



Let distance bring us together

Guidelines for working safely at Brightlands Chemelot Campus

September 1, 2020

Everyone at Brightlands Chemelot Campus must be able to enjoy working in a safe environment. It is therefore important that we do everything we can to prevent the spread of coronavirus. By keeping the appropriate distance from each other, we can support and protect each other. The following preventive measures have been implemented to ensure a safe working environment. These are based on guidelines from the Dutch central government and the National Institute for Public Health and the Environment (RIVM). We kindly ask you to follow these rules that apply to all public accessible spaces at the campus. Your own employer can set additional rules within the boundaries of the rented space.

We can only work safely when we work together!

Access to the campus

- Keep a social distance of 1.5 meters. This rule applies in any situation at the campus.
- Travel alone, avoid carpooling.
- Wear a face mask if travelling by public transport.

Center Court and multi-tenant buildings

- The revolving doors and entrances to the buildings may only be used by one person at a time.
- Clean your hands with disinfectant when entering the building.
- Avoid using the lift, and if you do, make sure no more than one person is in the lift at one time.
- Keep your distance on the stairs. If this is not possible, allow the other person to go first and wait until the stairs are clear.
- Follow the route directions, which are indicated with stickers.
- Do not touch door handles if you do not need to. The doors of the toilets will be left open as much as possible.
- Some of the urinals in the men's toilets have been cordoned off.
- Wash your hands regularly, at least before and after using the toilet, stair railings, lift buttons, coffee machines, printers, presentation screens, and the like.
- Extra waste bins have been placed around the Center Court to dispose of all packaging.
- Follow the guidelines and instructions of your own employer regarding your own workplaces.

Ventilation systems

- Our buildings are equipped with ventilation systems that continuously refresh the indoor air with fresh air from outside. The ventilation systems comply with current requirements for ventilation (air exchange) in the Building Decree and the applicable national guidelines of the RIVM.
- In your own rental space, avoid the use of devices that produce a strong air flow, such as (swing) fans and portable air conditioners.

Visitors

- Please limit external visits to the campus. Keep as much virtual and telephone contact as possible.
- Register visitors who do come to the campus via Facilitor. Keep the appropriate distance.
- Visitors can park their cars in car park P10 Center Court. From the car park they can take the stairs or elevator to the ground floor of Center Court.
- Please inform your visitor of the COVID-19 guidelines applicable on the campus.

Meetings

- Try to plan meetings virtually as much as possible. If you still want to hold meetings on campus, book a meeting room via Facilitor.
- There is no need to collect a tag to use the rooms, as the meeting rooms are open, except for auditorium Arthur and meeting room Pellinore.
- Fewer people are allowed to sit in the meeting rooms to ensure that sufficient distance can be kept. The current capacity per room is visible in Facilitor.
- The meeting rooms are cleaned as much as possible after use.
- The tables indicate which seats you may use.
- Do not change the table arrangement or add extra chairs.
- You can order catering via Facilitor. The catering is delivered packaged.

Fields restaurant

- Clean your hands with disinfectant when entering the restaurant.
- Hutten now offers an adapted menu: a grab & go (pick up only) and a serving menu. Follow the route directions.
- Plates, cutlery, and trays are issued at the serving counter. Do not take these items yourself. Serving trays are not distributed at the grab & go, as the products are packaged.
- Field's is opened from 12 to 13.30h. You can only go here in fixed time slots of 30 minutes: 12-12.30h, 12.30-13h and 13-13.30h. Plan your visit within these time slots.
- In accordance with the guidelines, 100 people may be present in a room at the same time. Please note that if there are more than 100 people in the restaurant, you will be asked to follow the grab & go route and eat your lunch somewhere else than in the restaurant.
- There are fewer seats available. These are indicated with stickers. Preferably eat your lunch at your workstation or during a walk.
- There are also seats available on the terrace outside as well as on the stairs.
- We use extra cleaning services to clean the tables and chairs as much as possible after use. If extra capacity is needed, extra time slots will be added.
- Do not change the table arrangements or add extra chairs in the restaurant.

Mill's espresso bar

- Clean your hands with disinfectant when entering the Mill's espresso bar.
- Mill's espresso bar is opened from 9.30 to 13.30h for grab & go. Both coffee and refreshments are packed to go. Follow the route directions which are indicated with stickers.
- Do not change the table arrangements or add extra chairs in the Mill's espresso bar.

Fysio Bastiaens sports facilities

- For every lesson it is mandatory to sign in up-front. You can sign in at the reception in Center Court by writing down your name at one of the training times listed in our agenda. We allow a maximum of four people per lesson. So make sure to sign up in time, to reserve a sport at your preferred time.
- The changing rooms and showers will be open during the lessons (max. 2 people per changing room), for the lessons that start at 17h the changing rooms will stay closed. Keep in mind that you are only allowed to use the most left and right showers.
- Please respect the measures taken to prevent the spreading of corona. Take your own towel, don't leave any trash like an empty bottles, keep your distance from others and listen to the trainers instructions.
- You can also follow the online sports program via the Brightlands Vitality Program on YouTube:
<https://www.youtube.com/channel/UCw3MKHpGNdB3GvZEC7OC5EQ>
- Physiotherapy is still available but is by appointment only. Please contact Mark Willems (brightlands@fysiobastiaebs.nl) from Fysio Bastiaens to make an appointment.

Reception

- The Center Court reception desk is open from 7 to 17h. They can help you with all your questions.
- Respect the 1.5 meters marked barrier in front of the reception desk.

Duty Officer

- The Duty Officer in G121-250 is open 24/7. They can help you with questions.
- Respect the 1.5 meters marked barrier in front of the Duty Officers' desk.
- The 1.5 meters social distance must be kept during workings. If this is not possible, it is mandatory to report this to the Duty Officer since additional measures (e.g. face-shields) must be implemented.

Emergencies

In the event of an emergency, everyone must act in accordance with the applicable procedures that they have been trained for. For example, in the case of an evacuation or shelter in a very tight space, the COVID-19 rules in this document are overruled by the applicable procedures or by instructions from the company emergency response team, the fire brigade, or other emergency workers. Also in the RDR (toxic shelter), please stay 1.5 meters (2 arms lengths) away from each other.

Do you have a cold?

Stay at home until the symptoms are gone. If you also feel short of breath, have a fever, or if one of your family members has these symptoms, make sure that everyone stays inside the house. If you fall ill or show symptoms after being at the office, report to this to person responsible at your organization immediately.