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Topics	Descriptions	Indicators
Personal Sanitary Screening		
1) Employee Temperature Screening System such as Body Temperature Checking, Hand Washing with alcohol gel, Sanitizer Tunnel etc.	<p>Staffs must comply with screening systems as follows.</p> <ol style="list-style-type: none"> 1) Wash hands with alcohol gels 2) Must pass the specified sanitizer tunnel and stop at marked point and turnaround at least 1 time 3) Body Temperature Scanning not above 37.5 Celcius 4) Put symbol stickers indicating passed 5) Scan fingerprint to record starting working hours 6) Wash hands with alcohol gels before entering to office 	Employee and Outsider Screening Procedures Announcement before working
2) Temperature screening system for Visitors, Messenger	<ol style="list-style-type: none"> 1. Visitors and Outsider must comply with screening procedure announcement before working as per no.1 to no.4 2. Must complete a a specified form for visitors and outsiders 3. Set collection/delivery point for parcels,documents at waiting room 4. In case of having a need to contact staff, must notify by phone in advance first 	Record Form for Visitor and Outsider
3) Screening Systems of outsider for in-out at office e.g. Electrician, Air Conditioner Technician	<ol style="list-style-type: none"> 1. Visitors and Outsider must comply with screening procedure announcement before working as per no.1 to no.4 2. Must complete a a specified form for visitors and outsiders 3. Operation Staffs who work outside must attach a visitor card at all time 4. Company maintenance staff supervise and take care to the point of operation without leaving the designated area 5. If wishing to leave the working area, must have Maintenance staff go with them. 	<p>Visitor Record Form for outsider</p> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: auto; margin-right: auto; text-align: center; padding: 2px;">1/3</div>

4) Staffs must wear face mask at all time while operating in office	1. Chief or Division Manager shall monitor and keep an eyes on wearing face masks of staffs 2. If found that any staffs do not comply with company announcement 25/2563, can notify in Covid -19 protective measure offender systems	Company Notice 7/2563 and Company Order 2/2564
5) There is staff timeline form which must be done every Monday. It is a form indicated where they went for the past 1 week (e-Covid-19 Identified Timeline)	1. Employees are required to identify themselves E-Covid 19 Identified Timeline in every Monday 2. Supervisor certifies the indicated status of their own staffs in a weekly summary report 3. Surveillance department will follow the status and make a summary for organization and executive. 4. Bring the summary as per no.3 placed on website	Weekly Status Summary Report
Building Site Sanitary		
1) Spray disinfectants inside the office at least once a week	1. Provide admin staffs to coordinate with disinfectant team 2. Maintenance department will take care and support of disinfectant team for facilitation 3. Disinfectant team at office will disinfect every noon Saturday	Photos and Checklist
2) There is sanitizer tunnel before entering to office	1. Sanitizer Tunnel is open everyday since 7.30 - 17.30 2. Sanitizer Tunnel is cleaned everyday before and after using	Photos
3) There is alcohol gel service in the office area (Alcohol Point)	1. There is alcohol service at the entrance by non touching 2. Provide adequately amounts for each day, including any specified points at office.	Photos
4) Maintain cleanness in the work room at least twice a day.	1. Specify all staffs must clean their own desks, office equipments, knobs and mutual stuffs 2. Housekeeper at office must clean room floor area and center area with disinfectant liquid. 3. Specify staffs and housekeeper to clean at least twice a day on Morning - Noon	Checklist of Sanitation in working room
5) Restroom is clean, sanitary and washed at least twice a day	1. There is housekeeper at restroom and nearby area. 2. Specify housekeeper to clean at least twice a day on Morning - Noon	Cleaning Checklist

Office Environment		
1) Office lights must be sufficient	1. Survey the need of staffs of each working area 2. Brightness value shall be accordance with PSCI standard	Certificate of Brightness
2) Cleaning of the air conditioner and equipment as specified period	1. Clean the filter of air conditioners once a month 2. Clean every 6 months 3. Spray disinfectants in air conditioner every Saturday	Photos and Checklist
3) Office equipment and appliances must be sufficient for employees.	1. Survey the need of staffs of each divisions 2. Staffs can make a request to purchase department for approval by using specified form	Purchase Order
4) Littering, provided separation of waste clearly including dangerous waste	1. Publicize to staffs to cooperate in separation before littering 2. There are each types of garbage bins provided at specified point at office 3. Label the type of trash for each bin in the specified color. 1) Yellow is Recycle garbage 2) Green is Biodegradable garbage 3) Blue is General garbage 4) Red is Dangerous garbage	Photos and Public Relation Documents
5) There is "Pest Control" at least 2 months/times	1. Do not keep food or throw away food in office 2. Chief is responsible for monitor and warning 3. There is insecticide spray injection from outsource agency at least 2 months/time	Photos and Service Report



Other information can be obtained at www.v-servelogsitics.com

by clicking at icon or scanning QR-Code on documents

