

Notice of "eight -" for resumption of work in Taicang high tech Zone

In order to strengthen the prevention and control of epidemic situation, promote the safe production of enterprises and better protect the health and life safety of the people, according to the spirit of the notice on strengthening the resumption of work of enterprises during the prevention and control of epidemic situation (tqfz [2020] No. 3), the following information is given to the enterprises to be resumed from February 10:

1. Set up - a team. Enterprises should fully implement the main responsibility of epidemic prevention and control in production and operation. Before returning to work, a working group for epidemic prevention and control headed by the main person in charge shall be established, and a special group shall be set up to take charge of epidemic prevention and control. The working contents and responsibilities of relevant personnel of the working group shall be clarified and publicized in the unit.

2. Make a plan. The implementation plan of epidemic prevention and control for resumption of work and production of the enterprise shall be formulated in detail, including the emergency plan for epidemic prevention, the control plan for the whole process of employee return to the factory, the management plan for epidemic prevention in canteen and dormitory area, the plan for employee isolation, the implementation plan for isolation place and other pre work preparations. The responsibility for epidemic prevention and control shall be detailed and implemented to the workshop and team, the person in charge at all levels shall be defined, and the responsibility shall be fully covered.

3. Carry out a round of education. Before returning to work, the enterprise shall carry out the propaganda and education of pneumonia prevention and control knowledge of new coronavirus infection for employees, carry out health tips at the entrance of the plant, workshop, warehouse, canteen, dormitory area and other key parts, and require all personnel entering the plant to do a good job of protection, reduce collective activities, and do not eat in a centralized manner.

4. Guarantee a batch of materials. Before returning to work, the enterprise shall provide materials such as masks, thermometers, disinfectants, etc., and reserve them according to the usage of at least three days per capita.

5. Organize a troubleshooting. We will ensure the entry of employees, fully check all employees in strict accordance with the procedures, and do a good job of filing and screening in accordance with the principle of "one person, one file". All efforts should be made to dissuade the employees from returning to Taitai in key epidemic areas (Hubei and Wenzhou, Zhejiang, the same below). Employees in key epidemic areas are required not to return to Taicang before March 10 (return time to be notified). For the employees who have returned from the key epidemic area, those who have contact with the personnel in the key epidemic area or their families who have returned from the key epidemic area, they must be strictly isolated at home or in a centralized manner for 14

days, and at the same time, they must register with the community they belong to and accept supervision. The enterprise must provide necessary conditions and guarantee for the isolation of employees after the end of the isolation period, Take the post with the notice of medical observation termination (issued by the community where the employee works). Once fever, respiratory tract or digestive tract symptoms are found in employees, they shall be instructed to seek medical treatment in time, and protection shall be done as required. The enterprise shall timely report the above information, and conduct follow-up work. The enterprise (workshop, warehouse, canteen, dormitory area, etc.) epidemic prevention facilities shall be checked comprehensively. The facilities and equipment shall be configured in advance according to the epidemic prevention requirements

6. Establish a standing book. The enterprise shall monitor the temperature of all employees in the morning and evening and kill them in the area during the daily commuting time, and establish the daily health account and killing record of employees. Fill in the "high tech Zone epidemic prevention and control statistical table" (Annex 1) every day

7. Fulfill a commitment. We will resolutely implement the main responsibility of the enterprise, take effective prevention and control and safeguard measures, strengthen work safety, environmental protection and epidemic prevention and control, ensure the smooth and orderly resumption of work, and resolutely win the battle of prevention and control of epidemic. If the enterprise conceals, neglects, falsely reports or delays in

reporting the epidemic situation due to the inadequate implementation of the main responsibility of the enterprise and the prevention and control measures, and the consequences are caused, the legal responsibility of the enterprise, the person in charge of the enterprise and the relevant personnel will be investigated in accordance with the law and regulations.

8. Submit one record. Before returning to work, the enterprise shall submit the electronic version of the following materials signed and sealed to the Management Committee of the high tech Zone for filing (to be received by all notification departments and units). Materials include statistical table of epidemic prevention and control in high tech Zone (Annex 1), letter of commitment (Annex 2), list of material reserves

Enterprises that do not meet the "Eight Ones" requirements shall not be allowed to return to work. .

Aaattachment 1Statistics of epidemic prevention and control

Attachment 2 commitment letter

Letter of undertaking

We solemnly promise:

In accordance with the requirements of the "notice", we will do a good job of "Eight Ones" prevention and control work, such as establishing a group, making a set of plans, carrying out a round of education, ensuring the batch of materials, organizing a screening, establishing a standing book, fulfilling a promise and submitting a record, and promise to inform the personnel in key epidemic areas not to return before March 10. Through our company's self inspection, we have the conditions to return to work

Our company is willing to bear the corresponding legal responsibility in case of any consequence caused by the inadequate epidemic prevention and control after returning to work.

防疫工作联系人:contact person:

手机号码 Mobie number::

企业名称(盖章)company name:

企业法人(委托人) Enterprise legal person (client)::

日期 Date:年月日