

PROTOCOL COVID-19 DAMEN YARD VLISSINGEN-OOST



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Introduction

This document was initiated to provide brief and clear guidelines in the COVID-19 situation. The measures taken will always follow the latest guidelines issued by the RIVM (Dutch National Institute for Public Health and the Environment, <https://www.rivm.nl/en>).

As the severity of the situation can vary rapidly, measures will be taken in various levels. The current level on the DAMEN Yard Vlissingen-Oost is YELLOW. In this protocol, the guidelines and measures of this level are included.

Please, keep in mind that the situation will be changing continuously and not each specific situation can be mentioned in this document. In case we alter our guidelines and measures significantly and structurally, we will issue a new version of this protocol to each party concerned.

Not following the guidelines or given instructions by the yard can lead to being removed from the yard and/or access being denied.

If you have any questions regarding the applicable status, please contact:

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You can always check the RIVM and Government websites for the applicable national status, links are to be found in attachment 1.

By following this COVID-19 protocol, DAMEN strives to work as safe as possible. We require all persons attending our yard to use their common sense. Thank you all for your understanding and cooperation.

Peter Sterkenburg

Tijs Buijs

Managing Director
DAMEN Shiprepair Vlissingen

Director Operations
DAMEN Schelde Naval Shipbuilding

1. COVID-19 Guidelines

DAMEN

COVID-19 GUIDELINES

- No handshakes or other physical contact
- Keep 1.5 m distance from each other
- Cough and sneeze in your elbow
- Wash and disinfect your hands
- COVID-19 symptoms, go home and get yourself tested!

For more information regarding the DAMEN COVID-19 regulations on our yard, please check our DAMEN COVID-19 Protocol, which will be available via your supervisor

2. What to do when you or a household member has symptoms

You or your household member have symptoms

If you get symptoms, the following steps are to be taken immediately:

- Contact GGD immediately to get tested.
- Immediately notify your DAMEN Project Manager and DAMEN HSE Manager; DAMEN employees also contact the HR Department.
- You have to stay isolated until you receive the test results.
- All members of your household have to stay in isolation as well.
- As soon as you experience symptoms make a list of the persons you have been in contact with the last two days; you can use the format in attachment 2.
- Follow RIVM/GGD guidelines.

Someone at the yard has symptoms

- If you notice someone with symptoms, make sure you keep a safe distance. Urge this person to leave the yard immediately and to get tested. Notify your direct manager immediately.
- The COVID-19 Crisis Team will discuss each case and decide on steps to be taken.
- The COVID-19 Crisis Team will communicate actions to relevant stakeholders.

Negative test result (COVID-19 free)

- Notify your DAMEN Project Manager and DAMEN HSE Manager as soon as test results are known; DAMEN employees also contact the HR Department.
- Discuss your return to work.

Positive test result

- Notify your DAMEN Project Manager and DAMEN HSE Manager as soon as test results are known; DAMEN employees also contact the HR Department. Follow RIVM/GGD guidelines and stay in isolation.

3. COVID-19 level

DAMEN Yard Vlissingen-Oost works with similar color codes as the RIVM to indicate the level of measures to be taken according to the level of severity. The actual applicable level will be clearly indicated on several places at the yard. The current Level is YELLOW.

LEVEL YELLOW

- Active COVID-19 cases in region
- Measures in line with RIVM guidelines
- 1.5 m distance
- COVID-19 symptoms, go home or stay at home. Inform your Supervisor and the contact person at the DAMEN Yard and arrange a COVID-19 test. Inform the contact person at the DAMEN Yard as soon as possible about the result
- Actively check for client/subcontractor COVID-19 protocol/requirements and implement if measures are stricter than DAMEN Yard Vlissingen-Oost measures
- Setup communication COVID-19 contacts between parties involved (kick-off for all parties involved, internal and external)
- Keep meetings in offices/spaces to an absolute minimum with taking notice of the 1.5 m distance
- Limited travelling with applicable measures

