



Guidelines and Protective Measures of COVID-19

The Thai Chamber of Commerce & Board of Trade of Thailand.



Guidelines and Protective Measures of COVID-19



Business Continuity Management (BCM) defines business continuity as the development of strategies, plans, and actions which provide protection or alternative modes of operation for those activities or business processes which, if they were to be interrupted by proactively working in a risk management manner, prepare a prevention plan in advance.

Organization guidelines that can be taken into consideration

1. Applying the social distancing guidance to everyone by reducing social interaction between people.
2. Screening persons before entering the building by measuring the temperature which must not exceed 37.5 degrees
3. Avoiding to allow the outsiders to enter the building, but instead let the employees to meeting outsiders at the entrance area.
4. Using teleconference, but if necessary to set up the meeting room, therefore please see the guidelines as following.
 - Following social distancing principal
 - Arranging the chair by at least 1 meter between seats.
 - Screening, prepare masks and hand sanitizer to be enough for attendees.
 - Pausing the meeting every 2 hours and should arrange the meeting to be short and concise.
5. Food arrangement
 - Dividing staff into teams to shifting on meal break
 - Arranging the chair by at least 1 meter between seats.
 - Avoiding buffet meals and using box set meals instead.
6. Cleaning the various touch points. in public areas often such as the elevator button and stair railings
7. Keeping the bathroom door open to reduce the public contact.
8. Elevator : Drawing a line, controlling the number of people to stand at the specified point and not allowing to talk and use mobile phone in the elevator.
9. Preparing hand sanitizing gel at various points in the office.
10. Providing knowledge to outsiders who must work with the company by using the same standard
11. Avoiding to travel abroad. If there is any need to traveling, the employee must quarantine themselves to see the symptoms for 14 days, where employees must report strictly every day, otherwise it will be considered a violation of the regulations of the agency, with the agency has the right to punish.

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12. Work from Home

- Prioritizing critical tasks first to see the impact, such as pay roll and purchasing to ensure that work from home can be effective.
- Using the work from home policy as appropriate, such as working every other day or work at home throughout the specified period.
- Apply work from home policy immediately to the employees in any position who must travel to work by public transport, such as BTS, MRT, and buses.
- Asking for cooperation to the employees to not engage in any risky behaviors such as at parties.

13. In the case, the employees who is unable to work from home are required

- The company must take special care and provide the guidelines to employees to strictly follow and have manpower to be ready in case if there is a sick employee.
- When the shift changes over, the employees should not physically meet or at least 2 meters away must be required.

14. Defining risk group by name and clear definition for everyone in the organization to understand in the same way. For instance, there will be different measures for each group and if employees are at risk groups, there must report daily. For example;

- A0 = Infectious person >>> in the hospital
- A1 = Person closely contact to A0 >>> Self-quarantine 14 days
- A2 = People closely contact to A1 >>> Self-quarantine 14 days
- A3 = People closely contact to A2 >>> Self-monitoring

15. In case there are employees who are at risk

- Must notify the Department of Disease Control within 3 hours for examination
- While waiting for the examination results, move other people out of the building.
- Cleaning the area as instructed by the control staff.
- Notifying the relevant personnel back home for the 14-day detention.
- If employees are infected, then checking on their schedule for the past 14 days by specifying the location of the visit and whoever has close to the staff to continue the further process.

We will go through this crisis together.

