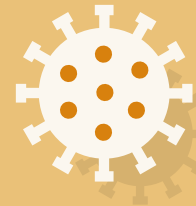
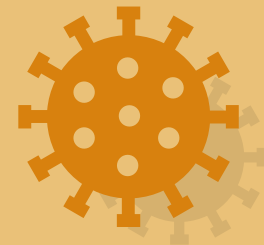


COVID-19 Prevention



Let Us Follow These Steps Together



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COVID-19 Prevention

Tips for Home Protection

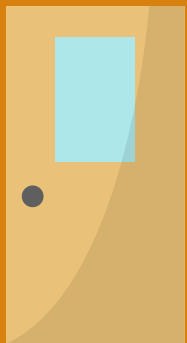
*7 Steps of Hand Washing:
In, Out, Between, Arch,
Wrap, Up, Wrist

Fixed location and container

Place to store your ear thermometer, masks, cleaning and disinfection supplies

Door

Reduce outdoor activities, wear mask when going out.



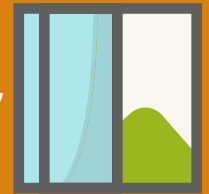
Washroom

Use hand cleanser, soap and running water to wash your hands, and follow the 7 Steps of Hand Washing.



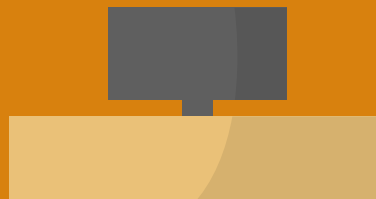
Bedroom

Maintain cleanliness, open windows and disinfect regularly



Living room

Exercise moderately and get plenty of rest.



Dining room

Eat a balanced and nutritious diet.



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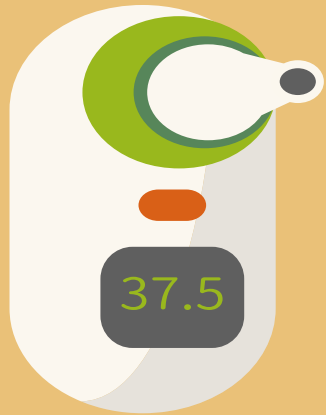


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Two Tips before Going Out

1



Measure body temperature and assess your condition.

2



Prepare masks and hand sanitizers needed for the day.



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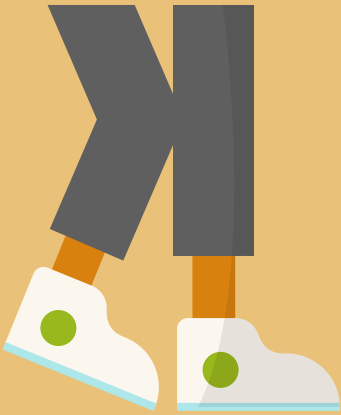


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COVID-19 Prevention

Three Tips for **Commuting**

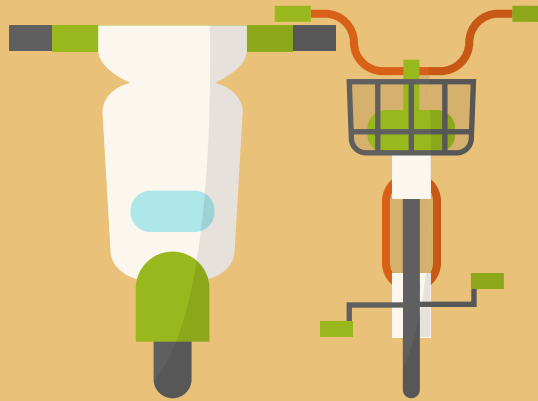
1



Walking

Maintain distance
with strangers

2



Riding

Wipe down and disinfect
vehicles before using.

3



Driving

Avoid rush hours, leave 10
minutes in advance to
disinfect and ventilate the car.



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Tips for Taking Public Transportation

Avoid riding crowded transports, walk more or ride bicycles. Commute from point to point.



Taxi

Wear mask and open window to ventilate.



Bus

Wear mask and watch for hand hygiene.



MRT, Train, High Speed Rail

Wear mask and avoid touching the interior.



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Three Recommendations for **Public Areas**

1



Conduct daily disinfection of public areas: lobby, stairways, meeting rooms, elevators, hallways, toilets, door handles and water faucets.

2



Clean and disinfect: mouse and keyboards, office supplies, desktop computers, telephones and photocopier buttons.

3



Separate the cleaning tools used for each area, avoid mix and use.



