

## COVID-19 RECOMMENDATIONS TO HITEC LUXEMBOURG EMPLOYEE



### Access to the office in Mamer

- Access to the site is restricted exclusively to HITEC staff and consultants,
- The office presence and work at home distribution is organised for staff under the supervision of their line manager,
- Persons at risk (see list below) or whose cohabitant is a person at risk, must identify themselves to their manager in order to privilege teleworking.

Individuals are considered vulnerable if they are already suffering from one of the conditions mentioned hereafter or if they are over 65 years of age. Those conditions are:

- Diabetes,
- Cardiovascular diseases,
- Chronic diseases of the respiratory tract,
- Cancer,
- An immune deficiency due to a condition or therapy.



### Behaviour on site

- Most importantly: wash your hands regularly and properly (with soap and if this is not possible with hydroalcoholic solution),
- Do you cough or sneeze? Do it in a tissue or in the crease of the elbow. Throw the tissue in a bin with a lid, (This kind of bin can be found in the toilet.),
- Avoid shaking hands or kissing,
- Avoid close contact with people (keep a distance of at least 2 meters),
- Avoid touching your face with your hands as much as possible,
- When a distance of 2 metres cannot be maintained between people, it is mandatory to wear a mask or any other protective equipment to cover mouth and nose (surgical mask, respiratory mask, cloth mask, self-made mask, scarf...),
- It is recommended to avoid direct contact with other offices if it is not necessary, prefer the use of electronic communication tools (phone, mail, Skype, ...) → Limit movement to what is strictly necessary,
- It is recommended to smoke alone,
- Clear your desk at the end of your workday so that the surfaces can be completely cleaned,
- Avoid gathering during breaks,
- Keep doors open in all spaces,
- Keep work clothes separate from your personal clothing,
- Avoid more than 2 people in the toilet at the same time.



### External visitors

- Only critical visits to the operation of the company are allowed on the site (delivery, technical maintenance, suppliers, etc.),
- Approval of the Executive committee is mandatory,
- Other non-urgent visits are to be postponed or to be replaced by teleconference.



### Business Trip

- All business trips are suspended and must be postponed (In case of problems, please check with your respective managers and the executive committee).



### Deliveries

- The deliveries must respect the following rules of hygiene:
  - Keep a distance of 2 metres from the supplier, if possible, ask him to leave the parcel in front of the door,
  - Wear your mask,
  - In case of signature of reception of a parcel, use your pen,
  - After handling the package and/or signing for receipt, wash your hands immediately.



### Canteen/Coffee Kitchen

- It is recommended to eat at your desk, or outside,
- 4 people maximum can be in the kitchen at the same time,
- It is forbidden use the fridge for your personal stuff,
- It is recommended to not use the microwave. Food should be heated for approximately 4 minutes to eliminate the virus.



### Meetings

#### **Internal meeting:**

- Avoid meetings as much as possible,
- During any meeting, it is recommended to use a meeting room:
  - Equipped with windows to the outside for ventilation,
  - Large enough to maintain a distance of 2 meters between each participant.
- Clean the meeting rooms before and after use with the disinfectant spray (table, chair, ...),
- Keep doors open when you leave the room,
- The 2 only meeting rooms available are Galileo and Newton (if available)

#### **External meeting:**

- From now on, external meetings have to be held remotely and with electronic tools. It is no longer permitted to participate in person in external meetings.



### In case of illness

- When the first symptoms appear (fever, cough, breathing difficulties), even if they are only partly attributable to coronavirus, you must stay at home and consult your doctor or the relevant authorities and inform your manager/team leader. And refer to the decision tree established by the Ministry of Health,
- If these symptoms appear during the working day, immediately inform your hierarchy and return home (if possible). Depending on the case, an evacuation by taxi or ambulance may be decided. Then, refer to the decision tree established by the Ministry of Health.



### Home/work travel

- In case of carpooling, the wearing of a mask is recommended,
- According to Luxembourg law, the wearing of a mask is mandatory on public transport.



### Working on an external site

- When a distance of 2 metres cannot be maintained between people, it is mandatory to wear a mask or any other protective equipment to cover mouth and nose (surgical mask, respiratory mask, cloth mask, self-made mask, scarf...) when working on an external site.
- Travel: When going to a site, avoid as much as possible to be more than one in a vehicle. If not possible, the use of a mask is mandatory.
- Clean the internal surfaces of the vehicle (cleaning wipes or disinfectant product) after each use,
- Avoid contact with external companies as much as possible; if this is not possible, wearing a mask is mandatory,
- Clean shared/exchanged tools with others after handling,
- Apply the prevention measures mentioned in the PPSS (health and safety prevention plans) applicable to worksites.
- Clean (with soap, disinfectant, wipes) tools regularly and after each use, if tools are shared with others.
- In general, avoid touching your face when wearing gloves.



### How to use your mask

- 2 masks were provided to each of you. They should be washed at 60°C.
- Wash your hands before taking your mask,
- Place it on the nose and mouth,
- Make sure there is no space between the skin and the mask,
- Do not touch the front part anymore,
- To remove it: grasp it only by the elastics,
- If you take it off to eat or drink, wash your hands before and after removing the mask.

In case of question: send your questions to [aurelie.onraet@hitec.lu](mailto:aurelie.onraet@hitec.lu) (by mail, phone, skype, Teams,...).