

**TO : ALL PERSONNEL
SERVICE PROVIDER PARTNERS**

FROM : YELLOW GARAGE ADMIN UNIT

RE : SAFETY STANDARDS IN THE YARD

To prevent the spread of COVID19, ALL individuals within the yard premises are instructed to strictly observe the following safety standards:

1. ALL visitors shall log in their name, contact numbers, complete home address in the logbook. Security Guard to validate info provided versus valid ID of the visitors;
2. Body temperature shall be taken upon entry by the Security Guard on duty. Person with body temperature of 37.8 degrees and above will NOT be allowed entry;
3. Apply alcohol/sanitizer on hands upon entry;
4. Face mask is a must. "No mask, no entry" is strictly imposed. Wear mask at all times while inside the yard.
5. Avoid physical contact like handshakes, high fives and the like;
6. Observe at least 5 feet apart whenever inside the yard;
7. Maximum of only ten (10) clients shall be allowed inside the yard at any given time;
8. Workplace shall be sanitized in the morning, noon and before end of day thru spray of mixture of a bleaching agent and water;
9. In the event of a reported positive COVID19 person who visited the yard, the yard will be immediately locked down for deep sanitation.

For your strict compliance.