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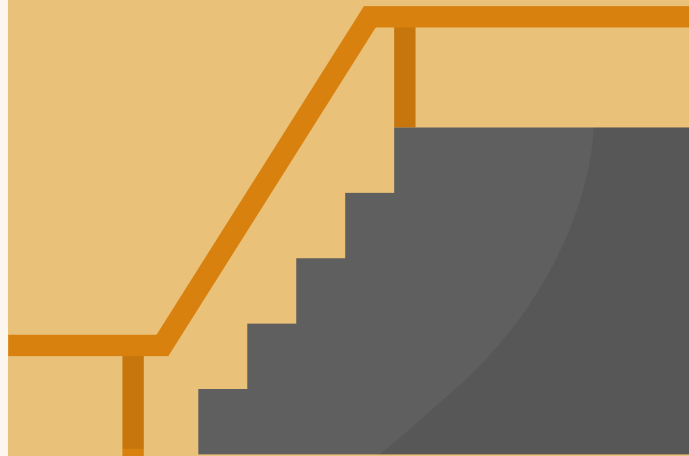
COVID-19 Prevention

How to Implement Office Protection-1

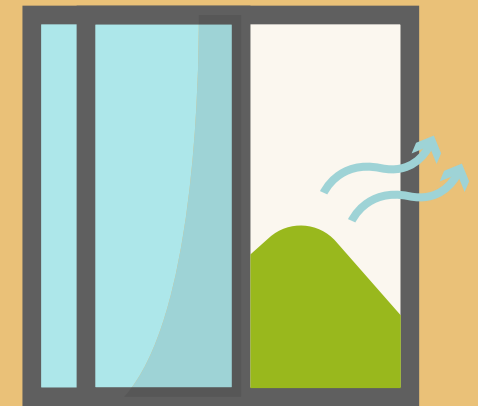
Receptionists and visitors should wear masks.



Go home and rest if your body temperature is measured over 37.5°C. If necessary, seek medical attention.



Walk the stairs and avoid crowds. If taking elevators, avoid directly touching the elevator buttons.



Maintain sanitation; open windows to circulate air for at least 3 times per day, 20~30 minutes each time. Take precaution to keep warm when circulating air.



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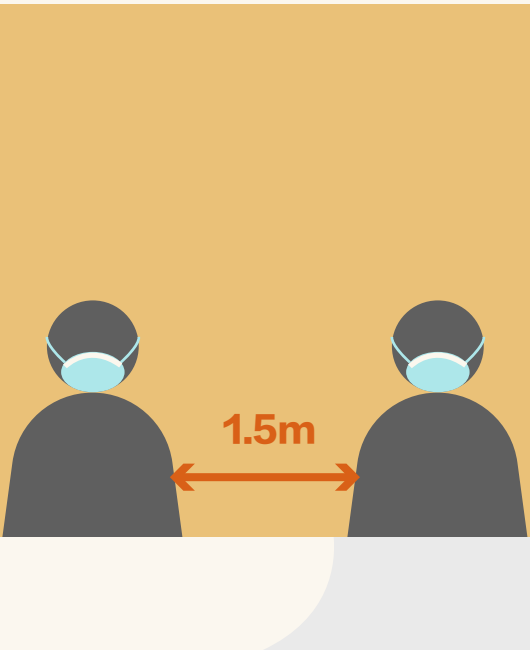


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How to Implement Office Protection-2

*7 Steps of Hand Washing:
In, Out, Between, Arch, Wrap,
Up, Wrist



Maintain at least
1.5m distance
between persons



Drink plenty of water,
wash hands frequently
before meals and after
using the washroom.



Encourage the use of
electronic signing to
substitute delivery of
paper documents.



Wipe down the telephone
with 75% ethanol at least
twice a day, or up to 4
times if the computer is
used frequently.

Wet handwashing is more effective
and important than dry handwashing.



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Three Hints to Watch For During Meetings

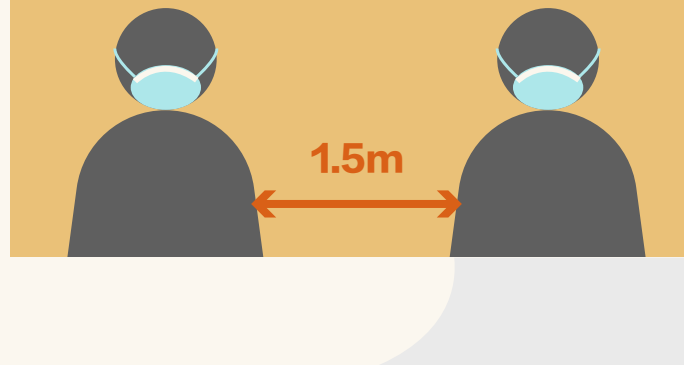
Disinfect the room, office supplies and tea cups after the meeting is adjourned.

