

## **SAFETY MEMO**

**To** : All Employees  
**Date** : 7<sup>th</sup> May 2021  
**Reference** : GAM-S/ME/66/MAY21  
**Subject** : Galaxy Aerospace Covid-19 Reporting Flow

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1. Due to recent increasing number of cases regarding Covid-19, This memo is for reminder to all staff as a safety measures due to **“new normal”** that we are facing right now. All employees are required to comply with the SOP’s that have been implemented during the period of the Covid-19.
2. This memo also will provide the staff on how to report and if there any positive cases happen in our GAM community, **do follow the instructions given as per attachments below.**
3. All employees are responsible to follow all the instructions and guidelines that have been set by the company. Also, can refer our previous **Safety Memo** and **HR & Admin Directives** as per in **Official Announcement.**
4. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo onto your respective notice board.

Thank you,

***Lindungi Diri, Lindungi Semua.***



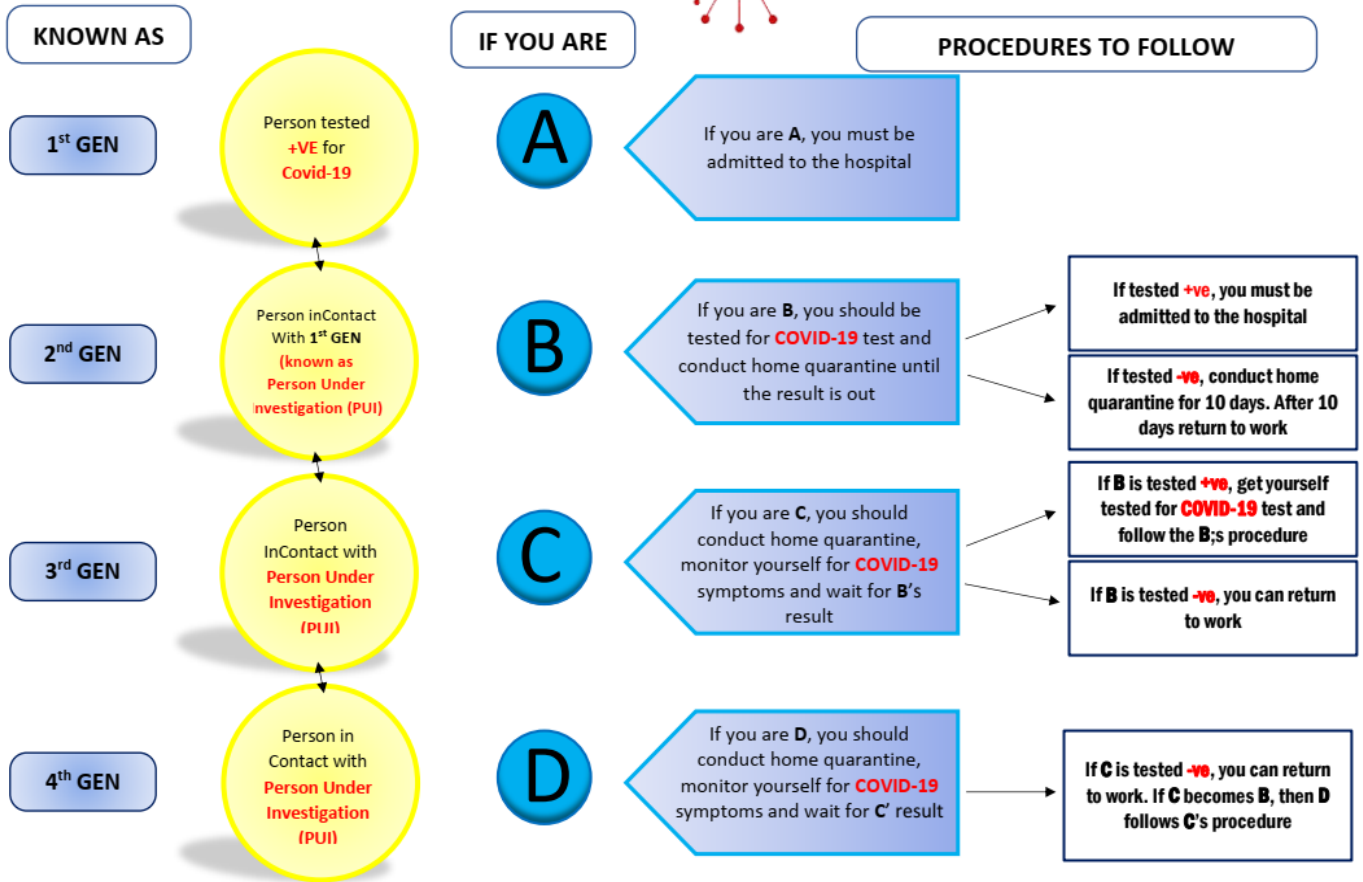
Mohammad Nizam Jaafar  
**Safety Manager**

