

Interplex

As a global company, Interplex has been impacted by the COVID-19 outbreak, since the very beginning.

Throughout this time, regular sharing of information and reminders to our staff have been exceedingly important in supporting the health and well-being of our employees and preventing the spread of the virus in our places of work.

We also recognize that our families and friends play a big part in our potential exposure to COVID-19. Hence, we want to make sure our employees are aware of this pandemic, with information and reminders that they can share with others. We have compiled some of the key points to prevent COVID-19 in this booklet for everyone to read, share and refer to, when they need a little reminder for themselves and their loved ones on how to minimize the risk of exposure to COVID-19.

We hope that everyone plays their part in the combat of COVID-19.

From the Interplex COVID-19 Management Team

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What Are The Symptoms of COVID-19?

COVID-19 is a respiratory illness that affects different people in different ways. On average, it takes 5-6 days from when someone is infected with the virus for symptoms to show, however, in some cases, it can take up to 14 days.

Common Symptoms



Fever of 99.5°F/37.5°C or above



Cough and/or breathlessness



Loss of taste or smell



Nausea or vomiting

Less Common Symptoms



Sore throat



Fatigue, body aches and/or headaches



Congestion or runny nose



Diarrhoea

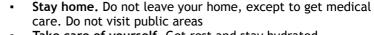
People with COVID-19 may experience a combination of these symptoms, however, some people may not show any symptoms. Prevention is better than cure - if you have come into direct contact with someone who has COVID-19, we recommend that you monitor your health and temperature.

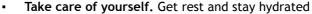
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What To Do If You Are Sick With COVID-19?

If you are sick with COVID-19, think you may have contracted the virus, or you may have been directly exposed to someone who is sick with COVID-19, here are steps that you should take to help protect yourself and others.

Stay Home Except To Get Medical Care





- Stay in touch with your doctor. Call before you get medical care
- Avoid public transportation. This includes ride-sharing, or taxis
- Avoid sharing dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home



Separate Yourself From Other People

 As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom.



Monitor Your Symptoms

- Track any symptoms of COVID-19, such as fever, cough, shortness of breath or fatigue.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

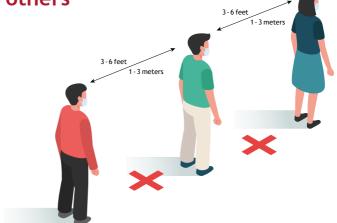
If emergency warning signs for COVID-19 develop, get medical attention immediately. Emergency warning signs include:

- Trouble breathing or breathing difficulties
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face



SOCIAL OR PHYSICAL DISTANCING

Avoid crowds & limit close contact with others



Minimize the spread of COVID-19. Be responsible and considerate.

You have a part to play.

www.interplex.com/covid-19

Social or Physical Distancing

Social distancing refers to the keeping of physical space between yourself and others to reduce the chances of contact and exposure to viruses.

The best way to prevent COVID-19 is to avoid being exposed to the virus. However, since not all carriers of the virus display symptoms, we must act as though everyone is a carrier.

Different countries have established different guidelines for minimum distancing, but all agree when possible, more distance is better.

Region/Country	Distancing Requirement	
United States of America	6 feet or 2 meters	
Mexico	6 feet or 2 meters	
United Kingdom	6 feet or 2 meters	
Czech Republic	6 feet or 2 meters	
Hungary	5 feet or 1.5 meters	
Germany	Germany 5 feet or 1.5 meters	
France 3 feet or 1 meter		
China	3 feet or 1 meter	
South-East Asia & South Asia	3 feet or 1 meter	

The key is that droplets containing the virus may spread a significant distance, but keeping a safe distance will help reduce the likelihood of exposure. If in doubt, please adhere to the safe distancing guidelines by local authorities.

To assist in maintaining physical distance from others, it is advised to avoid public transportation, crowded places, and mass gatherings, whenever possible. Limit contact with people outside your household, especially in indoor spaces where maintaining safe distancing may be difficult.

