

## 1. INTRODUCTION

Dear All,

Countries around the world are continuing to ease previous public restrictions that were set to help manage the global COVID-19 pandemic. While we start to enjoy our freedom, let us not forget the principles of staying safe that include social distancing, wearing of a facemask in public and excellent hand hygiene.

As a company, we are continually monitoring trusted information outlets such as the WHO (World Health Organization), FDA (Food and Drug Administration), EFSA (European Food Safety Authority) and more. We ensure to remain on top of all possible scientifically proven safety measures implemented across the food service industry around the world!

Since our last newsletter, we have seen several developments in HSE & Compliance. We have issued additional SOP's in relation to food service safety, a dedicated checklist to assist our teams when reopening our accounts and more.

As a company, I am confident that our teams across Asia are ready and committed to provide safe and nutritious food to all our customers!

Yours in safety,

**Gordon Joseph**  
HSE & Compliance Manager



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## 2. SAFETY FOCUS 06 - FACEMASKS

As the COVID-19 restrictions are gradually lifted across the globe, the use of facemasks is now considered the new 'norm'.





With several varieties currently in the market, manufacturers from around are trying to use this opportunity to gain profits! This causes a lot of confusion on which products to choose and understanding what type of facemasks are effective.

It is particularly important that as a company we always follow science-based research and facts. Safety Focus 06 – Facemasks highlights the latest research from trusted sources around the world on the use of facemasks.

Latest research further proves that the use of washable cloth masks is effective in preventing the spread of COVID-19.



**FACE MASKS**  
SAFETY FOCUS 06

The use of facemasks will continue to be a part of the 'new normal' as we continue to face the global pandemic of COVID-19. Considerable research into the general use of facemasks and its effectiveness continues to emerge from trusted global resources such as the FDA & CDC. Here are some facts:

- For use by public, the use of simple cloth face coverings can greatly slow the spread of the virus and help people who are unaware they have the virus from spreading it to others.
- Cloth and regular face masks prevent the wearer from spreading droplets but do not protect you from inhaling finer particles and moisture.
- Only facemasks with exterior waterproof layering have increased protection towards inhaling droplets or splashes.
- Certain masks such as medical/surgical masks or N95's respirators provide advanced protection towards finer particles and droplets as they provide a greater seal around the nose and mouth with increased protection against finer droplets. However, governments worldwide are requesting the public to be considerate towards purchase of these masks as they are used by medical front liners.
- Cloth masks with at least 2 layers of fabric provide increased protection.
- Cloth face masks can be regularly washed and disinfected with bleach.
- Cloth masks allow for greater breathability for longer periods of use while preventing the spread of droplets from the wearers' nose & mouth.

The safest way to reduce the spread is by continuing to practice social distancing while maintaining highest levels of hand hygiene.

For any inquiries, please contact [gordon@cezarskitchen.com](mailto:gordon@cezarskitchen.com)

**HSE & COMPLIANCE**

***Safety Focus 06 – Facemasks is available in English, Japanese, Korean, and Malay.***


### 3. COVID-19 DECLARATION FORMS

In a commitment towards protection our customers, our communities and most importantly each other, all employees are now required to complete the COVID-19 declaration form.

Managers are required to complete this form and submit it for review and record. This applies to any accounts in operation even if under limited operations and BEFORE the teams return to regular service.

All forms must be completed, scanned, and sent to the HSE & Compliance Manager for review and further action. After evaluation, forms are then sent to the HR department for record keeping.

All information provided on the forms below are dealt with utmost confidentiality and limited access. Managers are responsible to ensure all their staff including part-timers duly complete these forms based on the instructions provided.



**COVID-19 DECLARATION FORM**  
新型コロナウイルスに関する申告書

**NOTES 注記**

- At Cezars Kitchen, the health & wellbeing of our employees, community and our customers is priority. シーズーキッチンでは、従業員、地域社会、お客様の健康と安全が最優先されます。
- Operations Managers need to ensure that all staff complete this form and submit it to the HSEC Manager at least 48 hours before returning to work. オペレーションマネージャーは、全スタッフが職場復帰の48時間前までにこの申告書を記入し、HSEC マネージャーに提出するのを確認すること。
- All information is treated with confidentiality. すべての情報は機密情報として扱われます。

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**1. BASIC INFORMATION 基本情報**

DATE 日付	
NAME 名前	
JOB DESCRIPTION 役職	<input type="checkbox"/> OM <input type="checkbox"/> KM <input type="checkbox"/> FT 正社員 <input type="checkbox"/> PT パート <input type="checkbox"/> Other その他 ( )
WORK LOCATION 勤務先名	
CONTACT NUMBER 電話番号	

**2. HAVE YOU NOW OR IN THE PAST 72 HOURS HAD ANY OF THE FOLLOWING FLU-LIKE SYMPTOMS? 現在または過去 72 時間以内に、次のインフルエンザのような症状を一つでも経験しましたか?**

FEVER 発熱	<input type="checkbox"/> YES はい	<input type="checkbox"/> NO いいえ
SHORTNESS OF BREATH 息切れ	<input type="checkbox"/> YES はい	<input type="checkbox"/> NO いいえ
COUGH 咳	<input type="checkbox"/> YES はい	<input type="checkbox"/> NO いいえ
SORE THROAT のどの痛み	<input type="checkbox"/> YES はい	<input type="checkbox"/> NO いいえ

**3. HAVE YOU TRAVELLED OVERSEAS/INTERNATIONAL IN THE PAST 14 DAYS? 過去 14 日以内に国外を旅行しましたか?**

YES (If Yes, answer below) はい (はい の場合、下記の質問に答えること)  
 NO いいえ

DATE OF ARRIVAL/RETURN 到着日/帰国日	
DATE OF DEPARTURE 出国日	
NAME OF COUNTRY & CITY 訪れた国と街	

**4. HAVE YOU OR ANY IMMEDIATE FAMILY OR CLOSE COMMUNITY (LIVE-IN PARTNERS, SPOUSE, PARENTS ETC.) COME INTO CLOSE CONTACT WITH A CONFIRMED CASE OF COVID-19 IN THE PAST 14 DAYS? 過去 14 日以内にあなた、家族、または身近なコミュニティ(同居人、配偶者、両親など)が、新型コロナウイルスの感染が疑われる人と濃厚接触しましたか?**

YES (If Yes, answer below) はい (はい の場合、下記の質問に答えること)  
 NO いいえ

DATE OF CONTACT 接触日	
LOCATION 場所	

I hereby declare the above information to be accurate, complete, and true.  
私はここに上記の情報が正確で完全かつ真実であることを宣言します。

SIGNATURE サイン: \_\_\_\_\_ DATE 日付: \_\_\_\_\_  
Please send this completed form to [gordon@cezarskitchen.com](mailto:gordon@cezarskitchen.com) 記入後このフォームを [gordon@cezarskitchen.com](mailto:gordon@cezarskitchen.com) へ送ること。

**The CK COVID-19 Declaration Form must be sent to the HSE & Compliance Manager.**