

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.

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.

TIMELINE OF MEASURES

- The measures will remain in force until at least May 19th 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.
- The COVID-19 team is in close contact with authorities such as RIVM and will update via Safety Alerts. In addition to the central COVID-19 Crisis Team, each Business Unit also has a local Crisis Team that is in direct contact with the central COVID-19 Crisis Team.
- 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-nl/covid-19>
- If you have any questions, please contact your manager or the Crisis Team in your Business Unit.
- 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 traveling:
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/veelgestelde-vragen-over-het-coronavirus-en-reizen-van-en-naar-het-buitenland>
- The list of high risk area scan be found here:
<https://www.easa.europa.eu/SD-2020-01/Airports>
- FAQ about the border with Germany:
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/verkeer-vervoer-en-reizen/grens-duitsland>
- FAQ about the border with Belgium:
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/verkeer-vervoer-en-reizen/grens-belgie>
- 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/>