When physical distancing cannot be maintained, be sure to wear a properly fitted face mask, avoid touching your face and wash your hands and clothing as soon as possible.

WASH YOUR HANDS

8 steps of handwashing with soap & water



WET HANDS & APPLY SOAP



RUB THE BACK OF FINGERS AGAINST PALM. REPEAT FOR BOTH HANDS



RUB HANDS PALM TO PALM



CLEAN THUMBS



LATHER THE BACK OF BOTH HANDS



WASH FINGERNAILS AND FINGERTIPS



SCRUB BETWEEN
YOUR FINGERS



RINSE HANDS

Minimize the spread of COVID-19. Be responsible and considerate.

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Practice Good Hand Hygiene

Wash your hands thoroughly with soap and water for at least 20 seconds. To properly wash your hands, wet your hands and apply soap. Rub your hands together, and be sure to rub the back of each hand, between your fingers and under your nails. Work up a good lather on all areas of your hands. Lastly, rinse and dry properly.

Wash Your Hands



Before, during and after preparing food & before eating food



Before touching your eyes, nose or mouth



After blowing your nose, coughing or sneezing



After using the toilet and after changing diapers



Before and after caring for someone who is sick; & before and after treating a cut or wound



After touching garbage



After touching an animal, animal feed or animal waste and handling pet food or treats



After touching high touch points, such as door handles, gas pumps, shopping carts and keypads



If soap and water are not available, use a hand sanitizer with at least 70% alcohol.

WEAR A FACE MASK

Prevent the spread of respiratory viruses



Minimize the spread of COVID-19. Be responsible and considerate.

You have a part to play.

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Wear a Face Mask

It is advised to wear a face mask when in public, shared spaces, or face-to-face communication with another person. When we breathe or speak, small moisture droplets become airborne particles. If we are carrying the COVID-19 virus, even though we may be Asymptomatic or Pre-symptomatic, the droplets may carry the virus, potentially infecting other people or surfaces in the immediate area.

Face masks help reduce the spread of these droplets traveling through air. When wearing a face mask, it is important that the mask remain intact - do not cut holes in or tear the mask.

How To Put On a Face Mask Properly



Clean your hands with soap & water before wearing a mask



Ensure the colored side is facing out



Secure the mask, covering your nose and mouth



Adjust the nose piece to be fitted across the nose



Adjust the bottom of the mask to sit beneath the chin



Avoid touching the mask while wearing it

How To Remove a Face Mask Properly



Wash your hands with soap & water



Remove the mask only by the loops, ties or bands



Discard the mask into a covered bin



Wash your hands again with soap & water

TAKE YOUR TEMPERATURE

Monitor your health and stay vigilant



Minimize the spread of COVID-19. Be responsible and considerate.

You have a part to play.

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Take Your Temperature

Take your temperature regularly, at least twice daily, to check for fever and monitor for other symptoms of COVID-19.

How to Take Your Temperature?



Oral

Place the tip of the digital/mercury thermometer under the tongue and close your mouth

Axillary

Place the tip of the digital/mercury thermometer in the center of the armpit. Tuck arm closely against your body



Forehead

Hold the non-contact infrared thermometer perpendicular to the forehead, keeping a 50mm distance



Ear

Place the tip of the ear thermometer in the ear-canal opening. Press the button until it beeps

Body Temperature Chart



Normal

97 - 99°F/ 36 - 37°C



Warm - Fever

99.5 - 102°F/

37.5 - 38.5°C



Hot - High Fever 103°F/39°C & above

Clean any thermometer before and after you use it with soap and water or alcohol to clean the tips of digital thermometers, followed by rinsing with lukewarm water.

Precautions When Living With High-risk Groups

Based on currently available information and clinical expertise, COVID-19 disproportionately affects the high-risk community, which includes people with pre-existing medical conditions, older adults and pregnant women.



