

Fitness for Duty during COVID- 19 in the Asia Pacific Region

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Regional (AP) Special Projects

SOM SE Asia Webinar

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human  **energy**
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The session

- The Asia Pacific Region
- The Chevron Fitness for Duty process
- The Chevron Fitness for Duty process “on the run”
- Technology
- Lessons Learnt
- Questions (later)

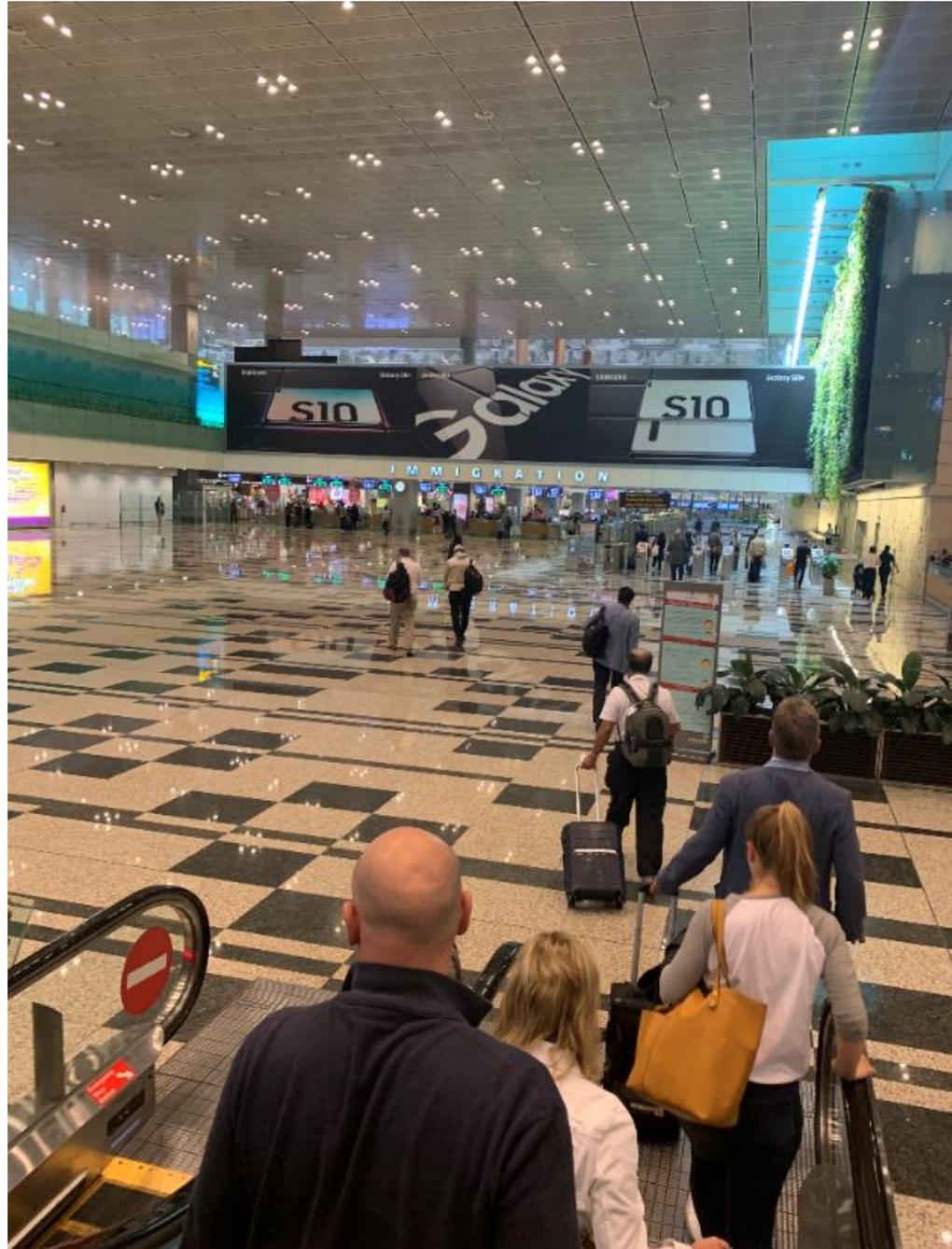


Just time to explore the region....



