

HAWORTH

# Return to Work(place) Human Resources Guidelines

Haworth International  
May 2020

# Preface

As long as there are significant levels of Covid-19 infections in the markets we operate and there is no vaccine developed, we need to adapt our workplaces and our working to provide a safe environment for our employees.

The following human resources guidelines have been created to contain possible infections of our employees that reduce the ability to operate our business.

## **Rotation and Teaming:**

Haworth has split all functions that work together into two groups. These groups are strictly to remain separate from each other until further notice to provide natural buffer and redundancy in the case of infection. The two groups rotate occupancy of the office while the other group works from home. Contacts between the employees from different groups are to be held only virtually by phone, mail and video conference. The defined groups should also ensure no private contact between the employees of different groups.

In case of an infection the group of the infected member will go into a two week self-quarantine plus will follow any governmental instructions. After the two weeks or in case of a negative testing the employees of the group can re-start work in our premises.

## **Meal Times:**

Lunch breaks are scheduled and taken by department in order to minimise the risk of infections during the lunch breaks across departments. This is for our factory and office employees.

## **Temperature Screening:**

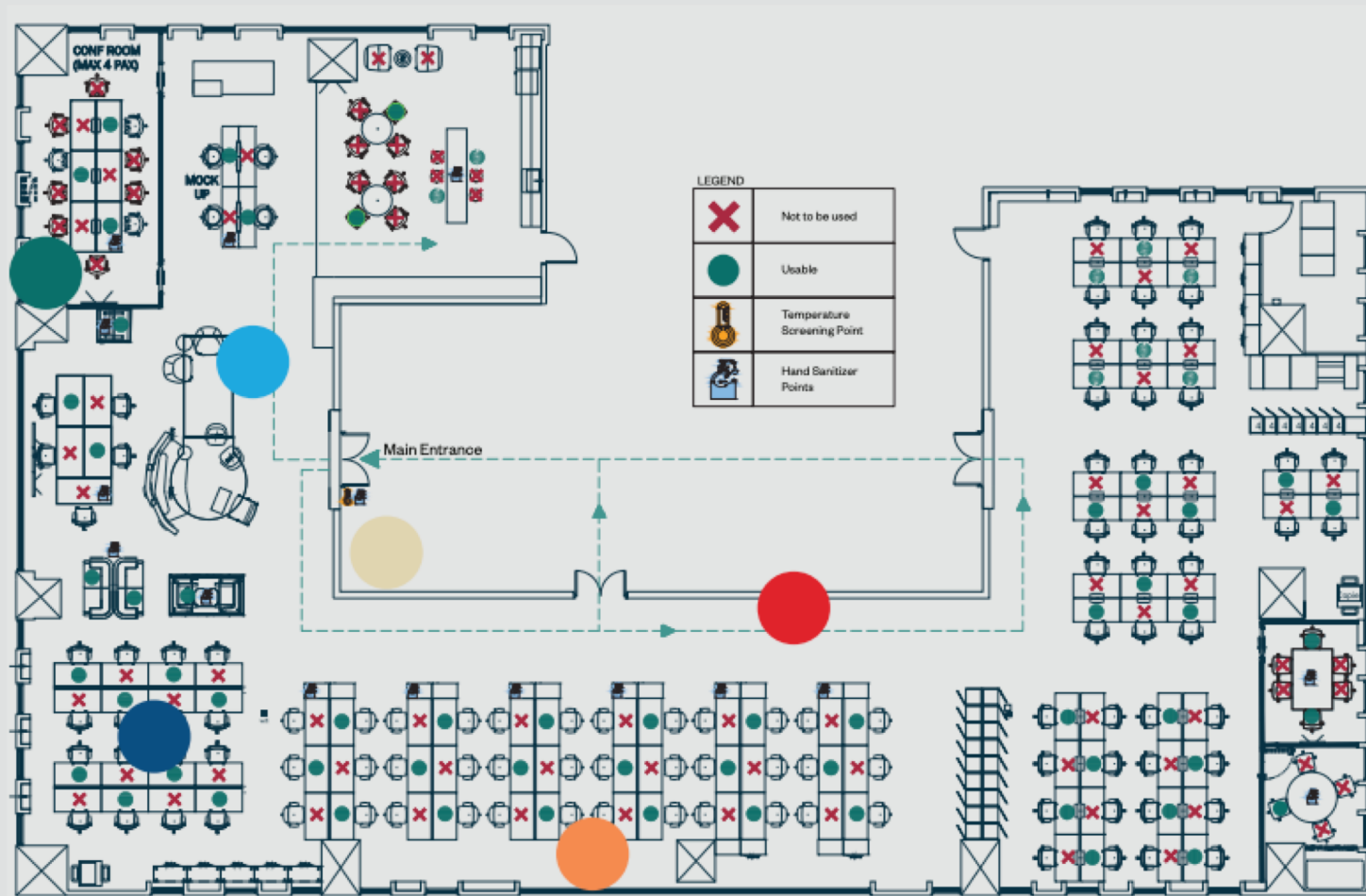
Temperature screening is conducted for all employees and visitors on a daily basis. Additionally every employee and guest will self declare register their health status when entering the building through QR code. For employees this is done on a weekly basis.