If You Fall Within The High-risk Group, Here Are Things You Can Do To Stay Safe

- Stay home as much as possible
- Practice good hygiene wash your hands frequently
- Keep a safe distance from others and avoid groups
- Wear a cloth face covering or mask outside the house



If You Are Living With Someone Within The High-risk Group, Here Are Some Ways You Can Help To Protect Your Home

- Run their errands do their shopping if delivery is not an option
- Practice good hygiene wash your hands frequently
- Clean & disinfect high-touch points in household common areas, such as doorknobs and switches
- Cover your coughs and sneezes
- Avoid sharing of personal household items such as dishes, drinking glasses, cups, eating utensil and towels

The high-risk group may feel restless and bored, and miss their social interactions with friends and family. Help your loved ones stay active and keep in touch with others by embracing technology.

Precautions When Living With Frontline or Essential Workers

Health care professionals and other frontline workers are directly exposed to COVID-19. Many are concerned about the risk of transferring the virus to their families. Below are steps frontline workers and their families can take as an added safety measure to protect their homes.



Hygiene Measures For Frontline Workers

- Leave your shoes at the door
- Clean backpacks and work items you had with you outside
- Change out as soon as possible
- Put everything that was worn straight into the wash
- Clean and disinfect all personal items
- Go straight to the shower before you get close to your family or any pets



If You Are Living With A Frontline Worker, Keep Your Home Virus-free With These Additional Measures:

- Communicate and ensure everyone in the home knows about the hygiene measures and procedures
- Practice good hygiene wash your hands frequently
- Clean & disinfect high-touch points in household common areas, such as doorknobs and switches
- Avoid sharing of personal household items such as dishes, cups, eating utensils and towels

Frontline workers face tremendous amount of pressure in a pandemic. Show your support by reaching out to them regularly, offering them help and letting them know that you care and appreciate their efforts.

Grocery Shopping Amid COVID-19

Grocery shopping remains a necessity for everyone to keep our kitchen well stocked and for everyday essentials. Besides turning to online grocery stores, here are tips on maximizing each supermarket trip while protecting yourself.



Before Visiting the Supermarket

- Make a list. Plan your meals in advance and make a list of everything you will need for the meals, snacks and necessities.
- **Buy more, but not hoard.** Buy 1-2 weeks worth of groceries at a time. Buying more may create temporary shortages.
- **Time your visit**. Try to shop during off-peak hours, such as weekday mornings to minimize your contact with people.
- Call ahead. Try calling the supermarket before making your way.
- Green tip bring your own bags. Large trolleys or bags are an efficient way to pack all your groceries too.



During Your Visit at the Supermarket

- Do not touch the items you do not intend to buy. Let your eyes be the judge when picking an item and stick with it.
- Choose contactless payment. Avoid touching equipment like the POS terminal or the handling of cash as much as possible.



After Visiting the Supermarket

- Wash your hands. Remember to wash your hands thoroughly before and after unpacking your groceries.
- Clean and disinfect. Cleaning and disinfecting all surfaces where the packaging was placed is also a good practice.

There is no evidence you can get COVID-19 through food or food packaging, but as a general food safety, it is important to wash your hands with soap and water for at least 20 seconds before preparing or eating food.

Protect Against COVID-19 When Pumping Gas

Despite social distancing and telecommuting, the need to drive out to buy essentials remains inevitable. If you are at the gas station for a fill-up, pump handles can be contaminated. We recommend that you take precautions to avoid exposure.

Staying Virus-free at the Gas Station



Choose Off-peak Hours Avoid going to the gas station during busy times of day



Cover Your Hands
Put on disposable gloves
or use paper towels to
grip the pump handle or
touch the keypad



Wipe Down the Handle Use disinfectant wipes to wipe down before use



Maintain Social Distancing Keep a safe distance from others while making your payment at the store. Use contactless payment if possible



Dispose and Disinfect
Invert the gloves and throw them
away after use or throw away any
paper towels you might have used.
Disinfect your hands with sanitizer
before you get back into your car

Getting a Takeout During COVID-19

If you are getting tired of cooking at home during the COVID-19 pandemic and wondering if eating takeout food is safe, the good news is, there is no evidence of food-borne transmission of COVID-19.

