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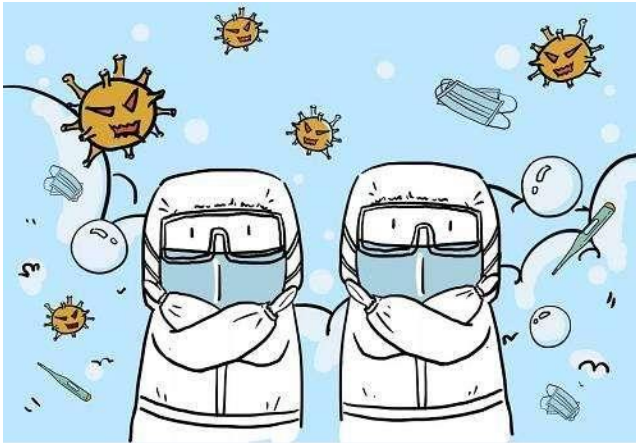
深圳市顶尖电源科技有限公司

地址：深圳市龙岗区平湖街道平安大道 108 号开田科学园蓝田大厦

Add.: Lantian Bld., Kaitian Science Park, Pinghu Street, Shenzhen, China

Tel: +86 755-28441619 Mobile: +86 13713917197 Email: star@epowerfirst.com Website: www.epowerfirst.com

## COVID-2019 Protection & Prevention Guide



**For Company: 6 Points**

### Key points:

DO NOT GATHER, DO NOT PARTY.

WEAR FACE MASKS, WASH HANDS.

KEEP CLEAN, KEEP DISINFECTION,

Keep physical distance to others

### 1. Establish an emergency team to make professional and comprehensive arrangements for epidemic prevention and control:

- 1.1 Contact government to learn about the latest policies
- 1.2 Contact and instruct employees to know their health condition
- 1.3 Prepare protective supplies, such as masks, disinfectant, sanitizer, safety goggles, 75% alcohol etc.

### 2. On the way to and off work:

- 2.1 Wear face masks all the way to/off work, avoid touching the facilities in the carriage in public transportations. Try not to use public transportation, walking, riding or driving a private car is recommended.
- 2.2 Wash your hands after work and wear face mask to go out, and remove the mask until arriving at home, wash hands and perform disinfection immediately on coats, cellphone and keys with wipes or wipe with 75% alcohol.
- 2.3 For employees who must take public transportation to work, during the epidemic prevention and control period, they can apply to the company for flexible working hours, avoid peak times.

### 3. Company area:

- 3.1 Before entering the company area, all must take a temperature test, and the people whose body temperature exceeds 37.2 degree is forbidden to enter company, and must go home or take a rest in the dormitory for observation, and report to the related government department.
- 3.2 Wear face masks all the time during working hours, keep the office area clean, keep ventilation at all times, and keep warm at the same time. Keep a distance at least 1 meter from person to person, wash your hands frequently, and drink more water.
- 3.3 Meeting should be changed online or outdoor, and the participants should keep at least 1 meter apart.

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If it is really necessary to enter the meeting room, the participants should keep a distance of more than one meter. Strictly control the meeting time within 30 minutes, and keep the meeting room ventilated throughout.

3.4 All employees take their body temperature in the morning and afternoon and at least twice a day.

3.5 Desks, chairs, and telephones should be wiped with 75% alcohol or disinfectant at least twice a day.

3.6 Wash your hands before and after transferring paper documents.

#### **4. Dining room:**

4.1 All employees go for meal in a stagger time to avoid crowds. It's recommended to take the meal to the dormitory or home.

4.2 The dining room should be sterilized in the morning and in the afternoon, twice a day and the tables and chairs should be disinfected after use.

4.3 The dining room should be kept clean and dry. It is strictly forbidden to mix raw and cooked food.

4.4 Strictly control the health of the chef, the chef must wear face mask all the time.

4.5 When purchasing or receiving dishes, the chef must wear disposable rubber gloves and wash hands and perform disinfection.

4.6 When cleaning food containers, the chef must wear disposable rubber gloves, wash hands and perform disinfection.

4.7 The dining tables should be separated, and have the meal in separate area.

4.8 No talking during meals.

4.9 The company encourages employees to eat at home or bring meals, and to reduce the number of people in the dining room.

