

**GALAXY AEROSPACE (M) SDN. BHD.
EMERGENCY RESPOND PLAN FOR
NOVEL CORONAVIRUS COVID-19**

COVID-19 EMERGENCY RESPOND PLAN (ERP)

THE PLAN

Galaxy Aerospace **Emergency Response Plan** (ERP) for **Novel Coronavirus** (the COVID-19 Plan) is designed as guide to act, react and response to COVID-19 transmission in the organization. The rapid escalation of the COVID-19 outbreak in Malaysia and around the globe represents a significant health risk to Galaxy's employees and the organization. It has the potential to cause high levels of morbidity and mortality effect and will disrupt health of our employees and organization physically, mentally, socially and economically. The internal principal to this plan is based on **Strategic Response Approach** will be used all the instruments at it is to, control and mitigate the consequences of the pandemic in practical goals:

- Emphasizing employer and employee's in the organization to their responsibility in implementing recommended level actions.
- Empowering organizations to implement recommended actions, particularly in ways that protect workers at increased risk.
- Focusing on settings and development that provide critical mitigation strategies or services in organization at increased risk.
- Minimizing disruptions to working environment and daily life to the extent possible.

STRATEGIC RESPONSE

Objective of Response Approach is to provide additional detail to support the implementation of activities under the COVID-19 Plan at an administrative and management level. The considerable in pandemic preparedness in the It can be used by planners prior to or during an outbreak as an operational checklist of activities that could be considered for implementation.

Galaxy's response to this novel coronavirus outbreak by undertaking activities to:

- **Setting up internal working committee** to undertake strategies for implementation activities and prevail contingency plan under Galaxy's COVID-19 Plan improvements.
- **Develop interim internal guidance notification and directive** to minimise the risk of further disease transmission and rapid recovery of individuals and services.
- **Respond promptly and effectively** to minimise and developing mitigation plans the novel coronavirus outbreak impact in the organization as authority recommendation.
- **To communicate and convey valid information** throughout the organization in the event access to information for health care services, support, and resources.

In developing mitigation plans, organization should identify ways to ensure the safety and social well-being of employees that may be especially impacted by mitigation strategies, including individuals at increased risk for severe illness. The mitigation activities required involvement and cooperation from all throughout the organization. During this novel coronavirus outbreak will involve the current information, directive and guidance from state and territory governments and health sector parties as reference. Coordination and communication within the organization will be particularly important during our current active response.

Table 1. ERP Notification Flowchart

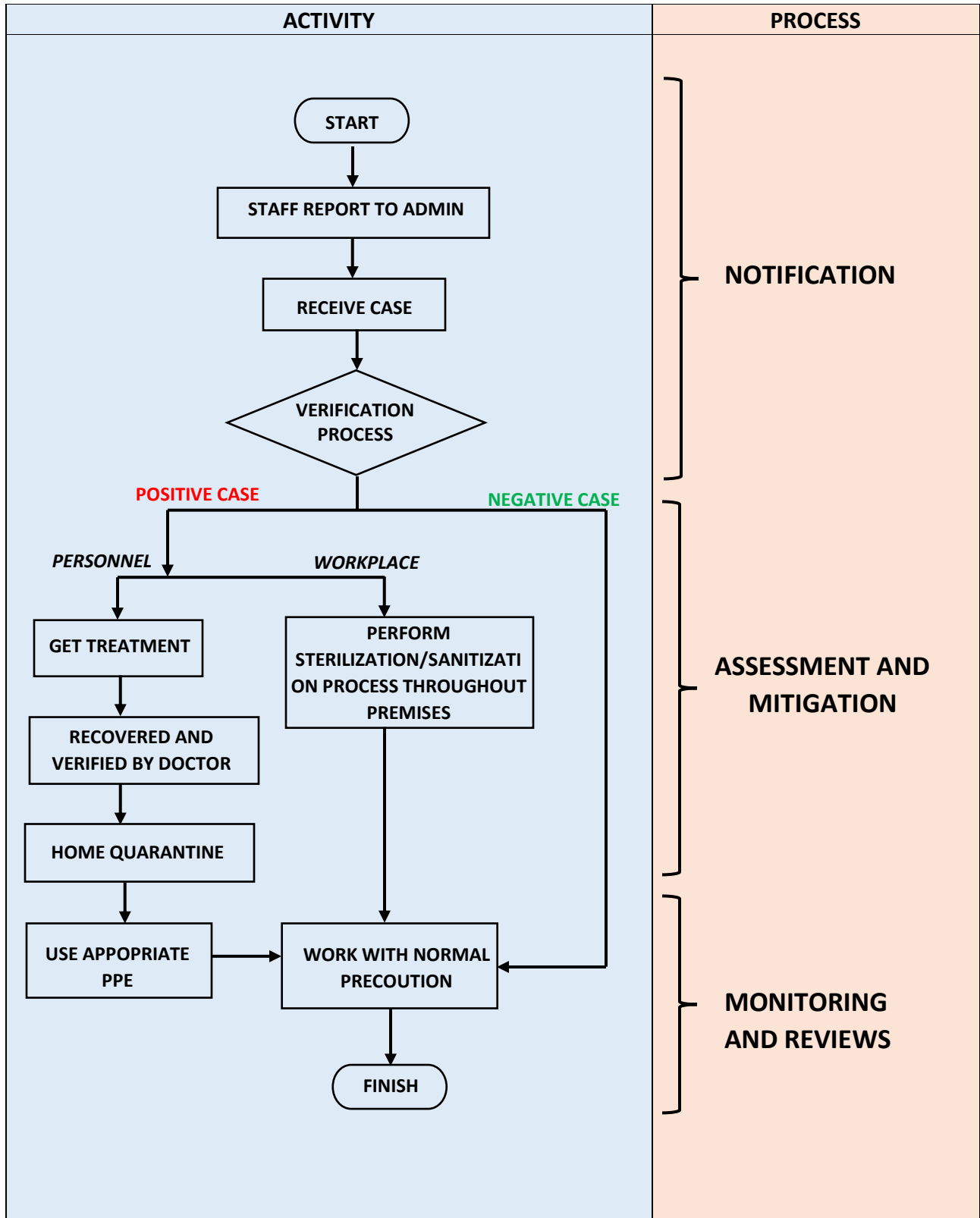


Table2. Factor to Consider for Determining Mitigation Strategies

Factor	Potential Mitigation Activities According to Level of COVID-19		
	Minimal	Moderate	Substantial
<p>Workplace</p> <p>What workplaces can do to prepare for COVID-19 in the workplace</p>	<p>Know where to find local information on COVID-19 and local trends of COVID-19 cases</p> <p>Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite</p> <p>Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home.</p> <p>Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).</p> <p>Clean and disinfect frequently touched surfaces daily.</p> <p>Ensure hand hygiene supplies are readily available in building.</p> <p>Availability of personal protective equipment (PPE)</p>	<p>Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness</p> <p>Implement social distancing measures:</p> <ul style="list-style-type: none"> Increasing physical space between workers at the worksite Staggering work schedules Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.) <p>Limit large work-related gatherings (e.g., staff meetings, after-work functions).</p> <p>Limit non-essential work travel.</p> <p>Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings</p>	<p>Implement extended telework arrangements</p> <p>Ensure flexible leave policies for staff who need to stay home</p> <p>Cancel non-essential work travel.</p> <p>Cancel work-sponsored conferences, tradeshow, etc.</p>