

# Coronavirus:

## **Seabourne's** guidelines for HR and employee(r)s on business continuity planning

- a. **Seabourne** has appointed a **flu manager** to ensure that employees are familiar with the business continuity plans and comply with them during this period. Her responsibility include collating updated contact information of all employees, i.e. home address/home telephone number, and actively disseminating messages to employees with clear instructions when measures need to be activated.
- b. **Seabourne** has a plan in place for the **continuity of leadership** in the event of absence of key decision makers and executives.
- c. **Seabourne** has flexible work arrangements (**FWAs**) for the high-risk employees, as well as employees who need to stay at home due to other reasons relating to the novel coronavirus (nCoV), e.g. to take care of family members who have travelled to known affected countries or regions.
- d. **Seabourne** HR is bi-weekly reviewing employee management policies such as absenteeism, sick leave, overseas travel.
- e. **Seabourne** obtains a health and travel declaration from employees who have travelled to other EU/WW countries other than The Netherlands recently, or who have any upcoming plans to travel to EU countries.

f. **Seabourne** is checking and monitoring closely the health condition of employees who have been in countries outside The Netherlands in the past 14 days. Employees who have been issued with a Leave of Absence should monitor their health closely for 14 days upon entering The Netherlands. During the 14-day monitoring period upon their return, telecommuting and teleconferencing can be considered for employees to work from home as we working with BlueJeans and Dolby conference systems.

g. **Seabourne** has reviewed health insurance policies for workers.

## **Seabourne's Process and Business functions**

a. **Seabourne** is looking at the critical business functions (prioritized activities) and essential employees. Seabourne is looking at;

*Set up alternate teams of employees (e.g. Team A & Team B) who can be deployed at different work schedules (e.g. Team A working in the office at alternate weeks, while Team B telecommutes).*

- *Team A and Team B should be physically segregated to avoid the risk of infection between teams.*
- *Cross-train more employees and establish covering arrangements to minimize disruptions.*

b. **Seabourne** educates employees on infection control and good personal hygiene.

c. **Seabourne** will use a health screening form, We possibly making temperature checks mandatory if a pandemic will occur, or arranging other means of communication.

### Example of health screening form for visitors:



Dear Sir / Madam

To prevent the spread of novel coronavirus (nCoV) in our community and reduce the risk of exposure to our staff and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's name:	Personal contact number (Mobile number/Home):
NRIC / Passport no.:	Nationality (for foreigner only):
Meeting venue / level / department to visit:	
Temperature reading of visitor:	Recorded by staff (name):

Self-declaration by visitor	
1	If you have the following symptom(s), please tick the relevant box(es) <input type="checkbox"/> Fever <input type="checkbox"/> Dry cough <input type="checkbox"/> Body aches <input type="checkbox"/> Headaches <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Tiredness <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Others _____
2	Have you been in contact with a confirmed novel coronavirus (nCoV) patient in the past 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you been to mainland China or affected countries in the past 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please indicate the affected country(s)

d. **Seabourne** has a robust employee sickness surveillance process to identify and manage unwell employees.

e. **Seabourne** supplies appropriate Personal Protection Equipment (PPE) and medical equipment (e.g. disposable gloves, surgical masks, N-95 masks and disinfectants) and undertake training to familiarize employees on their usage.

## **Seabourne's Supplier and customer management**

a. **Seabourne** will contact essential suppliers and service providers, and discuss continuity issues with them such as understanding and implementation of their BCP ( if applicable )

b. **Seabourne** will contact essential customers and ensure that plans are in place to meet customer needs.

c. **Seabourne** is looking on a weekly base on how and when to activate:

- *Alternative suppliers*
- *Alternative delivery means to customers.*

## **Seabourne's Communications**

a. **Seabourne** has a communication coordinator who will disseminate our communications plan in line with our business needs and business continuity plans

b. **Seabourne** ensures that employees have a clear understanding of their roles and responsibilities before the virus outbreak occurs. For example, employees should be informed of the BCP measures that will impact them. Consider setting up a communication channel for employees to report their status and to make enquiries.