

# PROTOCOL

Samen veilig doorwerken

Voor sectoren Bouw & Techniek

The Working Together Safely protocol is supported by: Aedes, AFNL, Arbo Techniek, Bouwend Nederland, CNV Vakmensen, FNV Bouwen en Wonen, FNV Metaal, GeoBusiness, NEPROM, NOA, NVKL, OnderhoudNL, Techniek Nederland, VEBIDAK, VHG, VIB, Vollandis, Waterbouwers, Wij Techniek, Woning Bouwers NL, Woonbond, Hihin

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## Overview of changes

The 'Working Together Safely' protocol is frequently adjusted in line with new developments. This page provides details of the changes in relation to the previous version.

### Changes with effect from 26-6-2021

Softening of working from home advice to 50% working from home

Effective from 26-6-2021 the working from home advice has changed from "working from home as much as possible" to "working from home at least 50% of the working time". The following paragraph has been adjusted accordingly: 1.1.

Softening of face mask obligation

Effective from 26-6-2021 face masks only need to be worn at locations where it is truly impossible to observe a distance of 1.5 metres. The following paragraphs have been adjusted accordingly: 1.2 and 2.1.1.2.

Addition rapid antigen test to the test policy of the GGD

In the spring of 2021, the test options of the GGD (Joint Health Service) were supplemented with the rapid antigen test. The GGD determines the choice of test on the basis of the LCI COVID-19 Directive of the RIVM (National Institute for Public Health and the Environment). The following paragraphs have been adjusted accordingly: 1.1 and 3.1.

### Changes with effect from 27-1-2021

Introduction of test policy during quarantine for travellers

From 20-1-2021 you'll be able to request a corona test on the 5th day of your quarantine providing you are symptom-free. The following paragraphs have been adjusted accordingly: 1.1 and 3.1.

### Changes with effect from 15-12-2020

Change to the testing policy during quarantine

From 15-12-2020 you'll be able to request a corona test on the 5th day of your quarantine providing you are symptom-free. The following paragraphs have been adjusted accordingly: 1.1 and 3.1.

Update in relation to the wearing of face masks in public spaces

The points about wearing face masks in public spaces have been updated and paragraphs 1.2 and 2.1.1.2 have been adjusted accordingly.

### Changes with effect from 16-11-2020

Updated list of vital processes

The reference list with vital processes has been updated. The following paragraphs have been adjusted accordingly (in the footnote): 1.1, 3.4.

Updated cross-border workers' definition

The frequency of the number of times per week cross-border workers have to cross the border has been adjusted to at least 1x per week. The following paragraphs have been adjusted accordingly: 1.1 and 3.4.

#### Changes with effect from 28-10-2020

Adjustment to the infectious period and returning to work, notification from the CoronaMelder (Notifier) App.

The text for the infectious period and returning to work has been adjusted in line with the GGD text and the guidelines provided by medical specialists. The CoronaMelder App has been introduced on a national scale. The following paragraphs have been adjusted accordingly: 1.1 and 2.1.1.1, 2.4.1.1, 3.1 and 3.4.

#### Adjustment regarding the wearing of face masks

The wearing of face masks has been introduced on public transport, when travelling together with others and when entering public indoor spaces. The 'protocol's starting point' paragraphs, 1.2 and 2.1.1.2, have been adjusted accordingly.

Good ventilation has been indicated more clearly in paragraph 1.2 and an analysis of safe working practices has been added to paragraph 4.3.

#### Changes with effect from 21-8-2020

Adjustment to home quarantine duration

The two week quarantine period has been reduced to ten days. The following paragraphs have been adjusted accordingly: 1.1, 3.1 and 3.4.

#### Changes with effect from 11-8-2020

Adjusted guidelines for travelling together

The guidelines for travelling together have been adjusted by the Central Government. A non-medical face mask is compulsory when at least three people are travelling together, a reservation system is not compulsory. Please maintain a logbook for the GGD's source and contact investigation. The following paragraphs have been adjusted accordingly: 1.1, 2.4.1.1, 2.4.1.2 and 2.4.1.3.

Symptoms, testing, home quarantine

The text has been adjusted in line with the Central Government's amended text and guidelines. This applies to the following paragraphs: 1.1, 2.1.1.1, 2.1.2, 2.1.3, 2.1.4, 3.1, 3.4, 3.6, 3.7, 4.2.2.

#### Changes with effect from 30-6-2020

Adjusting guidelines for travelling together

The guidelines for travelling together have changed. Travelling together is permitted again with effect from 1st July, providing a reservation system/planning is in place, a health check has been conducted before getting in and all occupants are wearing non-medical face masks. The following paragraphs have been adjusted accordingly: 2.4.1 and 4.5.

#### Changes with effect from 24-6-2020

Any changes in relation to the previous version have been underlined in the protocol text for the sake of clarity.

#### Working for vulnerable private individuals

It's now also possible to carry out regular activities for private individuals who form part of the vulnerable groups, as long as they have provided their explicit permission for this. The following paragraphs have been adjusted accordingly: paragraph 2.1.3 has been added, the heading for paragraph 2.1.4 has been changed and paragraph 4.2.2 has been changed.

#### Criteria for staying at home

The criteria for staying at home where any possible symptoms are concerned have changed. In addition, corona tests are now widely available and recommended for people with flu-like symptoms. The following paragraphs have been adjusted accordingly: 1.1, 3.1, 3.4 and 2.1.1.1.

#### Ventilation in a vehicle

The advice for ventilation in the car has been adjusted to prevent damage to health as a result of extreme airflow. The following paragraphs have been adjusted accordingly: 2.4.1.2 and 4.5.

#### Use of water and soap rather than disinfectants

Excessive use of disinfectants is harmful to the skin. It's now clear we should be using water and soap to wash our hands wherever possible. Many disinfectants also contain ethanol ("alcohol denat."), which is a substance on the list of carcinogenic substances and processes issued by the Ministry of Social Affairs and Employment. Ethanol should therefore only be used in the workplace if there is no alternative. The following paragraphs have been adjusted accordingly: 1.2, 2.2.2.2, 2.4.1.2, 4.1 and 4.5.

#### Possibility for people without a company doctor to establish contact with a company doctor from the Construction & Engineering Corona Help Desk

People without their own company doctor (for example, self-employed people) can use the company doctors from the Construction & Engineering Corona Help Desk. The following paragraph has been adjusted accordingly: 3.5.

## Introduction

This protocol offers clarity to businesses, residents, clients and customers and all workers regarding safe working procedures in the construction, engineering and installation sectors during the coronavirus crisis. It also addresses how work in private properties can be carried out safely. The protocol was drawn up by Bouwend Nederland and Techniek Nederland and submitted to the Ministry of Interior and Kingdom Relations and subsequently supplemented and established in consultation with the Ministry of Interior and Kingdom Relations and the Ministry of Infrastructure and the Environment, as well as various other construction sectors and trade unions. You can find the original protocol on the National Government's [website](#). The protocol is now being maintained and adjusted where necessary by social partners in construction and engineering. You can find the most recent changes to the measures in the overview of changes.

The protocol's starting point is the advice and measures established by the National Institute for Public Health and the Environment (RIVM). The protocol is based on the state of play at the time of publication and will be amended as soon as possible when new advice or measures take effect. The protocol is intended as a guide to carrying out work safely. However, there may be justifiable reasons to deviate from the protocol in certain circumstances.

The protocol is intended for the construction and engineering sectors and associated activities. Consult the RIVM website for general measures and guidelines regarding what to do in case of a confirmed (or suspected) coronavirus infection.

A Construction & Engineering Corona Help Desk has been set up, which can be accessed via: [www.helpdeskcorona-bt.nl](http://www.helpdeskcorona-bt.nl). This is a central desk where people can ask questions, obtain information and report breaches of the rules set out in this "working together safely" protocol.

It's everyone's joint responsibility to combat the spread of the virus, while also ensuring people can continue to work safely. We can only stop the virus from spreading and ensure not all activities have to come to an immediate standstill if we all work together. We hope everyone will responsibly adhere to the protocol's guidelines and actively discuss situations where this is difficult to do.

## The protocol's starting point

This protocol is based on the occupational hygiene strategy. The aim is to minimise the need to use the limited supply of personal protective equipment, except in specific environments such as care institutions. The strategy consists of first introducing measures to prevent working in environments with a risk of infection. If that is not possible, i.e. if it is necessary to carry out work in places where there is a risk of infection, technical and organisational measures must be put in place to prevent infection. Lastly, there are specific situations and environments where it will always be necessary to use PPE.

Additional care must be taken when carrying out work in buildings where residents or building users are present. Prior consent from the residents or users is required, especially if they form part of vulnerable groups. The work will not be deemed safe to be carried out if they do not provide their consent. Both the professional and the resident or user will need to wear a face mask or face shield in case of close contact moments (less than 1.5 meters).

The following pages set out the protocol and its implementation, after which a number of aspects are looked at in more detail. Various checklists, whereby the protocol has been incorporated into a daily routine, can be found on the Construction & Engineering Corona Help Desk's [website](#).



## 1 General measures for the construction and engineering sector

### 1.1 Control the risk at source

- Work from home for at least 50% if your position allows for this.
- Travel to and from work alone where possible.
- Do not go to work if you have:
  - o Flu-like symptoms (a cold, runny nose, sneezing)
  - o A sore throat
  - o A cough
  - o Shortness of breath
  - o A raised temperature or fever
  - o A sudden loss of smell and/or taste.
- Request a test from the GGD as soon as possible if you start displaying any of the above symptoms. Consult with the company doctor if necessary.
  - o Stay at home while you wait for the test results.
  - o Go back to work in case of a negative test (no coronavirus) and mild symptoms.
- Do not go to work if you are infected with the coronavirus:
  - o You must stay in isolation for a minimum of 7 days
  - o You can return to work after 7 days in case of mild symptoms, providing you have been symptom-free for a minimum of 24 hours
  - o You must remain in isolation for 14 days if you have been ill for longer or more seriously
  - o Discuss things with the company doctor if necessary.
- Do not go to work if someone you live with has a fever and/or shortness of breath in addition to respiratory problems and you haven't yet received the results from the corona test. Employees without symptoms can go back to work if the test confirms this does not involve a coronavirus infection.
- Do not go to work if someone you live with or a close contact is infected with the coronavirus:
  - o Stay in (home) quarantine for 10 days, counting from the last high-risk contact.
  - o The GGD or company doctor can impose the (home) quarantine based on the test and trace information.
  - o The (home) quarantine also applies if a notification is received via the CoronaMelder App.
  - o You can request a corona test on the 5th day, providing you have remained symptom-free. You can come out of quarantine if the test result is negative (no coronavirus infection).
- Stay in quarantine (at home) for ten days if you are returning from a stay in an area (city, region, country), which has been declared an orange or red zone (unsafe) by the Central Government.
  - o The compulsory ten day quarantine period does not apply to cross-border workers if they return to their home country at least once a week.  
Once a week return to their home country.
  - o Migrant workers and travellers in (home) quarantine can request a corona test on the 5th day. They can come out of quarantine if the result is negative.

The exception to this rule is an employee involved with a vital process.<sup>1</sup> The following applies to this employee:

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<sup>1</sup>Vital processes: please refer to the information issued by the Central Government:  
<https://www.nctv.nl/onderwerpen/vitale-infrastructuur/overzicht-vitale-processen>

- Do not go to work if you are infected with the coronavirus.
- Do not go to work if someone you live with or a close contact is infected with the coronavirus. An exception may be made if you do not have any symptoms yourself, in consultation with the GGD and/or the company doctor.
- Do not go to work if you have any symptoms.
- Discuss matters with the company doctor if someone you live with has a fever and/or shortness of breath in addition to respiratory problems and if a ten day (home) quarantine applies after returning from an orange or red zone.

## 1.2 Technical and organisational measures

- Everyone must abide by all precautionary hygiene measures.<sup>2</sup>
  - o Do not shake hands.
  - o Regularly wash your hands with soap and water.<sup>3</sup> Wash your hands at least 6x a day, in accordance with the instructions provided. And always before meals, after going to the toilet, after using public transport and after cleaning.
  - o Sneeze and cough into your elbow.
  - o Bring your own paper tissues and dispose of these immediately after use. Then wash your hands.
  - o Avoid touching your face as much as possible.
- Stay 1.5 metres away from others while at work wherever possible.<sup>4</sup>
- Adapt the work and the workplace accordingly.
- Ensure strict compliance with the RIVM's hygiene rules and consider using a face mask if working at a distance of less than 1.5 meters is unavoidable.<sup>5</sup>
- Regularly clean with water and a good degreasing cleaning agent, possibly in the form of disposable cleaning wipes. Avoid ethanol ("alcohol denat.") and preferably don't use products containing isopropyl alcohol.
- Don't share your tools or telephone with others.
- Keep materials, tools and PPE clean.
- Make sure the work and office areas are well ventilated:
  - o Make sure the ventilation complies with the rules set out in the [building code](#).
  - o Ventilate 24 hours a day via windows, grilles or a mechanical ventilation system.
  - o Regularly air a room for 10-15 minutes after this has been used by several people.
  - o Do not use a separate air conditioning or heating unit with recirculation of air in a space you share with others.
- Work in fixed teams as much as possible.
- Wear a face mask when working in and moving around a public indoor space where face masks are still mandatory because a distance of 1.5 metres cannot be observed, e.g stations or airports.
- Cordon off the work area in a public indoor space where a face mask obligation applies in such a way that bystanders are kept at a minimum distance of 1.5 meters. A face mask will continue to be compulsory.

<sup>2</sup>In accordance with the RIVM's guidelines.

<sup>3</sup>Please note: regularly washing or disinfecting your hands will degrease the skin. This will reduce your home's barrier function. Therefore make sure you regularly use nourishing hand cream too.

<sup>4</sup>This also applies, for example, during lunch and when dealing with supplier deliveries.

<sup>5</sup>The aim is a distance of 1.5 metres. This is predominantly about increasing people's awareness at the work locations. The RIVM's hygiene guidelines will apply if people have no choice but to be less than 1.5 metres apart. Questions can be submitted to the Help Desk for specific cases.

### 1.3 Personal protective equipment

Wearing personal protective equipment is only necessary in exceptional situations if everyone complies with the measures set out in paragraphs 1.1 and 1.2. The exceptional situations are described in paragraph 2.3 'Care locations'.

## 2 Specific sectors or work situations

All of the following measures are in addition to the general measures listed in paragraphs 1.1 - 1.3.

### 2.1 Carrying out work for private individuals and housing association tenants/property owners.

#### 2.1.1 General

The following preventative measures always need to be followed when working for private individuals.

##### 2.1.1.1 *Control the risk at source*

Beforehand:

- Explicitly request consent for access from residents/tenants/users. Residents will determine whether or not they are happy to provide access to their property.
- Ask customers/users whether they, or any people living with them, have suffered any coronavirus symptoms over the past 24 hours (see paragraph 1.1, or the Central Government's and RIVM's checklist<sup>6</sup>), or whether they form part of the vulnerable people category<sup>7</sup>.
- Ask customers to properly ventilate the property.
- Ask customers to ensure the equipment is easily accessible.

##### 2.1.1.2 *Technical and organisational measures*

- Customers must stay at least 1.5 metres away from employees.
- Limit the visit to essential work.
- The professional will enter into agreements with the customer in relation to safe working practices. The aim is to avoid close contact moments (during which the 1.5 meter distance isn't possible). The professional can subsequently safely continue working with these agreements in place, without the need for a face mask or face shield.
- If close contact moments do prove necessary with customers, the professional will wear a face mask or face shield and the customer is asked to do the same.
- A face mask is mandatory in public spaces where it is not possible to observe a distance of 1.5 metres, e.g. stations and airports.
- The professional will not wear a face mask or face shield in the following situations:
  - o When a face mask or face shield presents a risk for the professional during his task;
  - o The task requires the wearing of respiratory protection.
- Avoid customers having to touch any devices or documents when signing off work as much as possible.

##### 2.1.1.3 *Personal protective equipment*

There are no additional measures in addition to the measures included in paragraph 1.3 where personal protective equipment is concerned.

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<sup>6</sup>The Central Government website '[coronavirus health check](#)' or RIVM '[coronavirus health check](#)'.

<sup>7</sup>In accordance with the RIVM's definition, particularly the elderly and people with existing medical conditions.

2.1.2 Customers/users or people living with them without coronavirus symptoms ([see paragraph 1.1](#)) and who don't form part of a vulnerable group either.

*2.1.2.1 Control the risk at source*

- Regular work can be carried out with the residents or users' consent. The national measures concerning hygiene and keeping a safe distance must be observed.

*2.1.2.2 Technical and organisational measures*

There are no additional measures in addition to the measures included in paragraph 1.2 where technical and organisational measures are concerned.

*2.1.2.3 Personal protective equipment*

There are no additional measures in addition to the measures included in paragraph 1.3 where personal protective equipment is concerned.

2.1.3 Customers/users or people living with them without coronavirus symptoms ([see paragraph 1.1](#)), but who do form part of a vulnerable group.

*2.1.3.1 Control the risk at source*

Regular work can be carried out, but only with the residents or users' explicit consent. The measures concerning hygiene and keeping a safe distance must be observed, see paragraphs 1 and 2.1.1.

*2.1.3.2 Technical and organisational measures*

There are no additional measures in addition to the measures included in paragraph 1.2 where technical and organisational measures are concerned.

*2.1.3.3 Personal protective equipment*

There are no additional measures in addition to the measures included in paragraph 1.3 where personal protective equipment is concerned.

2.1.4 Customers/users or people living with them with the coronavirus, or displaying coronavirus symptoms ([see paragraph 1.1](#)).

*2.1.4.1 Control the risk at source*

Only carry out work in case of a serious fault or emergency. Serious means if general daily essential tasks (cooking, using the toilet, washing, cleaning, etc.) can no longer be completed.

*2.1.4.2 Technical and organisational measures*

- The external door is open, or is opened by someone else from the outside.
- Customers must stay in a different room.
- Communicate with the customer by phone if necessary.

*2.1.4.3 Personal protective equipment*

For additional protection, consider:

- Disposable gloves<sup>8</sup>, any type of quality will suffice;
- Disposable overall;
- Disposable slippers;

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<sup>8</sup>For example, nitrile, PVC, latex, butyl rubber

- Safety goggles (disposable ones, or otherwise disinfect)

## 2.2 External locations (infrastructure, construction, utilities)

### 2.2.1 Working alone on location.

There are no additional measures in addition to the measures included in paragraphs 1.1 - 1.3 and 2.1.1 where working alone at an external location is concerned.

### 2.2.2 Working on location with several people.

#### 2.2.2.1 *Control the risk at source*

There are no additional measures in addition to the measures included in paragraph 1.1 where the measures to control the risk at source are concerned.

#### 2.2.2.2 *Technical and organisational measures*

In the site hut or meeting room:

- Clearly display rules and instructions.
- Determine the maximum number of people who can be in the space while still staying 1.5 metres apart.
- Remember to also maintain a distance of 1.5 metres when entering a space.
- Stagger break times or provide multiple areas and break areas.
- When instructing staff and giving toolbox talks, make sure everyone can stay 1.5 metres apart. If necessary, issue instructions several times to smaller groups.
- Inform staff and meeting participants of the measures beforehand.
- Ensure spaces are cleaned more often and that soap and disposable hand towels are available.
- Meetings with suppliers, subcontractors and clients: Establish telephone contact whenever possible.

#### 2.2.2.3 *Personal protective equipment*

There are no additional measures in addition to the measures included in paragraph 1.3 where personal protective equipment is concerned.

## 2.3 Healthcare facilities

### 2.3.1 Low-risk spaces<sup>9</sup>

There are no additional measures in addition to the measures included in paragraphs 1.1 - 1.3 and 2.1.1 where working in low-risk spaces within a healthcare facility is concerned.

### 2.3.2 High-risk spaces<sup>10</sup>

The following measures apply in addition to the measures included in paragraphs 1.1 - 1.3 and 2.1.1 where working in high-risk spaces in a healthcare facility is concerned:

- Follow the client's instructions.