In these unusual times with strict distancing measures, food businesses have pivoted to offer only takeout and delivery. Here are some recommendations for you to stay safe when getting your favorite takeout.



Measures when Ordering Food In

- Contactless delivery. Opt for contactless delivery or inform the delivery driver to drop off the food at a designated spot to minimize contact.
- Wear a face mask. If you must meet your delivery driver face-to-face at home, be sure to wear your face mask.
- Practice good hygiene. Wash your hands thoroughly with water and soap after bringing the food delivery inside.



How to Protect Yourself when Collecting a Takeout?

- Maintain social distancing. Keep to the safe distancing guidelines at all times. Use contactless payment if possible.
- Practice good hygiene. Wash your hands thoroughly with water and soap when bringing your food inside.
- Discard all packaging. Transfer the food to your own plate or container and discard the takeaway containers and packaging.
- Clean and disinfect. Cleaning and disinfecting all surfaces where the packaging was placed is also a good practice.

Stay Safe from COVID-19 While Using Public Transportation

The risk of exposing yourself to COVID-19 on the train or bus depends on how crowded the transport is, the ventilation and your distance from others. As we are still amid the COVID-19 crisis, we highly recommend that you consider all other alternative forms of transportation — cycle, walk or drive, before using public transportation.

However, if you are taking the public transport, please take precaution.

Lower Your Risk of Getting COVID-19 on the Public Transport



Wear A Face Mask Wear a mask before leaving your home



Plan Your Journey
Take a less busy route and
reduce the number of transfers



Choose Off-peak Hours Avoid travelling during peak hours



Allow Others To Get Off First Wait for other passengers to get off before boarding



Reduce Communication

Minimize talking to one
another or on mobile phones



Minimize Physical Contact Ensure social distancing. If not possible, avoid physical contact and face away from others



Sanitize After Your Trip Wash or sanitize your hands as soon as you have completed your journey

Indoor Activities For Everyone

As the world slows down and people stay home, here is a list of indoor activities and resources that will keep you entertained, and keep boredom at bay.



Stay Strong & Healthy in a Lockdown

Get moving with these indoor exercises — Yoga, Pilates, Mindful Stretching, Aerobics, HIIT and Barre. If you are not sure where to start, try free fitness apps such as FitOn, workout videos on YouTube channels such as POPSUGAR or Fitnessblender, or meditation apps like Calm or Inscape.



Bonding with Kids & Elderlies

Take this opportunity to spend time with your family. Try fun activities such as watching movies, playing board games or trying a new recipe in the kitchen.



Self Improvement & Personal Development

Now is a great time to take that online course you did not had time for, or read the book that has been on your list. For free online courses, search for them on Coursera, Harvard, Yale or LinkedIn Learning.



Learn to do Something New

Pick up a new hobby or a new skill at the comfort of your home. Learn a new language for free with Duolingo, or learn to paint or draw with Drawspace.

Summary

As our lives return to a new normal with schools and businesses resuming, we need to stay vigilant to protect ourselves, our home and our community. Listed below are recommended practices at work, home and public places.



Limit Exposure to People Outside Your Household as Much as Possible

- Follow sound hygiene practices around the house and everywhere you go.
- At home, leave your shoes at the door. Do not walk around your home in them.
- If you have to go outside, shower as soon as you get home. Separate the clothes you wore outside from others and wash them as soon as possible.



Use a Face Mask Every Time You Go Out & Follow the COVID-19 Regulations by Local Authorities



Clean, Disinfect and Wash Your Hands Thoroughly & Regularly Throughout The Day



Sanitize Commonly Used Surfaces — Kitchen Tops, Restrooms, Doors and Handles

Summary



Avoid Touching Your Face — Ears, Nose, Mouth; & Cover Your Coughs and Sneezes



Avoid Crowding or Crowded Places

Keep track of people you are in contact with



Avoid Using Public Transportation



Limit or Avoid Food Sharing



Some of us have never lived through a crisis like COVID-19, and may find it difficult to handle the pandemic mentally and emotionally. It is important to continue to self-care and connect with your family and friends online or over the phone.

