

# COVID-19 Preventive Measures & Response Mechanism

FAD

(Version 1 dated 2022. 04. 08 )

# Preventative Measures & Response Mechanism

Staff Requirements & Update to FAD		Contingency for Epidemic Severity		Anti-epidemic Resources		Building Management	
1.	Requirements when entering the workplace	7.	Contingency Staff Duty Plan	9.	Anti-epidemic Resources Support and Inspection.	10.	Optimization Work of Epidemic Prevention Measures for CAM Building
2.	Requirement of Vaccination	8.	Reduce Contact & Minimize Visits				
3.	Covid-19 Declaration					11.	Epidemic Preventive Measures by Property Management Company
4.	Mechanism for Management of Abnormal Circumstances						
5.	Mechanism for Management of Staff Abnormal Occurrence – by Scenario						
6.	Flow Chart of Reporting Mechanism of Discovered Abnormal Occurrence						
Department Directors		Department Directors		Department Directors, IAD		JLL FAD	
Member of EC in Charge of Departments							
Executive Committee							

# 1. Requirements when Entering the Workplace

- ☐ All staff must produce proof of either vaccination or nucleic acid test negative result when enter the workplace.
- ☐ Wear mask, temperature checking and provision of "Green" health code & Venue QR Codes when entering into CAM's properties.
- ☐ Follow CDC technical guidelines regarding "Recommendation to Require Presentation of 'Macao Health Code' for Admission to Public Areas", "Precautions for Self-Health Management".
- ☐ Reference: CDC Website: <https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg17668>

## 2. Requirement of Vaccination

- ❑ Staff not yet vaccinated is required to submit to the Department Director the medical justification of unsuitability by provision of a certificate issued by a doctor practicing in the MSAR Government Hospital.
- ❑ For the ones referred above, and on the day of entry to the company's property, staffs have to present a certificate or the health code showing Nucleic acid testing (NAT) negative result valid within 7 days from issuance of such proof to their Department Director for verification on daily basis.
- ❑ One incentive day off will be offered for each dose of vaccine to all staffs. Maximum of 3 days off for 3 doses will have to be taken on or before 30th June 2022.
- ❑ AOD frontline staff: All unvaccinated staffs are required to perform a NAT once every 2 days (1+1) with negative result; staff that have only received the 1st dose and will not be able to do the 2nd dose for whatsoever reason (except with doctor's certificate) are required to perform a NAT once every 3 days (1+2) with negative result.
- ❑ Other than that, any request justified with recommendation by responsible department director will be considered by Executive Committee on a case-by-case basis.
- ❑ All departments are required to continue their submission of the "Vaccination Injection Registration Form" on or before the second working day of each month or upon request of FAD.

### 3. Covid-19 Declaration

- ❑ Covid-19 Declaration is a mechanism which department directors are required to oversee their staff following the health management measures.
- ❑ The “Covid-19 Declaration” (Form/ *\*System platform is under development*) has to be updated daily by staff who follow the principle of truthful declaration same as their Macao Health Code generated on same day and from time to time when Covid-19 health code status changes.
- ❑ Employees are asked to report their residence/travel history and contact history within the past 14 days (subject to be changed in line with CDC guidelines).
- ❑ If staff has travelled outside of Macau in the past 14 days, the cities visited are to be indicated. Travel history has to be detailed down to name(s) of specific county/area of the city, especially in the Greater Bay Area.
- ❑ Staff not yet vaccinated have to follow the “Requirement of Vaccination” and mark the Nucleic acid testing (NAT) negative result, presumably negative, in the Declaration on daily basis.
- ❑ Department Directors are required to oversee their staff declaration completed on daily basis and submission of weekly “Covid-19 Declaration” to FAD at the first working day of each week until further notice.
- ❑ Abnormal Occurrence of staff has to be reported immediately following the ‘Mechanism for Management of Abnormal Circumstances’.



