

COVID-19 (CORONAVIRUS) – 10/10/2022

STAFF Q&A

As part of the management of the Covid-19 crisis, Societe Generale is required, exceptionally, to process certain personal data or information concerning you. The collection and use of these data are strictly limited to the purposes related to the management of this crisis and are intended to be deleted at the end of this particular period. These processes are carried out within the framework of our "internal data protection policy" available on the "employee" area of the intranet or on request at sg-protection.donnees@socgen.com. We assure you to take all necessary and appropriate measures with regard to this context so that these collections take place in accordance with the guidelines issued by the CNIL. We also remind you that, under the conditions provided for in the applicable regulations, you have the right of access, the right of rectification, the right to erasure, the right to limitation, the right of opposition, and the right to portability. Your inquiries can be directed to privacysupport@socgen.com. If you have any questions regarding the protection of your personal data, you can contact the Société Générale Data Protection Officer at sg-protection.donnees@socgen.com.”

HR Questions

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THESE PROVISIONS ARE IMPLEMENTED IN FRANCE. YOU MAY NEED TO ADAPT THEM TO YOUR LOCAL ENVIRONMENT IN AGREEMENT WITH YOUR LOCAL HR.

APPLICABLE MESURES: WORK ORGANIZATION

1. How is work organized in the current context?

Since February 2, Societe Generale has got back to the normal remote working rhythm in place since October 4, 2021 in each BU/SU.

The employees of the Centrals must continue to complete the [Day'In](#) tool and also to reserve their collective catering slots in order to better control the crowds in the buildings and avoid food waste. In addition, it is requested on the days of presence to be distributed as much as possible on the on-site workspaces in order to respect physical distancing.

2. Is the partial activity compensation scheme for vulnerable people maintained?

In continuity with the circulation of the Covid-19 virus, the Government has decided to extend, until January 31, 2023, the specific partial activity scheme which allows people known as "vulnerable to Covid-19" to be taken care of.

Pending the entry into force of the regulatory provisions adjusting the system, vulnerable employees may continue to benefit from the partial activity system under the same conditions as those applicable until now. These conditions are set out in Decree no. 2021-1162 of September 8, 2021 and are recalled below.

Medical certificates of isolation issued under the scheme provided for by decree no. 2021-1162 of 8 September 2021 remain valid until the new provisions come into force.

The [decree of 8 September 2021](#) allows the maintenance of the benefit of partial activity for employees justifying a particular situation of risk attested by medical certificate.

Thus, since September 27, employees who justify a criterion of vulnerability to Covid 19 appearing in [Article 1 I of Decree 2021-1162](#) of September 8, 2021 and who can not work remotely, may on a case-by-case basis be in partial activity:

- If they are assigned to a position exposed to high viral densities and for which barrier measures cannot be applied or are insufficiently effective. **Note: no position within Societe Generale is subject to high viral densities.**
- Or if they are severely immunocompromised, as defined by the Vaccine Strategy Steering Committee,
- Or if they are in a situation of contraindication to vaccination.

In practice:

The employees concerned may request a certificate of isolation from their city doctor or their labor doctor, who may also be required to exchange views to assess working conditions. When these employees have already been the subject of a certificate of isolation between May 2020 and September 2021, a new proof is required; Employees must present this certificate to their employer in order to be placed in partial activity. The employee will receive the amount of the legal compensation for partial activity as long as the government system continues.

In the context of the large-scale deployment of vaccination, people known as "[vulnerable to Covid-19](#)" have been able to resume their work on site, benefiting from reinforced protection measures:

- Individual office or risk-limiting devices (e.g. protective screen, scheduling);
- Particular vigilance regarding the respect of barrier gestures;

- Absence, or limitation of workstation sharing, and cleaning;
- Provision of surgical masks in sufficient number to cover possible journeys on public transport between home and work;
- Possibility of adjusting the conditions of journey between home and work, in particular by adapting the arrival and departure times.

Societe Generale is particularly vigilant in complying with these enhanced protection measures and special individual situations may be subject to the opinion of the labour doctors.

