

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 hierarchy** and apply them strictly.

- I **keep my distance** from others as much as possible (at least 1.5m).
- I follow all **hygiene rules** (regularly wash/disinfect my hands, etc.).
- I don't touch my face, not even with gloves.
- I wear personal protective equipment if I am unable to maintain a safe distance.
- I also apply prevention measures when I travel and take breaks.

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.