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# **Space Occupancy & Design for Safe & Seamless Operations**

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## Haworth Malaysia Office



- Physical Distancing**
  - Floorplate density to meet physical distancing guidelines to maintain safe capacity.
- Aisle Widening**
  - Creating greater physical distance from traffic areas and the workstations.
- Traffic Routing**
  - Singular circulation flow to reduce opportunities for contact.
- Employee Capacity / Rotation**
  - Rotating work schedules to achieve capacity planning guidelines and create redundancy in workgroups.
- Collaborative Positioning**
  - Convert unassigned spaces to assigned spaces to address density challenges.
    - Repurpose collaboration areas to individual work areas to address density.
    - Reposition collaborative furniture into individual touchdown areas for safe working.
- Hygiene Station**
  - Mandatory temperature screening on entry.
    - Hand sanitizer for entry and re-entry.
    - Regular disinfectant cleaning of high-traffic areas.

# **Human Resources Guidelines for Safe & Seamless Operations**

# Business Guidelines

## 1. Allow Flexible Work Time (Start and End)

- Flexible work time shall be arranged within the function according to the business priority of the position.
- Flexible start and end work time for employees who are taking public transport to avoid peak hours in the morning and evening after work
- Wear a facemask to commute
  - Follow transport provider's physical distancing guidelines

## 2. Create isolated work groups/teams for rotational office occupancy

- Part of Business Continuity Plan
- Split teams within a function and rotate weekly (as be decided by team leaders)
- Upon confirmation, team leaders are required to send the name list to HR as record.

## 3. Ensure safe home working

- Support home offices for ergonomics, lighting and acoustics

## 4. Conduct meetings virtually

- Leaders and employees are encouraged to use Teams/Skype/WebEx/Bluescape for internal team meeting and external customer meeting where possible)
- Regional IT Team will ensure strong connectivity of Wifi coverage throughout the entire Haworth location.

## 5. Support function flexibility

- Ensure sufficient back up within the team to ensure continuity of business under any circumstances.

## 6. Informed HR if any of your team with Covid-19 symptoms.

- If team member is having Covid-19 symptoms during this period
- If member had close contact with confirmed/suspected Covid-19 case
- If member residential area has been declared 'red-zone' due to Covid-19 confirmed case

## 7. Provide personal protective equipment

- Company will provide face mask, hand sanitizer etc to employees and visitor as and when needed.

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# **Human Resources Tools**

## **Haworth Employee Communications**

# [1] Healthy Human Interactions and Safe Work Environment



## Observe 2 meters Physical Distancing within Haworth premises

- Employees are required to observe physical distancing of at least 2 meters between employees or member and customers (e.g.: pantry, meeting rooms, common area etc.)
- Workstation, meeting rooms, common area and pantry will be rearranged/marked to indicate which workstation / seat is allowed or not allowed to use
- Avoid physical handshake



## Sanitize/Disinfect high-contact surfaces

- High-contact surfaces, such as door handles, pantry tables, exit button, printer etc will be disinfect at least every 2 hours
- employees are required to disinfect own workstation regularly, such as after lunch break and before leaving the Haworth location for the day



# [2] Healthy Human Interactions and Safe Work Environment



## Temperature Screening and declaration at Haworth location entrance

- All employees and visitors are required to go through temperature screening and declaration process at the entry point daily
  - Check-in QR code will be displayed at entrance
  - Thermometer will be placed at the entrance for self measure
  - Hand sanitizer will be placed at the entrance. All employees and visitors are required to sanitize their hands after self temperature taking and before entry to the Haworth location
- This is for the purpose of contact tracing



