

Guideline to resume the production

The resumption of work shall meet the following conditions:

1. implement the prevention and control mechanism. An internal responsibility mechanism and emergency plan for epidemic prevention and control must be established.
2. implement staff inspections to monitor the health condition. Staffs who has traveling record within 14 days or has been to high-risk area should stay at home (including dormitories) to isolate and health observation. Asymptomatic observations can be lifted after 14 days and return to work.
3. prepare sanitary protection supplies and isolation and observation sites. Materials such as masks, thermometers, disinfectants and other epidemic prevention and control materials should be provided to all staffs.

Monitor the employee's physical condition daily and report the situation in accordance with regulations, and do a good job of ventilation, disinfection, sanitation management, and isolation zone control of the site.

1. Report the health status
Staffs should report the living and travel history before they back to position. Monitor the body temperature daily to keep tracking anyone has symptom such as fever, cough or fatigue.
2. Set up a temperature measure point at the entrance to monitor every entry. Use a fast infrared temperature detector to avoid direct contact.
3. Wear masks. Purchase masks and other protective equipment in advance. Remind all staffs to wear disposable medical masks or medical surgical masks. The daily use can choose disposable medical masks or medical surgical masks.

Standard way to wear mask:

- a) Nose clips face up, dark side outwards.
- b) Pull down to open Wrinkles so that the mask covers the mouth, nose, and jaw.
- c) Press the clip to fit with the nose shape.
- d) Adjust the mask so that the periphery of the mask fully fits the face.

When removing the mask, grab the elastic band on the ear back to take it off and do not touch the outside of the mask. Dispose the used mask into a separated bin.

Keep the environment clean and tidy. Prevent the occurrence of diseases. The environment and items should be clean with disinfectant.

The cleaning methods are as follows:

- a) Surfaces and objects that are in frequent contact such as countertops, door handles,

telephones, hot and cold kettle handles, wash basins, toilets, etc., use a chlorine-containing disinfectant (effective chlorine concentration 250m g / L ~ 500mg / L) to clean up and wait for 30 mins then clean with water.

- b) Clean the floor with chlorine disinfectant (effective concentrated 250m g / L ~ 500m g / L) by wet mop and wait for 30mins then rinse with water.

Promote knowledge about health and disease prevention. Educate staffs to keep personal hygiene and develop good habits such as washing hands frequently, especially before and after work, to improve staff awareness of disease prevention.

Try not to use public transportation. It is recommended to walk, ride or take a private car or shuttle to work. If it has to use public transportation, wear a mask all the time and try to avoid touching items on the way with your hands.

In workplaces, especially in densely populated workplaces, and employee dormitories, natural convection ventilation should be ensured as much as possible. If natural ventilation is insufficient, sufficient mechanical ventilation devices (exhaust fans) should be installed to ensure adequate ventilation. The site should adjust the sufficient fresh air distribution, and clean and disinfect the fresh air room and the nets more than twice a week.

When attending a meeting, it is recommended to wear a mask and wash hands before entering the meeting room. Keep the crowd distance to more than 1 meter. Control the meeting time short and open the window for ventilation if the meeting is too long. After the meeting, the venue and furniture should clean up with chlorine disinfectant.

When dining in the cafeteria, use divided meals to avoid crowded people. The restaurant should be disinfected once a day and the tables and chairs should be disinfected after use. The tableware should be disinfected at high temperature. The operating room should be clean and dry. It is strictly forbidden to mix raw and cooked together.

After work, washing hands and wearing a disposable medical mask to go out. Washing hands with soap after removed the mask at home.

Steps for hand hygiene

(a) Hand hygiene with liquid soap and water:

- (i) Wet hands under running water.
- (ii) Apply liquid soap and rub hands together to make a soapy lather.
- (iii) Away from the running water, rub hands according to the 7 steps of hand hygiene technique for at least 20 seconds (refer to point c for detail). Do not rinse off the soap while rubbing.
- (iv) Rinse hands thoroughly under running water.
- (v) Dry hands thoroughly with either a clean cotton towel or a paper towel.
- (vi) The cleaned hands should not touch the water tap directly again. For example: using a paper towel to wrap the faucet before turn it off.

(b) Hand hygiene with alcohol-based hand rub:

- (i) Apply a palmful of alcohol-based hand rub to cover all surfaces of the hands. Rub

hands according to the 7 steps of hand hygiene technique for at least 20 seconds until the hands are dry (refer to point 3 for detail).

