

Engaging third parties to perform work during the corona crisis

In the context of the corona crisis, a non-exhaustive checklist is provided below with possible points of attention and measures for the client to take into account when engaging third parties.

If third parties utilise the services of subcontractors, such third parties (as the principal) must also pay due attention to the following elements.

Examples of "third parties": Technical maintenance (air conditioning, heating, etc.), garden maintenance, cleaning companies, catering, security, inspection body, customers, visitors, representatives, transport companies (trucks, taxi, parcel service etc.), etc.

Risk elements	Points of attention / measures
Is it necessary to engage third parties?	If not, perform the activities / work yourself within your own organisation. Or postpone it to a later date.
Are third parties being received according to the correct procedure?	Extra attention to social distancing, avoidance of hand contact, etc. As regards remote monitoring: use aids (e.g. markings, screens, railings, etc.).
Have hygiene / precautionary measures been taken at reception?	Periodic disinfection / cleaning of counters, handles, doorknobs, etc. at the reception desk. Provide a hand gel close to the reception area.
Is the presence of all third parties within the organisation known?	Provide for the strict registration of all third parties present within your organisation.
Have third parties been notified concerning the corona measures applicable within the organisation?	"Permanent" third parties: inform them in writing in advance. "Sporadic" third parties: information sheet at reception. Throughout the organisation: relevant guidelines, posters, etc. should be hung so as to be clearly visible. Remove outdated information to prevent confusion. If communication flows through one central point, ensure continuous accessibility (e.g. website client) and periodic revision.
Is there material which is used by third parties as well as internal employees?	Apply appropriate cleaning/disinfection before the material is used by another person.
Are cleaning agents provided for third parties?	Provide third parties with the necessary detergents / disinfectants, and adequate facilities to wash hands regularly. Place disinfection dispensers at prominent locations in your organisation and refill them regularly. Provide sufficient lockable dustbins to deposit used paper handkerchiefs, among other things.
Have specific social areas been provided for third parties?	Provide separate areas for third parties (e.g. a separate dining and changing room etc.) that must be maintained with the necessary discipline, e.g. hygiene / precautionary rules.
Are there restrictions on contacts with third parties?	Try to avoid unnecessary contacts with third parties to the extent possible. Limit necessary meetings both in number and duration. Also limit the number of participants.
Is there an emergency procedure for third parties in connection with coronavirus?	Provide a treatment procedure in case of third party contamination (e.g. disinfection of the working environment, transport procedure for sick persons, etc.).

Relevant sites: www.mensura.be/nl/corona
www.info-coronavirus.be/nl/

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.