# 4. Mechanism for Management of Abnormal Circumstances (1)

## (1) Abnormal Occurrences:

- a. Staff develop fever or respiratory symptoms should report to the department director and seek for medical consultation promptly.
  - b. Staff holding *other than Green health code* should report to their Department Director immediately who must report the case to his/her immediate superior member of Executive Committee, require staff to leave the workplace and depending on its cause, to take NAT sampling promptly, and remind their staff who is obliged to follow relevant regulations of the authorities, the guideline for different levels of affected people regarding self health management and NAT sampling. Enquiries and assistance for COVID-19 Prevention and Control can be made via the online platform of SSM:  
<https://www.ssm.gov.mo/covidq>
- 
- ☐ Department Director is required to check residence/travel and contact history of concerned staff (as referred to b above) and report to their Superior Member of Executive Committee, who decides when the staff can return to workplace. The department director should inform FAD (or PER for AOD) about the decision and the authorized type of absence of concerned staff for updating staff attendance system during the period.
  - ☐ Separate report in writing is to be submitted by Department Director to his/her Superior member of Executive Committee including NAT result of concerned staff within 24 hours of occurrences.
  - ☐ If concerned staff is allowed to return to workplace, department director must request staff for proof of NAT negative result within 24 hours of sampling and presentation of Green Health Code.

# 4. Mechanism for Management of Abnormal Circumstances (2)

## (2) Potential High Risk

- ☐ If Department Director obtains knowledge that concerned staff is with residence/travel history or contact history of higher risk or holding a “Red” Health Code, Executive Committee must be notified. Subject to assessment of severity of circumstances, the *Company* shall report to the health authorities (notably, the Novel Coronavirus Response & Coordination Centre) promptly so that the circumstances are managed in accordance with the requirements of the health authorities.
- ☐ Enquiries and assistance for COVID-19 Prevention and Control can be made via the online platform of SSM: <https://www.ssm.gov.mo/covidq>
- ☐ For staff working at CAM Building, FAD must be informed of staff situation. Depending on the severity of the circumstances, FAD will coordinate with property management company for offices/ building disinfection, or the company is required to act in accordance with the instructions of the Health Bureau.
- ☐ Depending on the severity of the occurrence and as instructed by the Executive Committee, ‘Contingency Staff Duty Plan’ will be triggered within the affected department or at company wide basis. Under such situation, limited services or critical services only will be provided.

# 5. Mechanism for Management of Staff Abnormal Occurrence – by Scenario

## Scenario Mechanism for Management of Staff Abnormal Occurrence:

### A. Concerned staff is identified in Space & Time but Not Defined as person with /in Close Contacts /High Risk

- **Concerned staff holding Green Health Code**
- Subject to decision of Superior, Department director should deny concerned staff entry/stay in workplace; to get NAT promptly and report the result to department director within 24 hours.
- Concerned Staff must pay attention to Macao Health Code and act in accordance to the requirements in relevant announcements /press release.
- Department director to follow the Mechanism for Management of Abnormal Circumstances (1)

