



# Work instructions

COVID-19 is an infectious disease caused by a coronavirus. This coronavirus spreads rapidly from human to human. The spread takes place via sneezing and cough droplets. Especially directly through the air, but also via smooth surfaces, such as door handles, stair railings, light buttons, taps, counters, computer mice, keyboards and so on. You get the virus when you come into contact with the sneeze and cough droplets of an infected person through your nose, mouth or eyes. You cannot get infected through the skin. The disease is generally mild. 1 in 5 patients develop severe pneumonia and need medical care.

Good hygiene and cleaning are important to contain the spread of the coronavirus. But you should be able to do this safely. We will list here how to work safely during the corona crisis.

For your own safety and the safety of others. We will defeat the coronavirus together.

## 5 general rules of conduct

Avoid contaminating yourself and others!  
Stick to these 5 rules in all circumstances:

1. Keep a minimum distance of 1.5 metres from other people.  
This also applies to the attendance or break room!
2. Wash your hands regularly and thoroughly with soap and water.  
Also wash your hands after you take off your gloves.
3. Don't touch your face, especially your eyes, your nose and your mouth.  
You can touch your face after you've washed your hands properly.
4. Cough or sneeze in your elbow or a paper handkerchief.  
Throw the handkerchief away immediately and wash your hands.
5. Stay at home if you have mild common cold symptoms and/or a fever.

## How do you wash your hands?

1. Properly wet your hands.
2. Take some soap.
3. Wash your hands for at least 20 seconds:
  - Rub hands together, making sure the top and bottom are well covered with soap.
  - Rub all fingertips well.
  - Rub between your fingers.
  - Rinse the soap thoroughly with running water.
4. Spoel de zeep zorgvuldig af met stromend water.
5. Dry your hands well, preferably with paper towels.  
Don't forget the skin between the fingers.
6. Fabric towels should be washed regularly.



**Protocol B** is for cleaning in areas where people are in quarantine (infection not yet confirmed) and/or infected, but where it is possible to keep a distance of up to 1.5 metres from all people in the room.

## When should I stay home?

- Stay at home if you have mild common cold symptoms (runny nose, sore throat, light cough or temperature up to 38 degrees Celsius) and/or fever.
- If you feel better and haven't had any health problems for 24 hours, you can go back to work.
- When someone in your family has a cold with a fever (38 degrees Celsius or more).
- If someone in your family is infected with the coronavirus. You must stay at home until 14 days after the last unprotected contact with the patient AND the family member must be completely complaint-free for at least 1 day.

**NOTE** If you work in vital sectors, there is no mandatory home quarantine:

- > *If you have mild common cold symptoms yourself, but no fever.*
- > *If someone else in your family has common cold symptoms, with or without a fever.*

Consultation with employer and client about whether and how the work can be carried out safely.

## How should I work?

If the client has their own protocol, this must be followed. However, at least the following level of protection must be met.

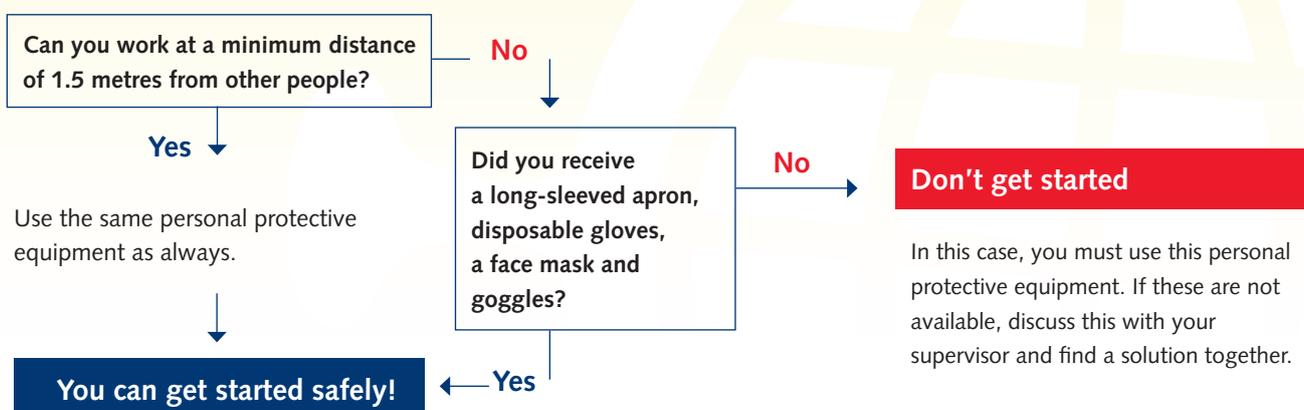
1. Public spaces can be cleaned in accordance with the regular work programme, as usual. Cleaning can be done using the traditional method as well as the microfibre method. Always apply the 5 general rules, where in this case, you keep as much distance from people as possible.
2. Clean the rooms according to the regular work programme. After cleaning, contact points such as bathrooms, toilets, handles, light switches, telephones and stair railings must be disinfected with approved disinfectants.
3. You can wash your cleaning materials such as cloths and mops as usual (at least 60°). Your clothes can be washed with other laundry.
4. Waste can be disposed of in the normal way.

### Personal protective equipment

- No additional measures.

Before you get to work:

## Check if you can work safely



**Don't get started**

In this case, you must use this personal protective equipment. If these are not available, discuss this with your supervisor and find a solution together.

### Are you unable to work safely?

Do not start working and report to your employer that you cannot work safely. Are you unable to resolve this with your employer? Report this to your union or the RAS.