

## Secretariat Precautionary Measures

Secretariat has adopted a series of precautionary measures in line with the latest government advisories to ensure the health and safety of our staff and visitors:

- Setting up a Business Continuity Plan (BCP) Taskforce comprising key Secretariat personnel and a separate COVID-19 Taskforce comprising Council's Office Bearers to ensure speedy decision-making
- Organisation-wide remote working, split team arrangements or staggered hours for all employees depending on their work scope, provision of laptops for employees who had not been issued one previously, and suspension of all face-to-face staff welfare events
- Twice-a-day temperature checks and recording for employees who have the need to come in to the office
- Compulsory temperature checks at the Reception and online health and travel declaration for visitors
- **Shortened opening hours at the Maxwell Office Reception from 10.00 am to 4.00 pm** to allow receptionists to commute to work during off-peak hours
- Provision of masks for Reception and Bar Room staff, hand sanitisers for staff and visitors, and stepping up frequency of cleaning of door handles, table tops, switches, common-use items, etc., with NEA-recommended disinfectant
- Safe distancing visual markers in the Reception area, all meeting rooms (including the Members' Lounge), the pantry and the staff areas
- Strict instructions issued to all employees to
  - a) defer all overseas travel plans during this period
  - b) leave the office immediately upon onset of symptoms
  - c) strictly observe the requirements of any Quarantine Order (QO) or a Stay Home Notice (SHN) that they may be given
  - d) stay away from the office if they stay in the same residence as someone who has been issued a QO or a SHN, until after the QO or SHN has been fully served out
  - e) bring their laptops home every day and digitise critical work information to ensure Secretariat operations will not be disrupted should office be closed at short notice

- Beefing up technical capability (including upgrade of broadband speed and purchase of new or additional software licences)
- Training staff in the use of Zoom video conferencing tool and holding virtual meetings for all internal staff meetings, most of the Committee and Council meetings, as well as meetings with external stakeholders to reduce contact transmission
- Digitisation of workflows wherever possible, such as requiring applications for LSMS and LSAS to be submitted via email and for all payments to be made electronically rather than by cheque; amendment of internal SOPs to allow for online approvals where practicable, such as for staff reimbursement of claims
- Converting sharing sessions and seminars into online webinars, most of which will enable the participant to earn CPD points
- Postponing several key members' events, such as Mission to Vietnam, Corporate Law Day, State Court Luncheons

If you have any queries regarding the above measures, please contact [membership@lawsoc.org.sg](mailto:membership@lawsoc.org.sg) or call 6538 2500.