



Savan Legend Resorts Sole Company Ltd

Human Resources Department

Savannakhet, Date: 17 March 2020

MEMO

To: All employees

Subject: **Employee Check and Protection – COVID 19**

In order to ensure all SR employees are aware of, safe and protected from COVID-19, please comply on following action

- Employees are allowed to wear masks during operation
- Wash hands with alcohol gel as regular
- At checking in for work, all staff must strictly access to check point to be checked with Thermo Gun, included staff of 238 and/or 68 building members.
- In case of finding the suspicious COVID-19 symptoms such as, Temperature over 37.5, upper respiratory symptoms such as: running nose, coughing, sore throat, tired breathing or difficulty breathing, employee could select to:
 - o Take suddenly leave, monitor situation at home and update to his/her HODs/SR clinic
 - o Be sent to hospital, company would help to arrange transport


(They are not allowed to access to work place until get confirmation from SR clinic)

Sincerely Yours,



17 / 3 / 20

Withaya Sirithanomwong
Director – Hotel Operations



17 / 3 / 20

Travis Miller
President