Stay well, stay calm and stay safe. Together, we will overcome COVID-19.

	Location	Site	Flu Manager/Asst. Flu Manager
CHINA	Hangzhou, China	Interplex Electronic (Hangzhou) Co., Ltd.	Yajing Zhu/Cathy Cai
	Hangzhou, China	Interplex Stewart EFI (Hangzhou) Co., Ltd.	Cherry Wang/Eric Li
	Dalian, China	Interplex Electronic (Dalian) Co., Ltd.	Jimmy Tang/Stone Wang
	Shanghai, China	Interplex Metalforming (Shanghai) Ltd.	Simon Li/Ruihua Lu
	Suzhou, China	Interplex (Suzhou) Precision Engineering Ltd.	Yijing Li/Jianfeng Yao
	Suzhou, China	Technology Innovation Center	Yijing Li/Xiaoting Qiu
	Huizhou, China	Interplex (Huizhou) Industries Ltd.	Tongtong Pan/Xuefeng Tang,
	Huizhou, China	Huizhou Interplex Technology Ltd.	Jinshan Wang
	Shenzhen, China	Interplex Plastic (Shenzhen) Ltd.	Mingfeng Xu/Fangyan Du
EUROPE	Scotland, UK	Interplex PMP Limited	Kenny Craig/Daniel Sims
	Besançon, France	Interplex Soprec SAS	Celine Lamboley
	Heilbronn, Germany	Interplex NAS Electronics GmbH	Corina Rusu
	Písek, Czech Republic	Interplex Precision Engineering Czech Republic s.r.o	Aneta Holekova
	Kunszentmarton, Hungary	Interplex Hungary, Kft.	Peter Meszaros
	Scotland, UK	Interplex Plating Research & Development Center	William Waugh
NORTH AMERICA	Massachusetts, USA	Interplex Etch Logic, LLC	Vera Perez/Tom Baker
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	New Jersey, USA	Interplex NAS, Inc.	JoAnn Mignone/Mohamed Omar
	Florida, USA	Interplex Sunbelt, Inc.	Cecelia Simpson/Madelyn Alvarez
	Ohio, USA	Interplex Medical, LLC	Vince Surace/Robert Huellemeier
	California, USA	Interplex Nascal, Inc.	Barbara Finch-Byron/ James Kingston
	Guadalajara, Mexico	Interplexico Manufacturing Company, S.A. de C.V.	Jorge Rosas/Ana Garcia
	Batam, Indonesia	PT Amtek Engineering Batam	Suhadi Pasaribu/Opendy Siallagan
SOUTH ASIA & SOUTH- EAST ASIA	Batam, Indonesia	PT Amtek Precision Components Batam	Juliana Sitorus/ Marolop Sigalingging
	Batam, Indonesia	PT Amtek Plastic Batam	Juliana Sitorus/ Maya Rina Manurang
	Batam, Indonesia	PT Interplex Precision Batam	Suhadi Pasaribu/Opendy Siallagan
	Parit Buntar, Malaysia	Interplex Electronics Malaysia Sdn. Bhd.	Abdullah Sani Halim/ Chai Hooi Chin
	Hanoi, Vietnam	Interplex Precision Technology (Hanoi) Co., Ltd.	Nguyen Van Nghiem/ Thi Ngan Ha Ngo
	Bangalore, India	Interplex Electronics India Pvt. Ltd.	Manjesh A/Mohan G
	Chennai, India	Interplex Electronics India Pvt. Ltd.	Karmukilan N/Krishnamoorthy P.M
	Singapore	Amlab Services Pte. Ltd.	Chin Hong Neoh/Jason Leing
	Singapore	Interplex Precision Technology (Singapore) Pte Ltd - HQ	Lak Chye Yeo



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All information stated is correct at time of printing and subject to change without notice. Please visit www.interplex.com/covid-19 for the latest information and updates.