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

CONTENT

GENERAL MEASURES 3
ON PUBLIC STREETS AND PUBLIC TRANSPORTATION 4
IN YOUR OFFICE BUILDING 5
IN THE OFFICE 7
USEFUL LINKS 8
Monday May 4th 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 (e.g., 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 (e.g., indoor smoking areas, (large) meeting rooms/spaces, etc.) in the building where people cannot respect the social distancing

- Reorganize essential areas (e.g., 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 (e.g., 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
www.crisiscentrum.be
www.coronaviruscovid19.be
www.werk.belgie.be
https://www.youtube.com/watch?v=OABvzu9e-hw