

Dear Client,

We are here for you, especially now!

Since March we have been informing you through this Newsletter our approach concerning our services and clients. Instead of receiving this newsletter weekly, starting today, this newsletter will be sent to you every two weeks to keep you well informed, even after Corona.

Occupational Health and Safety service continues online until 1st of September

We will continue to offer our services online and by telephone until the 1st of September, for the time being.

If our socio- medical team assesses a physical consultation, the medical team will discuss this with one of our staff physicians. The staff physician will then assess whether this consultation can physically take place at one of our locations or at the client location. We apply strict hygienic measures at our locations

If a physical appointment is planned at a client location, we will use a checklist in consultation with you as the client, to ensure a safe workplace for our professionals. Employees who attend a physical consultation must be 100% complaint-free, not even mild complaints. This applies to all your employees who visit our locations or are seen by our professionals.

If the guidelines change and relaxations are announced by the government, we will adjust our services accordingly and inform you. If you have any further questions left concerning the health and safety services please contact your Account Manager or contact person.

Ergonomic workplace checks and home office workplace check

It is of great importance that your employees can work in an ergonomically safe way. Our team of ergonomics will ensure that your employees are working ergonomically responsible by giving advice on healthy working..

During Corona the ergonomics mainly focused on offering online home office checks. From today on it is possible to request physical ergonomic (home) workplace checks again.

We established a protocol in which we maintain the Corona guidelines to ensure that the ergonomic team can work safe. Beforehand we will arrange a short general health check, maintain the hygienic guidelines and in case of need there will also have some facemasks available.

The request for a workplace check can be done with your workability specialist. The online home office workplace check will only be executed when a physical check is not possible or safe. In case of questions please contact the department of ergonomics: ergonomie@enrgyinbusiness.nl.

Requirements by the law of working conditions

Slowly the Corona guidelines change and more relaxed. In the upcoming months several employees will return to their offices. You as their employer are responsible for their safety at work as the law of working conditions demands each employer. We as your Occupational and Health service share this responsibility with you. We stand by your side as you provide safety on the workplace, prevent

increasing a number of new Corona victims and continue your regular business operations as flexible as possible.

Considering the Law of General Work Conditions (artic 3. Sub a,b,c) and a safe working place, what is expected of you as the employer when reopening your office?

1. A Corona-proof work environment for *all your employees*

The expectation is that you as employer can offer a workplace which is not just Corona -free but also respects the hygienic guidelines , proper ventilation and proper distance. General terms of behavior need to be clear for all. Besides, the general risk inventory (RIE) needs to be updated. We already supported some clients with this product.

2. Extra measures for *vulnerable employees*

Make sure the work environment is extra safe for vulnerable employees, the work place can bring serious risks for this vulnerable group. Perhaps you do not have clear on your mind which employees are part of this vulnerable group. As part of our Health and Safety services (and because of the new Privacy Law) we are familiar with your vulnerable employees and will offer advice on which conditions these specific employees can start working again.

3. Process for *employees with complaints*

Employees with complaints form a risk at the workplace for healthy employees, that is why they need to be tested. Since the 1st of June it is possible for those employees to get tested. Obviously this has consequences for your regular business operations. After all, the positively tested employees cannot return to the workplace at least for a few days. The test results will be communicated directly to the employee. Because the government beholds you as the employer responsible for a safe workplace you will be in need to have an overall view of the positively tested. To meet your needs on this we would like to encourage you to recommend your employees to inform us. This benefits you, because you will be certain that infections stay out of the workplace.

On all these 3 topics we have developed services which can meet your needs. We would like to support you on being a responsible employer by managing these 3 topics together. In order to gain more information about these services you can contact your Account Manager or send an email to sales@enrgyinbusiness.nl.

Information on our website

On our website we have put together relevant information, a FAQ, our extra services and newsletters. Visit www.arbobutler.nl/Corona.

All the best!

Finally, we wish you a lot of strength and all the best during this period. If you have any questions, we are at your disposal via the Corona helpdesk, your Account Manager or your contact person with regard to the absenteeism!

Kind regards,

Ilse de Jonge
Marcel Houtman

Management Board Arbobutler

Part of de Enrgy in Business Group