A busy first few months of travel-

Thailand x 2
Malaysia
Philippines
Indonesia
Bangladesh
Pakistan



Asia pacific region



Imbedded Health and Medical

- ✓ Singapore- Regional Office
- ✓ Thailand
- ✓ Indonesia
- ✓ Philippines
- ✓ Australia
- ✓ Bangladesh
- ✓ China
- ✓ South Korea

No in country Health and Medical

- ✓ Malaysia
- ✓ Myanmar
- ✓ Hong Kong
- ✓ Japan
- ✓ Pakistan
- ✓ Sri Lanka
- ✓ Vietnam
- ✓ Cambodia



Call to action

- ✓ Asia Pacific region has its first Regional CMT on the **31st January 2020** and continues
- ✓ World Health Organization has declared the novel coronavirus (**COVID-19**) as a pandemic on **11 March 2020**.
- ✓ Singapore went into partial lockdown and circuit breaker measures kicked in on **April 7, 2020**.



Chevron Fitness for Duty process definition



human energy®

fitness for duty
standardized operational
excellence process

“A process to determine whether employees are safely able to perform essential **physical, psychological and cognitive job** requirements without risk to self, others or the environment; and are not impaired by drugs, alcohol, fatigue or disabling conditions”



Process- Operational and Office based



✓ Business unit leaders provide health and medical with a named list of their employees. Contractors will be dealt with separately. Business critical employees as defined by the BCP coordinators were assessed first.



✓ Health and Medical provide an employee notice for all staff with a link to an online form to complete.



✓ BU leaders are advised of names in each group (as per the matrix) and for **VERY HIGH** and **HIGH** these were managed as per the matrix.



✓ Those in the **MODERATE** group were provided with a further questionnaire- see slide 10



✓ Health and Medical assessed the responses to the above questionnaire and where appropriate additional information was provided re additional safeguards for the moderate group.



✓ Anyone with a concern re returning to the office was encouraged to speak with their supervisor or health and medical. These employees were considered on a case-by-case basis.

Technology

- ✓ Microsoft Forms
- ✓ Excel Manipulation
- ✓ Personalised Microsoft forms as per location
- ✓ Confidentiality/ Data Privacy- restrict access
- ✓ Used Microsoft word for those locations who needed a paper copy.
- ✓ Ability to provide compliance reports for AP locations based on employee named lists (expectation was 100% compliance)

Authorization for Disclosure of Health Information-screening for RTW

In the event of a potential exposure to an infectious disease outbreak like COVID19, it is known that older individuals and/or individuals with pre-existing conditions have a higher risk of complications.

Accordingly, as part of the efforts of the Chevron AP Regional Crisis Management Team to protect the health and safety of our workforce, Chevron Enterprise Health is seeking specific medical information which will be used for the purposes of determining your risk level.

Information to be disclosed:

By agreeing to this disclosure, you agree that Chevron Enterprise Health may use the information provided to determine your risk level. Your name may be included as an at-risk individual based on your health record and information collected herein. No other information will be shared without obtaining your prior consent.

You also agree that Chevron may collect, use and disclose your personal data, as provided in this form and your medical record, in accordance to Chevron Privacy Statement (accessible at <https://www.chevron.com/privacy>) for the purpose of COVID-19 planning.

Please be advised that you are entitled to refuse consent. However in the event you refuse to consent, you will be managed like other non-at-risk individuals and subject to other requirements/treatment as Chevron may deem reasonably necessary to protect the health and safety of our employees.

By agreeing to this disclosure you agree that you have been given a detailed explanation on the rights of information provided with regard to the use of personal information, and fully understand the authorization.

