



Managing Through The COVID-19 Pandemic

The COVID-19 pandemic has changed the way we work and manage employees. Limiting the spread of COVID-19 is our top priority and we are doing our part to limit the spread of the virus.

We have established protocols to guide us while we do our chores and serve our clients and reinforced safe practices because the health and safety of our employees is our top priority. In fact, our flexible, productivity-based work arrangements, including work-from-home setups, video conferences and other means that facilitate greater efficiency, are in line with the protocols and safe practices commonly adopted by businesses. Our approach has been informed by the guidance of the Ministry of Health. We are committed to protecting the health of our people and visitors to our office, while ensuring that we continue to render uninterrupted services to our clients.

Below are some of the protocols and safe practices that we have put in place regarding how we work and how we continue to service our clients in this unprecedented time.

We require all employees who can work from home to do so. If working from office is unavoidable, we require all employees to wear masks while on the office premises and practice personal hygiene and social distancing, including when traveling to and from work. We also encourage our employees to avoid public transportations. We also implement hygiene and sanitation of the work environment. If a team member has had contact with an infected person, even if he/she is symptom-free, he must self-isolate for 14

days and cannot return to work until he/she is symptom-free and tested negative for COVID-19.

All international and domestic travels are postponed or cancelled to the maximum extent possible. Members of the firm are also asked to notify us of any personal travel so we can learn the underlying risks and take any appropriate actions to protect ourselves and our colleagues.

Physical meetings have been restricted and replaced by virtual meetings so physical gatherings can be limited and social distancing can be implemented.

As indicated above, we operate with a technology infrastructure which enables our lawyers to work remotely.

By taking care of our people, we believe we can protect our ability to serve our clients. We will continue to monitor and adjust our actions, as necessary.

Note: This article contains general information only and is not intended to be legal advice. For further information, please contact us at info@shiftlegal.id.

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