(c) Hand hygiene technique:

- (i) Proper hand hygiene technique should follow the 7 steps and rub hands for at least 30 seconds.

Step 1 - Wet your hands and apply enough soap (coin size)

Step 2 - Rub your palms together

Step 3 - Rub the back of each hand

Step 4 - Rub both your hands while interlocking your fingers

Step 5 - Rub the back and tips of your fingers

Step 6 - Rub your thumbs and the ends of your wrists

Step 7 - Rinse both hands properly with water

It is necessary to strengthen humane care, earnestly maintain a good image of the company. Pay close attention to the ideological dynamics of the isolated personnel. Conduct psychological counseling in a timely manner and achieve isolation without "love".

Set up Emergency Leadership Team

1. Guide the emergency work of the epidemic. Make decisions on major issues when the epidemic occurs and implement important directives from the government.
2. Arrange staff to take turns responsible for 24-hour emergency duty. Receive reports of various emergencies, track the disposal status of events, collect relevant information.
3. Responsible for the reserve of emergency material, prepare and implement the emergency material reserve management system, formulate plans for emergency materials and equipment, and be responsible for the regular inspection of emergency materials.
4. Organize emergency drills, emergency training, emergency supplies and rescue teams, etc., and conduct assessment and management of the construction situation.
5. Responsible for the rescue of infected people on site, set up an isolation area; Responsible for assisting external rescue and medical teams in their work.

Front desk / watch guard duties

The front desk and staff on duty wear personal protection (protective masks and disposable rubber gloves) before going to work every day. Employees should be required to wear protective masks and keep distance above 1 meter. The staff on duty will take a temperature measurement and make related enquiries to the employees one by one and keep it recorded. The registration content includes: inspection time, department, name, whether there are symptoms. If the body temperature is above 37.2 degrees, or there are other symptoms, it is strictly forbidden to enter the company.

Under normal circumstances, non-company employees are strictly prohibited to enter the company.

The front desk makes entry and exit records to all staffs. The body temperature checking

point should be set in front of the entry and the relevant outbound route registration should be done before entering the company with normal body temperature.

It is strictly forbidden for courier staff to enter the company. All express delivery will be handled by the front desk and the relevant registration records will be collected and filed with the administrative department.

Employees duties

- All employees must wear masks during working
- Keep a safe distance with other colleagues with 1 meter or more
- Bins only for mask disposal should be placed at designated location
- Keep the public office equipment and phones clean by disinfectant material
- Try not to turn on air-conditioning during epidemic prevention (including central air-conditioning).
- Open all windows for ventilation once in the morning and afternoon for 20-30 minutes.
- Cover your mouth and nose with shouts and not to rub your eyes.
- Wash hands before meals and after going to the toilet or after touching public equipment.
- If it needs to go out after work, please wear masks and make your home well ventilated. Please don't go to crowded places and keep a safe distance from people. Do not shake hands and do not go to party.

Cleaning staff duties

- Wear personal protection such as protective glasses, masks and disposable gloves before working.
- Handle the disinfectant carefully to avoid direct contact.
- Read the usage guideline of the disinfectant before using it
- Use spray disinfectant to office common areas (staircases, corridors, elevators), the ground every day after work.
- The conference room, reception area and recruitment area are disinfected immediately after use.
- The daily cleaning frequency of the toilet and the reception is 2 times a day (noon, after work).

Driver duties

- Vehicle entry and exit strictly implement the approval system
- Vehicles should be registered at the front desk after return to the company
- Disinfect the vehicles every day after work
- Wear masks all the time (the car should be equipped with masks and sanitizer)

Canteen staff duties

- The staff of the cafeteria must wear masks and disposable protective caps during work.
- Pay attention to cleanliness and hygiene when dividing and delivering meals.
- Clean the kitchen utensils and tableware with disinfectant materials.
- A special food waste storage point is set up and all staffs must place it on a regular basis

List of epidemic prevention materials

Items	Quantity	Storekeeper	Remark
Disposal masks	2pcs per person a day		Stock volume should have at least 1 week usage for all staffs
Disposal gloves			
Mercury thermometer			
Infrared thermometer			Necessity
Disinfectant			Necessity (effective chlorine concentration 250m g / L ~ 500mg / L)
Hand sanitizer			
Sanitizing wet wipe			
Soap			