

General knowledge and risk management		Check	Notes
1	<p>Is everyone aware of the risks and how contamination happens?</p> <ul style="list-style-type: none"> <li>- By touching another person and then touching your face.</li> <li>- By touching surfaces and then touching your face.</li> <li>- By inhalation, through the air Via droplets in the air (coughing and sneezing)</li> </ul>	<input type="checkbox"/>	
2.	Is everyone aware of the health and safety measures, and more specifically Elia's Golden Rules?	<input type="checkbox"/>	
3.	Does every employee have access to disinfectants or standard hygiene measures?	<input type="checkbox"/>	
4.	Does everyone feel good? No fever, no coughing?	<input type="checkbox"/>	
Prepare the work		Check	NB:
5.	Was a specific COVID-19 risk analysis prepared and approved for this work? Are there specific points to check during implementation?	<input type="checkbox"/>	
6.	Can the work be carried out in compliance with social distancing rules at all times?	<input type="checkbox"/>	
7.	Have all work areas been defined with a maximum number of people who have access (e.g. room)?	<input type="checkbox"/>	
8.	Are there work areas with limited space where solitary work is mandatory? (aerial work platforms, shafts for utilities, scaffolding, etc.)	<input type="checkbox"/>	
9.	Are site rooms adequately ventilated?	<input type="checkbox"/>	
10.	Have the activities been arranged to prevent overlap between shifts?	<input type="checkbox"/>	
11.	Is there compliance with the social distancing rules for all transport and deliveries to/from the site?		
12.	Have measures been taken to ensure compliance with social distancing in common areas at all times (toilets, food, consultations, paper exchanges, etc.)?	<input type="checkbox"/>	

## Elia's Golden Rules for COVID-19

Everyone knows by now that we have to take COVID-19 seriously. It is everyone's responsibility to limit the spread of the virus. That is why Elia has drawn up these **Golden Rules** to continue motivating everyone and raising their awareness.

Know them, apply them, teach them, live them.

**Right now, safety leadership is more important than ever.**

**1** Unless absolutely necessary to ensure business continuity, I **avoid contact** with others outside my immediate family. If I cannot work from home (teleworking) for operational duties, then I can come to work in consultation with my manager.

**2** I understand that both I and others could be a **source of contamination**, I recognise the methods of contamination and I can also recognise them in others (in descending order of degree of contamination)

- The disease spreads through **contaminated droplets** released by an infected person when coughing and/or sneezing.
- If these droplets come into contact with your eyes, nose or mouth, then you too can become infected. Such contact can be caused by inhaling contaminated droplets.
- It can also happen when the drops land on a surface, which you then touch with your hand and afterwards touch your face (mouth, nose, eyes) with your hand.

**3** I check myself for **symptoms** (fever, cough) before working with others, and also while working. If I do not feel well or have symptoms, I leave work and notify my line manager.

**4** I express concern about the **health of others** by asking them how they are and I also share how healthy I feel.

**5** I know the **prevention measures** and apply them strictly.

- I **keep my distance** from others (> 1.5m).
- I **wash my hands** regularly (at least 40 seconds with soap and water).
- I don't touch my face, not even with gloves.
- I don't sit next to someone in the same room unnecessarily.
- I don't use other people's work equipment unless I can **sanitize** it first.
- After exchanging documents I always wash my hands.
- I prefer to eat my food in my own vehicle.

**6** I intervene if I recognise a possible source of contamination and **STOP/STAR**.

We expect everyone to apply these Golden Rules correctly and in good faith. Anyone not doing so will have to leave the place of work.

Deliberate and/or repeated violations will be reported to line management.