

Guidelines COVID-19 Contractor Companies (version 1.9)

Respect the general hygiene regulations of the site

- **Keep a minimum distance of 1.5m.**
- **Wash your hands very regularly with soap and water.**
- Avoid shaking hands when greeting.
- Avoid rubbing your eyes, nose or mouth without washing your hands.
- Cover your nose and mouth with a paper tissue when coughing and sneezing, or cough / sneeze in the elbow. Discard used handkerchiefs immediately
- **Entering the site is not permitted in case of fever and flu symptoms such as coughing or cold.**

Social distancing/distance rules

- Always respect the 1.5m distance rule with Vynova employees but also between colleagues.
- **If the 1.5m cannot be respected, work must be stopped or appropriate respiratory protection has to be worn (see below).**
- By means of a risk analysis or an adapted LMRA, the contractor must demonstrate that the distance rule can be respected.
- Respect the distance rules also outside the workplace, for example in the yard shack, the sanitary facilities, the changing rooms and on the roads. In certain places, for example at the entrance (turnstiles), there are indicative lines on the ground for this purpose.
- The entrance door to each meeting room/dining room/common area indicates the maximum number of people that may be present in that area at the same time.
- Each contracting company must have agreements regarding the transport of persons with vehicles (number of persons per vehicle) and deliver them to us. Respect these agreements.
- Transporting **passengers** is allowed on site **if driver and passengers are all wearing a surgeons mask** and if a window of the vehicle is lowered to guarantee sufficient fresh air to enter the cabin. (attention, lowered window means long sleeves + light eye protection for all passengers).
- Minimize personal contact/transfer by passing on as few documents as possible to each other or to Vynova employees.
- Remain behind the temporary plex shield that has been installed at certain locations as a corona diffusion measure, e.g. in the ELY measuring room, the VCM shift supervisor officer and the operational logistics office.
- Also keep sufficient distance at the assembly point in case of alarm. The Vynova assembly point leader will supervise this.

PPE

- **Every contractor must always have a surgical mouth mask with him on site.**
- **These surgical mouth masks need to be provided by the contractor company.**
- **If the distance line of 1.5m cannot be followed, for a longer period (> 15 min) at least an FFP2/FFP3 mask must be worn.**
- ***More stringent measures, for example a general mask obligation on site or the obligation to wear an FFP2 mask in some areas may apply but are clearly indicated at the company entrances.***

(It is best to inquire with your Vynova contact person a few days before the start of the activities on the Vynova site to be able to prepare for any temporary extra measures)

- Handle respiratory protection, protective overalls and gloves with care because of possible shortages on the market.
- Avoid any contact of gloves with the face.
- Clean and disinfect reusable PPE after use. (e.g. with a 0.1% sodiumhypochlorate solution or water and soap)

Sanitary, food and breaks

- Use the sanitary facilities assigned to you. Do not use sanitary facilities in the production departments. By reserving these for our own production staff, Vynova tries to reduce the risk of contamination of its own employees.
- Wash your hands thoroughly with soap before and after using the restroom.
- Wash your hands according to the instructions posted at each washing facility.
- Sanitary facilities and refectories of Vynova are being cleaned extra.
- Disinfecting hand lotion is made available throughout the company (sanitary areas) and may be used by contractors.
- Do not use refectories of Vynova to consume the meal except for the Maintenance MVC (only after authorization).
- Respect the distance rule of 1.5m also in refectories and relaxation areas.
- Also keep enough distance in the smoking areas. If this is not possible, wait until there is enough space to enter the smoking area.

Additional hygiene requirements

- Banisters and guardrails of Vynova buildings are cleaned several times a day, so as are door handles of sanitary facilities.
- Please determine a **cleaning frequency for site units and sanitary facilities** managed by the contractor. Provide appropriate cleaning and disinfection agents (e.g. 0.1% sodiumhypochlorate solution in water).
- Provide the necessary detergents for shared PCs, laptops, phones and printers to clean them after use.
- Please clean/disinfect tools before passing them on. Use your personal tools as much as possible.
- Always clean/disinfect the steering wheel, handbrake, door handle and gear lever of shared vehicles before use.

- Ventilate rooms sufficiently after use.
- It remains mandatory to use handrails but in places where gloves are not to be worn (outside the production facilities) it is allowed to float with the open hand a few centimeters above the handrail.

