

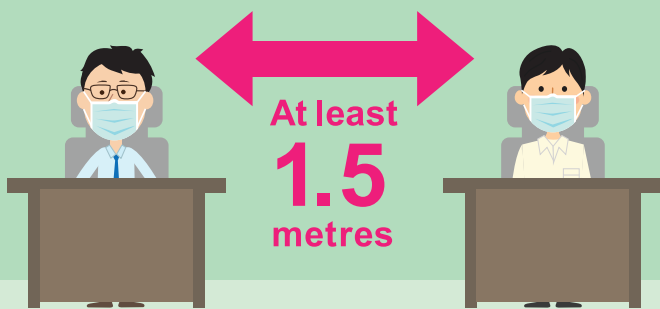
# Flexible Arrangement to Minimise Contact



Implement work from home arrangement, work in shifts or in different groups at staggered hours.



Implement flextime to enable staff to commute to work at non-rush hours.



Arrange seats such that staff could work at least 1.5 metres apart, advise employees to wear masks at the workplace where necessary.



Remind employees to have lunch separately.



Minimise number of visitors, record their time of visit and contact information.



Replace face-to-face meetings with video conferencing, conference call or online meetings.