



Announcement of G-COVID Center for GPSC Group
Guidelines for Employees Returning to Work in the Offices

Reference is made to the Government announcement regarding the easing of lockdown due to the downward trend of COVID-19 pandemic.

Global Power Synergy Public Company Limited (GPSC) is announcing guidelines for returning to work in the offices for employees based in Bangkok and support function employees based in Rayong and Chonburi to ensure all employees' safety, the effectiveness of the preventive control and the business continuity. The guidelines will enter into effect on June 15th, 2020 as follows:

Objectives

1. To establish new normal practices and preparation measures for employees returning to work in the offices during the ease of lockdown.
2. To manage risks and prevent the recurrence of COVID-19 spreading.

Guidelines for Employees Returning to Work in the Offices

1. Working in the Office Areas

- 1.1 Top managements levels of each function are authorized for the approval of alternate-day schedules to work in the offices. Each employee shall return to work in the office at least three days per week based on types of work or the readiness of work areas to limit crowd sizes according to the physical distancing measures. Consideration must be given to ensure all employees' safety and the business continuity as well as the COVID-19 situations in each area.
- 1.2 Each function shall submit monthly working schedules to the Human Resources Management and Organization Development Department via this link:
<https://glowgroup.sharepoint.com/sites/G-COVID/Work%20Schedule/Forms/AllItems.aspx> in order to provide support on transportation, working space and pantry areas.

- 1.3 Employees traveling by public transportation shall refrain from traveling during rush hours to avoid the congestion and reduce the risk of infection. They shall also consider flexible working time for at least eight hours per day.
- 1.4 Employees working from home shall submit their working hours via EMPPOWER System.
- 1.5 Employees working from home shall follow the announcement of G-COVID Center No. 016/63 Guidelines of Work from Home for GPSC Group Employees.

2. Self-Protection from COVID-19 Infection

- 2.1 Self-observe daily symptoms and record everyday activities in the Daily Report Form via the provided channel.
- 2.2 Employees must put on a surgical mask or cloth mask at all times while staying outside.
- 2.3 Refrain from high risk areas such as public areas, public restrooms, crowded areas, flea markets, public transportation centers, hospitals or government centers.
- 2.4 Avoid sharing personal belongings, frequently washing hands by soap and water for at least 20 seconds or using 70% alcohol-based hand sanitizers.
- 2.5 Avoid social activities such as dining and party.
- 2.6 Follow government measures strictly.
- 2.7 Employees who have fever, cough, sore throat, runny nose or shortness of breath shall take leave. They must report their supervisors and G-COVID Center and seek appropriate medical care immediately.

3. Screening Measures

- 3.1 All must be screened before attending the offices. The screening measures includes temperature measurement, providing alcohol-based hand sanitizers and completing declaration form. For those who pass the screening process shall be marked appropriately.
- 3.2 If someone has shown symptoms associated with COVID-19 such as having fever higher than 37.5°C, cough, sore throat, fatigue or shortness of breath, he/ she must be prohibited from attending the offices. The screening staff must record and report to SHE manager and supervisor for further consideration.

4. Physical Distancing Measures

4.1 Working in the Offices

- 4.1.1 Keep at least 1-2 meter away from each other.
- 4.1.2 Avoid touching another or shaking hands.
- 4.1.3 Wear a surgical mask or cloth mask at all times while working with others.

4.2 Mealtime

- 4.2.1 Alternate meal times to reduce crowd sizes.
- 4.2.2 Have personal meal box. Do not share meals.
- 4.2.3 Keep at least 1-2 meters away from each other or there should be a barrier provided between seats. Employees can have their meals at their desks but please ensure that the desks are cleaned afterwards.
- 4.2.4 Wash hands before eating. Alcohol-based hand sanitizers shall be provided in all areas such as reception, pantry, restroom and meeting room.
- 4.2.5 Maids must wear a face mask at all times and must ensure hand washing before preparing or serving meals.

