



AUGUST NEWSLETTER

COVID19 has had significant impact on businesses, globally. Companies have needed to adjust the way in which they work, whilst ensuring the health and well building of their employees.

With many companies in Jakarta returning to work during July, we asked British and American Tobacco (BAT) to give us their helpful insights as to what protocols they have introduced in their office and their new work practices as they gradually bring their staff back to Capital Place.



When the PSBB restrictions were applied by the Jakarta Governor, what was BAT's policy for Work from Home (WFH) for staff at Capital Place?

As a quick response to COVID-19, we have put in place strong protocols on COVID-19 since January this year to ensure the health and safety of our employees as well as business partners. On top of providing hand sanitizers, obligation to wear masks, and maintaining a safe distance, we also activated our Crisis Management Team who sit together almost every day during the first few months of the pandemic to do regular updates, make decisions and take necessary actions as quickly as possible.

Seeing the increasing trend of the COVID-19 cases in Jakarta, we moved quickly to decide that the Jakarta Head Office employees started to try out our work from home (WFH) policy on 17 and 18 March with 50% capacity, then we went on a complete WFH mode starting 19 March 2020, even before the Large Scale Social Restriction (PSBB) was enforced by the Jakarta administration. During the WFH period, a lot has to be adjusted, from our way of communication which completely has to rely on technology (Microsoft Teams, instant messaging app), presence monitoring through daily check-ins, online approvals, and many more.

Despite working from home, we continue to remind employees on the COVID-19 protocols and monitor employees' health regularly through an online sickness reporting form. In addition, there is a strict mechanism for employees who intend to come to office for urgent matters as a set of approvals is required, with a final approval by the President Director.

On top of that, communication to all employees has been made very massive during the period, making the most use of our internal channels such as emails, newsletters, computer screensavers, among others. We also introduced a COVID19-dedicated newsletter called Bentoel Bisa aiming at keeping employees connected and energized during the pandemic while promoting productivity. The newsletter was released on a daily basis featuring video messages from senior leaders, useful tips on well being and productivity, and fun challenges. The newsletter continues to run until today, twice a week, and highlighting inspiring stories from all Functions across the organization. Working from home was something to us but thanks to the agile and empowered team, we have been able to ensure a smooth and well-run WFH mechanism.

As the PSBB restrictions have been eased in the past month, what initiatives has BAT implemented at its office to promote a safe workplace for staff returning to Capital Place?

For us, compliance with the Government's regulations is the key. Right after the announcement of the PSBB Transition Period, we established a Return to Office (RTO) Task Force who was responsible for managing the RTO scenario and setting up the required policies to ensure the safety of all employees – all were designed in accordance with the regulations of the Government and the World Health Organizations' (WHO) advises, including dividing employees into three different rosters and two arrival times per roster, limiting the use of meeting rooms, excluding employees who travel by public transport from the roster, and obliging self-declaration, among others.

Before returning to the office, the RTO Task Force worked quickly on the preparation to ensure that the required deliverable were ready before the D-day, including re-designing our office layouts, modifying some facilities at the office to allow proper social distancing, installing touch-free hand sanitizers dispensers, putting proper signages, and preparing a comprehensive communication plan for pre, during and post-RTO. We also produced a video explaining our health and safety protocols and gathered employees in a town-hall specifically discussing about the RTO plan and scenario.

Despite the strong protocols in place, we continue to monitor the enforcement of the protocols and seek feedback from employees through an online survey for future improvement.

Is BAT practicing split team schedules and staggered return to the office for employees?

Yes, we arranged our RTO scenario as per the governments' regulations, even stricter. The maximum capacity of the office has been reduced to only cater 30% of the total population. Hence, we have been divided into three different groups which take turns to work from the office for one week then continue to work from home for the next two weeks, to allow proper self-quarantine. There are two arrival times with 3 hours gap in between, because of which their lunch time and 'go-home' time need to be adjusted accordingly. We have a cut-off time requiring employees to leave the office before that.

Following the recent development of the COVID-19 cases in Jakarta, we also decide to halt our RTO temporarily for 3 weeks starting from 3 August, while continuing to closely monitor the situation and take actions when necessary.

What actions would BAT recommend to other tenants at Capital Place to protect the health of their staff and visitors?

- In order for us to get out of this crisis sooner, we need to follow and adhere to the Health and Safety protocols and policies/regulations as set out by the Government. It takes a strong collaboration and commitment from all parties.
- Strong protocol is a MUST and compliance with it should be not compromised. Let's encourage employees to be accountable and protect each other and continuously remind everyone that the new normal is NOT the old normal. We can't live the way we lived in the past – it requires adaptation and changes in behaviors and mindset.
- Communicate well to employees – keep them well informed, motivated and energized. This is a tough time and we can come out stronger if we do it together.

THE GIFT OF IDUL ADHA



On Wednesday, July 29 2020, Capital Place Building Management donated a cow and a goat to the local community of Kelurahan Kuningan Barat. The event was done by Mr. Andrew Hodgson and Ms. Kartika Puspitasari as representatives from Capital Place to Bapak Agus Muharram and Bapak Sukirno as the Headmen of Kelurahan Kuningan Barat.

