

Social Distancing Measures for Working in the Offices

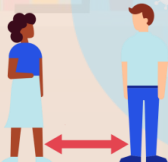
**1. Working
in the Offices**



**2. Seating
and Meeting
Arrangement**



**3. Using
Elevators**



4. Mealtime

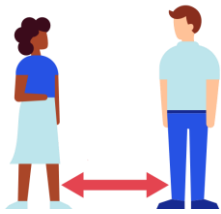


**5. Using Public
and Personal
Transportation**



Social Distancing Measures for Working in the Offices

Keep at least 1-2 meters
away from each other.



Avoid touching another
or shaking hands.



Wear a mask
at all time.



Wash your hands
with soap and water
frequently.



Please seek medical
attention immediately
if you have fever,
cough, runny nose, or
shortness of breath.



Allow only 30%
of employees per
department to work
in each office.



Social Distancing Measures for Seating and Meeting Arrangement

The minimum desk distance should be 1-2 meters between desks or there should be a barrier provided between desks. Employees must wear a mask at all time.

Refrain from arranging a meeting with a lot of people. Please consider virtual meeting or conference calls via MS Teams.

Arrange seats in the meeting rooms to be at least 1-2 meters away from each other.

Meeting participants must wear a mask at all time.



Meeting rooms shall be cleaned with alcohol and antiseptic solutions every time after use.



Social Distancing Measures for Using Elevators

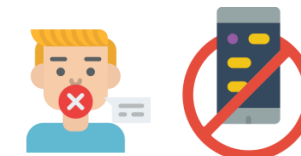
Avoid using
a crowded elevator.



Keep your distance
and stand on the
provided mark areas.

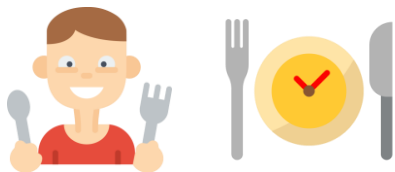


Avoid speaking
or using a phone.



Social Distancing Measures for Mealtime

Alternate meal times
to reduce crowds.



Do not share your food
and please avoid
having buffet.



Keep at least 1-2 meters away
from each other or there should
be a barrier provided between
seats. Employees are allowed to
have their meals at their desks
but please ensure that the
desks are cleaned afterwards.

Make sure to wash your
hands before mealtimes.
Alcohol-based gel shall be
provided in all areas such as
reception, pantry, restroom,
meeting room.



Maids must wear a mask
at all time and must ensure
that their hands are washed
before serving every time.



Social Distancing Measures for Using Public and Personal Transportation

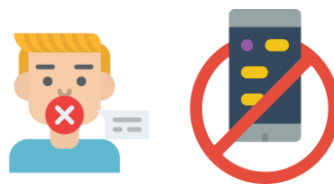
Avoid using public transportation in rush hours.



Wear a mask at all time while traveling.



Avoid from speaking or using a phone.



Keep your distance from other people to avoid congestion.

