

10 February 2020

1. With the DORSCON alert level raised to Orange since 7 February 2020, SC2 has activated a business continuity plan (BCP) and implemented new enhanced measures against the COVID-19 (Coronavirus Disease 2019).
2. The existing precautionary measures will continue as follows:
  - a) Staff and visitors required to complete a health and travel declaration form and temperature taken before entering the premises.
  - b) Face masks and hand sanitisers readily available to staff and visitors where needed.
  - c) Regular disinfecting the common areas, classrooms and facilities.
  - d) Encouraging frequent hand washing with soap.
  - e) Anyone feeling unwell encouraged to seek medical attention immediately, and to inform the doctor of their travel history.
3. In addition, the following measures are being implemented:
  - a) Housekeeping
    - Frequency of cleaning and disinfection of premises increased to three times a day.
    - Windows opened for one hour during lunchtime to air the offices.
  - b) Human resource management
    - Setting up mirror teams of staff to ensure continuity of operations, in the event of infection which requires quarantine or taking leave of absence.
    - Advising all staff to defer non-essential travel, especially to China and affected countries with known or suspected cases of COVID-19.
  - c) Process and business functions
    - Services at SC2 counter, training courses and audits will operate as usual with all enhanced precautionary measures taken.
    - Critical business functions and essential staff segregated and cross contact avoided.
    - Activities prioritised, with non-urgent meetings, events and activities cancelled or postponed.
    - Where meetings, training, events and activities need to continue, participants who feel unwell requested to excuse themselves.
  - d) Communications
    - All employees and stakeholders informed and continually updated of the precautionary measures that will impact them.
    - SC2 clients and stakeholders may continue to contact us via the usual communication platforms.



**Pte Ltd** (a subsidiary of SCAL)

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4. At construction site and other premises, all SC2 staff will comply with the measures and requirements against COVID-19 implemented at all our client's construction sites and premises.
5. As the COVID-19 situation evolves, SC2 will continue to closely monitor the situation and provide updates, and respond accordingly to adjust all measures taken.
6. We seek your understanding on the precautionary measures to protect everyone and apologise for any inconvenience caused.
7. For further information or clarification please contact us at [enquiry@sc2.com.sg](mailto:enquiry@sc2.com.sg) or visit our website [www.sc2.com.sg](http://www.sc2.com.sg)

SC2 Pte Ltd