

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

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 Reference Number:
 OMG.STF.M11450.1001.A

 Date:
 24-01/2020

<input type="checkbox"/> Urgent	<input type="checkbox"/> Review	<input type="checkbox"/> Comment	<input type="checkbox"/> Reply	<input type="checkbox"/> Retain
<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Info	<input type="checkbox"/> Note	<input type="checkbox"/> Call me	<input type="checkbox"/> Sign & Return

 Attachment(s): None As listed below

Wuhan Coronavirus Outbreak

Dear All,

We wish to bring to your attention that as of to date, the numbers of Wuhan Coronavirus is on the rise with the total number of cases reported are 580 cases [China: 571 cases; Thailand: 4 cases; Japan: 1 case; Macau: 1 case; South Korea: 1 case; Taiwan: 1 case and US: 1 case] [Source: **The Sun Daily**, (2020, 24 Jan), Reducing the spread of the Wuhan Coronavirus.]

In view of this, we urge you to take note of the following guidelines as a measure to help contain the spread of this pandemic;

- Maintain good hygiene by constantly washing hands with soap and cleaning them with hand sanitizer.
- Avoid direct hand contact with eyes and nose as much as possible.
- Wear masks in the heavily crowded areas.
- When coughing or sneezing, use tissues to cover both mouth and nose. After that, dispose the used tissue in trash can. Then wash your hand thoroughly and properly. When you sneeze and there are no tissue available, use the upper parts of your arms to cover your mouth and nose and avoid using your hands.
- If you have just returned from the infected countries and have an acute respiratory infection or pneumonia, you should immediately visit a doctor.
- Maintain good hygiene habits in general.
- Try to avoid close contact with sick people.

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Apart from the above, if you have any of the following symptoms, please visit the doctor at the soonest available opportunity;

- Coughing
- Fever
- Pneumonia
- Shortness of breath
- Vomiting
- Diarrhea

We would once again like to stress that we have to adopt the '**self-regulation**' approach to curb this pandemic. Combating this coronavirus pandemic is no longer an employer – employee responsibility alone, but is has become a global pandemic and it is the responsibility of each and every one of us to help curb this.

We will keep you updated from time to time for the latest development regarding this matter.

Note: Kindly refer to the attachment on how to wear and dispose face mask correctly.



Thomas Baake
Chief Executive Officer



Sukhbir Singh
Safety & Security

Attachments: Correct Way to Wear and Dispose Face Mask

cc: ERLSB, SPYTL, CCRC

CORRECT WAY TO WEAR AND DISPOSE FACE MASK.



Step 1:

Hold the mask via the ear loops, and ensure that it covers your mouth and nose. Then place the loops over your ears.



Step 2:

Pinch the metal strip or stiff edge of the mask so it takes the shape of your nose bridge.



Step 3:

Once the mask is soiled, remove it by holding the ear loops.



Step 4:

Dispose soiled mask into the bins.



Step 5:

Wash your hands thoroughly with soap and water after disposing the mask.