



Employee/Subcontractor Responsibilities

- **Inform your employer immediately if you are experiencing symptoms of Coronavirus.**
- **If you are planning to travel abroad, please inform your employer in advance of taking annual leave to discuss any possible impact on return travel and returning to work.**
- **Avoid travel to the areas listed on government website, and follow their guidance.**
- **Take laptops/tablets and chargers home at the end of each day.**
- **Be extra vigilant: wash your hands frequently with soap and water or use hand sanitisers. This applies to both office staff and on site.**
- **Dispose of tissues immediately after use.**



Prevention at Work

As sub contractors/ employees commute from different areas and spend a great amount of time with each other at work, we as a company have taken measures to perform thorough routine disinfection everyday before and after work hours. However, employees should also partake in this effort and are encouraged to consider the following measures to do their part in staying healthy.

Keep a safe distance

Wash hands and face diligently

Avoid unnecessary gatherings

Keep your work station clean

Responsible use of resources

Timely reporting and communications

When meeting and speaking, keep at least 2 meters between each other. Avoid common physical contact such as handshakes. If there's a need to cough and sneeze, leave the room if possible and cover mouth with elbow, then wash hands thoroughly before returning to the room.

Regularly wash hands for at least 20 seconds with hot water and plenty of soap. Also be sure to clean your wrists and lower arm areas if exposed. Do not touch eyes or nose without washing hands first. Wash around and under nostril area with hot water and soap as well.

Resort to conference calls and remote meeting sessions whenever possible. Avoid gatherings during breaks or in the kitchen during lunch hours. Stay put in your departmental area as much as possible and avoid movements between teams, departments, or floors unless when necessary.

Maintain an organized and hygienic set up in your personal cubicle or office.

Declutter and dispose any unneeded files, tools, and belongings to decrease available surface for virus to inhabit. Wipe down desk, chair, and equipment with provided alcohol wipes throughout the day.

Please make good use of company resources provided to combat this situation, such as hand sanitizers, alcohol wipes, and soap around the office or on site with projects. But be mindful of others' need as well and only use what is needed due to the unpredictability of resource availability.

Report to your line manager should you sense that a co-worker might be ill or if you feel unwell yourself. Please avoid doing so in person and instead report via email.

Anyone who feels ill should immediately seek medical assistance and be isolated until clearance.