

WORKPLACE RESUMPTION SAFETY MEASURES

WORKPLACE RETURN

1. Office shall resume operations will split team arrangement effective 6 July 2020, Monday with split team arrangement by default unless specified by the Head of Department (HOD).
2. All meetings with suppliers and vendors shall be conducted virtually as a default option.
3. All employee shall check in the safe entry daily when you report to office.
4. All employee must submit the self-health declaration every Monday via <https://forms.gle/MdzVq3U3a4qAMBuVA>. If you, or your household member is unwell, please inform your HOD and Work from Home (WFH).
5. All employee shall submit their temperature twice daily via <https://forms.gle/TumH9oQPvwEJ7EJ4A>
6. All employees are encouraged to download and activate the TraceTogether app.
[Updated on 31 Dec 20](#)
7. Employee shall clock-in using the contactless face recognition device with temperature recorded in the PTIS system. Copy of the temperature record will be printed out and filed in the SMM file weekly.
8. The temperature submission thru google form shall cease w.e.f. 31 Dec 2020.

VISITORS

1. Visitors are encouraged to make prior appointment before visiting.
2. Visitors are expected to wear a mask at all times.
3. All visitors are required to check in the safe entry upon entering our premises.
4. All visitors are required to cooperate and take their temperature at the front desk.
5. All visitors shall submit the declaration via the QR code placed at the front desk.
6. Visitors shall be denied entry if their temperature is above 37.5°C.
7. All visitors shall be led to the pre-booked conference room by our employees. Contractors and visitors should be accompanied by our employees when they enter our office.
8. Visitors that are waiting at the front desk must maintain a distance of minimum 1 meter apart.

CONFERENCE ROOMS

1. All usage of the common conference rooms should be prebooked via the share google sheet.
2. Employee must adhere to the maximum capacity of the conference room at all times.

Conference Room	Boardroom	Strategy Room	Discussion Room
Max. Capacity	8	6	2

3. Wipe down must be performed after each usage of the conference room using the disinfectant wipes provided.
4. **NO** seating shall be allowed on the crossed-out chairs and areas. Minimum distance of 1 meter must be maintained at all times.

COMMUNICATIONS

1. Employees are encouraged to reduce contact by using intercom, phone or email communications.
2. When a longer discussion is required, video conference or online meeting shall be the default preferred arrangement.

COMMON AREAS

1. Employees shall maintain the minimum distance of 1 meter at all common area including printer and refreshment counter.
2. Hand sanitizer are provided at common areas, conference rooms and front desk; employees are encouraged to sanitizer your hand after using common equipment.
3. Employees are **NOT** allowed to have meals gathering at all common areas. Employees may have their meals at their workstation and maintain cleanliness at all times.

EMPLOYEE ONSITE REPORTING SICK

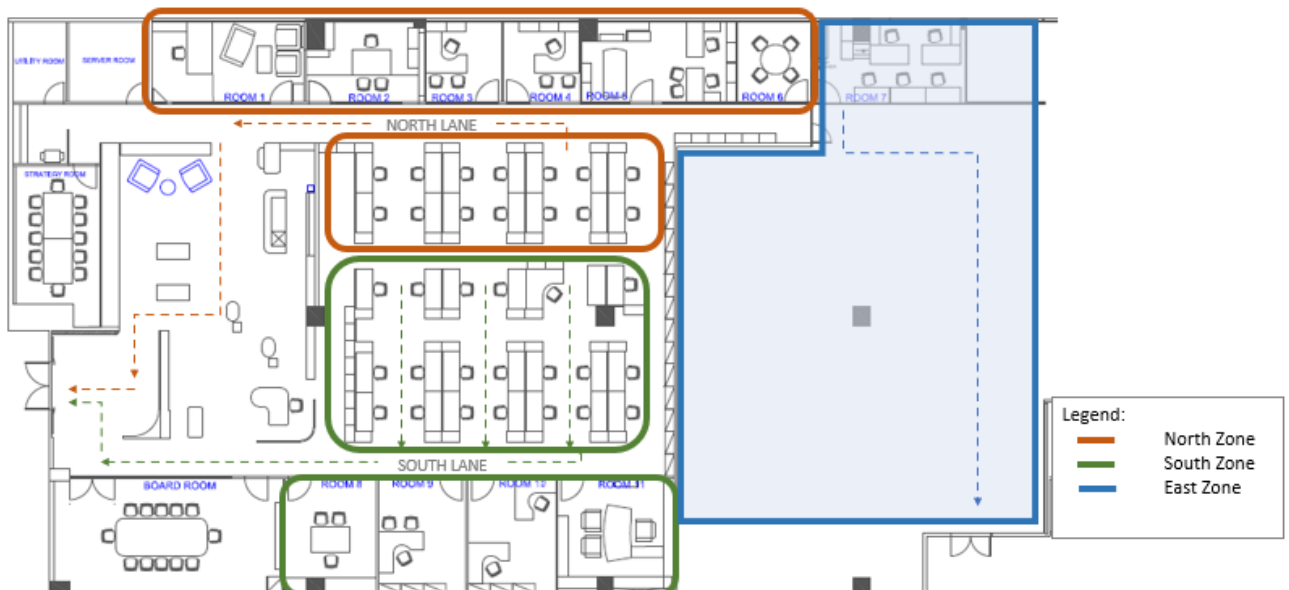
1. Employees who are feeling unwell should inform their HOD and consult the doctor immediately.
2. Employee should update their HOD and HR personnel with the following
 - a. No. of MC days;
 - b. if they are referred to Swab Test;
 - c. Swab Test Result.
3. A record of Covid-19 related conditions, MCs and test results reported by employees shall be maintain by the HR personnels.

SUSPECTED CASE – SWAB TEST RESULT PENDING		CONFIRMED CASE – SWAB TEST POSITIVE
Employees working in the same cluster shall wipe down their workstation and WFH immediately.		Announcement will be made to all employees when a swab test of a colleague is reported positive.
Result – Positive	Result - Negative	Employees shall wipe down their workstation and leave the office immediately. (See evacuation plan) Employees that reported to work on site with the infected colleague are encouraged to consult the doctor to request for swab test indicating that they are in contact with a confirmed Covid patient. Employees shall WFH until their swab test result is reported negative.
Employees shall consult the doctor to request for swab test indicating that they are in contact with a confirmed COVID patient.	Employees may return to work on site schedule if they are not feeling unwell.	

EVACUATION PLAN

1. When a colleague is diagnosed a confirmed case of Covid-19, all employees shall wipe down their own workstation and leave the office immediately.
2. Employee seating shall use the evacuation path as seen below in accordance to their workstation.

COVID-19 EVACUATION PLAN



3. An interval of 30 minutes must be maintained during the evacuation between North Zone and South Zone.
4. The zone where the infected colleague was seated shall be evacuated with priority.
5. Employees working in East Zone shall be evacuated thru the loading bay exit. Employees from the East Zone are NOT allowed to leave thru neither North Lane nor South Lane.

CLEANLINESS

1. Common areas including conference rooms and door handles of all rooms will be disinfected twice daily.
2. Employees shall wipe down their workstations daily.
3. Record of cleaning schedule should be maintained daily and kept by HR and Admin Department.