4. LEVEL YELLOW – Guidelines & Measures

4.1 Level Yellow Guidelines

Guidelines before entering the yard

- If you come from a region that is indicated as “orange” or “red” by Dutch authorities, you are to quarantine yourself for 10 days prior to entering the yard.
- Make sure you know the Dutch and local guidelines and measures as issued by the Dutch government. Check the applicable status via their website. You can find all relevant official links in attachment 1.
- Do not to come to the yard, but contact your direct manager, or DSV or DSNS HSE Manager (external parties) **by phone (or e-mail)** when:
 - You have any of the symptoms below:
 - Fever; temperature of 38°C or higher.
 - Coughing, sneezing.
 - Shortness of breath, difficulty breathing.
 - Runny nose/sniffing.
 - Sudden loss of smell and taste.
 - You have a live-in family member or household member that is sick or has a COVID-19 infection (employees also contact the HR Department).
 - Awaiting COVID-19 test results.
- Immediately arrange a COVID-19 test via phone or online when you have one of the symptoms:
phone 0800-1202 (or +31 850 659 063 if you're calling from abroad), press 2 for English. You will need your social security number (BSN).
<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/testen/afspraak-maken> (only for Dutch residents with a DigiD).
You (and all your household members) are obliged to stay isolated until test results are known. Inform your manager and DSV or DSNS HSE Manager; DSV employees also contact the HR Department; DSNS employees also contact the Staff Coordinator (+31 [0] 118 485 160).
Crew members are to check the testing procedures for their vessel (agent can provide support).
- When you are symptom-free for 24 hours after a COVID-19 infection, contact the HR Department, or DSV or DSNS HSE Manager (external parties) to discuss if you can come to the yard.
- Avoid contact with persons showing flu-like symptoms; both at work and privately.

Guidelines when entering the yard

- Keep your 1.5 m distance outside the entry office.
- Follow instructions at the main gate.
- Disinfect your hands when entering.

General guidelines at the yard

- Always keep a minimum distance of 1.5 m to other persons.
- Follow walking routes at the yard where applicable.
- Strictly follow hygiene measures:
 - Do not shake hands or hug;

- Wash your hands with soap very frequently;
- Regularly disinfect your hands with gel;
- Cough or sneeze in a paper tissue and use this only once;
- If you don't have a paper tissue, cough or sneeze in your elbow.
- COVID-19 measures are discussed in each HSE meeting, kick-off meeting, progress meeting and production meeting.
- All persons are requested to only enter areas which they need to execute their work and only meet with persons for essential purposes. Do not enter offices, warehouses, vessels or workshops when this is not business essential. Stay within your project or department area as much as practical.
- Remind each other to follow these guidelines.
- Wear a face mask/cover when it is impossible to keep 1.5 m distance in offices/spaces

Additional PPE guidelines

- Wear a face mask/cover when it is impossible to keep 1.5 m distance in production conditions.
- External parties (excluding hired personnel) are to arrange their own PPE's, including face masks/covers.
- Do not share PPE's at any time.

Guidelines onboard vessels

- Show mutual understanding and respect.
- If possible, use two gangways; one for entry only, one for exit only.
- If only one gangway is used, do not pass at the same time (exit has priority).
- Do not block passageways, keep moving.
- When passing in a narrow area, move back to back.
- Create one-way walking routes when a vessel's design does not allow for safe passages.
- Avoid unnecessary contact with the crew.
- Do not enter vessel accommodations unless absolutely necessary and requested.
- Always follow client's/crew guidelines.
- Avoid entering spaces when no minimum distance of 1.5 m can be kept.
- Ventilate spaces continuously when possible.

Guidelines for breaks

- Thoroughly wash your hands with soap and/or use disinfectant gel before entering the canteen.
- Follow instructions from canteen employees and treat them with respect.
- Pay contactless when possible.
- Maximum number of seats at the tables are determined
- Keep 1.5 m distance also when buying products.
- Follow canteen shifts if applicable.

Guidelines for locker room and toilets

- Keep 1.5 m distance from each other.
- Alternate using the locker room, when possible in vicinity of project.

Office Guidelines

- Ventilate all office spaces continuously.
- Try to organize digital meetings.
- When organizing a live meeting at the office, book a large meeting room and keep 1.5 m distance.
- Keep meetings as short and efficient as possible; prepare it well.
- Ventilate meeting room before, during and after meetings.

Guidelines for external transport

- Drivers are to minimize physical contacts on the yard.
- Entry to direct drivers to the designated drop-off/loading zone.
- Ensure driver has the correct contact person and contact number of the yard.
- Ensure all transports are labelled with proper project name.
- Drivers do not to enter the warehouse/offices.