Ventilation

- **Provide adequate ventilation of work areas, construction units and dining areas, either through natural ventilation (eg through open windows, doors or gates) or through mechanical ventilation.**
- *Provide a CO2 detector in rooms where several employees can be together for a longer period of time and where there is no or very limited natural or mechanical ventilation (offices, meeting rooms, etc.)*
- *Provide an instruction on how to respond to a CO2 alarm.*

Medical follow-up - Illness

- If a contractor falls ill on the Vynova site, he should leave the site immediately and consult a general practitioner.
- Contractors are obliged to **report any case of Covid-19 contamination to the Vynova medical service** (tel: 013/612200 or 013/612001 or vytes.medischedienst@vynova-group.com) at least for those employees who were present on the site in the days preceding their illness. This allows Vynova to find out which Vynova employees have come into contact with this person and to warn them and to follow them up.
- Vynova's medical service remains open for treatment but under strict hygiene and safety regulations.
- **Respect the test- and quarantine strategy of the Belgian and Flemish authorities**
- **In case of high-risk contact with a person who tested positive (PCR or RAT):**
 - **No quarantine is required when the employee has been fully vaccinated** (=Second shot or booster shot, recovery certificate all less than 5months ago). An additional RAT will take place at Vynova's medical service on days 4 and 7 after contact.
 - **A 7-day quarantine is required if the vaccination or recovery certificate is more than 5 months old.** This quarantine can be interrupted early after a negative PCR or RAT on day 4. In this case, a daily rapid test before work is necessary up to and including day 7. An additional RAT test will take place at the Vynova medical service on day 10
 - **A 10-day quarantine is mandatory if the employee is not vaccinated.** This quarantine can be interrupted early after a negative PCR or RAT on day 7. In this case, a daily rapid test before work is necessary up to and including day 10
 - In each of the above cases, **if the employee remains at work or interrupts quarantine early, the employee must wear an FFP2 mask at the Vynova site until day 10** after his high risk contact.

- Practical arrangements regarding RAT done by the Vynova medical service should be made via the Vynova contact person

Employment of foreign employees

Not applicable for:

These specific rules do not apply to foreigners who stay in Belgium for less than 48 hours. They also do not apply to frontier workers, couriers, truck drivers.

Guidelines

The Belgian government imposes conditions on foreign employees (contractors, consultants, visitors) who come to work in Belgium. *These conditions are influenced by the covid situation in the country of origin and whether or not the country of origin is located in the EU:*

	Test	Quarantine	PLF
Arrival from a green or orange zone** within the EU	None	None	Yes
Arrival from a red zone within the EU	<ul style="list-style-type: none"> • Vaccination or recovery certificate available: no formal PCR or RAT required. Proof of a negative RAT-self-test** of max 36h old. 	<ul style="list-style-type: none"> • Vaccination or recovery certificate available: none 	Yes
	<ul style="list-style-type: none"> • No vaccination or recovery certificate but negative PCR-test of maximum 72h old or RAT*** of max 36h old: test at day 7 (PCR of RAT) 	<ul style="list-style-type: none"> • No vaccination or recovery certificate but negative PCR-test of maximum 72h old or RAT*** of max 36h old: none 	
Arrivals from outside the EU	PCR test at day 1 and day 7	<ul style="list-style-type: none"> • Vaccination or recovery certificate available: Quarantine can be stopped after negative PCR-test on day 1 	Yes
		<ul style="list-style-type: none"> • No vaccination or recovery certificate: 10 day quarantine, That can be reduced to 7 if the PCR test on day 7 is negative 	

* [Covid-19 color codes per country | Coronavirus COVID-19 \(info-coronavirus.be\)](https://www.covid19.be/covid-19-color-codes-per-country)

** RAT = Rapid antigen test. A formal RAT at the local pharmacy is of course also possible, but self-test is also sufficient here.

***only a formal RAT at the local pharmacy is allowed in this case.

If the PLF form is completed correctly, the test codes for the PCR tests will be sent by email. In case of symptoms, a test code for requesting a PCR test can be obtained via the corona test



application ([Self Assessment Testing \(info-coronavirus.be\)](https://www.info-coronavirus.be)) of the Belgian government or after consulting a doctor in Belgium

All contractors manage a registration list for the foreign employees present. The register contains the name of the foreign employee, his place of residence, his telephone number and the persons with whom he has physically collaborated on site. Not just the high and low risk contacts, but all the people the person has worked with. The latter can be coworkers, but in certain cases possibly also employees of Vynova. An example of such a register can be obtained from Vynova. Please make this register available in your contractor unit.

Vynova recommends that you keep the PLF documents completed by any foreign employees upon entering Belgium as proof of when the relevant employee arrived here.

The contracting firm must be able to demonstrate to its Vynova contact person that the requirements (the PLF-form, the proof of a negative Covid-19 test and the vaccination or recovery certificate, any quarantine and planned PCR tests) have been met for every employee from abroad. If this cannot be demonstrated, Vynova will refuse access to the site. No risks will be taken

Foreign employees of contractor companies must also have these documents with them when they register at the entrance of the Vynova site in order to be able to show the documents to the site security officers in case of doubt.

If serious violations of the above rules are found, Vynova can stop the activities of the contractor with immediate effect and proceed to a (temporary) removal of the persons concerned or of the contractor company as a whole from the Vynova site. (VGM 025c)

Date:

Name representative contractor company:

Contractor company:

Signature: