



# PROTOCOL ON HOW TO RESTART YOUR DIAMOND BUSINESS RESPECTING THE FEDERAL COVID-19 MEASURES

v.1.0. – 30/04/2020

*These are the general and specific measures that apply until further notice to make sure that the diamond trade can restart.*

*Together we can keep our industry safe!*

These measures are dynamic and based on the Dutch language guide "[Generieke gids om de verspreiding van COVID-19 op het werk tegen te gaan](#)".

For specific questions please first contact your respective Building Management and in second order the AWDC Security Office. For the most up to date information, please visit our support page, [www.awdc.be/supportc-19](http://www.awdc.be/supportc-19)

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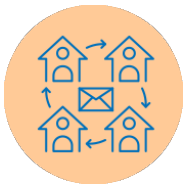
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## GENERAL MEASURES

**Monday May 4<sup>th</sup> 2020** all diamond businesses can restart, taking into account the following general and specific measures:



1. People who experience **cold or flu like symptoms** must stay home and contact their doctor for further advice



2. People who can, must **continue working from home**, as much as possible



3. Avoid **mixing** different **generations**, with a specific focus on 65+



4. **Respect social distancing** of 1,5m at all times in **public or private spaces**

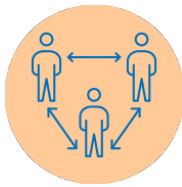


5. **Wash or disinfect** your hands regularly and avoid **touching your face**



6. Wear **mouth/nose covering masks** where the social distancing rules cannot be respected and on any and all public transportation

## ON PUBLIC STREETS AND PUBLIC TRANSPORTATION



1. Limit your **movements** on the public streets and on public transportation to the bare essential in order to go to and from work/office



2. Avoid **loitering or casual small social** talk in or around the streets



3. Respect **social distancing** of 1,5m at all times on the streets, also when engaging with other known and unknown people



4. **Wash or disinfect** your hands regularly and avoid touching your face



5. Wear **mouth/nose covering masks** where the social distancing rules cannot be respected and on all public transportation



6. **Encourage** people to **respect** the measures

## IN YOUR OFFICE BUILDING

**ATTENTION: For specific questions regarding your building, please contact your Building Management/Owner !**

- Keep your occupants, staff, contractors, visitors and customers informed using this document, posters, emails, videos about the applicable general and specific measures



- Always follow the **instructions** by the Building Management and Security staff

- Do not **loiter** or engage in **small talk** whilst in the building



- Limit the amount of people **moving in and out** of the building to an absolute minimum

- Provide **disinfectant products, paper towels and designated trash bins** and ensure usage in the lobby for people entering
- Review and organize the **flow of people** entering and exiting the building
  - Avoid them coming into contact with each other by using social distancing and using barriers, signs, tape, markers, etc.

- **Disinfect** frequently touched surfaces (ex: door handles, stairway railings, elevator controls, etc.)

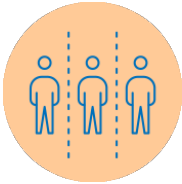


- For receptions and/or guard desks:



- If not already closed off by glass windows, provide plexi-glass screens for receptions or guard desks in the areas where they process visitors

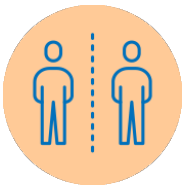
- Provide and replace:
  - Surgical or comfort masks for them to work with
  - Personal disinfectant products
  - Disinfectant product to clean their workspace



- Install social distancing marks (eg ex: floor stickers, marker tape,...) where people can wait before being helped

- Frequently clean and disinfect workspaces, with particular focus on areas that are frequently touched

- For **elevators**:



- Ensure only one person at one time uses small building elevators
- For large elevators, review how many people can fit whilst respecting social distancing and mark the exact spots on the elevator

floor

- Close **non-essential areas** (ex: indoor smoking areas, (large) meeting rooms/spaces, etc.) in the building where people cannot respect the social distancing

- Reorganize **essential areas** (ex: board room, office kitchen) in the building



where people can respect the social distancing

- Review and ensure social distancing is also implemented in the public and private **bath rooms and toilets** (ex: mark off urinals, bathroom sinks)

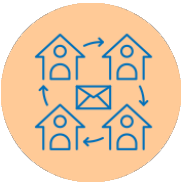
## IN THE OFFICE



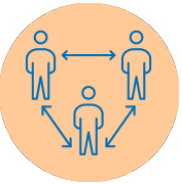
1. **“Lead by example”** and keep your staff, contractors, visitors and customers informed about the applicable general and specific measures



2. Staff who experience **cold or flu like symptoms** must stay home and contact their doctor for further advice



3. Staff who can, must continue **working from home**, as much as possible



4. Limit **non-essential movement** in/out of the office
  - a. Provide disinfectant products at the entrance and have staff and visitors use them when coming in/going out.



5. Review and organize the **office space** in order to respect social distancing between visitor desk, office desks, office kitchen space



6. **Provide, ensure usage and replace:**
  - a. Surgical or comfort masks for them to work with
  - b. Personal disinfectant products
  - c. Disinfectant product to clean their workspace



7. Frequently **clean and disinfect** their workspaces, with particular focus on areas that are frequently touched

## USEFUL LINKS

[www.info-coronavirus.be](http://www.info-coronavirus.be)

[www.crisiscentrum.be](http://www.crisiscentrum.be)

[www.coronaviruscovid19.be](http://www.coronaviruscovid19.be)

[www.werk.belgie.be](http://www.werk.belgie.be)

[https://www.apb.be/APB%20Documents/NL/All%20partners/CORONAVIRUS\\_DES\\_INFECTIE\\_HA\\_NDEN\\_OPPERVLAKTEN\\_31\\_03\\_20.pdf](https://www.apb.be/APB%20Documents/NL/All%20partners/CORONAVIRUS_DES_INFECTIE_HA_NDEN_OPPERVLAKTEN_31_03_20.pdf)

<https://www.apb.be/nl/corp/volksgezondheid/Info-Corona/Wetenschappelijk/Pages/zeep-zonder-zeep.aspx>

<https://www.youtube.com/watch?v=OABvzu9e-hw>