1



Wear mask, wash and disinfect hands before entering meeting room.

2



Maintain at least 1.5m distance between attendees, reduce crowded meeting and control meeting time.

3



Substitute meeting with video conferencing



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How to Conduct Business Visits

Ethanol is flammable. Use only appropriate amount to wipe down, and avoid heat sources and open flame.

Going out



Wear mask when riding official vehicle, use 75% ethanol to wipe the vehicle interior and door handles before and after using the vehicle.

Visit



Only allow visitors into the office building when the following conditions are met: no history of overseas travel, no symptoms, body temperature measured below 37.5°C, and have worn masks.



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Tips for Support Staff

Wear masks when working and maintain safe distances with others.

1



Restaurant Purchasing and Waiting Staff

Avoid touching raw meats and poultry ingredients with bare hands; wash hands and disinfect immediately after removing gloves.

2



Cleaning staff

Wear disposable rubber gloves when working, and wash/disinfect hands after work.

3



Security personnel

Diligently inquire and record external visitor status. Timely report any abnormalities.



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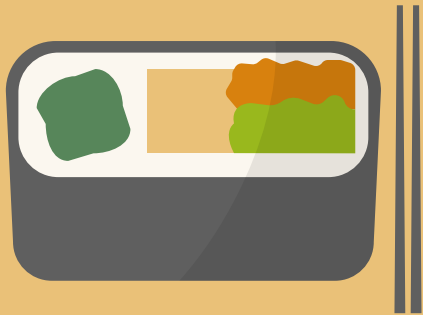
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COVID-19 Prevention

Three Recommendations for **Meal Time**

Remove masks just before eating.
Wash hands before and after eating.

1



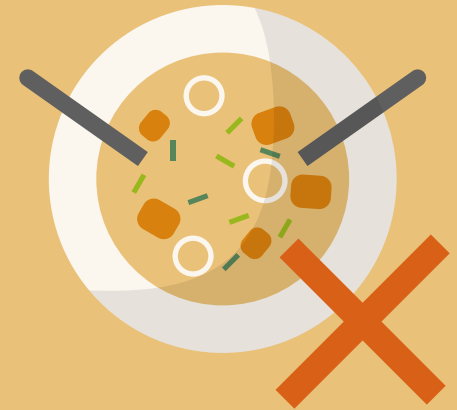
Bring boxed lunch from home, eat foods that are low in fats, salt and nutritious.

2



Stagger meal times to avoid crowds

3



Avoid talking during eating, do not share foods.



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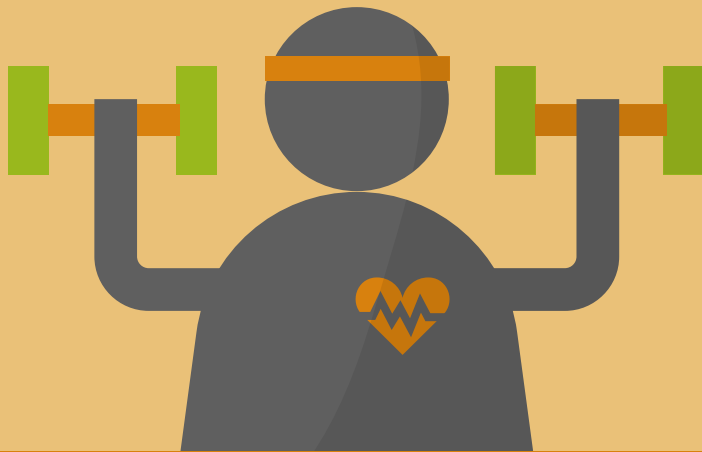


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COVID-19 Prevention

Two Things to Watch Out for **When Exercising**

1



Engage in exercises of moderate intensity and level, ensure the body health is kept up.

2



Exercise in well-ventilated space, keep warm after sweating and replenish water frequently to maintain strength and increases body protection.



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Three Steps After **Returning Home**

Maintain indoor ventilation and sanitation, avoid crowded gatherings.

1



Wash hands and disinfect after removing mask.

2



Use disinfect wipes or 75% ethanol to wipe down personal items.

3



Do not shake clothing worn outside.

Clothing that is worn outside (e.g. on MRT or bus) should be separated from clothing worn at home.



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Two Rules for **Disposing Masks**



During the epidemic prevention period, disinfect hands before and after wearing masks. Put used masks into a zipper bag and dispose into a covered garbage bin.