### B. Travel/Contact History become Medium /High Risk

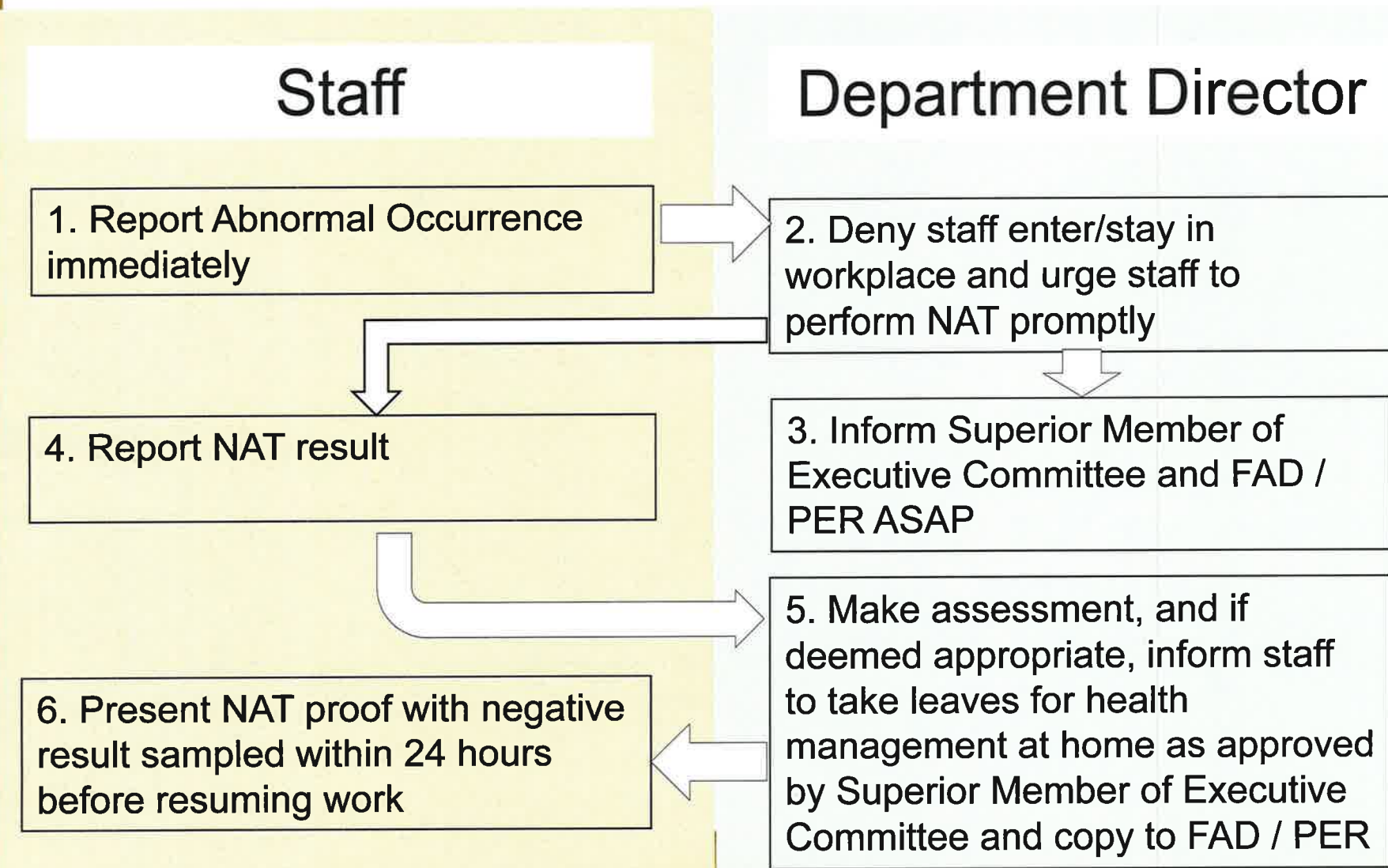
- **Concerned staff holding Yellow Health Code**
- Department director denies concerned staff entry/stay in workplace, and remind their staff who is obliged to follow relevant regulations of the authorities, the guideline for different levels of affected people regarding self health management and NAT sampling.
- Concerned staff to get NAT promptly and report the result to department director within 24 hours.
- Department director to follow the Mechanism for Management of Abnormal Circumstances (1)

### C. With High Risk History: Travel Areas/ Close Contact

- **Concerned staff holding Red Health Code**
- Department director denies concerned staff entry/stay in workplace, and staff follows quarantine instructions as per relevant government regulations during the epidemic.
- Department director to follow the Mechanism for Management of Abnormal Circumstances (1) & (2) where applicable.
- Disinfect workplace /Manage in accordance with Health Authorities requirement.



