

## **CORONAVIRUS (COVID-19) GUIDANCE & SAFEGUARDS AT ASCENTA**

Effective 12 May 2020

Due to the spread of novel coronavirus (COVID-19), which has been declared a global health pandemic by the World Health Organisation, we have implemented safeguards and taken additional steps to minimise its potential impact on our clients, employees, suppliers and guests.

We have:

- Re-opened our offices throughout Malaysia from 12 May 2020 (Puchong HQ & BKH Site Office) in line with the Conditional Movement Control Order announced by the Government on 1 May 2020 but will continue to operate primarily on a work from home (WFH) mode with limited core services in the offices;
- Committed to continue serving our clients virtually and staying agile in how we respond to their needs at this time which may include being present at client premises under limited circumstances;
- Directed our people to leverage the use of technology to conduct virtual meetings internally and with clients;
- Implemented social distancing and other health and safety measures as prescribed by the authorities;
- Restricted visitors to our offices unless necessary and only with prior approval.

### **OUR SAFEGUARDS:**

#### **Working with clients and suppliers to safeguard the health and safety of our people**

ASCENTA requests our clients and suppliers to take their own measures to respond to COVID-19, in accordance with guidelines from the Ministry of Health Malaysia (MOH) and Malaysia National Security Council (MKN). If you are an organisation with a suspected or confirmed case of COVID-19 and our clients, suppliers or employees may be affected, we ask that you immediately notify your preferred ASCENTA contact.

### **GUIDELINES ON EVENTS (INTERNAL AND EXTERNAL):**

For the time being, we have cancelled all internal or external events, as we endeavour to do our part to protect the health and safety of our employees, clients, suppliers, and the communities around us. Where possible these events have been conducted virtually.

In respect of our truck fleet and field operatives who access customers' facilities, third party warehouses and subcontracted trucks, they are required to practice social distancing, wearing of protective facial masks and frequent washing with hands. At the office, all personnel are required to record body temperature via handheld non-contact infrared thermometer device. All visitors and employees whose temperature exceeds 38 Degrees Celsius would be denied entry and advised to undertake a COVID-19 test at available hospitals.

Additionally, per Ministry of Health advisory, our employees are reminded to practice the following:

- i. Cover their mouth and nose using tissue whenever they cough or sneeze.
- ii. Throw the tissue in the trash after you use it.
- iii. Wash your hands with soap and water or use hand sanitizer regularly;
- ii. Always follow cough etiquette
- iii. Use face mask whenever being in public or close contact with people;
- iv. Always maintain good personal hygiene and cleanliness
- v.

COVID-19 is an evolving situation. We will update our advisory as and when there are further developments.