

COVID-19 "WORK FROM HOME" - WORKPLACE SAFE DISTANCING MEASURES



Allow employees to WFH after they have completed their on-site tasks



Reduced density for each floor and work area by limiting seats and ensuring safe distancing of at least 1 metre between work stations



Split or shift teams



Staggered working hours

COVID-19

"WORK FROM HOME"

- WORKPLACE SAFE DISTANCING MEASURES



Safe distancing of at least 1 metre between individuals in common spaces (e.g. lifts, canteens, pantries)



Temperature checks to be recorded and reminders for employees to adopt enhanced personal hygiene measures such as regular handwashing



Safe distancing does not mean socially distancing - do keep in touch with your employees and show care and concern through regular check ins and being interested on their wellbeing



Do set clear goals and targets and do check in and provide guidance to your employees to make them feel cared for

COVID-19 PRECAUTIONARY MEASURES TO BE CONSIDERED FOR ORGANISATIONS



Postponing or cancelling all non-critical group activities



Nudging customers towards on-line services or appointment instead of walk-ins



Communicating safe distancing measures to all workers and affected individuals



Not allowing employees under any movement control measures (e.g. Stay Home Notice) to enter the workplace