<sup>9</sup> Areas where there are no (potentially) infected patients, areas not frequented by healthcare personnel who could be infected.

<sup>10</sup> This could include a triage tent, a nursing home room with an unwell resident, an IC area, areas where a droplet precaution regime is in place.

2.3.3 Air treatment systems in intensive care or the pulmonary unit.

*2.3.3.1 Control the risk at source*

There are no additional measures in addition to the measures included in paragraph 1.1 where the measures to control the risk at source are concerned.

*2.3.3.2 Technical and organisational measures*

There are no additional measures in addition to the measures included in paragraph 1.2 where technical and organisational measures are concerned.

*2.3.3.3 Personal protective equipment*

If discharged air can be inhaled, use an FFP2 mask.

## 2.4 Travelling together

2.4.1 All forms of travel for business purposes: both joint commuting, as well as joint travel between work locations.

*2.4.1.1 Control the risk at source*

A health check will be conducted before getting in. Travelling together is not permitted if anyone is experiencing (mild) symptoms, as detailed under paragraph 1.1. The colleague with symptoms must stay in (home) quarantine until a negative corona test result has been received.

*2.4.1.2 Technical and organisational measures*

- When travelling with others, it's important to be able to find out who travelled together. This will ensure you can quickly find out who else could possibly be infected if someone is diagnosed. Check to see whether the vehicle's logbook is set up for this. Save the data for 6 weeks for the GGD's source and contact investigation.
- Make sure there is plenty of ventilation, but avoid heavy air flows.
- Ensure optimal hygiene by subjecting the controls to extra cleaning (steering wheel, gear lever, door handle, touch screen, etc) with water and a good degreasing cleanser or moist cleaning wipes.

*2.4.1.3 Personal protective equipment*

A face mask is not required if you are travelling with one other person. However, everyone should wear a non-medical face mask if you're travelling with more than two people.

## 2.5 Communication

The national government has an extensive amount of campaign resources (posters, flyers, etc) explaining the RIVM guidelines and providing practical instructions on how to prevent the spread of the coronavirus. You can download these via [this link](#). You can use these posters and flyers both within your company and at your construction site. There is also information material available for people with low literacy levels. Social partners have their own channels of communication (e.g. via the [Construction & Engineering Corona Help Desk](#), [Vollandis](#) and [ArboTechniek](#)). Posters about the protocol for restricting the spread of the coronavirus, in relation to construction sites, working in private properties and working at the office, are available in several languages and can be downloaded from the help desk website. The help desk can also provide practical information such as frequently asked questions, toolboxes, daily schedules and posters/flyers about working and travelling together and for customers.

### 3 General measures and regulations

#### 3.1 General

Activities in the construction and engineering sector can also continue during the current corona period. However, it goes without saying you need to comply with the RIVM guidelines, not just on site, but also when travelling to and from work.

- Stay at least 1.5 metres from others.
- Do not shake hands.
- Wash your hands regularly.
- Sneeze or cough into your elbow.
- Use paper tissues to blow your nose and throw these away immediately.
- Stay home in case of the following symptoms and arrange to be tested:
  - o Flu-like symptoms (a cold, runny nose, sneezing)
  - o A sore throat
  - o A cough
  - o Shortness of breath
  - o A raised temperature or fever
  - o A sudden loss of smell and/or taste.
- Request a test from the GGD as soon as possible in case of any of the above symptoms. Discuss things with the company doctor if necessary.
  - o Stay at home while you wait for the test results.
  - o Go back to work in case of a negative test (no coronavirus) and mild symptoms.
- Stay in quarantine if someone you live with has a fever and/or shortness of breath in addition to respiratory problems and is waiting for a test result. You can return to work if the test comes back negative.
- Stay in (home) quarantine for 10 days after close contact with a person who has tested positive and following notification from the CoronaMelder App.
  - o You can request a corona test on the 5th day, providing you have remained symptom-free.
  - o You can come out of quarantine if the test result is negative (no coronavirus infection).
- Stay in (home) quarantine for 10 days after returning from an orange or red (unsafe) travel zone.
  - o Migrant workers and travellers in (home) quarantine can request a corona test on the 5th day. They can come out of quarantine if the result is negative.
  - o The compulsory ten day quarantine period does not apply to cross-border workers if they return to their home country at least once a week.
- Wear a face mask where this is mandatory, for instance in a publicly accessible indoor area or covered area where a 1.5-metres distance cannot be guaranteed.