#### **5. Public hygiene:**

5.1 Disinfect lobbies, corridors, meeting rooms, elevators, stairs, bathrooms and other public areas in the morning and afternoon, twice a day.

5.2 The cleaning tools of different areas must be separated to avoid mixing.

5.3 Waste masks shall be uniformly collected, and trash bin should be disinfected with 75% alcohol or disinfectant in morning and afternoon, twice a day.

5.4 All employees stop social gatherings and parties.

#### **6. Business travel and visit:**

6.1 All business travel is suspended.

6.2 All visitors are suspended.



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## For Individuals: 10 points

### 1. Stay at home:



1. Stop social activities, wear face masks when going out
2. Prepare thermometer, face masks, disinfection supplies
3. Wash hands with antibacterial hand sanitizer and running water
4. Keep room tidy and clean, keep windows open and perform disinfection regularly
5. Moderate exercise and adequate rest

### 2. Children and pregnant women:



1. Children should avoid going out
2. Eat properly and get enough sleep
3. Before touching children, parents must wash hands & change clothes after arriving at home
4. Tell children to wash their hands frequently
5. Mothers must wear masks and wash hands before breastfeeding, and maintain hygienic.

### 3. Go to see doctor:



1. On the way: Wear mask all the way, try to avoid taking subways or buses; avoid going to crowded places
2. In hospital: Select a designated hospital and stay as far away from others as possible. (1 meter distance)
3. At clinic: Proactively inform travel history and cooperate with relevant investigations

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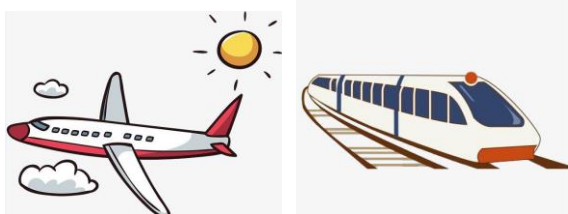
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#### 4. Flight & Train:



##### Flight & Train:

Wear face masks, sit as far apart as possible, disperse, and prepare disposable hand sanitizer

#### 5. Long distance bus:



##### Long distance bus:

Wear face masks, open the window for ventilation, and take a rest in the service area every two hours

#### 6. Self-driving:



##### Self-driving:

Sterilize and ventilate 10 minutes in advance, and avoid peak-time

#### 7. Metro/bus:



##### Metro / bus:

Wear face masks, stand alone, and rarely touch the facilities in the carriage



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## 8. Taxi:



### Taxi:

Wear face masks and pay attention to hands hygiene

## 9. Riding



### Riding:

Wear face masks and keep regular disinfection

## 10. Walking:



### Walking:

Wear face masks, avoid public & crowded places, and stay away from strangers





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## HOW TO WEAR A MASK?



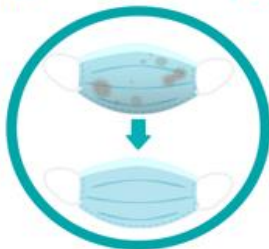
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



**PINCH THE METAL EDGE OF THE MASK** so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS.**



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET.**



**WASH YOUR HANDS WITH SOAP AND WATER** after disposing the soiled mask properly into a bin.

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# CORONAVIRUS

## Common Human Coronavirus Symptoms



Fever



Runny  
Nose



Sore Throat  
or Cough



Headache



Difficulty  
Breathing



**Go near  
live animals,  
including  
poultry & birds**



**Eat raw  
and undercooked  
meats**



**Be in crowded  
places and around  
people who are  
unwell**

### DO



**Wash hands  
frequently  
with soap**



**Wear a mask  
at all time**



**Cover your  
mouth with a  
tissue paper  
when coughing  
or sneezing**



**See a doctor  
if you feel  
unwell**

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China government have adopted a lot of strong and effective measures to control and prevent the spread of COVID-2019, and up to now we have made big progress, especially the vaccine will be developed very soon, so we have a lot of experience to deal with the situation.

If help is needed, pls feel free to contact us, we will do our best to provide support.

Best wishes for the safety and health of you and your family!

**PowerFirst Technology Co., Ltd**

26, Feb, 2020