

# PRECAUTIONARY MEASURE – SOCIAL DISTANCING – ALTERNATE WORK ARRANGEMENTS

**Hazard:** Coronavirus Disease (COVID 19)

**Risk:** Admission of contagious personnel to workplaces; risk of workforce transmission.

**Purpose:** To split the workforce into 2 or more teams to minimize any physical interaction, so that only half or less of the workforce would be impacted by epidemic or its risk consequences

## Instructions for Office Staff in Singapore Chai Chee Head Office

- Generally, current office staff is assigned to **RED** or **BLUE** teams. The assignment should be such that each team is equal in authority and capabilities as much as possible.
- All leaders to communicate team assignment to respective members.
- Display staff list with team assignment on office notice board. A copy in a folder should be put in reception for checking on entry.
- Today's Colour laminated notice should be displayed at office entry points . One notice for each team prepared and displayed as appropriate on the day to clearly identify the day's colour.
- Staff is advised to only enter the office on their team's colour day.
- This measure will be in force as long as considered necessary, and communicated to all staff on a weekly basis every Thursday for the following week.
- There is another team called **YELLOW** team, its team members continue to operate from Meeting Room 3 at Chai Chee Office.
- Other McConnell Dowell members to observe the isolation period and work with your respective manager to determine which team you should join upon your return. The respective manager to notify Human Resources Department.

Long Sleeve Shirt	<input type="checkbox"/>	Long Trousers	<input type="checkbox"/>	Safety Footwear	<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	Safety Glasses	<input checked="" type="checkbox"/>
Hearing Protection	<input type="checkbox"/>	Safety Goggles	<input type="checkbox"/>	Face Mask	<input checked="" type="checkbox"/>	Overalls	<input type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
High Visibility Vest	<input type="checkbox"/>							Alcohol hand sanitiser	<input checked="" type="checkbox"/>

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## EPIDERMIC/PANDEMIC RESPONSE PLAN (CHAI CHEE OFFICE)

The office team is split into **RED** & **BLUE** Teams with alternative duties in the **OFFICE(O)** and *Alternate* location. The *Alternate* location may be working from **HOME(H)** depending on availability of space.

**RED/BLUE** Team allocations to be communicated to all staff and displayed on office notice board.

Do not enter the office on a date scheduled to another team.

DAY	DATE	RED	BLUE	OFFICE COLOUR TODAY
MON	30 Mar 2020	O	H	
TUE	31 Mar 2020	O	H	
WED	01 Apr 2020	O	H	
THU	02 APR 2020	H	O	
FRI	03 Apr 2020	H	O	
SAT	04 Apr 2020	-	(O)	
SUN	05 Apr 2020	-	-	

*Saturday: a non-working day but available to one team if work necessitates.*

*Sunday: Office closed for cleaning when required.*

**[RED]**

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*[BLUE]*





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## EPIDERMIC/PANDEMIC RESPONSE PLAN (CHAI CHEE OFFICE)

### Staff List (YELLOW Team)

No.	Employee Name	Team