



**V-serve's affiliated company**  
**Defensive sanitation measure of spreading from Covid-19**  
(Documents distributed to outsiders)

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V-serve's group of Company is well aware of spreading from Covid-19 outbreak which is now spreading around the world. World Health Organization (WHO) has announced this to be as international epidemic. Although, Thailand has a good measures to stop the spread of this disease at a controlled level but there is still a risk because Thailand is a center of tourism and investment of region. Previously, V-serve has paid high attention to the measure in order to keep V-serve's staffs safe from this spread of Covid-19. This measure has covered all the branches, including Sukhumvit ( head office), MD Tower Bangna, Hat Yai, Suratthani, Laem Chabang – Korat – Maesod, Srinakarin Distribution Center, transport and warehouse center, Kingkaew Road, Bangpoo Distribution Center, etc.

**Defensive sanitation measure of spreading from Covid-19**

- 1. Strict sanitation measures for employees and hiring in the morning** Before access to the office, they must wash their hands with alcohol gel and there will be a staff measuring the body temperature with infrared equipment on the forehead which is set as not above than 37.5 degrees Celsius. If above, they will be sent to the hospital for checking. To return to work, must have a medical certificate from a hospital that is reliable and approved before entering the offices.
- 2. Distribution masks for employees** as well as provide a temperature measuring devices to branch offices
- 3. Employees are not allowed to travel abroad without any conditions** If there is a violation, it will be considered as an company rule offense. If there is one of employees' family travel to another country, it is the employee's duty to notify to HR department and/or staff at that branches.
- 4. Company refrains any conferences that need traveling by airplane** between company branch and Head office and using VDO-Conference instead. Also avoid traveling to up-country by public transportation especially, traveling by plane which the airport has the opportunity to highly infected (After Songkran festival, will be highly intensive in investigation)
- 5. In – Out checkpoint measures for outsider** especially, warehouse and transportation center of the company. There are an checkpoint at guardhouse and measuring the body temperature for every staffs, drivers, supply chain and other people including washing hands with an alcohol gel and wear a mask. If an outsiders, they must sign their names and temperature.
- 6. Building confidence in screening safety for customers**, employees who have to go out to contact for work or contact with customers' company, with the mentioned screening measures, it is believed that there will have the highest security from measures that use for protection of virus spreading. Staffs who go out for business or work in customers' company such as marketing staffs, customer relations staffs, messenger, drivers, labors etc. In addition, the company has given an order in writing and reiterate to comply with rules and procedures strictly.

**7. Safety measure training program for V-serve staff** ( MD Tower Bangna) which is a place where customers can send their staffs for training as per specified course at counter and interception point. Their staffs must wear masks, measuring the body temperature with infrared equipment on the forehead, wash their hands with alcohol gel and sign their names and temperatures in forms. If not complying, they will not be allowed to attend the training.

**8. Safety measure for screening outsiders who come for contacting with company** such as Head office, Marketing office, Branches, Warehouse and every transport centers must pass checking system at specified points. Visitors must sign their names in the book as information and must wear mask, wash your hands with alcohol gel, measure the body temperature with infrared equipment on the forehead if above 37.5 degrees Celsius, they will not be allowed to enter the inner area until the medical certificate from trustworthy hospital is shown.

**9. Strict measure for supply chains and subcontracts** which is related in term of transportation and labor. There was a meeting and issued a letter specifying all the company in V-serve's supply chain must have strict measure to protect spreading of virus and reiteration to comply with regulation of customers by requiring not to do any violation of rules to customers. If there is a problem, please call "Call Center 02-738-3733"

**10. Establishment of an evaluation working group** in order for mentioned measure can be efficiently driven, so there will be a establishment of "**Evaluation Outbreak Measurement Working Group for protecting the Covid-19 virus outbreak**" There is 1 committee who work as chief, following up work closely for other measures as follows

- ❖ There is a class supervisor or "Floor Head" takes care and administration at branch to be responsible for safety measures.
- ❖ There are cleaning doors, knobs, meeting rooms, restaurants, handrail, desks, which will be cleaned at least 2 times per day. There is also a checklist for checking backward.
- ❖ Having employees clean their equipments and their own desks by washing with alcohol every day before returning home.
- ❖ Having cleaning air filter sheet of air conditioners 1 time per week.
- ❖ Other measures, if needed.