

Standard Group Head office has implemented in place precautionary measures in response to the coronavirus pandemic that has affected the world. Our measures are aimed at safeguarding our staff as well as customers and suppliers who may meet each other during office hours. Measures taken from **March 15th 2020**, such as **Social distancing** have been relayed to staff at our offices in Dubai, Abu Dhabi and Muscat as well as at our stores and workshop in Dubai. Following measures below have been put into effect and advised to our staff:

1. Social Distancing – maintain 1.5 mtrs (5 feet) separation

- Maintain a minimum distance of 5 feet from others during interactions.
- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or dry cough.
- Avoid non-essential use of public transport when possible.
- Avoid large and small gatherings in public spaces and similar venues as infections spread easily in closed spaces where people gather together.
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential service.

2. Handwashing and respiratory hygiene: Sanitizers and handwash soap have been provided.

- Wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitizer when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.
- avoid touching your eyes, nose, and mouth with unwashed hands.
- cover your cough or sneeze with a tissue, then throw the tissue into a closed bin and wash your hands.
- clean and disinfect frequently touched objects and surfaces at home and in the office.

3. Wear Masks and Use Sanitizers. Sanitizing dispensers have been installed in every department.

As of **22nd March 2020**, we have formulated strict staff rules to be applied immediately:

- **Reduced work timings** for few staff who have to avoid morning and evening public transport rush.
- **Reception desk is closed** to any visitors until further notice.
- Before entering premises - Managers advised to do a mandatory check-up using **No Contact Thermometer** on all staff and ensuring they do not exhibit symptoms of Covid19. Compulsory washing of hands / use hand sanitizers before they enter premises.
- Strict instructions to keep required **distance of 2 mtrs** between staff and outside visitors is mandated.
- No **Handshake** policy.
- Wearing of **face masks** mandatory.
- In case of **cough** or cold symptoms, avoid coming to office and try to work from home.
- **Remote working procedures** already in place that allow our sales staff to quote, inquire and communicate from home. **Microsoft Teams** installed on every employee handheld mobile for video conferencing and meetings with other team members.
- Workshop Doors to be closed to all visitors / Only Stores desk open with limited allowed interactions.

4. Disinfecting of all office Touch points including pantry and toilet areas. Mandatory use of sanitizers and handwash on entry of anyone into the office and warehouse premises.

1. All employees in company provided accommodation to follow mandatory health rules. Premises to be kept clean and disinfect every week. Maintain distance in sleeping areas and keep track of any infections within the premises.
- 2.

5. In case of a **Positive Covid19 case**, immediate response to health authorities. 14 Day Mandatory quarantine for affected person as well as all office staff who have met the person. His/her place of work (Table/Desk/Computer/Mouse/Keyboard/Chair) to be disinfected immediately.

6. The **HR manager** has ensured training for all managers to ensure their departments always maintain due diligence. Regular Video meetings done to ensure compliance of federal and local health authorities.

PLS NOTE THAT YOU MAY FEEL OF LOW, WORRIED AND DISTRESSED AT TIMES BUT THIS WILL PASS. WE ARE ALL IN THIS TOGETHER.

- ✓ **BE POSITIVE, GET FRESH AIR AND EXERCISE KEEPING A DISTANCE OF 2 MTRS IF YOU ARE OUTSIDE.**
 - ✓ **STAY CONNECTED WITH YOUR FAMILY THROUGH INTERNET.**
 - ✓ **BE SAFE AND TAKE PRECAUTIONS.**
 - ✓ **DO NOT PANIC, YOUR FAMILY NEEDS YOUR MENTAL STABILITY.**
 - ✓ **HAVE STRONG FAITH IN THE ALMIGHTY.**

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