

TOPTEAM 新聞稿

Gearing Up with Protective Measures, TOPTEAM's Service As Usual

English Version

自2019年（農曆新年）以來，全球爆發了前所未有的流行病（Pandemic）自1月21日以來，全球各地都出現了病例，TOPTEAM 也密切關注事態發展，並採取了適當的預防措施，以確保我們的服務不受影響。

Since the 2019 novel coronavirus disease (COVID-19) outbreak emerged in Wuhan China, this new disease has soon soared out of control and impacted neighboring countries and beyond. It has adversely affected trade and business activities in the region and now been officially classified as a “Pandemic” by WHO. Fortunately, the Taiwan government has rolled out preventive measures before the first imported case confirmed. All our government services, including the IP office and Courts, keep normal operation as usual with proper measures.

TOPTEAM keeps following the epidemic (now the pandemic) development and guidance from the government and has taken a series of precautionary measures to better protect our employees, ensure the smooth operation of our services and safeguard clients' interests.

now, the operation of our firm continues as usual but we have canceled all international travel by May, to further eliminate health risks to our staff during this time.

[illegible]

Meetings

with clients, foreign associates and vendors, if applicable,
shall be held

via video-conference or telephone. In the case of necessary visits to

clients (or gathering), our attorneys and colleagues are advised to follow virus prevention rules and wash hands properly before and after said visits/meetings.

2024

What

is more, as many countries have seen a spike in confirmed cases of COVID-19,

TOPTEAM has stepped up our access control for employees returning from travel

overseas. Employees are also asked to take two temperature checks a day. Anyone

showing a symptom of acute respiratory illness will be advised to

return and stay home until 24 hours after symptom-free without medication.

Preventive measures for visitors (clients, suppliers, foreign associates, etc.)

are also in place, according to the recommendations from the responsible

authorities.

[illegible]

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The current pandemic inevitably has a temporarily negative impact on many business operations in many countries, including that of our peers and counterparts. For this reason, TOPTEAM has kept a close watch on the service continuity of IP offices, our colleagues and alternatives available to fulfill our responsibilities and keep clients' interests intact. Most work would be primarily processed by online submission, and the telephone communication, or postal services, would be taken if there is any need. We have been sorting out all the cases due in the near future; review progress one by one and take further action required early with clients' informed consent.

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TOPTEAM continues to provide high-quality services as usual, and all our employees are healthy and have remained uninfected. We will review and update our preventive measures according to the decisions taken by the responsible authorities and actual business needs. TOPTEAM will never compromise the health of our employees and the interests of our clients in all scenarios.

Please don't hesitate to contact us if you have any question or request. And above all, we genuinely wish you and your loved ones good health!

CECC Measures for Following Up on Persons at Risk of Infection

03.04.2020

Intervention	Home Isolation	Home Quarantine	Self-health management
Groups of persons	Persons who had contact with confirmed cases	1. Persons with travel history to China, Hong Kong, or Macao (including transits) 2. Persons with travel history to South Korea, Iran or Italy	1. Applicants who had been approved to travel to Hong Kong or Macao 2. Persons who were suspected to be infected and have met criteria to be released from isolation 3. People reported for sample collection under community-based surveillance 4. People returning from countries under level 1 and level 2 travel notice
Responsible authorities	Local health authorities	Local civil affairs bureau or borough chief	Central/Local health authorities
Enforcement	Home isolation for 14 days Active monitoring twice a day	Home quarantine for 14 days Active monitoring once or twice a day	Self health management for 14 days
Notes concerning respective measures	<ul style="list-style-type: none"> Health authority will issue a "Home (Self) Isolation Notice" Health authority shall check health status of the individual twice a day During the home isolation period, the individual is to stay at home (or designated location) and not go out, and may not leave the country or use public transportation Symptomatic individuals will be sent to the hospital for medical attention Individuals not adhering to the CECC's prevention measures will be penalized under the Communicable Disease Control Act and, where circumstances warrant, be forcibly placed 	<ul style="list-style-type: none"> Where the relevant authority has issued a Novel Coronavirus Health Declaration and Home Quarantine Notice, the individual is to wear a surgical mask and return home for home quarantine The local borough chief or borough clerk shall call the individual every day during the 14-day period to ask about the individual's health status, and shall record the information obtained During the quarantine period, the individual is to stay at home (or designated location) and not go out, and may not leave the country or use public transportation Symptomatic individuals will be sent to designated medical facilities for tests; the relevant health authority will also begin active monitoring Individuals not adhering to the CECC's prevention measures will be penalized under the Communicable Disease Control Act and, where circumstances warrant, be forcibly placed 	<ul style="list-style-type: none"> Asymptomatic individuals are to avoid going out and wear a surgical mask as required when going out; maintain personal hygiene and observe cough etiquette; and take the temperature twice a day. Individuals with fever or respiratory symptoms such as coughing or running nose are to wear a surgical mask properly, seek medical attention immediately and inform the physician of your contact history, travel history, and whether anyone else has similar symptoms; wear a surgical mask while returning home and avoid going out; and keep distance when talking to other people. People reported for sample collection under community-based surveillance are to stay at home and not to go out before receiving results Medical personnel are to stay at home and not to come to work temporarily
Legal basis	<ul style="list-style-type: none"> Article 48, Communicable Disease Control Act Paragraph 1, Article 15, Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens 	<ul style="list-style-type: none"> Article 58, Communicable Disease Control Act Paragraph 2, Article 15, Special Act for Prevention, Relief and Revitalization Measures for Severe Pneumonia with Novel Pathogens 	<ul style="list-style-type: none"> Article 36, Communicable Disease Control Act Article 70, Communicable Disease Control Act

Central Epidemic Command Center



www.cdc.gov.tw

Communicable Disease Reporting and Consultation Hotline: 1922

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