3. Are customer visits allowed?

Travel to customers, prospects or service providers is allowed with strict compliance with barrier gestures.

4. Is it possible to receive visitors to our premises?

The reception of customers is possible in compliance with barrier gestures (use of hydroalcoholic gel, mandatory mask wearing, distancing). The maximum number of people present in the meeting room is limited to 50% of the capacity of the room.

The reception of suppliers or service providers is subject to the same rules.

5. Within the Group, is it possible to move from one site to another in France or abroad?

Travels are allowed.

The quarantine/isolation rules imposed by the government on people arriving from abroad also apply to employees.

Some measures remain for traveling abroad such as the presentation of a PCR test and / or the vaccination pass before boarding. Find out about the terms and conditions imposed before your departure.

<https://www.service-public.fr/particuliers/vosdroits/F35613>

6. Are employees who are forced to keep their child because of the closure of their child's section, class or school for health reasons or because their child has been identified as a contact case, without being able to telework, covered by the partial activity?

The government's partial activity scheme for vulnerable people ends on 31 July 2022. It is therefore no longer possible to be placed in partial activity from 1 August 2022.

7. What is the planned organization if my child is positive for Covid and I cannot work remotely?

One of the two parents in the household of a child who tests positive for Covid-19 will be able to benefit from the derogatory daily allowances, without waiting period. This compensation is open when he cannot telework.

SUSPECTED CASE / CONFIRMED CASE / CONTACT CASES ON DIRECT CIRCLE

8. What is a suspected case / confirmed case/ contact case?

A suspected case is a person with symptoms suggestive of Covid-19 (fever, cough, difficulty when breathing, headache, loss of smell, loss of taste, etc.)

A confirmed case is a person diagnosed positive to the RT-PCR test or an antigenic test.

Contact cases are:

- people who shared the same place of life as a case confirmed by a positive RT PCR test or an antigenic test;
- people without masks who have shared, for at least 15 minutes, a confined space (personal vehicle, taxi, office, meeting room, etc.) with a confirmed case;
- people without masks who had direct contact with a confirmed case, face to face, less than 1 meter, within 2 days of confirming the RT PCR test or an antigenic test positive for the confirmed case, regardless of the duration of the contact (conversation, coffee break, lunch...) or during exchanges of material or unvisited objects.
- Only 1st degree contact cases are concerned: a contact case of contact case is not considered a contact case.
- During the 2 months following a positive test for Covid 19 the employee can not be considered as at risk of contamination so can not be case contact.

9. What is a cluster in a professional environment?

A cluster is defined by the occurrence of at least three confirmed cases over a period of 7 days and who belong to the same professional community and who have been in proximity in the same space (examples: service, common office, meeting room ...).

10. What to do in case of a professional cluster?

Within Societe Generale, it is planned that it is the HR Manager of the entity who takes the necessary steps to report the cluster. For more details on the practical modalities of this report, refer to the procedure that can be consulted on the [Covid-19 page of the My Societegenerale intranet](#).

11. What should I do if I have symptoms suggestive of Covid-19?

If I have any symptoms such as (fever, cough, breathing difficulties, headache, loss of smell, loss of taste), I do not go to work, and I notify my manager of my situation.

As soon as symptoms appear, the person must undergo a screening test as soon as possible and apply the removal measures specific to each situation described in [the procedure](#) that can be consulted on the [Covid-19 page of the My Societegenerale intranet](#).

12. What should I do if I am a contact COVID case?

If you have been in contact with a confirmed COVID case, you must follow the instructions given by the CPAM, (if the contact tracing device has been implemented), notify your manager, and apply distancing and testing measures, and apply the removal measures specific to each situation described in [the procedure](#) which can be consulted on [the Covid-19 page of the My Societegenerale intranet](#).

13. If an employee is diagnosed with Covid-19, under which conditions can he/she return to work? Should a recovery visit be organized with labour doctor?

According to the latest recommendations of the Ministry of Health, the employee has a period of removal of 5 to 10 days depending on its vaccination status.

For the employee who has the possibility to work **remotely and in the absence of sick leave**, the employee can continue his professional activity remotely.