Guidelines for crew members at the yard

- Maritime declaration of Health to be confirmed, stating that the crew is free of COVID-19 symptoms.
- Get familiar with COVID-19 measures:
 - On board while at the yard;
 - At the yard;
 - In the Netherlands.

4.2 Level Yellow Measures

General measures

- Frequently touched surfaces are more regularly disinfected.
- Entrances, exits and windows are left open where possible to maintain a flow of fresh air.
- Work handovers by foremen/Supervisors take place in large rooms or outside.
- Production will work in the same teams as much as possible.
- Work will be carried out in shifts (day-evening) as much as possible.

Measures entering the yard

- Walking routes have been implemented.
- Flyers with yard instructions will be provided.
- COVID-19 level (color) indication clearly visible with applicable safety measures and guidelines.

Measures for breaks

- Foodservice range has been adjusted.
- Packaging of food has been adjusted.
- Each table has a limited number of chairs, no additional chairs to be added.
- Shifts will be implemented when numbers will reach current maximum canteen capacity.

Measures for locker room and toilets

- In toilets some urinals have been taped off to ensure a safe distance.
- Disinfectant gel and wipes are available in each washroom and toilet area.

Office Measures

- Offices have been re-arranged to provide safe-distance workplaces.
- Disinfectant gels have been placed near entrances and in meeting rooms.
- Project teams for larger projects have to be located in the vicinity of the vessel.

Measures for external transport

- Designated load on/load-of area.
- Warehouse officer to wear gloves when handling documentation and goods.
- Incoming goods to be disinfected when necessary (optional).
- Zone off entry for drivers.
- Separate toilets can be available for drivers at specific locations.

Measures for crew members at the yard

- No additional measures.

Attachment 1 – Relevant websites

General official sites on COVID-19

<https://www.rivm.nl/en/novel-coronavirus-covid-19>

<https://www.government.nl/topics/coronavirus-covid-19>

General Dutch COVID-19 rules

<https://www.government.nl/topics/coronavirus-covid-19/tackling-new-coronavirus-in-the-netherlands/basic-rules-for-everyone>

Information on testing

<https://www.rivm.nl/en/novel-coronavirus-covid-19/testing-for-covid-19>

<https://www.government.nl/topics/coronavirus-covid-19/coronavirus-test>

Relevant downloads

<https://www.rivm.nl/en/novel-coronavirus-covid-19/downloads>

Attachment 2 – COVID-19 contact tracing list

Carefully note down the people you have been in contact with recently, start recording two days prior to your symptoms. If you need more than 1 page, please make more copies of this list.

Contacts are defined into three categories:

1. Household contacts: persons that you are living with/share transport with.
2. Other close contacts: persons that you had >15 minutes <1.5 m distance contact with.
3. Other contacts: persons that you had >15 minutes and >1.5 m contact with (e.g. shared office/workspace).

COVID-19 suspected person		
Full name:	Date of birth:	Date of first symptoms:

Contacts of COVID-19 suspected person				
Full name of contact	Telephone number	E-mail	Contact category 1, 2 or 3	Date of contact

Attachment 3 – Health Declaration Form COVID-19

HEALTH DECLARATION FORM COVID-19

This form must be completed by every person entering the Damen Yard Vlissingen-Oost. After having received an entrance pass this form does not need to be completed every time when entering the yard. However the person entering the yard declares that he can answer all the below questions with NO.

		Yes	No
1.	Did you travel from a country with a code orange/red and was your date of arrival less than 10 days ago? Date of arrival in the Netherlands:.....	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you tested positive for the coronavirus in the past 10 days and still had symptoms in the past 72 hours?	<input type="checkbox"/>	<input type="checkbox"/>
3.	In the past 10 days, have you been in close contact with someone who is infected with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
4.	In the past 24 hours, have you had any of the following symptoms? 1. Fever 2. Cough 3. Nose cold 4. Sore throat 5. Shortness of breath	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Personal information

Company name	
Full name	
Date of birth	
Telephone number	

By my signature below, I acknowledge that:

1. I have taken notice of the Protocol COVID-19 Damen Yard Vlissingen-Oost and will always follow the applicable guidelines.
2. I will immediately notify my Supervisor, DAMEN Project Manager and DAMEN HSE Manager in case I experience any COVID-19 symptoms.
3. The information I have given, is accurate and truthful.

Signature: _____

Date: _____

If you answered 'yes' to any of the questions above, you cannot enter our yard. Please contact your company to discuss necessary actions.