To: andyleong@dreambuilderslimited.com

**Sample D**

From: jenntang@dreambuilderslimited.com

Subject: Working Towards A Dengue-free Workplace

Dear Andy,

The following attached is the draft email that is to be sent to Mr Chye Beng Hock of New World Construction.

Thank you.

Best regards,

Jenn Tang

To: chyebenghock@newworldconstruction.com

From: andyleong@dreambuilderslimited.com

Subject: Working Towards A Dengue-free Workplace

Dear Mr Chye Beng Hock,

There has been a recent spike in the number of dengue cases, with Choa Chu Kang (the location of our construction site) being listed one of the dengue hotspots. The construction area right next to us, Sunshine Suites, was found with four breeding areas on their construction site. Sunshine Suites have thus been issued their second Stop Work Order by NEA.

With Singapore’s warm climate and the unforeseen weather conditions in the months ahead, mosquito housekeeping will be harder to manage. That being said, consistent cleaning and effort must be put in to ensure no breeding grounds for the mosquitoes, especially with a breeding area right next to us. With the tight deadline to meet and 35 of our workers being infected with dengue beforehand, a collective effort between both of us is needed to ensure the safety of the workers on-site and the smooth process of the construction.

Here are some pointers to have the dengue situation under control:

**Efforts under Dream Builders Limited:**

1. Referring to our email sent 3 months ago, we will continue to send consistent reminders on the mosquito breeding checks on-site and at the workers’ quarters. We will step up efforts on our part and be more pro-active with checking in the conditions of the construction site.
2. Here is the link with all of the preventive methods to be taken to prevent breeding areas: NEA site: http://dengue.gov.sg.

**Efforts under New World Construction:**

1. In addition to the preventive measures above, these steps should be done as well:

* proper throwing off all the debris,
* spraying of anti-mosquito oil in every nook and cranny,
* wiping down of the on-site workers’ quarters

1. We strongly encourage for the housekeeping to be done hourly, especially with Singapore’s unpredictable weather. For example, pouring rain will remove anti-mosquito oil and other cleaning efforts. With more puddles of water formed after a rain, application of necessary oils and cleaning methods will need to be done again with immediate action.
2. We highly suggest to all of those on-site to be more observant that water is not stagnated. This includes:

* Site supervisor
* All construction workers
* All sub-contractors

This situation is grave and should not be taken granted for. Many lives depend on us. It is our responsibility to ensure the safety and trust of those on-site, those living around the area and for those who will be involved in our future construction projects together.

We look towards fostering a strong and highly trustable partnership with New World Construction. We hope that we will be able to overcome this situation together and achieve a dengue-free zone.

Thank you.

Best regards,

(signature)

Andy Leong

Team Leader

Dream Builders Limited