For the employee who cannot work remotely or who is not in a position to do so, the labour doctor provides a work stoppage whose duration may vary.

The return to the site is conditioned according to the case by different parameters: presence or not of fever, date of the sample or the first symptoms... For more details, refer to the [procedure](#) which can be consulted on the [Covid-19 page of the My Societegenerale intranet](#).

If there has been a work stoppage less than 30 days: no resumption visit but possibility of a visit at the request of the employee, the employer or the occupational physician;
If he has been arrested for at least 30 days, he will have to pass a return visit as provided for in the legislation.

14. Should an employee returning from abroad isolate himself?

Travel restrictions are adapted according to the vaccination status of the person and the country of origin and destination. Countries are classified as green, yellow, red or scarlet red depending on the severity of the health situation, and epidemic control measures are adapted to this classification. You can find at the following link the ranking of the countries and the related isolation modalities: <https://www.service-public.fr/particuliers/vosdroits/F35613>

Travel for professional reasons

In cases where quarantine is necessary, the employee must inform his employer of his return as soon as possible in order to set up isolation and telework if possible in order to set up isolation and telework if possible.

Travel abroad is authorized but remains subject to the agreement of the BU/SU.

Travel for personal reasons

The choice of the travel destination being a personal choice, if the employee and unable to return to France because the health situation has evolved negatively, he will have to take leave or RTT and, failing that, will be considered in unpaid absence until the improvement of the health situation allowing him to return to metropolitan France.

In cases where isolation is necessary, the employee must inform his employer of his return as soon as possible in order to set up isolation and telework (in France) if possible. The employee has no other steps to take except to show the manager a document attesting to the country from which he returns and which justifies the quarantine.

- During this quarantine, remote work will be possible if it is compatible with the work organization defined by your BU/SU.
- On the other hand, if remote work is not compatible with the work organization defined by the BU/SU, and if the employee cannot benefit from an AMELI* derogatory stop, he will have to take leave or RTT during the quarantine; otherwise, he will be considered in unpaid absence.

**An employee who is unable to telework during his entire period of isolation may benefit from a compensated work stoppage on the first day of isolation. The request is made by his employer via the dedicated teleservice on declare.ameli.fr.*

TESTING AND HEALTH MEASURES

15. Who should employees contact to collect a mask, gel or cleaning products for their workstation?

Concerning the sanitized gel:

- for the central services, totems are available in circulation areas, in reception areas, on the floors and bottles (1 for 12 workstations) in the work areas, making sure that they are refilled regularly;
- for the Retail Network, sanitized gel is provided for employees and clients.

Regarding masks (for vulnerable and hearing impaired people):

- Vulnerable people will have to call the medical service they depend on to retrieve surgical masks
- Employees working with hearing-impaired colleagues will be provided with inclusive masks to order from mission.handicap@socgen.com
- For other employees (fixed-term contracts, permanent contracts, trainees, temporary workers, etc.) excluding service providers: They can recover their mask endowment at the security posts located at the entrance of the buildings of the central services and in the case of the network* within their entity. The endowment is 10 alternative masks usable 50 times provided in a pouch indicating the conditions of use, standards and cleaning conditions to be respected imperatively under penalty of destroying the masks.

An additional allocation is allocated to employees using public transport on presentation of a transport tickets, given the high density in these places.

The mask must be changed every 4 hours.

**Accessible by asking the security guards/hosts or by contacting the appropriate security station phone number listed on the building's security sheet <https://usl.safe.socgen/en/web/segl/safety-of-persons-and-property>*

16. Is it mandatory to wear a mask at work?

Wearing a mask is no longer mandatory in companies.

Employees who wish to do so can continue to wear it. Also, we count on each and every one of you to show kindness, regardless of everyone's choices regarding the wearing of masks.

However, we continue to recommend it in dense places such as meeting rooms, amphitheatres or elevators.

We also draw your attention to the fact that the mask must be worn by:

- contact persons;
- persons with confirmed cases: during the 7 days following their release from isolation;
- people who present on site symptoms suggestive of COVID-19 (runny nose, cough, sneezing ...);
- vulnerable people.

