

# **COVID-19**

# **Contingency Plan**

**KERRY-ITS TERMINAL PTE. LTD.**

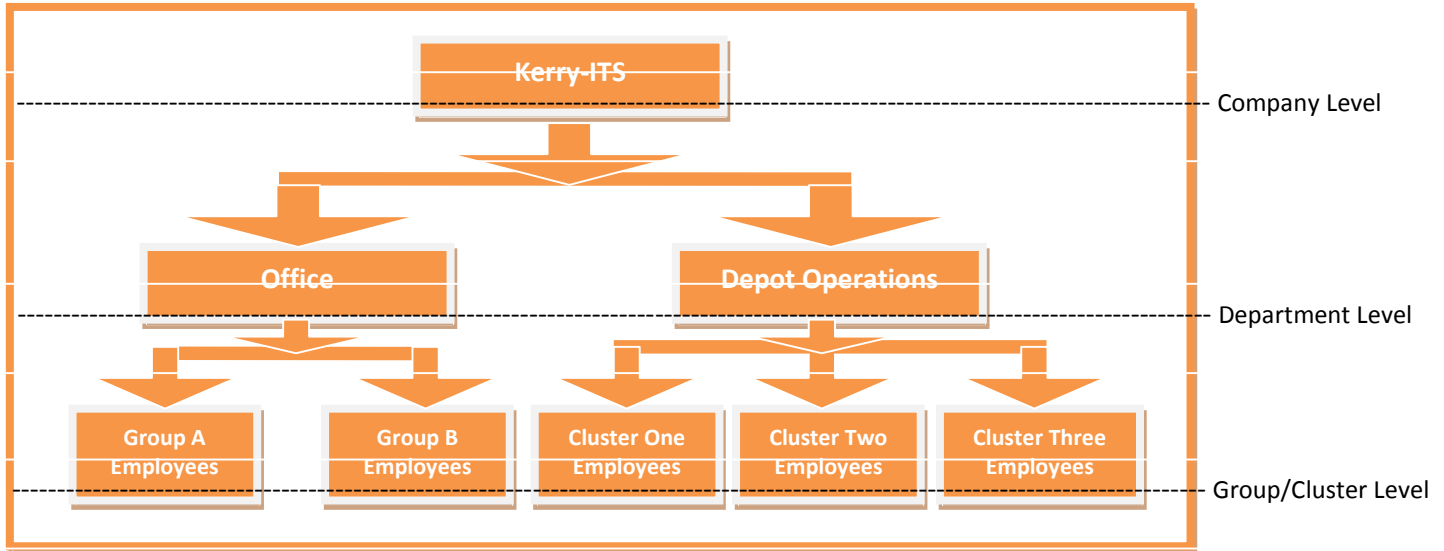
## GENERALITY

At Kerry-ITS, while we take up every measure to prevent an outbreak in our workplaces, regular contact with one another or business associates is inevitable. A person who has fever or symptoms like coughing and breathlessness may not be infected with COVID-19. However, he should be advised to consult a doctor as soon as possible. If the doctor has reason to suspect COVID-19 infection, the person will be referred for further tests and deemed to be a suspect case.

This **Contingency Plan** is in respond to the Singapore Government raising the risk assessment from DORSCON Yellow to DORSON ORANGE on 7 February 2020 and it outlines our organisation's plan ahead in case a virus outbreak in our workplaces, and our plans to minimise disruption to our operations and ensure business remains viable during the most unfortunate event.

## SEGREGTE EMPLOYEES INTO GROUPS

- A. Our employees will be segregated into departments and then group or cluster in order to minimize risk of exposure to the majority of our employees by:
- (ii) Avoiding frequent close physical contact; and
  - (ii) Facilitate faster contact tracing in case required.



B. Office staff in one group will **Work from Home (“WFH”)**, while the other group will work in the office on an alternate week arrangement.

C. Operations staff in one cluster will have designated work areas segregated from two other clusters at all times.

## MANAGEMENT ACTION PLAN

1. In case our Management becomes aware that someone at its workplace is a confirmed or suspect case. The person could be an employee, or other personnel employed by our clients, suppliers or contractors. Once they are aware, our Management will provide the following:

- a. Provide timely information to clients and employees on latest developments;
- b. Reassure clients and employees of the measures being taken to ensure their well-being at the workplace;
- c. Show care and concern to persons who are either confirmed or suspected to have been infected with COVID-19; and
- d. Coordinate with our client, supplier or contractor to manage their employees, if applicable.

## ALERT REACTION TO SUSPECTED CASE

### **If someone at the workplace is a suspect case**

2. If our Management is aware that someone at the workplace is a suspect case, Management will immediately identify and notify other persons, including business associates, who may have come into close physical contact with the suspect case recently. Management will request the affected employees to:

- e. Monitor their health, including doing temperature checks at least three times daily;
- f. Adopt good personal hygiene; and
- g. See a doctor immediately if they are unwell, and inform their supervisors or the HR department immediately. They should stay at home on sick leave even if they feel that their symptoms are mild.

3. When updated of the outcome of the tests for the **suspect case**, our Management will also notify other employees of the outcome.

## CONTINGENCY REACTION TO CONFIRMED CASE

### **If someone at the workplace is a confirmed case**

4. If someone at the workplace is a **confirmed case**, our Management will cooperate with MOH's contact tracing officers to identify the group or the cluster at the workplace where the confirmed case works, and also identify business associates, who may have had close contacts with the confirmed case. Management will cooperate with MOH and provide them with the necessary assistance and support.

5. Our Management will immediately place the entire affected group or cluster on quarantine if require without affecting the other group or clusters of employees who have no close physical contact with the confirmed case.

6. For employees who are **not** placed under quarantine, our Management will still remind them of the measures outlined in paragraph 2.

7. Upon being notified of the confirmed case, our Management will also adopt the following precautionary measures:

- a. Immediately vacate and cordon-off the immediate group or cluster of the workplace premises where the confirmed case worked. There is **no need** for the other group or clusters to vacate the building or the whole floor if there had been no sustained and close physical contact with the confirmed case; and
  - b. Carry out a thorough cleaning and disinfecting of that section of the workplace premises.
8. Some employees may not be able to remain physically at their workplaces if they have been asked to vacate their work stations or are pending assessment.
9. If it is possible for employees to work from home, Management has provided the employees with the essential equipment to facilitate the WRH arrangement e.g. Laptop, PC etc.
10. If it is not feasible for such employees to work from home, Management will exercise flexibility and treat such absences as paid hospitalization leave or paid outpatient sick leave.

#### **Caring for our employees**

10. Management will regularly keep in touch with an employee who is a suspect or confirmed case or was placed on quarantine. If the employee has used up his or her medical benefits provided for under the employment contract. Our Management will consider providing additional medical coverage and helping the employee tide over the period of possible financial hardship.

#### **Refer to Appendix – COVID-19 CONTINGENCY OUTBEAK REACTION FLOW**

## COMMUNICATION IN CASE OF CONTINGENCY EVENT

While we take up every possible measures to prevent COVID-19 outbreak in our workplaces, we will notify and keep our clients updated in case of any contingency event that may happen, in the worst scenario affecting work schedules.

## UPDATE

This Contingency Plan will be revised from time to time without prior notice as the COVID-19 situation develops. Please visit our website at [www.kerry-its.com](http://www.kerry-its.com) for the latest update.

For further queries, please contact your respective account managers.

**Appendix – COVID-19 CONTINGENCY OUTBEAK REACTION FLOW**