Use 75% ethanol or chlorine-based disinfectant to sterilize garbage bin at least twice a day.



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Tips for **Pregnant Women and Children**

Avoid going out, eat a balanced diet, and get plenty of sleep.



Supervise children to wash hands frequently and avoid touching everywhere.



After returning from outside, parents should wash hands and change clothes before touching children.



When breastfeeding, wear mask, wash hands and maintain hygiene.



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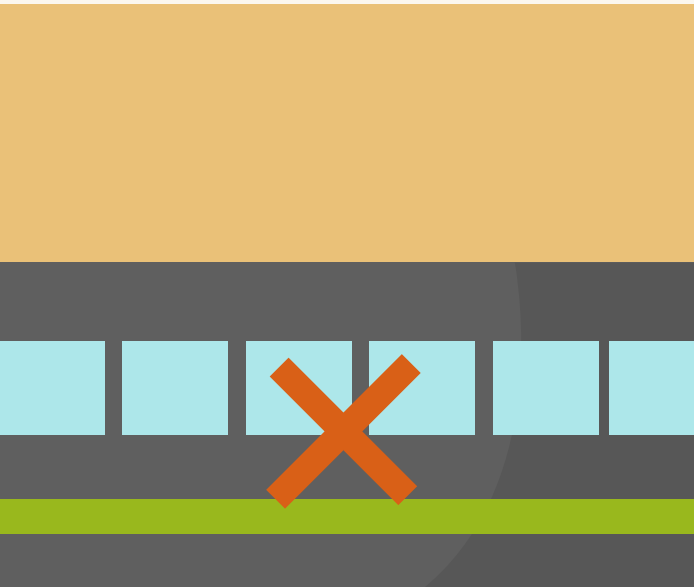


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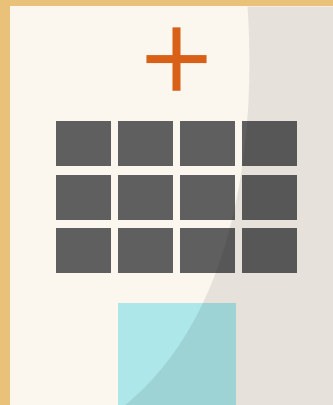
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What to Do When Seeking Medical Assistance

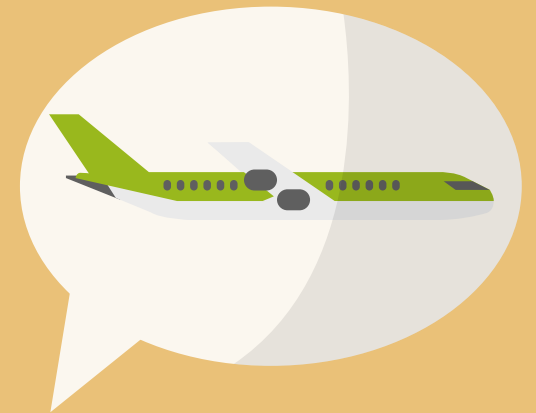
Wear surgical mask correctly at all time.



Avoid taking public transportation and crowds



Go to the same hospital for medical visits



Cooperate with TOCC survey and disclose travel and contact histories.



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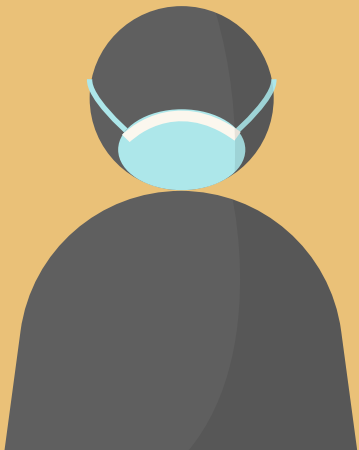


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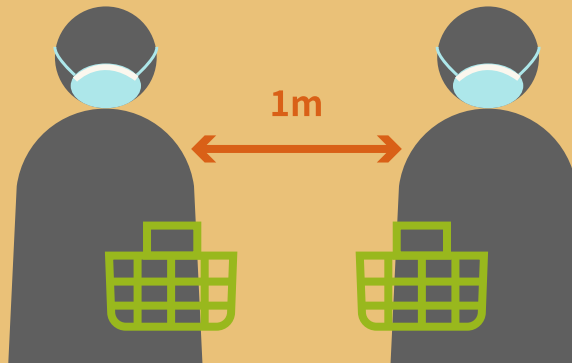
Three Tips for Grocery Shopping

1



Wear mask at all time.

2



Maintain at least 1m distance between persons.

3



Avoid prolonged staying in public places.



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