Public health recommendations must be respected: hand washing, use of hydroalcoholic gel, greeting each other without shaking hands, avoiding kissing, ventilation / ventilation of the premises ...

17. As far as the wearing of the mask is respected, can employees wear their own masks?

Yes, with a few points of attention:

- The employee has the possibility to wear his/her own mask, under his/her responsibility, as soon as it meets the standards AFNOR S76-001 / UNS1 (filtering over 90%).
Only AFNOR S76-001 / UNS1 certified masks (filtering over 90%) surgical masks are allowed. Similarly, inclusive masks provided by the company are permitted.
The use of uncertified masks (i.e. "home-made" masks) is prohibited within the Société Générale premises.
- The employee should only use certified masks for their travel and presence in Societe Generale premises
- The employee must have a clean mask to put on when entering the company. It is advisable to remove the mask used in transport before entering the company)
- The use of a personal mask cannot extend to other personal protective devices, such as gloves and visors.

Mask information provided by the Group:

Surgical masks:

Surgical masks (intended only for vulnerable employees):

Surgical masks are ordered from suppliers referenced against specific criteria (reliability, compliance with standards, etc.).

These suppliers have undergone a risk analysis (KYS) and are in compliance with the Group's requirements in this area.

All surgical masks are to NF EN 14683/EN149 (CE standards).

Compliance monitoring is carried out at all stages:

- by the manufacturer himself (who is responsible);
- by customs authorities;
- by an independent, certified oversight body.

All in coordination with the General Directorate of Companies*.

*In the service of the Minister of Economy and Finance, the Directorate General of Business (DGE) designs and implements public policies that contribute to business development.

Alternative masks (washable fabrics):

Alternative masks are ordered from a French supplier recommended by the DGE.

It has also been the subject of a risk analysis (KYS) and meets the Group's standards.

All alternative masks are UNS1 and meet the AFNOR SPEC S76-001 standard.

The mask must be changed every 4 hours.

18. Will the employer be in charge of washing alternative masks?

Employees are staffed widely so that this staffing can be used beyond the professional framework (travel workplace/residence but also partially for everyday life). Each employee maintains the alternative masks.

19. Where should employees throw their masks?

For vulnerable people using surgical masks: it is essential to dispose of the mask immediately after use in the recommended bin in each building, without forgetting to wash your hands afterwards.

For other employees using alternative masks: it is essential to throw away your mask, once it has reached the number of 50 washes, in the recommended garbage can in each building, without forgetting to wash your hands afterwards.

20. Is it possible to get vaccinated in the company?

The Societe Generale occupational health service continues its participation in the national Anti-Covid vaccination campaign. Occupational physicians have messenger RNA vaccines and the NOVAVAX vaccine.

Volunteer employees monitored by the Societe Generale occupational health service as well as service providers, temporary workers and trainees therefore have the opportunity to be vaccinated in the medical services of our various sites*: Granite, Basalte, Sakura or Les Dunes. The appointment for the vaccination of the booster dose is done confidentially, from the booking site at the following address: <https://rdvservicemedical.group.socgen>

For the first and second doses of Covid vaccine, employees are invited to contact directly the infirmary on which they depend.

Other employees can get closer to their inter-company health service in order to obtain information specific to each one.

Volunteer employees are allowed to be absent during their working hours to be vaccinated, whether at the occupational health centre or outside (at a general practitioner, in a vaccination centre, a nurses' office, in a pharmacy, etc.).

This authorization is granted to an employee who wishes to accompany a minor or a protected adult in his charge to be vaccinated.

In all cases, they must inform their manager, as early as possible, of their absence for a medical appointment, without having to specify the reason.

21. Are some employees subject to the vaccination obligation?

Yes, the staff of the Labour Health Services (doctors and nurses) present in our premises.

22. How do you get vaccinated when you are French living abroad?

Societe Generale expatriates can check with Henner or ISOS about the local availability of vaccines and the conditions for receiving them.

The Caisse des Français à l'Etranger (CFE) supports vaccines against covid-19, on presentation of an invoice and accompanied by a medical prescription.