* Required

1. Please enter your full name(family name, first name) *

Enter your answer

6. Do you have any of the following risk factors? *

Age 65 or above / Serious Heart Conditions / Diabetes Mellitus / Chronic Lung disease / Moderate to Severe Asthma / Cancer treatment / High blood pressure / Kidney Failure / Liver Disease / Severe obesity (BMI above 41) / Pregnancy

Yes

No

7. Please confirm which of the following risk factors you have. Please select all that apply. *

Age 65 and above

Serious heart conditions (Myocardial infarction or Ischemic Heart disease etc)

Chronic Lung Disease

Moderate to Severe Asthma

Immunocompromised like cancer treatments

High Blood Pressure

Diabetes

Kidney Failure

Liver disease

Severe Obesity (BMI > 40)

Pregnancy



High Risk Category definition

Category	Details	Safeguards
Very High	Over 65 years old and has chronic condition as listed	Must remove from workplace / work from home
High	Over 65 years old	Must remove from workplace / work from home
Moderate	Has a chronic condition as listed	Consider remove from the workplace / work from home/ adopt additional safeguards To consider on a case-by-case basis at business discretion.
Low	Everyone else	Routine protective measures, frequent hand washing, social distancing, face masks

High Risk groups per WHO / CDC

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions, cardiovascular disease including high blood pressure
- Immunocompromised, including cancer treatments
- Severe obesity (BMI over 40)
- Diabetes
- Kidney failure
- Liver disease

- Note- Pregnancy has not been identified separately as a specific high risk, this should be a BU decision with support from GHM as needed.



FFD process

Question	Response	Details
Are you currently engaged with a general practitioner/ specialist for the chronic condition and if yes how frequently and when was the last time you saw them?	YES/ NO	
Are you taking any medication to control the symptoms of your condition, if yes, please provide details on the medication? (dose and frequency)	YES/NO	
Have you had any time off work on MC or have you been hospitalized for your health condition in Y2020? If yes when and how long for?	YES/NO	
Does your current health condition affect/limit any work activities? If yes, please provide details?	YES/NO	
Do you foresee yourself having any issue in wearing a surgical/reusable or an N95 mask while at work?	YES/NO	
Would you say in your opinion your condition is currently “under control”?	YES.NO	



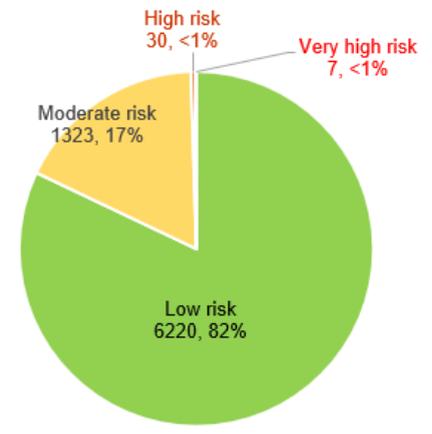
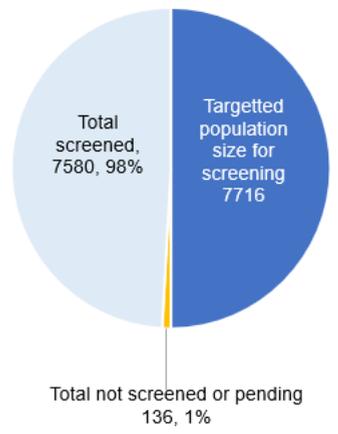
FFD Findings- Singapore

Category	No	Remarks
Completed review	541	
Low risk	445	
Moderate risk	93	Majority citing hypertension (47/93), rest a mix of asthma, heart disease, diabetes, BMI above 40, cancer.
High risk	1	Above 65 years.
Very high risk	2	Above 65 years, heart condition, heart failure and diabetes.

