

# RETURNING TO THE OFFICE: HOW TO WELL PREPARE

For Societe Generale, protecting the health of its employees is a priority and is the key element of the COVID-19 crisis recovery plan.

The instructions and measures presented in this document are designed to best prepare to return on site and resume activity.

## RESPECT THE BARRIER GESTURES



Wash your hands as often as possible



Sneeze in your elbow



Avoid close contact, maintaining a distance of at least 1 meter



Avoid touching your face



Discard immediately your hankie



Hold only remote exchanges or meetings



Wearing a mask is mandatory

## 1. TRANSPORTATION & PARKING



### BUS / METRO / RER / TRAIN

**Wearing a mask is mandatory in public transportation.**

- **Respect barrier gestures during travel.**
- **Wash your hands** before and after travel.
- **Change your mask** when you arrive at Societe Generale's premises.



### CAR PARK

- **If possible, use the stairs** to exit the car park and access the floors.
- If you have to take the elevators, **respect the capacity limited by the floor markings.**
- **Wearing a mask is mandatory in elevators.**



### CARPOOL

- **2 people max per car:** the driver and a single passenger seated in the staggered rear seat.
- **Wash your hands** before and after the ride.
- **Both need to wear a mask.**
- **Ventilate the car** during the trip.

Each BU/SU will define staggered arrival (between 8am and 10am) and departure times for each employee in order to ensure fluidity of movement in the premises and in public transportation. It is also imperative that executive employees follow the indicated times given by their manager.

## 2. BUILDING ACCESS



### ARRIVAL ON SITE

**Wearing a mask is mandatory in the Group's premises. The first time you come on site, you will have to be equipped with your own mask**, before receiving the mask allocation reserved for you.

**Respect the floor markings and traffic flow on all levels of your building.**



### HOW TO GET YOUR MASK ALLOCATION

The Group provides each employee with a supply equivalent to the daily use of **2 masks and 2 additional masks** if you use public transportation.

Refer to the billboards at the entrance of your building to find out where to get your masks.



**Find all the instructions and information on the COVID-19 dedicated page of the Societe Generale intranet**

## 3. GOOD USE OF THE MASK

### PRECAUTIONS

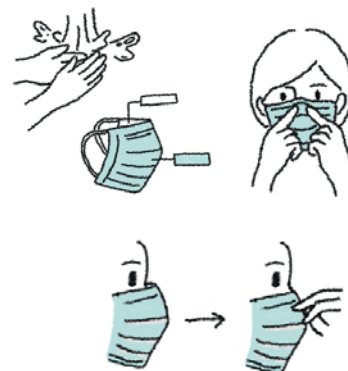
- Wash hands with soap or sanitized gel.
- Take out one mask from the bag and seize it by the central part.
- Change it every 4 hours.

### MASK POSITIONING

Respect the way to position it:

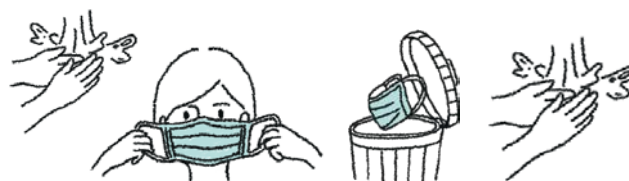
- Position the **printed information** on the mask **on the outside**, (if not indicated, apply the most padded side, the white side, to the face).
- Position the **rigid band** at the top **on your nose**.
- **Pass the first loop around one of your ears and the second loop around the second.**
- **Pinch the rigid band** with your index finger and thumb and mold it **around of the bridge of the nose**.

The mask is handled only for application and removal, do not reposition it.



### MASK REMOVAL

- **Wash hands and remove mask last.**
- Remove the mask by pulling the loops out of your ears.
- Once removed (during lunch break for example), **dispose of it immediately in the dedicated trash.**
- Wash your hands again.



## 4. SOCIAL DISTANCING RULES

**In order to ensure the safety of employees, the distance between two workstations is 2 meters.**

This rule is applicable in all premises and for all activities, except in traffic areas where the minimum distance is 1 meter.

In order to avoid as much as possible the crossing of employees, **a traffic flow is set up at each level of your building.**

In the **elevator**, please respect the capacity limited by the floor markings.

**Observe the specific signage** put in place to indicate the desks not to be used. **Each occupant must always use the same workstation.**

Hold only **remote exchanges or meetings.**

**The reception of external visitors is forbidden in the buildings** until further notice.

## 5. CATERING

**Progressive implementation of a catering service that respects social distancing and health rules.**

Refer to the dedicated Covid-19 page on your intranet to know the restaurants currently opened or soon to be.

We invite you to bring your own meals, and use the refrigerators on the floor cafeterias/kitchens. As an exception, employees are allowed to have lunch at their desk.

## 6. CLEANING

Several times a day will be done to clean the contact points of the common areas (handles, elevator buttons, etc.).

In addition to cleaning carried out by household teams, employees can clean their workstations using the Cleaning Kit provided in the workspaces.

Numerous gel dispenser totems are also available in all of the Group's buildings.

**Need help?**  
**Please use the SVP Immobilier from the Group portal, from mySGbuilding or call 40 000.**



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