## 6. Flow Chart of Reporting Mechanism of Discovered Abnormal Occurrence





## 8. Reduce Contact & Minimize Visits

### **All Staff should observe development of the epidemic and make dynamic adjustment:**

- ☐ All staff must pay attention to announcement as published by MSAR Authorities, trust worthy media report and be on alert to Covid-19 news, in particular to cities, areas which are designated as medium to high risk and restriction is imposed.
- ☐ Minimize the frequency of face-to-face meetings or assemblies, particularly meetings with individuals travelling from regions/cities with epidemic outbreak or uncertain epidemic status as updated by the Authorities.
- ☐ Recommend downsizing in terms of hosting / participating in visits and/or face to face meetings with 3rd party entities and pay attention to MSAR Government's advice as announced from time to time, especially during "critical episode" for contacts that are not necessarily urgent and important.
- ☐ For internal events/trainings organized and attended by staffs who are in frequent and close contact with 3rd party, these small-group events should as much as possible be held in location other than in CAM building.
- ☐ In times of severity of the epidemic situation, meetings with external parties in CAM's properties are not recommended. If really needed, department directors should take necessary precautionary measures and report the situation to your Superior Member of Executive Committee for decision the soonest possible.
- ☐ For Implementation of Contingency Measures to avoid 3<sup>rd</sup> party service suppliers to CAM Building: FAD will be in coordination with ECO and JLL for Receiving of Posts at G/F, Messenger Services will be minimized, etc.

## 9. Anti-epidemic Resources Support & Inspection

- ❑ Apart from below Anti-epidemic measures and back office hygienic supply & facilitation, constant review of hygienic materials on periodic basis by responsible units.
- ❑ IAD will inspect CAM frontline department & subsidiaries on management of usage and inventory of Epidemic Prevention Equipment and Materials on periodic basis.

### Requests for Financial Resources for implementation Anti-epidemic Measures

☐

☐ AOD : Closed loop facility, staff meals

☐ SEMAC: Non-local resident staff accommodation

☐ DBA : Hygienic supplies

☐ JLL : Facilitation & improvement works

☐ Others as required

### Facilitation & Hygienic Supply for Back office departments

☐

☐ Video Conference Facilities & Zoom Service

☐ Temperature Measure equipment

☐ Masks, Gloves

☐ No Rinse Alcohol Protective Gel

☐ Alcohol Wet Tissues, etc



# 10. Optimization Work of Epidemic Preventive Measures for CAM Office Building

Optimization work would be done to enhance preventive measures as and when deemed necessary:

- ☐ Installation of Thermo-graphic Camera System at the G/F lobby entrance and B/F lift lobby of CAM Office Building
- ☐ Installation of Access Control Gate System at CAM Office Building for more stringent control of the flow of people entering the building by improving the accuracy of checking the Macau Health Code and other epidemic measures and better tracing their information through queuing (*in progress*)

# 11. Epidemic Preventive Measures by Property Management Company



# Health Check at Entrances

- ❑ Check Entrants
- ❑ During malfunction in the health code generation system, paper copies are available for filling in health declaration.



