

# How to stay safe !

Coronavirus measures to be respected when organizing an open doors day.

## Before getting started

- Provide sufficient protective equipment and disinfectant.
- Ask visitors when entering and leaving the premises to disinfect their hands.
- Check the surroundings before the start of the event.
- Make sure someone of the office is present to monitor the property and indicate when visitors can enter the premises.

## During the open doors day

- Ask visitors to wait outside until you signal that the visit can start.
- Repeat the safety instructions.
- Set a good example by wearing protective equipment.
- Endeavour to ensure that visitors wear their own protective equipment. Attempt to bring extra protective equipment in reserve.
- End the visit if the safety measures are not followed.
- Limit the number of visitors during the visit.
- Ensure that the social distancing rules (distance of at least 1.5 m) are fully observed. Make sure people do not cross one another.
- Open the doors yourself and clean the door handles and/or other objects that you have touched after each visit (cupboard doors, stair rails, attic stairs, etc.).
- Ventilate the premises during the open doors day.
- Hand as few documents as possible to the visitors. If a contract, a form or any other document has to be signed, preferably do this digitally.
- Limit conversations after the visit.

## Any questions?

Consult the sector guide and the government guidelines on [www.sf323.be/corona](http://www.sf323.be/corona) or [www.info-coronavirus.be](http://www.info-coronavirus.be).

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