

## The coronavirus and the approach on the Hoboken site

Update 8<sup>th</sup> of April

### When do you need additional PPE's to prevent COVID-19 contagion?

You are aware of the fact that PPE's are still scarce. This is the case for all kind of PPE's in a greater or lesser extent. Nevertheless, this is never an excuse for jeopardizing the safety of our employees or contractors.

That is why all prevailing guidelines related to PPE use remain valid. Everyone must use the prescribed PPE's for the task he or she needs to perform.

However, we would like to draw your attention to the following points:

#### 1. Is the task that requires PPE's critical?

No – the task is not critical. In that case we ask you to postpone it as long as possible to save PPE's. Your planner or manager will decide the criticality of a specific task.

Yes – the task is critical. See next question 😊

#### 2. Is the task performed alone?

Yes – Use the standardly prescribed PPE's for this task.

No - See next question.

#### 3. When performing this critical task, is it feasible to respect social distancing (1.5 m distance between workers)?

Yes – In that case you only need to use the standard PPE's for this job.

No - In that case you need to follow the guidelines below, in order to prevent COVID-19 spreading.

#### Tasks that don't allow respecting social distancing:

- If you perform a task that normally does not require PPE's:

All those involved use a P2-mask as a *minimum* protection. The P2-mask needs to be kept on for the complete duration of the task. It can only be taken off briefly (temporarily / during a pause) when social distancing is respected during that interruption. The use of P2-masks is only **temporarily** allowed as part of the battle against COVID19.

- When performing tasks in industrial areas of the plant, all those involved use on top of the standardly required PPE's (if not the case already):

A P3-mask when it is possible to take off the mask for a pause or to take a breath of air – only when standing at least 1,5 meter from one another.

Use a Versaflo/Jupiter when the task cannot be interrupted or when there is a risk for breathlessness. For Versaflo's/Jupiters you always need a **license** when collecting it from the PPE-counter.

We also ask you to only have the Versaflo's / Jupiters cleaned if they have been actually used. This is in contrast to the current way of working in which all Versaflo's are cleaned weekly, regardless of whether they were used or not.

In addition, we continue to emphasize that **before and after every task hands must be washed thoroughly.**

The above procedure was coordinated with the Umicore medical team. You can always contact them for specific questions.

If we tackle all this together carefully, we can continue to use our stock of PPE safely and economically and keep our factory running together for as long as possible!

Kind regards

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## Hygiene measures

We can't repeat it enough, thorough hygiene is one of the crucial weapons in the fight against the spread of corona. We therefore ask that everyone apply the hygiene measures. However, we must also avoid doing things that are not sensible or feasible.

That's why we're reviewing everything:

	<p><b>1. The most important thing is: wash hands, wash hands, and wash hands!</b></p> <p>Everyone has sanitary facilities nearby. It is necessary to wash your hands there several times a day. How to do this? Soap your hands thoroughly, wash them for at least 40 seconds, rinse them, dry them with a paper towel (also consult the poster hanging in every toilet room).</p>
	<p><b>2. Alcohol gel and/or disinfectant wipes are also available on some services or vehicles for specific reasons.</b></p> <p>Is that the case with you? Then, in addition to washing your hands, you can use alcohol gel to additionally disinfect your hands in between.</p> <p>Is there no alcohol gel or wipes available at your service? Then that is not necessary and it is sufficient to wash your hands on a regular basis!</p> <p>Alcohol gel and disinfectant wipes (as well as disinfectant hand cream) are scarce, not only with us, but everywhere. That's why we ask you to use them only for the necessary activities and for your hands.</p> <p>To clean other things see point 4.</p>
	<p><b>3. All contact sensitive areas are cleaned daily by the ISS cleaning service.</b></p> <p>Contact sensitive areas, such as latches, light switches, elevators, rotary crosses, coffee machines ... are given an extra daily cleaning by the ISS.</p> <p>However, we recommend to push the handles and crosses with your elbow open where possible and not with your hands. This reduces the risk of possible contamination even more.</p>



#### 4. Do you want to clean your shared workplace extra?

We can imagine that you want to clean common objects extra such as computer equipment, as well as door handles, light switches, desktops and other things?

Get a cleaning kit from the counter at facility services (PEVO floor - 1) and arrange an extra daily cleaning with your colleagues.

How to use the cleaning kit in an office environment?

- Step 1: spray your computer with the 'Glasfee' cleaner.
- Step 2: take a piece of paper and wipe your desk clean.
- Step 3: then take a piece of paper and spray some 'Glasfee' cleaner on it.
- Step 4: with this piece of paper you clean the keyboard, the phone, your computer mouse and the back of your desk chair.
- Step 5: Throw the used pieces of paper in the bin and you're done.

**Pay attention, this cleaning kit is not allowed to leave our site!**

## How to deal with 'corona-anxiety' feelings?

Does the corona pandemic cause you anxiety and stress? Rest assured that you are not the only one. Many other colleagues at Umicore have the same feeling.

None of us needs to be alone with these feelings. It is important to acknowledge them and to remind one another to take care of our physical and mental health.

In this document you'll find some tips to help you to deal with any feelings of anxiety.

### Tip 1: Share your feelings

- Don't keep silent! It is of utmost importance that you share these feelings with your fellow-workers, your supervisor, your friends and family.
- Keep in touch with other people using social media, e-mail, or on the phone. It will keep you close to the people who matter to you.
- Don't judge people and avoid jumping to conclusions about things going wrong.

### Tip 2: Search for the positive news

- Besides the ever-increasing number of infected people, have you also seen how many people have recovered from a COVID-19 infection?
- And maybe you have found new means of communication on your PC, smartphone or tablet to keep regular contact with your loved ones. Or maybe you have discovered a new board-game?
- Have you noticed how travel restrictions have dramatically reduced pollution and increased leisure time?
- You want a challenge? Just sum up three positive things. It will help you to put things in another perspective.

### Tip 3: Focus on things that you can control

- Don't let this corona-pandemic dominate your private and working life. Try to find a new routine in this (temporary) new reality. Replace your coffee-break with a board-game with your kid, go for a bicycle ride. Adopt a stable structure in your day. By doing so, you will get a better overview and feel you are more in more control.

#### Tip 4: Think about comparable situations in the past

- Think about a difficult situation in the past that you went through and what it was you did to deal with it? This may also be (part of) the solution today.

#### Tip 5: Limit your news consumption

- Rumor and speculation fuel anxiety. Reading all the newspapers and watching all the television news is certain to generate anxiety.
- Try to select a limited number of reliable news sources and limit your daily corona updates. This too can help you to feel more in control (see also tip 3). Avoid all the fake news circulating in many social media. Your day is more than just corona.

#### Tip 6: Try to understand the situation and the measures you must take

- Respond to your feelings with a rational understanding of this pandemic and its related measures.
- Keep it simple and don't dive into specialized scientific literature or, even worse, fake news (see tip 5). By carefully applying all the preventive measures, at home, at work, while on your way... you'll better understand that you are protecting yourself and those close to you.