

# Health and Safety Measures at Column Tower

## Social Distance

- Encourage employee to use Microsoft Teams or another online platform for meeting
- If necessary to organize face-to-face meeting, limited number of participants must be strictly complied according to no. of seats provided in meeting rooms.
- Employees will be organized into team A & B and seated with 1.5 M. distance according to the Company guideline.
- Allow employee to eat at working station to avoid eating outside premises.  
The employee must keep work area clean and tidy.
- Reinforce social distancing, ensure to maintain at least 1.5-meter separation from others when performing any tasks
- Group event is allowed according to Government's measures.

## Cleanliness and Hygiene

- Increase cleaning and disinfection in all common areas and office equipment (see appendix)
- Office maid serve food or drink if requested only
- Provide automatic alcohol-based hand spray at the main entrance of each floor and in the workplace
- Used masks should be disposed in the waste bins in the front of restrooms
- UV-Light Air Purifiers (UV-C light) which have been installed in air duct to inactivate airborne pathogens and microorganisms like mold, bacteria and viruses of each floor are regularly maintained to ensure efficient performance.
- Sand room on 3rd floor is provided for ATK.

# Health and Safety Measures at Column Tower

## Visitor Management

- The Company still close office entrance door on 3rd Fl. of Column Tower. Employees must use employee card to enter/exit at all times. All kinds of service delivery and pick-up from external parties are still not allowed to enter SCCC area. These services must be done on the Ground Fl.
- Allow visitors who are fully vaccinated to conduct business with employees at SCCCTH premises.
- Employee needs to advise external parties to do the COVID-19 Self-Assessment Form 72 hours in advance and follow the instruction as below;

1. Send the COVID-19 Self-Assessment Form QR Code or Link as provided below to external parties.

QR Code



Link :

[https://forms.office.com/Pages/ResponsePage.aspx?id=ygKaju\\_rQY0eQDKxu6YizYD0gErutG9IAuW\\_VyF0X5J1UNU1PU1hXW\\_ThUMklMQVdSWEsxWExHOVg5Qi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ygKaju_rQY0eQDKxu6YizYD0gErutG9IAuW_VyF0X5J1UNU1PU1hXW_ThUMklMQVdSWEsxWExHOVg5Qi4u)

2. Submit the COVID-19 Self-Assessment result and vaccination certificate of Visitors to HR Shared Services, Khun Napat Chincharoentham and Group OH&S, Khun Sunantha Savika to verify.

Email : [napat.chincharoentham@siamcitycement.com](mailto:napat.chincharoentham@siamcitycement.com)

Email : [sunantha.savika@siamcitycement.com](mailto:sunantha.savika@siamcitycement.com)

3. On arrival-date, employee shall ensure that the visitors comply with all company preventive measures.

COVID-19 Self-Assessment Score :

