



KEY|KEG®

one circle

UNI|KEG®

OneCircle policy COVID-19

Policy with regards to coronavirus (COVID-19)

Policy

Please continue to carry out the instructions for general hygiene measures such as: wash your hands regularly, sneeze / cough on inside of your arm, use paper tissues. Make sure you keep a little more distance from each other in general.

The **risk areas** according to RIVM (the Dutch National Institute for Health and Environment) are:

- China (including: Macau and Hong Kong)
- Singapore
- South Korea
- Iran
- The northern Italian provinces: Lombardy, Veneto, Emilia Romagna, Piedmont, Aosta Valley, Trentino-South Tyrol, Friuli-Julian-Venezia and Liguria

If you have been in one of these risk areas in the past 14 days, **notify Aad of the HR team by email**.

The advice of the RIVM is that if you do not have any symptoms, you can continue to come to the office. Obviously, you have to stay alert and see if any symptoms or complaints would develop. When in doubt, please contact Aad by telephone and discuss whether working at home might be wiser.

Please contact your doctor / municipal health services immediately **by telephone** if you have been in the aforementioned risk areas in the past 14 days and you have symptoms of illness such as fever in combination with respiratory symptoms (coughing or short on breath) within the incubation period (14 days). Please also inform Aad by e-mail or telephone as well as your team coach.

Working from home/staying at home during the incubation period is therefore not necessary if you do not show any symptoms of illness. If you have been in a risk area, it can be decided in consultation with your team coach that working at home would be the wiser thing to do. In that case, please contact Aad.

Contamination mainly happens via miniscule droplets in the air. Extra cleaning of your surroundings has no effect on this. The droplets only float in the air for a short period of time and after e.g. sneezing or coughing they could spread to a maximum of 1 - 2 meters. A total disinfection of the office environment is therefore not necessary and not very useful, since the virus has a very limited lifespan outside of the body. Just to be sure and for extra hygiene, the printers, door knobs and other surfaces that are frequently touched will be cleaned extra on a daily basis.

Face masks are available at the HR office if you need them.

If you are approached by doctor / municipal health services as a result of a **contact investigation**, please let Aad know and inform your team coach immediately.

Do you want to learn more?

Have a look at the WHO website: <https://www.who.int/> or the corona tracker by John Hopkins University <https://systems.jhu.edu/>

For detailed information and the background of the corona virus you could also see the article *Coronavirus Information* on our intranet.