



PT. Anglo Eastern Plantation Indonesia

HUMAN RESOURCES POLICIES AND PROCEDURES

Chapter	Prevention and Control of the Pandemic Corona Virus Disease 2019 (Covid-19) within the Workplace Environment by Implementing Adaptation Towards A New Normal life	
Section	: Human Resources	No : 002/HR-Pol/VI/2020
Supersede	: -	
Effective Date	: 29 th of June 2020	
Related Policies	: -	
Distribution	: All Estate/Mill/MHO	

Background

- The number of people affected by Covid-19 is increasing throughout Indonesia.
- The company supports the Government's policy regarding business continuity in all sectors including the plantation industry sector.
- The Government has issued a policy for adaptation towards new normal life in the Covid-19 pandemic situation.

Provision:


Based on the aforementioned issues, the company deems it necessary to make policies in the prevention and control of Covid-19 in order to support the sustainability of the company's operations in a pandemic situation through the following actions:

1. Require each Head of Estate / Mill and MHO to intensively educate all employees and their families by providing a correct understanding of Pandemic Covid-19, so that employees get adequate knowledge, can independently take preventive and promotive actions in order to prevent transmission of the disease, and reduce excessive anxiety due to false information. Educational material can be accessed at www.covid19.co.id
2. Require all employees to carry out new normal life for the Prevention and Control of Pandemic Covid-19, namely:
 - Maintaining the cleanliness of the work environment, residential housing and public facilities of the company and implementing a clean and healthy lifestyle when at home, on the go and while at work.
 - Maintain hand hygiene by frequently washing hands with soap under running water for at least 20 seconds or using a hand sanitizer.
 - Avoid hands touching the mouth, nose and eyes before washing hands.
 - Cover the mouth with a tissue or handkerchief when coughing or sneezing and immediately throw the tissue into the trash bin.
 - Wearing the mask when leaving and returning from work and while at work and at any time while traveling.
 - Avoiding crowded places that have the potential to spread the virus and maintain a minimum distance of 1 meter from each person.
 - Not shaking hands or hugging.

- Wash hands properly before starting activities in the working environment, before eating and when leaving work.
 - Use elbows to open doors, water taps and to press elevator buttons.
 - Clean tables and work areas with disinfectant.
 - Immediately take a shower and change clothes before physical contact with family members at home. Clean cellphones, glasses, bags, and other items with disinfectant liquid. Wash clothes and cloth masks with detergent, as for disposable masks, it should be torn apart before being thrown into the trash.
3. Temperature need to be taken every day before entering the office.
 4. The Head of Estate/Mill, RM/GM is responsible for the health of employees in their respective areas and is responsible for taking action against employees that are indicated / suspect to have been infected with Covid-19.
 5. If there are employees who are sick with symptoms according to the Corona virus indications such as: fever $\geq 38^{\circ}\text{C}$ accompanied by any of the following symptoms such as cough, runny nose, sore throat, shortness of breath, have risk factors exposed to Covid-19, or Covid-19 rapid test results are reactive, related employee to be isolated in his home and the head of the Estate/Mill should immediately report and coordinate with the Community Health Center (Puskesmas) or the local health office and also report it to Medan Head Office.
 6. Employees and dependents, are prohibited from traveling to countries affected by the Covid-19 virus for both official travel and personal affairs. If there are employees who have to travel abroad due to urgent matters (family death, surgery or medication), it must go through the CEO's approval first.
 7. Employees or their families (dependents) who have just arrived from a trip to the Covid-19 affected country must carry out the swab-PCR test and from regency / city red zone covid 19 category must carry out the rapid test.
 8. Staff who experience symptoms of fever, cough, flu should stay at home and immediately go to the nearest health facility.
 9. Minimizing official travel including attending seminars or other. Employees who is traveling to or through districts/cities that are declared to be in the Covid-19 red zone category, when returning from that official travel are required to conduct a Covid-19 Rapid Test.
 10. Every company guest who arrives or through a regency/city area that is stated to be in the red zone of Covid-19 must show a Swab-PCR Test Certificate (The result is negative Covid-19) or a Covid-19 Rapid Test Certificate (The result is non-reactive) with a validity period of 14 days. Should the guest failed to present the certificate, then a Rapid Test will be conducted to the guest and if the results are reactive then the guest is asked to return home. The Rapid Test is conducted by the security monitoring the entrance and exit of the Estate/Mill/Office.
 11. Every company guest have to record their Name, Telephone Number, and Temperature for easy subsequent tracing when found to be Covid19 Positive. The security guard monitoring the entrance is responsible to ensure that the proper compliance protocol is maintained at all times. A bottle of approved sanitizer should be placed at the entrance for employees and guests to apply and sanitize their hands before they enter the estate/mill/office.
 12. Especially for AEPMI staff, they are required to use an ID Card every time they do a tapping at the office entry door.

13. The Head of Estate/Mill and GM/RM should always monitor and inform Employees and MHO about the spread of transmission of Covid-19 in their respective regions and also the policies of the Local Government regarding Pandemic Covid-19. Posters or visual aids of protocol must be displayed at strategic locations in the estate/mill/office to remind and encourage employees and guest of strict compliance to avoid the spread of this deadly virus.
14. Breach of any of these protocols is considered a serious violation and will be dealt severely by the management.
15. The provisions of "Prevention and Control of the Pandemic Corona Virus Disease 2019 (Covid-19) within the Workplace Environment by Implementing Adaptation towards a New Normal life" is effective from July 1, 2020 and Policies & Procedures No: 001 / HR- Pol / III / 2020, Memorandum No. 306-HR-III-20, Memorandum No.327-HR-III-20 and Memorandum No. 314-HR-III-20 are declared no longer valid.
16. This version has superseded the procedures and policies No. 001/HR-Pol/III/2020 dated 16 March 2020.



 **Budi Purwanto**
CEO
BP/ht