

## Guidelines for inflow and outflow of employees and third parties

Think about how you can organise the inflow and outflow of your employees and third parties. If you cannot guarantee a distance of 1.5 metres, you must take other preventive measures.

You can find a number of guidelines regarding the inflow and outflow of employees and third parties below:

- Try staggering the **arrival and departure** of employees by having them arrive/depart at different times. You can also apply this to shifts.
- Employees should preferably follow a **one way route**. If you have an additional entrance or exit (for example, an emergency exit or an unused door), you can use it to build a one-way route. Apply a marking on the ground, or display the direction on the door.
- If a one-way route is not possible, divide the hallway using a partition wall at the entrance and exit.
- Avoid employees in **common areas** being required to make contact with surfaces to enter or exit (for example, swing gates, doorknobs, etc.).
- If employees must still make contact with items in common areas, find out if it is possible to leave the doors/hinged gates/etc. **open** so that employees can avoid touching them as much as possible. If external doors experience inflow and outflow at fixed times (for example, shift change), maybe post an employee at the door to supervise. Make use of a "Do Not Touch" pictogram.



### Attention. Automatic fire doors must not be left in the open position.

- If entrance doors cannot/should not be opened (technical reasons, food safety, etc.), place disinfectant and disposable wipes by the doorknob so every employee can disinfect the doorknob before entering. Also, prepare a closed waste bin (with foot control) for depositing used wipes.
- Mark the positions, both for the entrance and exit, every 1.5 m. Employees may only move one position at a time, disinfect the door handle, and enter/exit.
- Do you have a door with a digital access code? Disinfect the panel regularly, and ensure employees wash/disinfect their hands after arrival.
- Do you have a door with a digital finger scan? Place disinfectant and disposable wipes by the doorknob so every employee can disinfect the scan zone before entering. Also, prepare a closed waste bin (with foot control) for depositing used wipes.
- Time registration (badging or tapping) should preferably be carried out contactless. If an employee has a physical tick card, he/she must only use his/her personal tick card.
- Limit the use of **lifts** (max. 1 person at a time if the distance of 1.5 m cannot be respected in the lift). Responsible use of lifts is explained in a separate information sheet

*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.*