

Anti-COVID-19 Precautions

Recommendations

To : All Sinoboom Global Partners and Customers,

As per the latest data from the WHO, more than 85,000 people worldwide have contracted COVID-19, with deaths topping 2,900. The number of countries and areas affected is growing daily and the virus is also affecting people who did not travel overseas or come into contact with anyone known to be ill. Many cases of the virus have been relatively mild, and some of those infected are believed to show no symptoms at all.

Wuhan-Hubei Province was the first city to announce the arrival of the epidemic of COVID-19 on 21. January 2020, The Chinese government immediately took very powerful measures to control the spreading speed and influence of COVID-19, which is confirmed by the WHO as the most effective way to prevent the spread of COVID-19.

In view of the severe situation brought by the COVID-19 epidemic, Sinoboom prepared this instruction manual to share our experience with all our partners and customers. We hope that this will assist you to have a closer understanding of how to protect yourself, your family and your friends. Please do read all the content and follow the manual in order to prevent the spread of this novel coronavirus.

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1: Symptoms:

Signs and symptoms of COVID-19 may appear two to 14 days after exposure and can include: fever, cough, shortness of breath or difficulty breathing.

The severity of COVID-19 symptoms can range from very mild to severe. People who are older or have existing medical conditions, such as heart disease, may be at higher risk of serious illness. This is similar to what is seen with other respiratory illnesses, such as influenza.

2: How COVID-19 spreads

1) Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 1.5m).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

2) Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

3: How to protect yourself

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, the WHO

recommends everyday precautions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with 75% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Use a facial mask if you are in public or going to have contact with others.

Because the COVID-19 is mainly spread through droplets, and different sizes of respiratory particles, we strongly recommend that everyone use a medical facial mask or N95 mask for protection.

How to put on, use, take off and dispose of a mask:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

4: Anti-epidemic measures proposed to SINOBOOM’s partners and customers during working hours

1) Work at home if possible.

Check your temperature every day two or three times, if more than 37.2 degrees, or any symptoms similar to COVID-19, please contact your doctor or CDC (center of disease control) or similar institution immediately. Do not go to hospital via public transportation.

- Stay in regular, punctual communication with your company superior on a daily basis.
- Conduct the majority of business by e-mail, phone call, video call - no other contact method is possible.
- Try to use a video meeting or phone meeting instead of a face to face meeting.
- Ensure your home is well ventilated with fresh air.

2) If outside work/travel is unavoidable, consider the below proposals

Activities	Proposals
Before Travel	1: You must be in good health with no symptoms of COVID-19. 2: Prepare a detailed travel route including the schedule and destination. 3: Consider whether you will pass, stop or stay in any infected area? 4: Plan carefully what transportation and hotel you will use
Preparation	1: Take a mask (some extra ones are recommended). 2: Avoid removing the mask to eat and drink in a crowded place. 3: Keep meetings short by completing as much of the discussion as possible before the meeting

<p>During travel/meetings</p>	<p>1: Follow the planned route and do not make any unnecessary changes 2: Do not take any crowded public transportation like subway, autobus. Use a car or walk. 3: Wear a mask at all times 4: Use a large meeting room or an empty outside area. Maintain a distance of at least 1 meter from each other 5: Avoid traditional contact greetings, like a hug, a kiss or a handshake. 6: Limit the length of the meeting to 1 hour. 7: Remind your customer to wear a mask or give one to him/her if he/she didn't bring one to the meeting.</p>
<p>After travel/Meetings</p>	<p>1: Disinfect your clothes, shoes, bags, cellphone and other carry-on items 2: Discard your face mask to a closed container and wash your hands thoroughly. 3. Keep tickets, receipts, boarding passes etc in case you have to retrace your route.</p>

5: Anti-epidemic measures recommended to SINOBOOM's partners and customers when undergoing quarantine at home.

Activities	Proposals
<p>Quarantine</p>	<p>1: Try to stay at home and do not go outside, every day assign one family member to go outside for essential shopping. Face masks should always be worn when going outside. 2: Wash your hands immediately you return and spray your clothes and shoes with disinfectant. 3: Keep a one month stock of daily necessities and foods 4: Take your temperature 3 times each day</p> <p>Ensure you have contact information for the three medical facilities nearest your home; if you develop any symptoms, please call and seek medical support as soon as possible.</p>

Sinoboom wishes all its partners and customers good health and strength in this difficult time.