This protocol provides general frameworks and guidelines. Please contact your employer, client or company if you're unsure about how to comply with the protocol. You can also notify the help desk.

#### 3.2 Translating the advice into daily work routines

It's important to effectively translate the protocol into a daily work routine. Following is an initial translation of the guidelines from the protocol into measures in the workplace and while at work. Complete checklists can be found on the help desk's website.



### 3.3 Appoint a corona-responsible person at the workplace

Following the rules is first and foremost everyone's own responsibility. The employer will appoint one employee to oversee compliance with the protocol on site to ensure everyone takes this responsibility seriously. He/she can monitor compliance with the protocol. The person in question must be familiar with all the corona rules and must – when necessary – call employees to account at the workplace if they fail to comply with them.

### 3.4 When should employees stay at home?

1. If the employee himself, someone living with him or someone he's been in close contact with has been diagnosed with the corona virus.
2. When the employee is displaying any symptoms, such as a cold, a runny nose, sneezing, a sore throat, a cough, a raised temperature, a fever (38 degrees Celsius or higher) or in case of a sudden loss of smell and/or taste. The employee needs to arrange to be tested for the coronavirus as soon as possible. The employee can return to work if the test comes back negative (no coronavirus), unless he/she is too ill for this. Discuss things with the company doctor if necessary.
3. Don't go to work if someone you live with has a fever and/or shortness of breath in addition to respiratory problems and you haven't yet received the results from the corona test. Employees without symptoms can go back to work if the test confirms this does not involve a coronavirus infection.
4. When returning from an area which has been declared a red or orange zone by the Central Government. The employee will be advised to remain in quarantine for ten days. The compulsory ten day quarantine period does not apply to cross-border workers if they return to their home country at least once a week.

The exception to points 1, 2, 3 and 4 are employees involved in a vital process.<sup>11</sup> The following applies to them:

- Do not go to work if you are infected with the coronavirus.
- Do not go to work if someone you live with or a close contact is infected with the coronavirus. An exception may be made if you do not have any symptoms yourself, in consultation with the GGD and/or the company doctor.
- Do not go to work if you have any symptoms.
- Discuss matters with the company doctor if someone you live with has a fever and/or shortness of breath in addition to respiratory problems and if a ten day home quarantine applies after returning from an orange or red zone.

### 3.5 Assessing whether someone forms part of an at-risk group

Consult the company doctor/occupational health specialist if it's not clear whether someone forms part of an at-risk group. People without their own company doctor (for example, self-employed people) can use the company doctors from the Construction & Engineering Corona Help Desk.

### 3.6 When should you go home?

Anyone on site and employees working in private properties should take responsibility for their own safety and health, and that of others. They should therefore go home if they have mild flu-like symptoms like a runny nose, cough, sore throat or fever. An exception can again be made here

<sup>11</sup> Vital processes: please refer to the information issued by the Central Government: <https://www.nctv.nl/onderwerpen/vitale-infrastructuur/overzicht-vitale-processen>

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where a position involving a vital process is concerned, allowing for a possible alternative assessment in consultation with the company doctor.

### 3.7 When should employees be sent home?

Employees who have flu-like symptoms, a fever, or who are not complying with the safety measures and precautions should be sent home. An exception can again be made here where a position involving a vital process is concerned, allowing for a possible alternative assessment in consultation with the company doctor.

### 3.8 Are people allowed to work from home?

People work from home if they can. However, this isn't appropriate for every job. It's important that employees working from home can do so under healthy conditions, for example a good desk posture. Employers should make sure employees are aware of this. Working from home is not possible in all jobs. This 'Working Together Safely' protocol provides guidelines for when working from home isn't possible. You can find the '[working from home during the corona period](#)' visual by Vakmedianet and TNO on the Construction & Engineering Corona Help Desk website, which provides tips for working from home under healthy conditions.