The donation of Qurban animals has become an annual agenda to celebrate Idul Adha at Capital Place. The delivery of meats to the community in the surrounding area is also expected to provide benefits to the community, especially to the needy.

SUPPORTING OUR LOCAL COMMUNITY DURING THIS PANDEMIC



Apart from the cow and goat donations, in this atmosphere of Idul Adha, Capital Place Building Management also donated over 900 bags of basic food hampers to our local community of RW. 04, Kecamatan Mampang Prapatan, Kelurahan Kuningan Barat. Each hamper contains a 2 kg sack of rice, cooking oil, sugar, instant noodles, margarine, canned food and condensed milk. We hope that this Act of Kindness will bring goodness and benefits to others, especially those in need.

DIRGAHAYU INDONESIA



Join the train of unity, fight against corruption and keep flying the flag of our dear nation high.
Happy Independence Day, Indonesia.

KIMIA FARMA CLINIC AND PHARMACY IS NOW OPEN AT CAPITAL PLACE

kimia farma
klinik

Klinik Kimia Farma
Capital Place

MEDICAL SERVICES:

- Rapid Test
- Neurobion Injection
- Vitamin C Injection
- Cholesterol Check
- Blood Sugar Check
- Uric Acid Check

DENTAL BY APPOINTMENTS

"SEMOGA SEHAT SELALU"

OPEN MON-FRI
8AM - 5PM
SATURDAY
8AM-1PM

We serve beyond expectation
Responsible and Committed to
Excellence.

Capital Place Building
Basement 2
0823-8283-5910

Kimia Farma clinic and pharmacy had their soft opening at B2 level Capital Place building on July 13th 2020. They provide a number of medical services such as rapid test, vitamin C injection, cholesterol check, blood sugar check, uric acid check and dental services by appointments.

GAIN A BETTER INSIGHT INTO THE CAPITAL PLACE TEAM

Temiy - Security Manager



How long have you worked at Capital Place and what is your role and your responsibilities in the Building Management team?

I have been working at Capital Place for 8 months. My role is Security Manager, in which I supervise the operational security and safety for the Capital Place Office and Estate.

What impacts has COVID19 had on your personal and professional life?

On a personal level, I have become more aware about the pandemic and potential impacts to my family. For my professional life, I have learnt the importance of psychical distancing and to make sure health protocols are being fulfilled to maintain safe conditions for everyone who comes to Capital Place.

What do you think is the most significant change in technology during your lifetime?

I have seen a number of significant improvements in IT during my lifetime, which helps in conducting my role as Security Manager.

What is the most interesting place you have visited and why?

Exploring Macan and Harapan Island in Seribu Island. The landscape ocean view was very scenic and peaceful.

What does Indonesia Independence Day mean to you and how will you be celebrating the day?

Independence Day, for me, means that we are free to speak in a true democracy, and the ability to convey ideas according to my rights and responsibilities as an Indonesian. This year, myself and all members of the security team will attend a ceremony on 17 August, where we will remember the services of the nation's heroes.

STRENGTHEN YOUR IMMUNITY IN NATURAL WAYS



While bolstering your immunity is easier said than done, several dietary and lifestyle changes may strengthen your body's natural defenses and help you fight harmful pathogens, or disease-causing organisms.

Here are some tips we have wrapped up for you to strengthen your immune system naturally.

Get Enough Sleep



Getting adequate rest may strengthen your natural immunity. Also, you may sleep more when sick to allow your immune system to better fight the illness. If you're having trouble sleeping, try limiting screen time for an hour before bed, sleeping in a completely dark room or using a sleep mask, going to bed at the same time every night, and exercising regularly

Eat More of Whole Plant Food, Healthy Fats and Fermented Food

These kind of food are rich in nutrients, probiotics and antioxidants which can help decrease inflammation. Chronic inflammation is linked to numerous health conditions, including heart disease, Alzheimer's, and certain cancers. Meanwhile, the fiber in plant foods feeds your gut microbiome, or the community of healthy bacteria in your gut which can improve your immunity and help keep harmful pathogens from entering your body via your digestive tract.



Engage in Moderate Exercise



Studies indicate that even a single session of moderate exercise can boost the effectiveness of vaccines in people with compromised immune systems. What's more, regular, moderate exercise may reduce inflammation and help your immune cells regenerate regularly. Examples of moderate exercise include brisk walking, steady bicycling, jogging, swimming, and light hiking. Most people should aim for at least 150 minutes of moderate exercise per week

Stay Hydrated

Dehydration can cause headaches and hinder your physical performance, focus, mood, digestion, and heart and kidney function. These complications can increase your susceptibility to illness. To prevent dehydration, you should drink enough fluid daily. Water is recommended because it's free of calories, additives, and sugar.



Manage Your Stress Level



Long-term stress promotes inflammation, as well as imbalances in immune cell function, that is why relieving stress and anxiety is key to immune health.

Activities that may help you manage your stress include meditation, exercise, journaling, yoga, and other mindfulness practices.