



# Checklist ✓

## Working in the new reality

You are getting ready to go back to work, but you will have to comply with precautions and measures to be able to work safely and remain healthy. This restart check can help you.

The check gives you an initial picture of what you should be attentive to in the 1.5 meter society and devotes attention to organisation, people and environment. Tick off what you have already arranged within your company and start implementing the rest of the points. Click on the links for more information.

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### Organisation

#### General plan

The organisation has an internal work group that considers the measures and guidelines that need to be taken. These are established in [a plan](#) with topics such as organising the work, employability and motivation of employees, adapting the work environment and communication.

The protocol is regularly evaluated and adjusted, if necessary, taking into account the directives from the [RIVM \(National Institute for Public Health & the Environment\)](#).

The actions that need to be taken in case an employee has [COVID-19](#) are known. Agreements regarding this have also been made with the Occupational Health & Safety Service.

#### Organising the work

Occupancy during work is determined and the working hours are spread.

The presence of employees is recorded and wherever possible, they work in fixed groups.

The design of the workplace is adapted based on the new guidelines (> 1.5 metre distance, hygiene, communication).

Additional attention and customised work is organised for the [vulnerable employees](#).

The Company Emergency Response Team (CERT) is reassessed according to the new reality and CERT members are informed about the temporarily stricter [guidelines](#) that affect the CERT activities.

Contacts with external parties (suppliers, technicians, visitors, etc.) are limited to the necessary actions.

## Communication

Internally, the organisation communicates clearly what the measures mean for business operations and the future plans of the organisation in which the motivation and expectations of the employees are taken into account.

Agreements are clearly communicated at strategic areas, such as reception desk, staff entrance and conference rooms. This occurs in a clear and simple language and preferably with illustrations.

## People

### The needs in the new reality

We devote attention to our employees: where is their level of energy in the current situation (for example, work content, the balance between work and private life, exertion/relaxation, their role in the team)?

We devote attention to working in a team: new rules about working together, meetings, communicating among each other.

We map the current need to enjoy working so that employees are productive and we prevent absenteeism due to [psychological problems](#).

### Managing in the new reality

Our managers are aware of the importance of having personal contact regularly with the employees and they apply this.

It is clear what our managers need in the area of [skills and competencies](#).

## Work environment

### Commuting to work

There are clear agreements about commuting to the work location (as much as possible alone; by bike/car and as little as possible by public transportation).

If it is not possible to commute alone, then these people should always work in the same spot and extra attention should be paid to hygiene.

### The building

Arrangement for extra cleaning (including sanitary facilities), which means attention to surfaces that are often touched by employees (such as buttons, control panels and staircase banisters).

Walking routes are determined and marked to maintain a mutual distance of 1.5 metre. Furthermore, the organisation determines whether doors can remain open.

The water pipes are cleaned preventively in connection with legionella.

The organisation assesses whether showering is necessary and/or desired. Extra cleaning is organised and there are resources available to the employees for washing themselves.

### Hygiene

Employees are informed that they are responsible for tidying up and cleaning their workplace.

Employees prepare their own coffee and preferably use disposable cups.

In the lunchroom, lunch breaks are spread and people maintain the 1.5 metre distance from one another.

Employees are instructed to put their soiled dishes themselves in the dishwasher. The washing programme is set at 60 degrees or higher.

Air extractors in the washroom are set to maximum (if possible).

### **Air-conditioning system**

Mechanical ventilation systems are maximised (without causing complaints of draft). They should be switched on early and switched off as late as possible and preferably activated at low speed throughout the night.

Recirculation is switched off (if possible) so that exhausted air is not fed back into the room.

Windows and grids are open for extra ventilation when the work areas are not being used.

### **Workplace arrangement: production environment**

Employees come to work preferably in clean work clothes. If that is not possible, then they must spread out when changing their clothes (also after a shift) to maintain the 1.5 metre distance.

Workplaces and work processes are adapted where necessary, so there is less contact (> 1.5 metre distance), while keeping an eye on safety, health and ergonomics.

Materials, machines and tools are used preferably by only one person. If they are nevertheless shared, then they must be cleaned before use by the next person.

Provisions must be made for situations in which hazardous substances cannot be removed and are forced to remain in the building/factory (PGS-15 and environmental permit).

### **Workplace arrangement: offices**

The reception area is arranged so that employees can work at a distance of 1.5 metres from one another.

Counter assistants can be protected by installing Plexiglass sheets. Furthermore, indirect contact via objects (passes, pens, etc.) is also avoided.

The work environments are arranged so that our employees can work safely and ergonomically.

There are sufficient facilities for carrying out video calls with customers and colleagues.

There are agreements made about having physical meetings (distance, times, number of people, rooms).

### **Work activities at external locations**

There are agreements made about handling work activities at the customer's site (contact, hygiene, personal protection equipment).

Employees are allowed to halt work activities at a site if they assess that the site is not safe.

#### **Your certainty about a 'corona-proof' workplace**

This checklist devotes attention to the most important points. You can contact your dedicated contact person or contact us via our [contact form](#) for more extensive advice, guidance in making or testing your plan or for information about training.