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BHUTAN TELECOM LIMITED

BT/TD/BCM/

6th September 2020

Press Release from BCHQ

Pursuant to the press release from the Office of the Prime Minister on August 31, 2020 on “work places” directing that starting September 7, all offices should open and operate full time, and the instructions of the Ministry of Health on the New Normal on workplaces, Bhutan Telecom will implement the following safety protocols without exceptions with the office opening from 7th September 2020:

1. All employees, other than those on leave, breast feeding mothers, non essential staff as may be determined by management, those who have underlying health conditions and those residing in containment zones and stranded in different dzongkhags, until restriction are lifted should attend regular office with effect from 7th September 2020. For the above ‘exempted category’ of employees, work from home will be in effect in consultation with respective Divisions, Regions and Department heads.
2. All employees should:
 - Scan and register into the Druk Trace App
 - Always enter office wearing a proper facemask
 - Wash hands with soap and water for at least 20 seconds or use hand sanitizers
 - Follow cough etiquette
 - Avoid crowding inside the office and gathering of all kinds are discouraged
 - Maintain at least one meter distance from other person
 - Get your temperature checked
 - Ensure your workstation are clean and hygienic
 - Ensure all office spaces are properly ventilated
 - Avoid all non-essential movements within offices and buildings
 - Stagger break times to reduce pressure on the tea room and common areas
 - As much as possible, bring snacks and food from home and avoid visiting canteens
 - Visit Flu Clinic if you have flu-like symptoms (fever, cough, sore throat and others)
3. Department, Division and Region heads to ensure that:
 - Safety focal Officers are identified for all Regions
 - Temperature screening for fever are carried out before entering the office compound
 - Adequate access to hand washing facilities and/or hand sanitizers are provided
 - Implement work in shifts/work from home to ensure physical distancing
 - Supply of hand sanitizers, disinfectants, hand-gloves, facemasks and other personal protective items to all staff that will need them



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- Restrict visitors as far as possible, and where unavoidable, ensure visitors follow all the safety protocols
 - Use electronic correspondences as much as possible
 - Avoid travel unless absolutely necessary
 - Limit office cars passenger capacity to 50%
 - Face to Face meetings to be replaced by teleconference or online events if possible

4. Follow-all safety protocols and advisories issued by the Government

In order to effectively respond to this evolving situation, we must individually and collectively make every effort to be responsible and vigilant. Please stay safe.



Electronically signed on September 6, 2020
BTTEL.COM

Chief Executive Officer/Commander
BCHQ
Thimphu