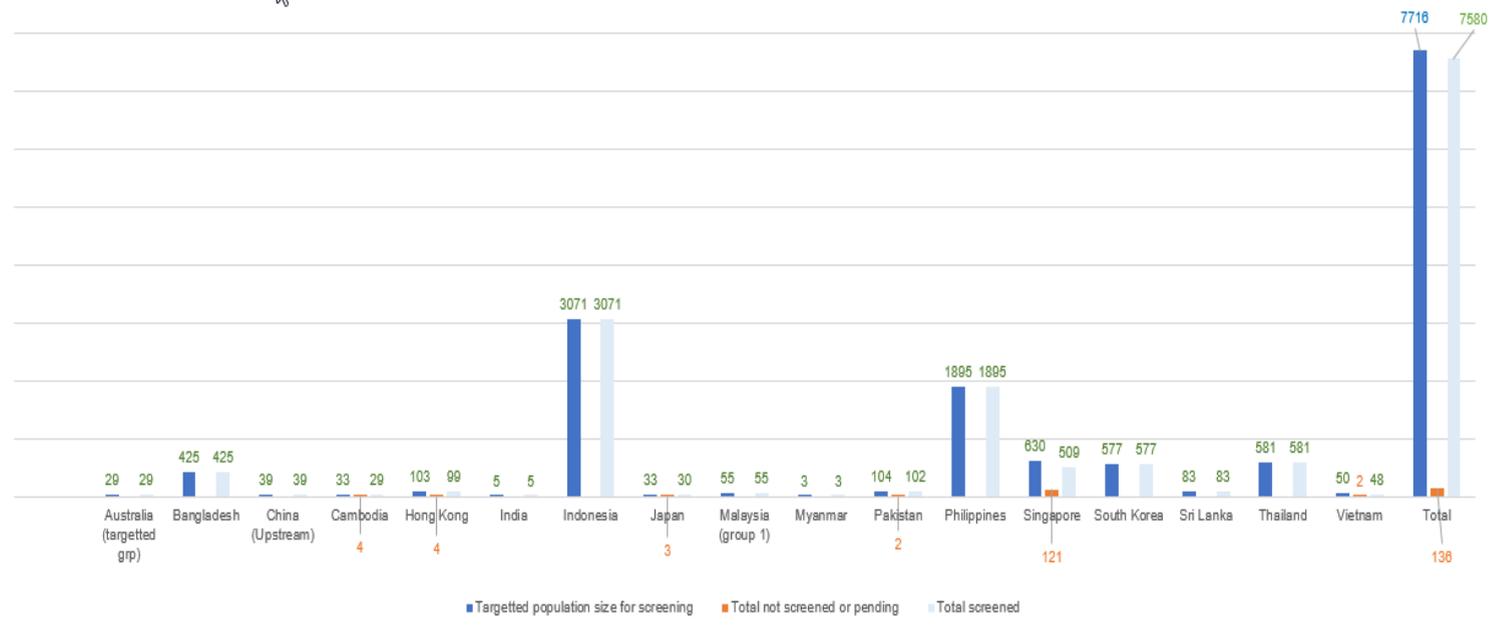
FFD screening update- Asia Pacific Region

employee data for all phases

Location	Completion rate for total population
Hong Kong	96%
Malaysia	100%
China	100%
Vietnam	99%
Singapore	81%
Japan	91%
Cambodia	88%
Pakistan	98%
Sri Lanka	100%
India	100%
Myanmar	100%
South Korea	100%
Australia	100%
Bangladesh	100%
Indonesia	100%
Philippines	100%
Thailand	98%



Risk level result of screened population
Total screened - 7580



State 10th June 2020

Return to Operations forecast

Return to operations
China (4/5)
Hong Kong (11/5)
South Korea (18/5)
Australia (20/5)
Vietnam (26/5)
Thailand (26/5)
Japan (26/5)
Malaysia*
Cambodia
Myanmar
Sri Lanka*

Monitor for 14 days
Bahrain (1/7)*
UAE (1/7)*
Philippines

Ongoing review
Bangladesh
Indonesia
Singapore*
Pakistan

* Changes during the last 7 days

Pandemic Response Plan staging

PPA 7	China, Hong Kong, South Korea, Australia, Vietnam, Thailand, Japan, Cambodia
PPA 6	Myanmar, Sri Lanka, Bahrain, UAE, Philippines, Bangladesh, Indonesia, Singapore, Pakistan

Phase of return based on trend

Return to workplace stages			
4	3	2	1
Restricted	Guarded	Vigilant	Normalized
<ul style="list-style-type: none"> Bangladesh Indonesia Pakistan Singapore (office) 	<ul style="list-style-type: none"> Singapore (ops) Sri Lanka Cambodia Myanmar Japan Malaysia Thailand 	<ul style="list-style-type: none"> Vietnam China Hong Kong Australia South Korea 	



Additional Actions and Safeguards

Note- in the initial stages the risk assessment was used to allow health and medical to risk assess anyone who wished to enter the building for a specific essential reason.

Later the assessments were used again to assess RTO using split teams.