4.3 Using Public and Personal Transportation

- 4.3.1 Avoid using public transportation in rush hours.
- 4.3.2 Wear a surgical mask or cloth mask at all times.
- 4.3.3 Avoid speaking or using a phone.
- 4.3.4 Keep physical distancing from other people.

4.4 Seating and Meeting Arrangement

- 4.4.1 The minimum distance should be 1-2 meters between desks and seats. Those shall be setup in a zigzag configuration or as appropriate. If the distance between desks and seats cannot be managed to meet the minimum requirement, there should be a barrier provided in between. All desks are for sharing as in a co-working space.
- 4.4.2 Refrain from arranging meetings with a lot of people. Please consider virtual meeting or conference calls via Microsoft Teams.
- 4.4.3 Arrange seats in the meeting rooms to be at least 1-2 meters away from others.
- 4.4.4 Meeting participants must wear a surgical mask or cloth mask at all times.
- 4.4.5 Meeting rooms shall be cleaned with antiseptic solutions every time after use.

4.5 Using Elevators

- 4.5.1 Avoid using a crowded elevator.
- 4.5.2 Keep distance and stand on the provided marks.
- 4.5.3 Avoid speaking or using a phone.

5. International Travel

International travel shall follow the Government policies. If international work-related travel is essential, please provide reasons and request for approval from the President and Chief Executive Officer.

6. Domestic Travel

Employees must cooperate with the screening process and follow the Government measures.

7. Measures for Third Party or Visitor

- 7.1 Third party or visitors are advised to complete the COVID-19 Self-Declaration Form prior to entering the Company's areas. They can also go through the screening process at the Company's screening points.
- 7.2 Those without risks of COVID-19 infection are allowed to enter the Company's areas. They must wear a surgical mask or cloth mask at all times and strictly follow the Company's measures.
- 7.3 Those who have risks of COVID-19 infection, the screening staff must inform the employees who expecting the third party or visitors and report to their vice presidents for further consideration. Functions under executive vice presidents can be given authorizations as appropriate. Please consider other alternatives for meeting such as teleconference and video conference, or as appropriate.
- 7.4 Third party or visitors who returning from abroad, please consider other alternatives for meeting such as teleconference and video conference as deemed appropriate. If entering the Company's areas is essential, please request approval from a vice president and inform the G-COVID Center of GPSC Group.
- 7.5 Those who returning from abroad must follow the Government measures and get a medical certificate. They also are required to complete the COVID-19 Self-Declaration Form during the past 14 days and follow the Company's measures strictly.

7.6 Meeting or working areas for third party or visitors shall be separated from others. They shall also prepare and bring their own personal protective equipment and surgical or cloth masks.

8. Meeting and Activity Arrangement

8.1 Refrain from arranging meetings and activities with a lot of people. If essential, please consider virtual meeting or conference calls via Microsoft Teams.

8.2 Meeting, seminar, training or activities consisting of employees, contractors or third party shall limit participants in each room or area. Seats must be at least 1-2 meters away from each other. Participants must wear a surgical or cloth mask and together with a face shield at all times.

8.3 Screen all participants and ban those who have fever higher than 37.5°C or other symptoms associated with COVID-19 to attend the meeting or activities.

8.4 Registration of participant names and telephone numbers must be recorded and kept for at least a month as a reference for the Government in case of infected patients found.

8.5 If a participant has signs and symptoms of COVID-19, he/ she must be separated from the meeting or activities. All other participants must be informed about the case and recommendations for 14 days self-quarantine.

8.6 The arrangement of meeting and activities must follow the Government measures of each area.

9. Transportation for Employees

9.1 Drivers and passengers must put on a surgical or cloth mask at all times.

9.2 Apply transportation guidance according to the Ministry of Transport such as seats shall be arranged by keeping one space from one another.

10. Measures for Working Space

Working spaces, stationaries and equipment such as table, working desk, telephone, keyboard, door knob, and door shall be frequently cleaned with antiseptic solutions according to the recommendations of the Department of Disease Control.

Please be advised and complied with this announcement accordingly.