

Coronavirus COVID-19: Crisis measures - FRANCE

MARCH 25, 2020

Following the statement of the French President, it is necessary to implement, as soon as possible, measures aiming to protect all your employees, while at the same time continuing your business.

New prevention measures

- **Opting for teleworking** in consultation with the various managers and teams in order to ensure the continuation of the business.

Requiring your employees not to leave anything on their desks in order to facilitate cleaning operations.

Therefore, every evening, it is essential that all employees take their PC and their charger.

- **If teleworking may not be implemented due to constraints related to their positions:**

- The employees who remain in your premises shall guarantee a **distance of at least one meter between them** in open-plan offices, meeting rooms and lunch rooms.
- Encouraging your employees to move their arrival and departure times in order to **avoid the rush hour in public transportation**.
- Inviting your employees to report to you the **difficulties** they are facing so that you may help them to find solutions.
- However, we strongly recommend that you **require the persons mentioned below to work from home under all circumstances:**
 - Pregnant women, persons with risk factors (respiratory, heart, diabetes...) and persons suffering from an immunodeficiency.
 - Any persons presenting with symptoms or thinking that they have been in contact with a coronavirus carrier.
- Considering the **closure of childcare centers and schools** from Monday, March 16, announced by French President, Emmanuel Macron, a number of your employees are likely to face difficulties with teleworking or going to

their place of work. It is essential that the employees concerned report that to their immediate superior and HR manager.

- Postponing any **internal meetings in France** requiring travels between offices to a later date or encouraging the persons concerned to hold said meetings via Skype.
- Prohibiting, where possible, the participation in **internal meetings** and **events** (training, team building, leaving parties...) and **external meetings** and **events** of more than **25 persons** for all employees.
- All **business trips abroad and in the overseas departments and territories** shall, where possible, be cancelled.

Business trips in France shall be strictly limited.

Moreover, do not hesitate to ask your clients to apply these measures where you have to go to their premises or where you work there permanently.

Our team is at your disposal to answer your questions.

ALL HYGIENE MEASURES ARE ESSENTIAL TO LIMIT THE
SPREAD OF THE VIRUS. PLEASE APPLY THEM STRICTLY
TO PROTECT YOURSELF AND OTHERS.

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