

# SAFETY MEMO

**TO: ALL AAe STAFFS**

**DATE: 22/12/2023**

**REFERENCE: AAe/SMS/SM/10/2023**

**SUBJECT: DISINFECTION PROCEDURE DUE TO RISE IN COVID CASES**

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## **INTRODUCTION:**

As we navigate through these challenging times, the health and well-being of our employees remain our top priority. Given the recent rise in COVID cases, we want to take proactive measures to ensure a safe and healthy work environment for everyone. To that end, we have scheduled a comprehensive disinfection, which will take place earlier next year, after regular working hours. This initiative is part of our ongoing commitment to creating a safe workplace and mitigating the potential spread of the virus within our premises.

## **ACTION**

1. It is imperative that all employees actively cooperate throughout the disinfection process.
2. Employees who experience allergies and are unable to tolerate the disinfection process should distance themselves until the completion of the disinfection procedure.

This memo serves as a notification to all AAe staff regarding the disinfection procedure.

Thank you for your cooperation.



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