

## DHTC COVID-19 protocol

The purpose of the DHTC COVID-19 protocol is to realize a professional, unambiguous way of working in preventing infection with the corona virus in our courses. The health and well-being of our customers, employees and other relations take a primary role in this.

We therefore believe that a number of things are essential:

- All DHTC employees are aware that after the protective lock-down, we are re-opening our training institute at a time the risk of contamination has not passed to anyone in the world and is still present. We restart in this situation with a responsibility to ourselves, to our customers and to our relatives, to ensure safety in a professional manner from the start of our course-providing activities.
- There is an awareness among all DHTC employees, comparable to the awareness in acute healthcare, namely that only rules of conduct that are supported by **everyone** in the chain and that are aimed at **continuously** combating the risk of contamination lead to a serious reduction in the risk of infections. We want to interpret this in such a way that there is a safe situation for ourselves, for our participants and for other relations.

Our common starting point is that this awareness will not always (in advance) be equally present among all our participants.

The offered protective means and our anti-corona protocols are therefore, for the protection of all, not without obligation but mandatory without concessions.

Conditions for participation in all our courses are:

- Acceptance of the RIVM and additional DHTC COVID-19 measures;
- Following our directions in this regard;
- Declare that there are no physical complaints that fall under corona phenomena;
- Proper use of the protective equipment we offer against corona virus infection;
- Infrared body temperature measurement upon entry (optional).

Our employees are instructed to be able to act correctly on a daily basis according to the RIVM guidelines and the DHTC COVID-19 protocols to prevent infection with the corona virus. We call this corona safe.

In DHTC's opinion, Corona Safe is a situation in which the risk of infection with the COVID-19 virus is minimized.

This risk must be equally low for participants and for DHTC employees.

We achieve a reduction in the risk of contamination by applying Rules of Conduct, Restructuring spaces, Disinfectants and Personal Protective Equipment (PPE).

Regarding the rules of conduct, we apply one protocol that applies to all participants. The protocol has been communicated with the client in advance to avoid unexpected inconveniences to the participant on the course day upon arrival at DHTC.

In addition and at the same time, we apply one protocol that applies to all employees. This protocol has been communicated with all employees.

Both protocols are identical in content. The participant protocol applies from the perspective of the participant; the employee protocol applies from the employee's perspective.

DHTC does not grant any concession in the enforcement of either protocol.

The moment of choice and decision for the participant whether or not to adhere to the RIVM guidelines in combination with the DHTC corona measures (the DHTC participants protocol) for the entire duration of the course, is on arrival on the course day and no later. Participant is asked to sign for agreement with RIVM and DHTC COVID-19 measures.

When registering with DHTC on the start day of the course, each participant also fills in a medical questionnaire, in which the participant declares upon signing for not having physical complaints that correspond to symptoms that indicate infection with the COVID-19 virus.

In DHTC's opinion, the DHTC COVID-19 protocol should have a start at the entrance door of each of our two business locations. This is the only way to create a mind setting with us and with our participants that we consider essential for the success of the entire COVID-19 protocol.

Immediately after entering our reception area, where less than 1.5 meters social distance is already immediately prevented, each participant will be requested by one of our staff (provided with a face mask and protective gloves) to disinfect their hands, followed by receiving:

- A face mask;
- Protective gloves;
- An informing flyer with the RIVM corona measures and an initial explanation of the additional DHTC anti-corona measures;
- A pen: for signing the course attendance list, completing the questionnaire and for taking notes during the course day.

We will also measure the body temperature of the participant infrared without making physical contact, to determine whether there is a fever yes or no. We do not register this temperature data in connection with the Dutch Data Protection Regulations. This body temperature measurement on entry is optional and therefore not mandatory.

After course registration and document exchange at the reception desk, the participant is requested to take a seat in our canteen, which is re-furnished in such a way that the mutual space between the seats is at least 1.5 meters.

Participant will be assigned a seat number in our canteen that corresponds to his student number and his seat number in the classroom at the start of the course.

Participant will be asked to go to our canteen to read the information flyer with the main features of the DHTC COVID-19 protocol and the RIVM guidelines.

At the start of the course, the participant is picked up by his / her instructor for that day. All instructors are provided with face mask and gloves. Human traffic within the DHTC buildings and grounds are coordinated with respect to social distancing.

In the classroom, the instructor will start the course day with a general safety briefing, supplemented with corona-specific RIVM and DHTC measures such as:

Use face masks - How; when; why;

Use protective gloves - How; when; why;

Use safety goggles / face shields - How; when; why.

At the start of each course we also instruct all participants in corona-safe human traffic at DHTC: movements with respect to social distancing around coffee breaks, lunch, 'organized' toilet use, use changing rooms with respect to the 1,5 meter rules, use disinfectants and accompanying protocols, regular ventilation of classrooms and we answer all questions about this.