



## Current Mitigation Measures:

Reference: COS SHAPE Order 93REV1

### Institutional (SHAPE Campus Policy and Restrictions)

- Strictly comply with Host Nation (Belgium) Restrictions:
  - <https://www.info-coronavirus.be>
- Strictly comply with individual Hygiene and Barrier Measures:
  - <https://www.shape2day.com/news/shape-covid19-smart-card->
- Reduced manning in HQs as ordered (% depending on the tier).
- Teleworking where possible.
- Working in shifts (such as morning/afternoon) where possible.
- Preventing access of infected personnel (Temperature check).
- Meeting by VTC instead of in-person (No more than 4 people in a meeting room).
- Essential and non-essential travel is authorized to EU+5 Area\*, with the exception of cities/territories mentioned at: <https://diplomatie.belgium.be>; however, the Regulations applicable in the country of destination must be followed.
- Open door policy.
- Avoid unnecessary physical meetings between departments.
- Public gatherings prohibited. Private gatherings allowed when in accordance with BEL regulations.

### Individual (Hygiene and Barrier Measures)

- Frequent hand washing / sanitizing.
- Avoid touching your eyes, nose and mouth with (unwashed) hands.
- No Handshake Policy / avoid physical contact.
- Cough / sneeze into elbow.
- Physical distancing (2 meters).
- Avoid contacts with sick people.
- Face covering must be carried on person at all times.
- Wear face covering when physical distancing (2 meters) cannot be guaranteed.
- Wear the face covering at all times in the 500-area, including the parking area except inside personal vehicle
- Self isolation in case of symptoms or contact with confirmed case.
- Clean and disinfect workspaces and multi-user work equipment after using it.

## SHAPE Policy on Individual Reporting:

### If experiencing COVID-19 symptoms:

- **First, call** your General Practitioner (GP) and report your symptoms. Ensure you identify yourself as part of the SHAPE community.
- **Do not go** to the GP's waiting room or to the emergency department unless directed to by medical personnel. Do not go to your working area unless cleared.
- **Report:**
  - **Inform** SHAPE Healthcare Facility COVID Coronavirus Call Centre for further guidance.
  - Office: +32 6532 5336 (Mon-Fri 0800-2000)
  - After hours: +32 476 76 03 27

### If known contact with confirmed/suspected COVID-19 case without experiencing symptoms

- **Self-isolation** for 14 days.
- **Report:**
  - **Inform** your NATO direct leadership and national chain of command
  - **Inform** SHAPE Healthcare Facility COVID Coronavirus Call Centre for further guidance.
  - Office: +32 6532 5336 (Mon-Fri, 0800-2000)
  - After hours: +32 476 76 03 27

## Additional Mitigation Measures for 2020 Summer Personnel Rotation

- 14-day delay In/Out-processing and HOTO for:
  - Confirmed or suspected COVID-19 cases
  - Known contact cases
- Recommended 14-day self-isolation before arrival at SHAPE.
- Strict compliance with Barrier Measures including face covering policy.
  - Newcomers should arrive with their own face-covering compliant with COS SHAPE Order 93.
    - <https://www.shape2day.com/news/how-to-use-and-how-to-diy-face-coverings>
  - Mandatory face-covering during HOTO activities when sharing desk, office equipment.
- Strict compliance with SHAPE Policy and Restrictions: <https://www.shape2day.com/news>
  - Newcomers and service providers must be informed of applicable measures before arrival at SHAPE.
- Familiarization and respect of Host Nation (Belgium) and transient Nations' Regulations.

\* EU+5 Area = European Union, plus the following 5 non-EU countries: United Kingdom, Switzerland, Liechtenstein, Iceland, Norway.