FOR VISITORS

Wash and disinfect your hands
- Before entering the lab, process halls or storage rooms
- After each toilet visit
- In case of dirty hands during work
- After lunch/eating

No eating
No drinking
No chewing
allowed outside the meeting rooms, cafeteria and kitchen

Smoking is only allowed outside the main entry (parking 1)

PROCEDURE IN CASE OF FIRE
1. Close the door of the premises or area where the fire is located so as to contain it.
2. Warn people nearby and EVACUATE IMMEDIATELY
3. If you pass by a fire alarm while evacuating, activate it. If not, call the reception desk:
   Call General number 09 335 70 01 or Jochem Van Hove 0492 17 40 29

IF YOU HEAR THE FIRE ALARM
EVACUATE IMMEDIATELY to the main assembly point at Parking 1 (P1)

Remember:
- DO NOT attempt to put out the fire
- DO NOT attempt to salvage equipment or objects – you are putting yourself at risk
- DO NOT use the elevator
- Do NOT re-enter the evacuated building under any circumstances until you receive specific instructions to do so

Escape Route
Emergency exit
Fire alarm
Fire extinguisher
Exit
Reel and hydrant
Assembly point

For VISITORS

Health, Safety, Quality and Food Safety are key at Bio Base Europe Pilot Plant, therefore we kindly request visitors to always respect our Code of Conduct.
GENERAL GUIDELINES

- Everyone is responsible for his/her personal hygiene and safety
- No photography and filming is allowed on site
- Register and sign in daily at the reception desk
- Please report any sickness or skin infections upon visitor registration
- Wear your visitor badge at all times
- Report injuries immediately at the reception
- Visitors cannot enter process halls, labs or storage rooms without the accompaniment of an authorized staff member
- Visitors are not allowed to perform any actions in production processes
- Upon departure, sign out (and return your badge) at the reception desk

DRESS CODE AND CODE OF CONDUCT for visitors entering the lab, process halls or storage rooms

When entering the lab, process halls or storage rooms, visitors will ALWAYS:

- Take off any jewelry, only flat wedding rings are allowed
- Never touch anything nor take any pictures/make any video’s without explicit consent of the communication manager of BBEPP
- Tie medium and long hair together
- Wear a hair (and/or beard) net when instructed to do so (only in case food grade processes are running)
- Wash and disinfect hands before entering
- Respect distances advised by the accompanying BBEPP staff member with respect to any equipment or resources
- Cover small wounds on hands or arms with a blue [waterproof and metal detectable] adhesive plaster before (re-)starting the work

Visitors shadowing BBEPP staff members in the framework of specific process monitoring ALWAYS wear:

- Safety glasses
- A (disposable) lab coat
- Trousers (legs covered)
- Safety shoes

Visitors observing general BBEPP activities ALWAYS wear:

- Safety glasses
- A (disposable) lab coat
- Trousers (legs covered)
- Closed top flat shoes