

1. Guaranteeing the safety and well-being of VTS employees **Advice and guidelines for employees**

Personal hygiene and care:

- Wash your hands with soap regularly
- Use hand sanitizer with alcohol, hand gel and wipes.
- Do not shake hands.
- Avoid contact with eyes, mouth and nose.
- Cough and sneeze on the inside of your elbow.
- Use paper tissues.
- Keep distance from people with flu / fever symptoms (at least 1.5 meters).
- Don't visit crowded locations/areas, such as restaurants.
- Internal, you are requested to keep a minimum distance of 1 meter. This means keeping at least 1 seat available in the canteen.
- Employees who return from a region where the Coronavirus has been diagnosed must keep a close eye on their health. In case of doubt, contact your doctor and HR immediately.
- In case of questions or unsafe situations, contact the coordinator immediately.

Disease symptoms

For symptoms such as temperature rise and / or a cold, it is the responsibility of the employee to stay at home and to contact the supervisor and / or HR. When an employee calls in sick, the doctor must be contacted if:

- There is a fever (more than 38.0 degrees Celsius) with respiratory complaints (cough or shortness of breath).
- They have been to a country or region in the last two weeks where the corona virus has been diagnosed. For this, check the most current situation on the RIVM website.
- They have been in contact during the past two weeks with a patient who has been diagnosed with coronavirus.

HR has direct contact with the coordinator. When the employee is infected VTS will put the contingency plan into practice.

Holidays

Employees were asked to discuss private trips to risk areas with the coordinator. Information about risk areas can be consulted via: travel advice from the Ministry of Foreign Affairs.

Contingency plan

When a staff member is suspected of being infected, the following measures are taken:

1. The employee contacts the doctor by telephone and follows the advice.
2. The employee contacts HR.
3. HR informs the coordinator.

When the employee is actually infected, the contingency plan is put into practice.