1. Wearing mask properly



2. Health & Venue Code



3. Temperature Checking



# Disinfection Materials



1. Install hand sanitizer on each floor



2. Place disinfection mat



3. Hand washing guideline posted in toilet



# Cleaning Measures

- ❑ Regularly disinfect the public areas and facilities of the building



1. Clean COB's public area every 3 hours



2. Clean elevator button panel every hour



3. Clean lobby door handle every 3 hours

# Weekly Enhanced Disinfection



1. Disinfectant misting in indoor area



2. Disinfectant misting in public area

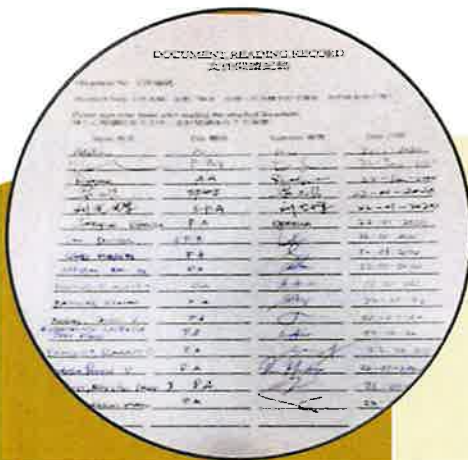


3. Drain disinfection



# Staff Awareness on Epidemic Prevention

- ❑ Refresh work guidelines on epidemic prevention measures by supervisor and must not relax the normalization of epidemic prevention work
- ❑ Staff on duty should conduct personal health management. Regularly submit entry & exit records of Macao and NAT sampling records.
- ❑ Promote and encourage employees to voluntarily get vaccinated to protect themselves and others. Records of employee vaccinations on a monthly basis.



1. Read pandemic prevention related working guideline



2. Wear mask during work



3. Check body temperature when work starts & ends

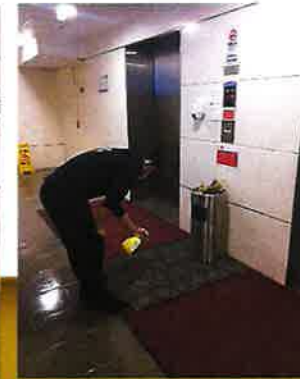
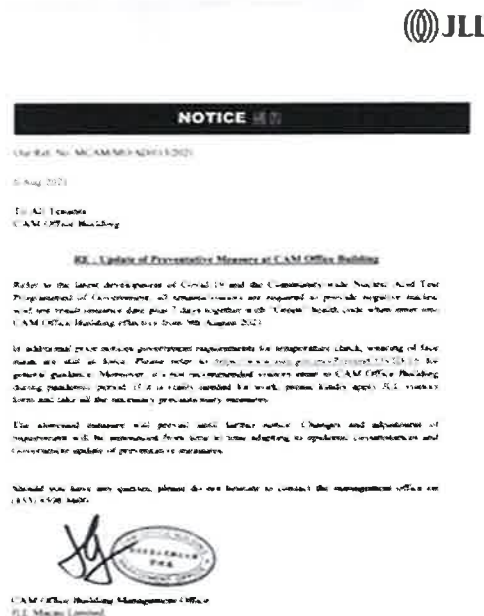
# Administration and Monitor of 3<sup>rd</sup> Party Suppliers

- ☐ Set up 'Takeaway Stands' outside the building to reduce the contact between building personnel and outsiders.
- ☐ Goods deliverer or 3<sup>rd</sup> Party suppliers will be assigned cargo passage and freight elevator on the ground.
- ☐ Request East Sun Cleaning Company submission of relevant health information of the company's personnel serving in the CAM building.



# Enhanced Measures due to Severity of Epidemic Situation

- ❑ In addition to the verification for health & venue code and temperature checking, according to the development of the epidemic JLL will dynamically implement enhanced requirements that people entering the building must produce a valid negative nucleic acid test result before allowed to enter the Building. Additional cleaning will be performed if necessary.



# Reporting Mechanism of Abnormal Occurrence

JLL establishes a notification mechanism to continuously follow up on the epidemic prevention situation of the site, and make timely reports including:

- ❑ "Health Code other than Green colour and Abnormal Body Temperature Report for Persons Entering and Exiting the Building" : strictly enforce the prohibition of people with "yellow or red code" from entering the building, record the facts reported to the JLL supervisor, and record the relevant events in the log report of the management office.
- ❑ When JLL employees find abnormal situations, including personnel health codes showing yellow or red, or suspected cases of infection, they will report to their superiors who will update FAD immediately.

# End



澳門國際機場專營股份有限公司  
CAM - Soc. do Aeroporto Internacional de Macau S.A.R.L.  
Macau International Airport Co. Ltd.