



Announcement
UTSC
Shipping and Logistics Group
Uniwise Offshore Bangkok Office

**Precautionary Measures to Prevent the Outbreak
of Coronavirus Disease 2019 (COVID-19)**

Unithai Group of Companies has established the following precautionary measures to prevent the spread of COVID-19 virus, to safeguard our colleagues and ensure that the office remains a safe place to work.

Please be informed that we will implement the following with immediate effect:

1. All colleagues and visitors who want to access to the Unithai Office will have their body temperature checked by Unithai's Staff and will clean their hands with alcohol gel. All visitors must complete the Health Screening Form at the reception area.

People who have a body temperature higher than 37.5 degrees will not be allowed access into the Unithai Office.

2. All colleagues are advised to avoid or suspend overseas travel during this period.

For colleagues who have to travel or transit to other countries for business or personal purposes, approval must be obtained from your respective SBU / Managing Director prior to your trip.

- **Unithai Group Corporate, Uniwise Offshore**

Approval by Khun Pairat Tivakornpannarai, Managing Director Unithai Group

- **Shipping and Logistics**

Approval by Khun Chirapong Korkitsammakul, Head of Thailand Shipping and Logistics

3. For colleagues who have to travel or transit to Countries/ Administrative regions at-risk for COVID-19 as announced by the Department of Disease Control, for any purpose they must adhere to the following instructions:

- 3.1 Work from home for 14 days during the quarantine period. Please wear a face mask when you are going to outside, wash your hands often, avoid going out and do not share personal belongings with others. After 14 days if there are no abnormal symptoms, you can return to work.



- 3.2 Monitor your health closely for 14 days and seek medical advice at nearest hospital if you are unwell. All employees must inform the result of the diagnosis report to the immediate supervisor and People & Organization and strictly follow the doctor's recommendations.
4. For visitors who need to visit our site, they must adhere to the following processes:
 - 4.1 Those without travel history or arrive > 14 days
 - Proceed as normal after passing temperature screening and visual check, exercise preventive measures like washing hands regularly, keep meeting short and concise, and with minimum number of colleagues involved
 - 4.2 Those with travel history and arrive < 14 days
 - Proceed to designated meeting room (with easy access from entrance) or location isolated from our employees' offices
 - Interactions to keep to minimum (colleagues involved and duration), restricted movement at the site
 - Sanitize the room immediately after every use
5. The company recommend all colleagues who plan to have a meeting with customers, visitors and suppliers from other countries to use a conference call. Unless it is necessary and has critical impact to business, all colleagues are required to get approval for the meeting from your respective BU or Managing Director and strictly follow our precautionary instruction.
6. Unithai Group Corporate and Shipping and Logistics Group are to split into 2 teams alternating 2 days between work from home and working at the office.
Team A is to be led by Khun Pairat Tivakornpannarai
Team B is to be led by Khun Chirapong Korkitsammakul
Please refer to separated attachment of split team arrangement
For the operation at site, the 2 teams and operation process will be subjected to Khun Chirapong advise.
7. P&O announced "Work from home procedure" and Emergency Response Team (ERT) will communicate with their team members to ensure compliance.
8. All documents are allowed to be approved electronically via an appropriate system or via email as necessary and appropriate.
9. If you are unwell and have the following symptoms (especially the first 3 symptoms) of Covid-19, please consult a doctor immediately.
 - **Fever**
 - **Dry Cough**
 - **Tiredness / Fatigue**
 - Body Aches
 - Shortness of Breadth
 - Headaches
 - Sore Throat
 - Runny Nose



The company will increase the frequency of office cleaning in various areas everyday such as door handles, railings, desks, office equipment for your safety.

The company will closely monitor the updated news from the Ministry of Public Health and all colleagues can follow the updated news from the website of Ministry of Public Health <https://www.moph.go.th/> and internal communications from the company.

The company cares for our staff well-being and health and take this risk of COVID-19 seriously while continue to operate our businesses as usual

To ensure that we minimize the risks of COVID-19, the company requests that all colleagues strictly abide by this announcement until further notice.

Announce on 20 March 2020

A handwritten signature in black ink, appearing to read "Pairat Tivakornpannarai".

Pairat Tivakornpannarai
Managing Director Unithai Group