

## After restart, what do I do if an employee becomes sick?

It is possible that an employee may become infected after the restart. This can cause fear and panic among colleagues, and practical steps must be taken to safeguard their health and that of other employees.

The following steps can help the employer:

1. Should a coordinator/coordination team be appointed, check with them about which guidelines should be followed.
2. Remove the sick employee from the workplace using the following principle:
  - a. Limit the time -> as quickly as possible
  - b. Limit the space -> move through as few (work) places as possible
  - c. Limit people -> ensure as few social contacts as possible
3. Ask the sick employee whether he/she can get home him/herself or whether someone should be contacted to pick him/her up.
4. Ask the employee which employees he/she has been in contact with in the past 2 weeks.
5. Agree internally who will notify the other employees as soon as possible. This can come as unexpected and shocking news and cause anxiety and stress. These employees must be sent home as soon as possible and they must call their doctor. Be empathetic to these people.
6. Keep in touch with the affected employee by telephone, as well as those who have worked closely with him/her. Discuss with them the options for returning to work.

This process can also have a psychological impact that must be taken into account. Show **empathy** to the sick employee, as to the other colleagues. Even if the sick employee is only exhibiting mild symptoms, it is very likely that your employees will still be feeling some form of *anxiety*. Leave room to express those feelings and show **support**. Also expect *nervousness* to arise in the entire team. Try to keep them **reassured**, and make sure you only share correct information.

*This document was drawn up on 20/04/2020 on the basis of the measures in force on that date.  
It contains general cross-sectoral measures. The applicability must be considered in function of the own business situation.*