1. **Assessment Result:** Low Risk Score 0-5

**Action:** No ATK test needed, allow to enter to office area at Column Tower.

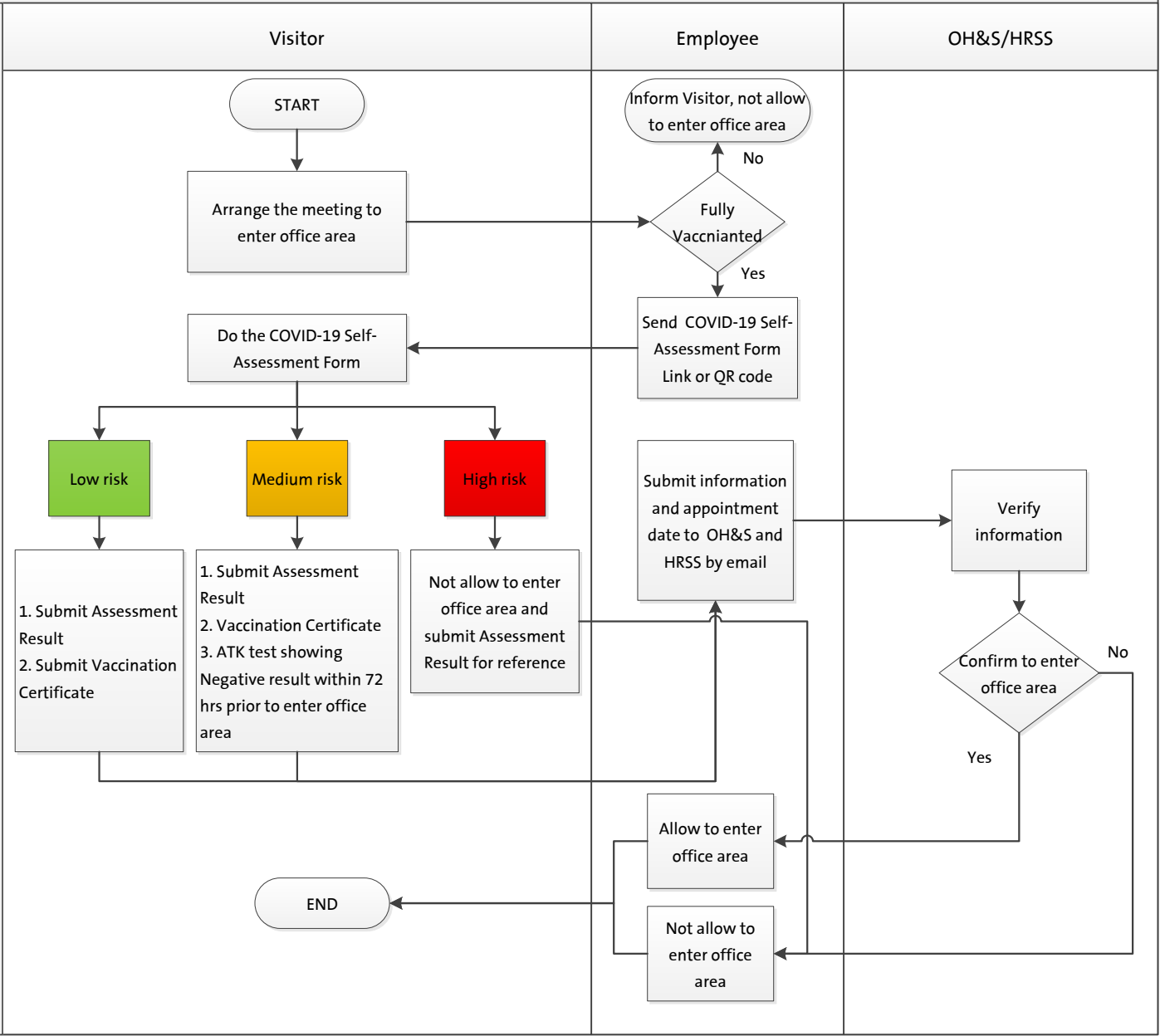
2. **Assessment Result:** Medium Risk Score 6-35

**Action:** Present ATK test showing Negative result within 72 hours prior to entering workplace.

3. **Assessment Result:** High Risk Score 36 and up

**Action:** Not allow to enter office area at Column Tower.

Appendix : Workflow to entry office area of Visitor



# Appendix : COVID-19 cleaning guidance & checklist Column Tower

No.	Areas / Items	Cleaning material /equipment	Cleaning method	Schedule			
				Daily	Weekly	Monthly	Frequency
<b>1</b>	<b>Working areas</b>						
	- Desk , chair, telephone, meeting table - Door (Handle/ touch plates & Mirrors) - Phone booth - Multi printer - Light switches	- Clean cloths - Alcohol spray (70%) - Household gloves	- Wipe by alcohol spray	/			- 2 times/day
	- Locker - Shelf, cabinet						
	- Carpet cleaning	- Broom	- Sweep - Scrub (if needed)	/			- 2 times / day
		- Vacuum cleaner	- Vacuum clean		/		- 1 time / week
		- Carpet deep clean	- Wash with detergent			/	- Quarterly
	- Floor, Walk way	- Mop - Disinfectant	- Mop with disinfectant - Mop dry	/			2 times / day
	- Waste management	- General bin bags - Household gloves	- Dispose at waste drop off location	/			2 times / day
	- Waste bin	- Detergent - Clean cloths - Household gloves	- Wipe with detergent		/		1 time/ week
<b>2</b>	<b>Operator /Reception area</b>						
	- Tables, chairs	- Cleaning cloth - Alcohol spray (70%) - Household gloves	- Wipe by alcohol spray	/			- 2 times/day
	- Telephone - Reception counter - Partition - Visitor card/ Temporary card			/			- Every time after use
	- Floor ,Walk way			/			- 2 times / day
<b>3</b>	<b>Pantry room</b>						
	- Electrical appliances such as water dispenser, coffee maker, refrigerator, microwave	- Cleaning cloth - Disinfectant - Household gloves	- Wipe with disinfectant - Dry clean cloths	/			- 4 times /day
	- Waste management	- General bin bags - Household gloves	- Empty bins - Dispose at waste drop off location	/			- 2 times/day
	- Waste bin	- Detergent - Clean cloths - Household gloves	- Wipe with detergent		/		1 time/week
<b>4</b>	<b>Meeting room</b>						
	- Meeting tables, chairs, whiteboard and other equipment	- Clean cloths - Alcohol spray (70%) - Household gloves	- Wipe by alcohol spray	/			- Every time after use
	- Carpet cleaning	- Broom	- Sweep - Scrub (if needed)	/			- 2 times / day
		- Vacuum cleaner	- Vacuum clean		/		- 1 time / week
		- Carpet deep clean	- Wash with detergent			/	- Quarterly