

## USEFUL INFORMATION ON COVID-19



### How to wear a mask correctly

We would like to remind all staff of the importance of wearing masks correctly and maintaining good hygiene in limiting the spread of illness. When used properly, surgical masks can prevent infections transmitted by respiratory droplets.

The health authorities recommend the following:

1. Wash your hands thoroughly with soap before putting on a surgical mask.
2. Ensure that the surgical mask fits snugly over your face

Please note that most surgical masks have a three-layer design that includes an outer fluid-repelling layer, a middle layer that serves as a barrier to germs, and an inner, moisture-absorbing layer that should face the face.

**In general, the coloured side/the side with folds facing downwards should face outwards with the metallic strip uppermost** and pinched across the bridge of the nose to secure it tightly. For tie-on surgical masks, you should secure the upper ties at the crown of head and the lower ties at the nape of the neck. The surgical mask should be extended to fully cover the mouth, nose and chin. (*see images below*)



Image 1

Image 2

Image 3

Image 4

Image 5

[Read more](#)



### The importance of washing your hands properly/regularly

Maintaining good hygiene and frequent handwashing are important in preventing the spread of infection, so we encourage all staff to wash their hands with soap or an alcohol-based solution regularly throughout the day.



We would also encourage staff who share meals to be aware of the hygiene implications and take necessary precautions to guard against the transfer of germs.

For more information, please visit these useful links:

Centre for Health Protection:

<https://www.chp.gov.hk/en/healthtopics/content/460/19731.html>

Ministry of Health Singapore:

<https://www.moh.gov.sg>



### **What to do if you feel unwell**

If any employee (whether permanent, fixed term or contractor) has a temperature of 38 degrees Celsius or higher, they should take sick leave and contact their HR Business Partner to follow the local return to work procedure. It is not necessary to self-quarantine for 14 days because of a cough or fever, unless quarantine is recommended by a doctor.

Staff should be aware that they may need to reassess travel plans as the situation evolves and to watch the latest on self-quarantine measures required by BNP Paribas. You will be required to complete a Health Questionnaire before returning to work after a period of self-quarantine.

[Health Questionnaire](#)



### What to do if you have a client enquiry

If you receive an enquiry from a client requiring a written response regarding the bank's actions in the context of Covid-19, please reach out to your business head or Brand & Communications team.



### Q&A

Any other questions related to Covid-19 please refer to this [Q&A](#) or contact your local BCM or HR team.



### Travel advice - make sure you stay up to date!

The situation regarding Covid-19 is continuously evolving, so we need everyone to stay vigilant to the latest travel advice in both their home market, as well as any destination for travel.

Effective immediately, all business travels intra APAC, outbound APAC and inbound APAC are suspended, except if a specific approval is obtained from the CEO APAC. This applies also to business travels already pre-approved which need to be revalidated. Please note that Territories in APAC may define domestic travel guidance at their discretion. Please refer to the latest business travel policy.

To view the latest travel restrictions in APAC, please [click here](#).

For any planned travel, there is a chance the bank will require you to undergo a period of self-quarantine upon your return from a particular location if there is an outbreak of Covid-19. Currently, we are asking staff to stay at home for 14 days from their date of return from “exposed areas” (see list below).

In that case, you may be asked either to take leave or to work from home (provided that your position enables this and prior authorisation had been provided by manager).

“It is important that you keep yourself updated on this list, and we also ask you to inform your manager and HR of your personal travel plans. However, in case you do not wish to disclose your personal travel plans – please ensure that you comply with the self-quarantine rule designed to protect your colleagues, if and as needed. Non-compliance with this self-quarantine rule, if applicable, will be considered a serious breach of BNP Paribas policy.

Current exposed areas that are subject to self-quarantine (if you have visited these locations since March 2<sup>nd</sup> you will have to be in home quarantine for 14 days from the date of your return of the exposed country):

- Mainland China
- South Korea
- Macau
- Hokkaido Prefecture in Japan
- Europe ( including United Kingdom and Switzerland )
- United States of America

If the situation **already looks bad and government warnings are in place**, please reconsider your need to travel and think of your safety.

To view our latest internal business travel guidelines and protocols applicable to specific locations, please click [here](#).

Please find a list of travel advisories for each of the markets where we operate. Each government has its own rules around quarantine that might not always match those issued by the Bank. Make sure you search the links below before you travel or plan a trip to make sure you are not caught in an avoidable situation.

1. [Australia](#)
2. [China](#) (in Simplified Chinese)
3. [Hong Kong SAR](#)
4. [India](#)
5. [Indonesia](#)
6. [Japan](#) (in Japanese)
7. [South Korea](#) (in English) [South Korea](#) (in Korean)
8. [Malaysia](#)
9. [New Zealand](#)
10. [Singapore](#)
11. [Taiwan](#)
12. [Thailand](#)
13. [Vietnam](#)