

PROTOCOL FOR THE PREVENTION OF COVID-19

STAGE PROTOCOL

Stage 1 :
No local cases
Stage 2 :
1 local case
Stage 3 :
Active local cases
Stage 4 :
National Confinement

MANDATORY



TEMPERATURE
SCREENING



HAND WASH
HOURLY



No
HANDSHAKING



Face Mask

Stage 1
Encourage wearing of face mask in public area

Stage 2,3,4
Mandatory



Cleaning Protocol

Stage 1
Normal procedure

Stage 2,3,4
Clean frequently touched surfaces every 2H

Individual cleaning of work station



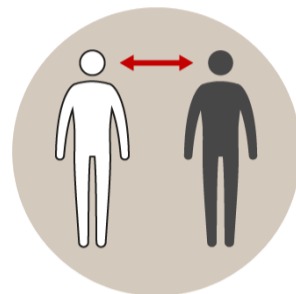
Finger Print Machine

Stage 1
Normal practice

Stage 2,3,4
FPM can be used with:

Regular cleaning every 2H

Hand sanitisers to be use before and after



Social Distancing

Stage 1
Not Mandatory

Stage 2
As far as reasonably practicable

Stage 3,4
Mandatory



Work Force Location

Stage 1,2
Normal on site work

Stage 3
Encourage work from home as far as reasonably practicable.*

Work from home for employees over 60 and/or with pre-existing health conditions**

Stage 4
Work from home policy except for essential services



Close Personal Contact (CPC)

Stage 1
Not Applicable

Stage 2
Preparedness of CPC team protocol

Stage 3,4
Implement CPC team as per cluster policy



Office Set-up

Stage 1
Normal office set up

Stage 2
Normal office set up but encourage social distancing between workers

Stage 3,4
Office area set up of 4 sqm per workers

Social distancing between workers



THIRD PARTIES

Stage 1
Allowed to access work premises with tracking records

Stage 2,3
Control access to work premises with tracking records

Stage 4
No access to visitors except for designated persons



FAMILY MEMBERS:
Working in essential services / returning to the country

Stage 1,2,3,4
Quarantine Protocol as imposed by the Government

Stage 1,2,3,4
Please inform your HR Team if you have been in contact with infected person(s)



INTERNAL GATHERINGS

Stage 1
Allowed

Stage 2
Encourage use of e-platforms

Lunch room :
Practice social distancing

Stage 3,4
Mass gathering unauthorised

Use of e-platforms meeting or open air meetings with social distancing practices



EXTERNAL EVENTS

Stage 1,2,3,4
As per Local Authorities guidelines



DISPENSARY SERVICES

Stage 1,2
Normal Service

Stage 3,4
Limited service

*The conditions above apply wherever applicable depending of each cluster requirements.
** For more information contact your HR team and/or Safety and Health Officer

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