## Handling of Material / Deliver Parcel with hygiene

- No dispatch will not be allowed to enter to the office for parcel delivery
  - A table will be set up outside of the entrance for parcel/documents courier/receive and disinfectant solutions will be place on the table for disinfection needs
  - Member should responsible for his/her own courier arrangement and collecting delivery consignment note/s at the end of the day
  - Parcel/documents received should be disinfected before bringing in to the Haworth location

# [3] Healthy Human Interactions and Safe Work Environment



## Observe occupancy limit in meeting rooms/pantry

- Pantry - maximum 3 persons at one time
  - Allow flexible lunch hours
- Meeting rooms
  - Conference room – max 4 persons at one time
  - Project room – max 1 person at one time
  - Chill room – max 1 person at one time



## Mask on within Haworth premises

- All employees and visitors are required to wear mask within Haworth premises





## Improve office air circulation in Haworth location

- Use air purifier (if available in your location) for better air ventilation purpose
- Ensure the workplace is well ventilated through open doors and windows whenever possible

# [4] Healthy Human Interactions and Safe Work Environment

- 
- Remind employees to maintain good hygiene habits (e.g.: handwashing with soap more often and use hand sanitizer)**
- Reminder notices will be placed in Haworth locations

- 
- Allow only one entrance to the office**
- During Covid-19 period, only one entrance will be opened for access to Haworth location

- 
- Tap your access card each time you enter the office**
- For contact tracing purpose employees are required to tap their access card each time they enter the Haworth location
  - Complete the declaration form every day they enter the Haworth premises

# **Human Resources Tools**

## **Haworth Employee Guidelines for Safe Working**

# Starting your day



Exercise and start your day with your perfect breakfast to fuel and strengthen your system



Prepare your personal items: 1. protection kit like masks, hand sanitizer. and 2. personal belongings like mugs, water bottles, pens



When leaving the house, put on your mask and keep your distance, when using public transport, make sure you avoid touching public surfaces



When you are using public transport for your commute, make sure you avoid touching public surfaces, sanitize your hands after touching doorknobs, handrails etc. If possible use touch free payment methods

# Arriving at work



Behave according to the instructions of the building and follow the building guidelines



Queue for temperature check, maintain physical distancing



Sanitize your hands and make sure to keep masks on.



While moving through the building, make sure you reduce density. If possible, use the stairs



Swipe your access card and complete your declaration process to make sure we can track

# At Work



Maintain 2m physical distancing



Make sure you are aware of the occupancy limits in rooms. When possible prefer to conduct meetings virtually



Sanitize your hands and make sure to keep masks on



While moving through the building, make sure you reduce density. If possible, use the stairs



Swipe your access card and comply with Haworth's health and safety protocols or those of our clients



contact your team leader and functional leaders if you have questions or any concerns.

# At the Factory



Private bus transport service for commute. Seats have been marked for physical distancing.



Temperature screening upon entering the premises.



All products have been disinfected during packing and delivery. All transportation is disinfected on arrival.



Added table screens in the cafeteria to avoid face to face direct contact at meal-times.



Shop floor space planning, work practice & single-lane traffic management.



Introduced work shift schedules to support density limitations for physical distancing.



# During Lunch



Buy or go out for lunch outside of peak hours



Make sure you use your personal items



Eat where you can keep the necessary physical distance and make sure you are in designated lunch areas



Make sure that you dispose trash, wipes and all used items



Maintain a positive hygiene, wash your hands, sneeze into your armpit, especially when you go out for lunch

# Leaving the office



Practice a clean desk policy. Remove all personal items and work files or documents from the desk when leaving the office



Put on your mask the moment you step out of the office



Swipe your access card before leaving the office



Try to avoid big groups when leaving the office



When you are using public transport for your commute, make sure you avoid touching public surfaces, sanitize your hands after touching doorknobs, handrails etc. If possible use touch free payment methods

# At home



Wash your hands or even shower upon arrival at home. Take off your shoes at the entrance and change into clean clothes before interacting with others



Disinfect your mobile phone, car keys and other items that may have been exposed in public areas



For single-use masks, discard them properly in a closed bin



For reusable masks, inspect for tears or holes. You can either wash your masks thoroughly (everything above 60 degree Celsius) or iron them very hot to destroy germs and viruses



Do things that help you relax and restore, that make you feel good

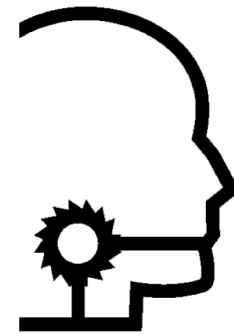
**If you are unwell, promptly inform your local HR, team leader or functional leaders and stay at home.**