For vaccines made abroad, the reimbursement by the CFE is 100% of the actual costs of the vaccine (up to 2 times the cost of the vaccine in France, estimated at 60 euros for both doses) (conditions of care by the supplement to see directly with Henner).

If the vaccines are made in France, the support is made entirely by the health insurance including for the impatriates registered in the GMC 1st € on the condition that they reside in France.

For more information:

Ministry of Solidarity and Health website: vaccine strategy - <https://solidarites-sante.gouv.fr/grands-dossiers/vaccin-covid-19/>.

CATERING

23. Are company restaurants on site opened?

All company restaurants and cafeterias have resumed normal activity.

It is no longer necessary to book your dining slot in the Day In tool. However, we recommend that you avoid busy hours and prefer the slots before noon and after 13:30 to go for lunch.

It remains possible, exceptionally, to have lunch at your workstation during a transition period. Signage relating to occupancy limitations on workstations will be phased out.

MISCELLANEOUS

24. Will measures be taken regarding air conditioning in buildings?

The air conditioning management measures put in place correspond to the technical recommendations of the scientific bodies, in particular those of the INRS (National Institute of Research and Safety), the reference body for the prevention of accidents at work and occupational diseases:

- checking the regulatory flows of ventilation installations.
- where possible, ventilation of the premises through window openings (by hand of employees).
- Maintain standard heating, cooling and humidification instructions.
- check that air intakes and exhaust vents are not obstructed.
- replacement of air treatment plant filters according to the usual maintenance schedule, ensuring the usual protection of responders, especially for the respiratory tract.

25. Which measures should be taken to clean up the premises in the presence of a confirmed COVID case in a team or a cluster?

For Central Services:

If it turns out that a positive case of COVID has been present on site, the manager must contact the PCC - Central Control Post at 01 42 14 66 86 to request the cleaning of the area (2m around the station).

In the case of a cluster, the HR BP, in contact with the occupational physician if necessary, must contact the CCP at 01 42 14 66 86 to request the cleaning of the entire area (2 m around each station).

For the BDDF network:

If it turns out that a positive case of COVID has been present on site, the manager must contact the logistics sector to request the cleaning of the area (2m around the station).

In the case of a cluster, the manager or HR Manager must contact the logistics sector to request the cleaning of all the positions concerned (2 m around each position concerned).

26. What precautions are recommended for elevators, including those in car parks?

As everywhere within the Group, the use of masks is mandatory in elevators (including those in car parks). The maximum number of people allowed is indicated at the entrance of each elevator, thus allowing to respect the recommendation of social distance.

27. Under which conditions can I organize a face-to-face meeting?

The capacity of all meeting rooms can be exploited to its fullest. Wearing a mask is recommended in

meeting rooms and amphitheatres.

28. What measures should be taken in the organization of events?

Events within the company are again allowed in compliance with barrier gestures and the group's event policy.

Wearing a mask is recommended in particular in the following situations: meeting rooms, amphitheatres or other high-density areas.

29. Who are the Covid referents within the Group?

These referents are Bruno Coubes, Head of the Covid crisis cell and Michel Galiay, Secretary General of BDDF.

30. What are the services offered by Societe Generale to support employees with sick relatives next to them?

A phone platform offered by the *Mutuelle Société Générale* will take over, particularly during weekends and in the evenings. It operates **24 hours a day, 7 days a week**. You can get in touch with a clinical psychologist who will help you reduce the stress of the current context. The platform can be reached on 01 42 13 03 37 by tapping on key 3. This service is restricted to members of the *Mutuelle* (permanent contracts, alternates, fixed-term contracts of more than 6 months or less than 6 months who have applied for membership), and who must have the member number shown on your mutual insurance card to access it.

A remote consultation service via the "Mes Docteurs" platform enables members of the *Mutuelle* to be quickly put in touch, by video or audio conference, with a general practitioner who will be able to issue a prescription if necessary.

As a reminder, the Societe Generale social workers and occupational physicians who usually do your individual follow up remain your privileged contacts.