## 4 Measures in place in the workplace and while working

### 4.1 Which measures apply to work locations?

You can generally continue working. That's because there is a reduced risk of infection at building sites in the open air. The protocol can be used to manage the risk of infection at other locations. The following guidelines do need to be observed, so discuss these together before starting work:

1. Appoint a corona-responsible person at the work location.
2. a) Keep 1.5 meters away from others at the construction site whenever possible.  
b) Adjust the work and work space accordingly. For instance, split groups up during the lunch break. Eat lunch outside whenever possible. Do you have your lunch in your van? Then make sure you do this on your own.  
c) Insist on strict observance of the RIVM's hygiene guidelines if working at less than 1.5 metres is unavoidable and try to minimise this as much as possible.
3. The hygiene requirements for the workplace must be complied with:
  - Extra cleaning of toilets;
  - Thoroughly cleaning door handles;
  - Cleaning any shared materials with water and a good degreasing cleaning agent, or with moist cleaning wipes.
4. Restricting external contacts as much as possible. Enter into arrangements to this effect with suppliers and subcontractors. This could include supply deliveries outside of the construction site.
5. Where possible, employees should work in fixed teams and at the same locations, so that they don't keep coming into contact with different people.
6. (Strictly) hold each other to account in case of (dangerous) deviant behaviour and correct each other. Everyone must take responsibility for themselves and their colleagues. Employees can ask questions and report problems to their managers.
7. In case of doubt or major unrest, involve the Occupational Health & Safety Service, the [Construction & Engineering Corona Help Desk](#) or the social partners' knowledge centres in Construction & Infrastructure ([Volandis](#), [ArboTechniek](#)).

### 4.2 Which measures apply when working in private properties?

Employers are responsible for ensuring their employees can work in a safe environment, which also applies to working in private properties.

#### 4.2.1 Beforehand

- Ask customers:
  - o whether they consent to the work being carried out;
  - o whether they or anyone they live with have any coronavirus symptoms;
  - o whether they or anyone they live with form part of the group of 'vulnerable people', to avoid possible unintended infection by employees;
  - o to make sure their home is well ventilated;
  - o to make the equipment easily accessible.
  - o to keep the toilets clean;
  - o to clean handles, door handles etc. several times a day.
- Tell employees that they are free to leave the work location if they encounter situations in which they feel unsafe. For example, if a customer opens the door whilst coughing and sneezing. The employee should inform the customer that he/she doesn't think it's advisable

to enter given the risk of becoming infected with the coronavirus and subsequently informs his/her manager or planner too.

- Make sure the customers/residents know that they are completely free to ask the employee to leave the work location if they feel they are confronted with a situation they don't feel safe in at any time. For example, if the employee coughs or sneezes either before or during the activities. The customer/resident should inform the employee that he/she doesn't think it's advisable for the work to be carried out given the risk of becoming infected with the coronavirus. The employee will subsequently also inform his/her manager or planner.

#### 4.2.2 Execution

If a customer or someone they live with has symptoms which could indicate a coronavirus infection (see paragraph 1.1), work should only be carried out in the event of a serious fault or emergency. In such cases, extra precautions must be taken. Please refer to paragraph 2.1.4 for details.

Customers who form part of the group of 'vulnerable people' must provide their explicit consent before the activities can commence.

#### 4.2.3 Completion of activities

Where possible, an alternative should be found to clients signing off on work, because of possible infection via hand/mouth/nose/eye contact. Alternatives are available (please refer to the [frequently asked questions](#) on the Corona Construction & Technology Help Desk website).

#### 4.3 What is the correct procedure when the work demands working together within a distance of 1.5 metres?

The starting point should always be to avoid this whenever possible. Be extra vigilant if a minimum distance of 1.5 meters really is unavoidable: assess which tools and work procedures are necessary for safe working.

#### 4.4 Communication activities in the workplace

Plan a toolbox meeting (possibly online) during which you can tell employees which precautionary measures have been taken to work as safely as possible and discuss the policy with them.

#### 4.5 Can employees still travel together in a company van?

Yes, all available seats in the company van can be used again with effect from 1st July 2020. The conditions listed in paragraph 2.4 will apply.