**FEVER**



**COUGH**



**SORE THROAT**

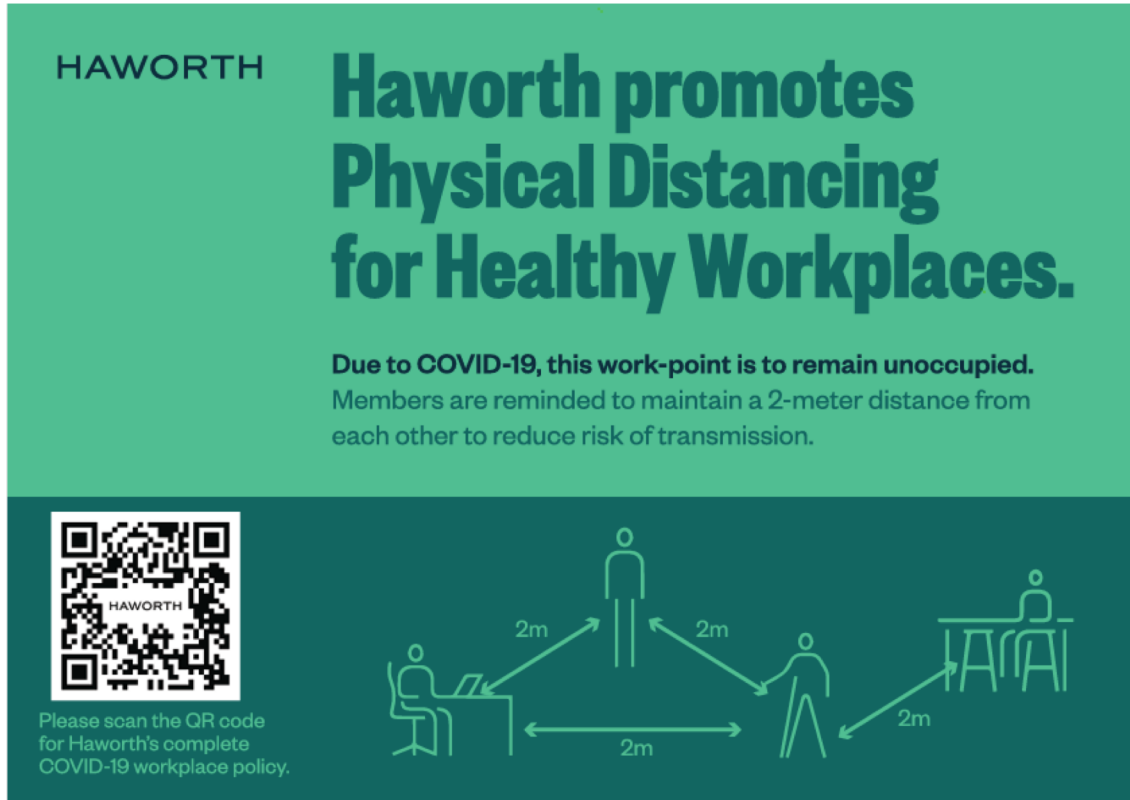


**SHORTNESS OF BREATH**

# **Communications Tools**

## **Haworth Support Materials for Return to Work(place)**

# Workpoint Signage



Printed on transparent stickers and applied to desks that cannot be occupied for safe physical distancing. QR code access to complete HR policy.



Printed on reverse on card for touchdown spaces once workpoint has been vacated to notify cleaning team.

# Workplace Signage

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## Return to Work(place)



Observe 2 meters physical distancing in the Haworth location between member and member / member and customer in the office (pantry, meeting room, common area etc.)



Members and visitors are required to wear mask in Haworth premises



Sanitize/disinfectant 'high-contact' surfaces regularly



Improve office air circulation with air purifier or by opening doors and windows whenever possible



Temperature screening upon entry for both members and customers



Members are encouraged to maintain good hygiene habits (eg: handwashing, sanitizer etc.)



Ensure hygienic handling of item that come in contact with broader population (e.g.: material handling, courier parcel etc.)



Allow only one entrance to Haworth location



Observe the occupancy limit in a room (eg: meeting room, pantry etc.)



Tap your access card each time you enter the Haworth location

Printed material to be placed in common and meeting areas for reminder aid

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