



Returning to your KMC Workspace

SAFETY & PRECAUTIONARY MEASURES TO ENSURE
WE MAINTAIN A HEALTHY & SAFE WORKING
ENVIRONMENT

Your Health & Well-being are our No.1 Priority



LET'S GET BACK TO WORK!

We're looking forward to welcoming you back to your KMC workspace and are working proactively to make this a smooth transition for all. While you've been away, KMC has worked round the clock to ensure that your seamless return poses no health hazards or dangers.

The KMC team continues to proactively work together to effectively reduce any risk of exposure to all our members of the community.

As we look forward to welcoming you back and reuniting as a community, our team has come up with precautionary measures and guidelines to help us all adapt to the new norm. With these, we aim to provide all KMC members a clean, safe, and happy working environment where you can continue to focus and do your best work.

We ask for your cooperation and compliance as we continue to play our part in flattening the curve and aiming to remain a COVID-19-free community.

-KMC Management

Proactive Measures to Ensure your Safety

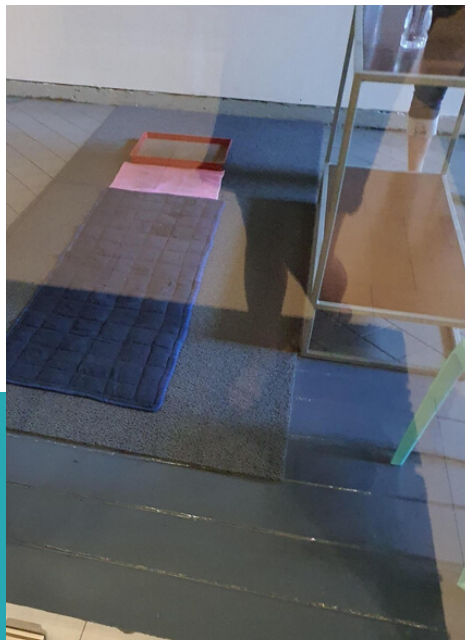
The KMC team has been working throughout the ECQ to ensure the readiness of our workspaces in welcoming our valued community members back.

Across all our facilities, we have been working with private contractors, certified in ensuring cleanliness and sanitation at medical grade standards. Procedures such as UV-Light treatment and decontamination misting are put in place for the utmost safety and protection of the KMC Community.

1. Entrance Protocol

- No face mask, no entry. All employees, members, visitors, and contractors are **REQUIRED** to wear face masks at ALL TIMES upon entering the KMC workspace.
- Sanitize hands upon entry. We have provided alcohol and hand sanitizers at the reception, and at other common areas for the use of all community members.
- A foot bath will be provided for the sanitation of your shoes. Please ensure this is used before entering any KMC facility.
- Only employees and members who are enrolled in the biometrics system will be allowed to enter the office premise. Special RFIDs are now available for touchless entrance to our spaces. Kindly coordinate with your respective account managers on how to claim a set for you and your team.
- **IMPORTANT:** As a new standard, all employees, clients, guests, contractors, etc. are required to fill out our health declaration form: <https://forms.gle/5oiUPxxs7yT7yPp87>.

Note that the document must be filled out and presented upon entry to the building security of every KMC Workspace location. Should any person tick "YES" to one of the questions, KMC reserves the right to deny the person entry to the premises as a safety precaution.



2. Social Distancing

- Keep AT LEAST a 1-meter (3 feet) distance between yourself and others when in the office, common areas and office building AT ALL TIMES.
- Do not gather in groups. We have specifically set up our common areas to reduce and control the number of people who may use the facilities at any one time.
- If possible, internal meetings are encouraged to be held using digital channels, instead of face-to-face set-ups.

3. Disinfection & Sanitization

- Increased frequency in general cleaning of premises (up to two times a day) along with additional sanitation procedures will be implemented.
- Main doors and other commonly touched surfaces (i.e door knobs, handles, switches, etc.) will be disinfected on an hourly basis. Disinfectants will be made available in the pantry for handles of shared appliances such as the microwave and refrigerator.
- Additional hand-sanitizing stations will be provided across all KMC sites.
- In the event that a COVID-19 infection is officially confirmed, all community members will be asked to immediately vacate the workspace for up to 24 hours. During this time, hospital-grade sanitation and disinfection of the premises shall be performed.



How are we keeping your workspace clean?

AREAS	EXAMPLE	MODE OF CLEANING	FREQUENCY
COMMON AREAS	Reception, Business Area, Lobby, pantry, Refreshment Area	Sweeping, Dusting, Suction Cleaning, Disinfection using Disinfectants and UV-C Lights	Frequently touched surfaces - Hourly; atleast Twice a day; Suction cleaning - once a day; UV Light - once a week (weekend)
MEETING ROOMS	Phone Booth, Meeting Pods, Interview Rooms	Sweeping, Dusting, Suction Cleaning, Disinfection using Disinfectants and UV-C Lights	Every after use. Suction cleaning - once a day UV-C Lights - once a week (weekend)
COWORKING AREAS	Desks	Sweeping, Dusting, Suction Cleaning, Disinfection using Disinfectants and UV-C Lights	Every after shift UV-C Lights - once a week (weekend)
OFFICES	Private and Shared Offices	Sweeping, Dusting, Suction Cleaning, Disinfection using Disinfectants and UV-C Lights	Every after shift UV-C Lights - once a week (weekend)
FREQUENTLY TOUCHED SURFACE	Doorknobs, Light Switches, Counter Tops, Handles, Faucets, Sinks, Printer	Disinfection (alcohol or bleach solution)	Every 30 mins



4. Mandatory 14-day Self-Quarantine

In line with the DOH guidelines, a 14-day quarantine period will be required for:

- Any person who has recently travelled outside the Philippines.
- Any person who has recently travelled to Cebu or any other Visayan region.
- Persons who have come in close contact with a suspected Person Under Investigation (PUI), Person Under Monitoring (PUM) and/or a confirmed COVID-19 patient.

Any person who falls under the above mentioned categories must submit a scanned copy of a valid Fit-To-Work certificate to health@kmc.solutions. The certificate must first be acknowledged by KMC before the person is allowed to enter the KMC facility.

5. Seek Medical Attention if:

- You are experiencing flu-like symptoms, including but not limited to: sore throat, cough, colds, runny nose, and sneezing.
- You feel unwell.
- You have a fever of at least 38°C and above.
- You have been in close contact with a confirmed COVID-19 patient, Person Under Monitoring (PUM) and/or a Person Under Investigation (PUI).



6. Practices to Follow for a Safer Workspace

- Wash your hands with soap and water regularly throughout the day, especially after the use of restrooms and elevators.
- Our food concessionaires will not be available until further notice. We encourage you to bring your own food and utensils. Should you wish to have food delivered, please coordinate with the rider to meet you at the lobby, with proper building rules and regulations in place.
- Use mugs or tumblers that are short and with wide openings. This is to avoid possible cross-contamination from our water dispenser faucets.
- Immediately inform your supervisor if you feel unwell, unable to report for work or are suspecting a possible COVID-19 contact.
- Roving nurses will randomly check the status of on-site individuals and community members.
- Please email health@kmc.solutions or call 02-87796540 local 1111 if you have any questions or concerns.
- KMC reserves the right to deny any person entry should they feel the person may cause risk to the greater health of the KMC Community.

