

Business Continuity Planning for Synod Office

In line with the guidelines given by Enterprise Singapore for Small & Medium Sized enterprises, Synod Office has developed a Business Continuity Plan (BCP). Due to the evolving situation of the novel coronavirus (nCoV), this BCP is non-exhaustive and does not cover all situations. We will update the BCP, where applicable, with the latest relevant advisories issued by MOH and other government agencies. The latest version of the guide from Enterprise Singapore can be accessed at www.enterprisesg.gov.sg/2019-ncov

- 1) The Synod General Manager is appointed the Business Continuity Manager (BCM).
- 2) All Synod staff are to provide the updated contact information to the BCM, i.e. home address/home telephone number/mobile phone number.
- 3) Synod staff are to contact the BCM (Tel: xxxx xxxx) if they are admitted to hospital with suspected infections for contact tracing purposes.
- 4) The BCM will act as the Point of Contact (POC) who will be responsible for liaising with MOH during the activation of contact tracing processes at the workplace.
- 5) The BCM will check the following websites (www.moh.gov.sg/2019-ncov-wuhan) daily for updated advisories and update the staff accordingly.
- 6) BCM will ensure that staff who have travelled to affected areas are quarantined or put on Leave of Absence (LOA) for a sufficient number of days, as advised by the MOH.
- 7) The BCM and/or the staff's immediate Supervisor will check on the affected staff's health by phone or email during his/her absence from work.
- 8) The affected staff will monitor their health for a period of 14 days following the guidelines issued by MOH .
- 9) The staff's immediate Supervisor will keep the quarantined/LOA staff informed of events in the Synod office.
- 10) The staff's immediate Supervisor will co-ordinate with the affected staff's on his/her work/assignments to ensure that there is no disruption to the Synod's workflow.
- 11) The BCM will ensure that the Office has adequate supplies of tissue paper/paper towels, disinfectants and masks when they become available in the stores.
- 12) The BCM will put up notices on personal hygiene measures and proper hand washing techniques.
- 13) The BCM will ensure that common areas e.g. pantries, washrooms, meeting rooms are disinfected daily.
- 14) In view of the lack of appropriate room, the Resource Room will be designated as the Isolation Room for staff who has developed high fever (exceeding 38 degrees C) and flu-like symptoms.
- 15) The BCM will arrange for staff with high fever and flu-like symptoms to be brought to the clinic/hospital.

- 16) If any staff is unwell before coming to work, they are to inform the BCM and their immediate Supervisor, and seek medical treatment and do not report to work. If the staff is subsequently quarantined by MOH, they are to return to work upon completion of quarantine order or upon doctor's certification.
- 17) For staff who are not required to be quarantined but is put on Medical Leave (ML), they are to stay at home and rest for the number of days that the doctor has certified him/her to be unfit for work (Medical Certificate). Subsequent to the MC, they are to return to work. If they continue to feel unwell, they are to follow instruction as per Item 16. Or, they may apply for emergency leave to cover the period of their absence from the office.
- 18) All staff are to avoid unessential travelling to cNov-affected countries, especially China. They must report to the BCM and their immediate Supervisor of such travel upon their return to Singapore.
- 19) All staff are to observe personal hygiene conscientiously, and avoid crowded places if possible.

Additional Measures for Situation under DORSCON Orange

- 20) All staff are to take temperature twice a day and record their temperatures in the Temperature Monitoring Log.
- 21) All visitors are to have their temperature taken by Synod Admin Assistant, and also complete the Health Screening Form for Visitors (for contact tracing purposes). In the absence of the Admin Assistant, the Executive – Mission will take the temperature of the visitors.
- 22) Synod staff will continue to come to work as per normal.
- 23) All staff are to avoid external non-essential activities where preventive measures are not implemented, such as group outings, banquets, etc. If you are involved in any such external activity, you are to keep a record of the place of activity and the people that you have come into close contact. This is for contact tracing purposes.

Additional Measures for Situation under DORSCON Red

- 24) Measures under Items 20, 21 and 23 are to be continued.
- 25) Synod staff will come to work on alternate days as per MOH advisory.
- 26) BCM will draw up the Alternate Work Schedule (AWS). The staff will be split into two groups, with each group coming to work in the office on alternate days. That means, one group will work in the office while the other group will work at home, and alternatively.
- 27) All staff must ensure that they bring their laptops back home for those days that they are scheduled to work from home. They are to ensure that all the relevant software, work files, etc. are loaded into their laptops.

28) All staff are advised to continue monitoring their temperatures daily whether at home or in the Office. They are to report to the BCM and their immediate Supervisor if Items 3, 16, 17 or 18 occurs.

(10 February 2020)