C.C – Managing Director  
Chief Technical Operation Officer  
Quality Assurance Manager

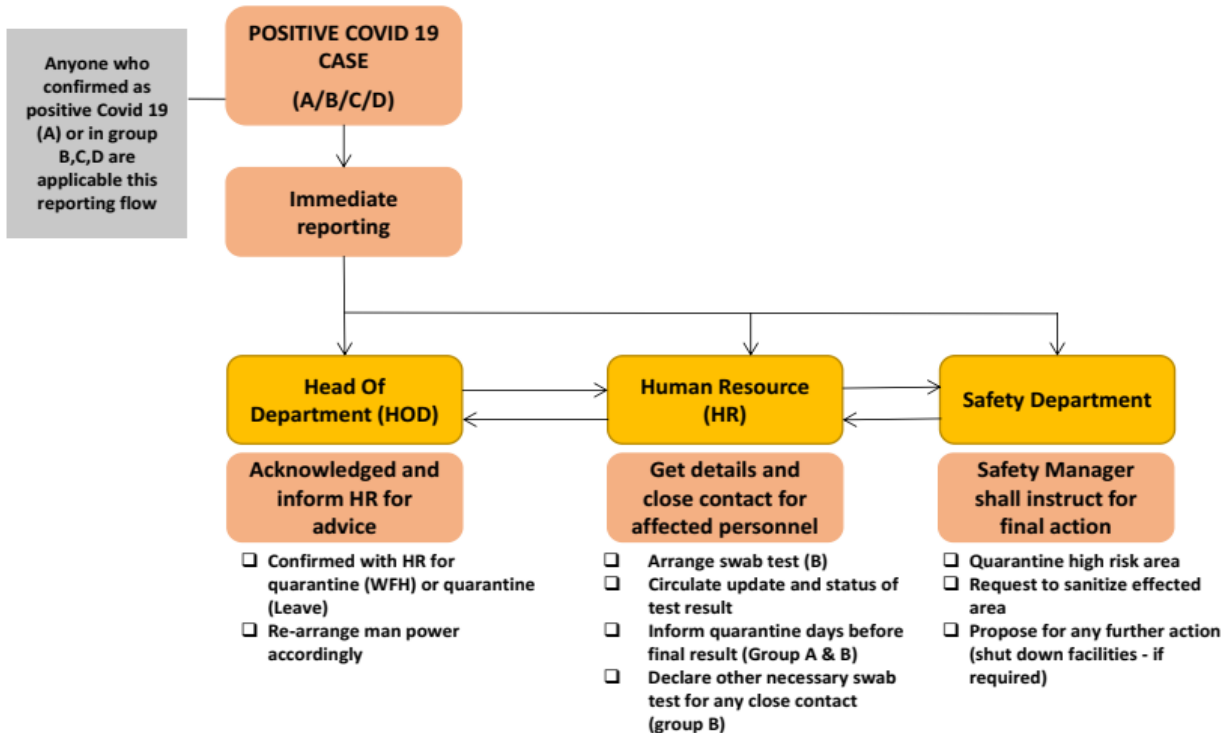
**ATTACHMENTS:**



# Preventive Measures COVID-19



## COVID 19 REPORTING FLOW



*\*Note: IF you have been positive Covid-19 before, it is not necessary to perform RTK or PCR Swab Test for at least 4 to 6 months.*