- ✓ Social distancing- **in place**
- ✓ Temperature checks/ Screening- **in place**
- ✓ Hygiene precautions- **in place)**
- ✓ Split Teams (A and B)- **this came later**
- ✓ Entry and exit times (to avoid the commute and exposure to others)
- ✓ Masks- Reusable, surgical and N95 masks
- ✓ Remove from workplace/ work from home

PPE

Type	Stockpile	Dispatched
Surgical Masks	278358	189170
N95	11420	5020
Reusable masks	2060	24290
Digital thermometers	1054	526
IR non-contact	301	592

[Order](#)



Updates from EH

- Corporate will release and updated travel guidance
- Reviewing quarantine and testing for mobilization
- Technology reviews for access control, temperature screening and contact tracing ongoing – Thursday 11/6
- Reviewing EAP support and utilization
- Working with H&P to build material for RTO in response to survey feedback and transformation on “feeling safe to return to work”

Lessons Learnt

It does not have to be “perfect”



Engagement is crucial

Self care is a requirement and not a luxury.



Use technology as your friend



Be agile and evidence based

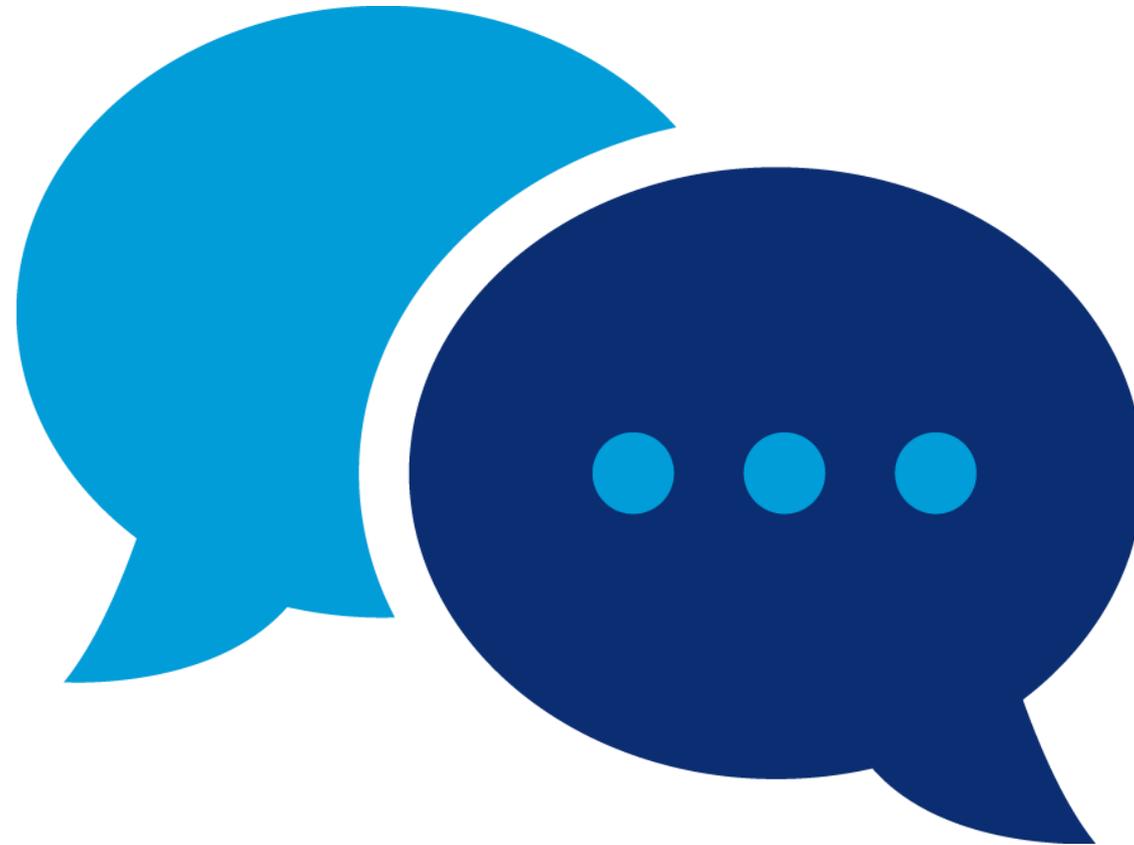


Organised and Methodical – “there is always time to do it the right way”



Work as a team in the true sense

Questions



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