

## Board

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**From:** Raylene Debattista  
**Sent:** 10 March 2020 09:04  
**To:** Raylene Debattista  
**Cc:** Colin Aquilina; Rachel J. Vella (Director - ROCS Group); Simon Vella; Charles Vella  
**Subject:** ROCS Group Memo re: COVID-19 & Travelling

**Importance:** High

Dear all,

I trust you are well.

As you are well aware, the company is doing its utmost to take precautions to safeguard its employees and those making use of its services.

Therefore, we kindly request that all employees who are planning to travel abroad within the next three months – or are currently abroad – must inform the company about their planned itinerary including travel dates and destination. In order to respect GDPR regulations, this information must be passed on to the payroll officer and will only be accessed on a need-to-know basis.

The company is also within its rights to ask any employee who has travelled/is travelling/plans to travel, to self-quarantine for 15 days post-arrival should they decide to travel to a destination affected by COVID-19. Such quarantine will be taken from the employee's vacation leave entitlement, unless the Maltese Government informs otherwise.

Should a co-habitant be travelling to any of the highly affected countries, that is any of the following:

- China
- Iran
- Singapore
- Japan
- South Korea
- Italy

An employee is duty-bound to inform the company and self-quarantine as per above.

We trust that all will adhere to the above to ensure that the workplace is kept a safe working environment.

Any employees who are found disobeying the above instructions or giving any misinformation will be liable to disciplinary action.

**Managers**, kindly ensure that a copy of this email is printed for all employees without access to staff emails, as well as a copy printed for common staff areas.

Regards,

**Raylene Debattista**  
Human Resources Development Manager



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