

I work as a contractor, now what?

You are employed as a contractor, or you employ employees who are considered contractors. Then it is important that you make good agreements with the client about employment at the time of the corona crisis.

Step-by-step plan:

1. Please contact the client in advance.
2. Ask about the measures regarding corona. A non-exhaustive list can be found below.
3. Make concrete agreements with the client about who will implement which measures.
4. Discuss the concrete agreements with your own employees. If the client (or one of the client's employees) does not comply with the measures, then agree with his/her employees that they may stop work at any time and contact the employer to discuss the situation.

Risk elements/points for attention	(N)OK	Explanation
Is the activity necessary or can it be postponed?		
What measures have been taken regarding a welcome procedure? <ul style="list-style-type: none"> - Has the welcome procedure been adapted? - Is there an applicable contact person to provide the employee with guidance? - Must the time of visit be announced in advance? - Where should the employee present him/herself? - What is the shortest way to travel through the company to get to the site to carry out the activity? 		
What measures are being taken to address the securing of social distancing? <ul style="list-style-type: none"> - Markings, protective barriers, signage? - Specific handling rules? - Doors, passageways, etc.? - Has the use of lifts been adapted? - Has the arrangement for the use of social facilities (changing rooms, canteen, etc.) been adapted (if applicable)? - Adapted waste processing? What should we do with waste? - How is transport of waste on the company site organised (if distances are too great on foot)? 		
Does the contractor's employee have the option to wash his/her hands or to disinfect them with alcohol gel?		
What measures have been taken regarding the workshop and maintenance? <ul style="list-style-type: none"> - What measures have been taken to prevent contamination via materials (cleaning workpieces, work equipment, control panels, etc.) before the contractor can start work? - Are the rooms where people work sufficiently ventilated? - Are essential physical meetings limited in time and in the number of participants? Do these take place in a cleaned and ventilated room? Is there sufficient room for social distancing to be guaranteed? 		

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.