

Covid-19 Preventive Recommendations for Employees & Vendors

Latest revision:
March 23rd, 2020

As part of JAIS efforts to ensure employees safety and business continuity, the objective of this document is to **share the collection of the current best practices to counter Covid-19 spread amongst the employees and their families.**

In response to this emergency, we would like to urge all JAIS employees to follow government requirements of its jurisdiction and develop Emergency Response Plans (ERP). The ERP helps the employee to prevent and manage any reported medical cases and offer support and advice their families while maintaining business operations.

It is a collective effort, and we are open to further learnings and insight from others that we can use to strengthen these recommendations than others can benefit.

The below list of recommendations might change and mature as the epidemic evolves and might need to be adapted to a particular context representing a good starting point to implement Covid-19 preventive measures:

1) Covid 19 Prevention Measures

- Actively encouraging sick employees to stay home
- Sending employees with acute respiratory illness symptoms back home immediately
- Providing information and training to employees on:
 - Cough and sneeze etiquette
 - Hand hygiene
 - Avoiding close contact with sick persons
 - Avoiding touching eyes, nose, and mouth with unwashed hands
 - Avoiding personal sharing items with co-workers (i.e., dishes, cups, utensils, single-use towels)
 - Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees
 - Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond regular cleaning is not recommended)

2) Introduction of Hand Hygiene and Respiratory Etiquette

- Frequently wash hands with soap and water for at least 20 seconds or use an alcohol-based hand rub with at least 60% alcohol, when soap and running water are unavailable. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose & mouth with unwashed hands
- Cough or sneeze into your elbow
- Avoid shaking hands, hugging or another physical contact
- Avoid crowds and close contact with people who are coughing, sneezing, flu-like symptoms or sick
- Avoid visiting epidemic affected areas and high-risk places
- Avoid touching suspected contaminated surfaces

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3) Sick employee management

Employees who have symptoms of cough, fever (higher than 37.8c degrees), or acute respiratory illness are not allowed to come to work and should notify their manager, and a doctor via a phone call.

All Employees should declare their health status (including mild sickness), travel history in the past 14 days (including visits to epidemic affected areas/countries) and contact with known Covid-19 persons.

4) Containment of Covid 19 Importation Risk from employees

Employees who have visited epidemic affected areas/countries in the past 14 days or had contact with known Covid-19 persons (including a family member at home), should inform their Manager immediately. Conduct a risk assessment to assess potential exposure, and the employee should self-quarantine for 14 days.

Upon completion of quarantine, employees with body temperature <37.3 ° C and/or medical clearance certificate are allowed to re-enter the offices.

5) Meeting & Conference Room Management

- Work from Home is the mandated option of working till otherwise informed.
- Avoid meetings as much as possible, but if needed, reduce to minimum meeting times and no of attendees.
- Recommended to use audio-video technology
- People should follow personal hygiene (wear a mask, wash hands or sanitize hands) before and after meetings
- People should maintain distance from each other while sitting
- Disinfect documents before passing to another person

VP-Finance & Compliance Lead

Chief Executive Officer

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