

Tencent 2020 COVID-19 Online Test & Study Guidelines

Our joint efforts are required to fight COVID-19. Following proper prevention and control protocols will help us get there!

We need to effectively block the spread of the disease to prevent new cases from spreading. But what is the right way to go about this challenge? Here are some questions to test your COVID-19 prevention knowledge.

Tencent COVID-19 Prevention & Control Team
February 2020

Notice:

This test is required for all employees, so please read and study it carefully. If you are a [new employee] or [have not read] the "Tencent COVID-19 Safety Guidelines", you [must] click the [Study] button to learn, and then take the test!

Test question rules:

1. There is no scoring in the test. No matter whether the answer is correct or incorrect, there will be an answer shown in the analysis.
2. After the analysis appears, you need to read it carefully until time's up before you can proceed to the next question.
3. A signature page will appear after all the questions are completed. The test is completed after employees sign their signatures.

The test questions are as follows:

1. I returned to Shenzhen from Beijing on February 12th. When can I return to the office to work?

- A. Feb. 15
- B. Feb. 24
- C. Feb. 27**
- D. Feb. 28

Correct answer: C

Analysis:

The company tentatively scheduled the return-date to be on February 26. However, please pay special attention to the fact that an employee who has not yet completed the 14-day self-quarantine period on February 26 should not return to the office. The employee returned from a different place on February 12, meaning his/her self-quarantine period will start from the 13th. Therefore, on the 27th, he can go to the office to work. For the isolation period requirements in different situations, click the button below [Study *COVID-19 Safety Guidelines*] and refer to the "*Home Office Detailed Requirements*" session. If you have any questions about your personal

situation, you can contact your leader/HRBP to confirm. If you need to return to the office before the 24th due to work needs, you need to have approval from your department head and HRD. From February 26 to 28, according to different departments' arrangements, employees will return to the company in waves. From March 2, all employees who are eligible to return to the workplace must return to office.

2. I am currently outside of Shenzhen, and our project is in an important period. As one of the core members of my team, when can I return to my office?

- A. As long as you are not in Hubei, the specific return date is determined by yourself.
- B. Because the project is important, you can contact your leader and ask your leader to write an email to the GM to confirm the return date.
- C. According to the company's regulations, the return date is on Feb. 26.
- D. If you are not in Hubei, and there are no traffic controls or isolation barriers, you can consider returning to your work location earlier. You can return home at the latest on Feb. 24 and complete the 14-day self-quarantine period before you go back to the office.**

Correct answer: D

Analysis:

- 1) If you are still in Hubei or other regions with serious traffic control, please continue to work from home until the local government deregulates.
- 2) If you are not in Hubei and there is no traffic control in your region, you can travel during off-peak times according to your personal circumstances. Make sure that you return to your city of work and start your home isolation before February 24. To ensure your and the public's health, you need to work from home for 14 days after arriving in your city of work.

3. Do I need to work during home isolation period?

- A. Although I am not sick or suspected as a patient, I have been quarantined and should not work.
- B. If I'm not suspected, having mild infection or other illness, I'll need to work from home.**
- C. Although I'm quarantined, I'm not hospitalized, so I'll need to work.

Correct answer: B

Analysis:

As long as you're not a suspected case, have a mild infection, or have some other illness, work from home means working while doing your 14-day self-quarantine period. During the isolation, please pay close attention to yourself and your family. Your and your family's health is the most important thing. Properly keep your work-life balance and take proper rest. If you are unwell, please report your health condition in time, consult your doctor, and communicate with your leader. If necessary, you can ask for sick leave.

4. Which of the following employees is not a close contact of a COVID-19 patient?

- A. John: His work mate working in the same office area returned back to Wuhan during New Year's Day holiday and went back to the office on January 5th. His work mate was confirmed as a COVID-19 patient and quarantined during the Spring Festival

B. Alex: During his hospitalization, a patient in the same ward as him was diagnosed as having COVID-19 and was transferred away for quarantine.

C. Benjamin: He went for a family cruise tour during the Spring Festival. It was later found that 30 people on the cruise were confirmed as COVID-19 patients while 200 other people were suspected as well.

D. David: He did not return to his hometown during the Spring Festival and continued to stay in his home in Shenzhen. A confirmed case was found in another building in the same district. The confirmed patient did not have any contact with David.

Correct answer: D

Analysis:

With reference to the “COVID-19 Public Prevention Guidelines” issued by the country, close contacts refer to all of the following cases who fail to take effective protection measures (e.g. wear a mask and keep a safe distance of 1 meter away from others) after having contact with suspected and confirmed cases, and cases that are tested positive:

1) People who live, study, work together or have close contacts with any suspected and confirmed cases, and cases that are tested positive, e.g. working closely together in the same area.

2) Medical staff, family members, or others who have similar close contact with any suspected and confirmed cases, and cases that are tested positive, e.g. visiting or staying with other patients in the ward.

3) People who take the same transportation and have close contact with any suspected and confirmed cases, and cases that are tested positive.

4) People who are evaluated by on-site investigators and believed to be close contacts.

If there are confirmed cases in your apartment, Shenzhen has released new measures since February 7th: residential apartments with confirmed cases will implement collective 14-day quarantine regulations. For cases in other cities, please comply with the local government regulations.

5. I have been in Dongguan, a city near Shenzhen, during the Spring Festival. It only takes me 40-ish minutes to self-drive to the company. I am currently working from home. I plan to return to Shenzhen by car on the evening of February 25. Is it OK for me to return to the office on February 26?

A. As long as you have not been to Hubei and have no contact history with relatives and friends in Hubei, you can return normally.

B. As long as you and your family are healthy, you can return normally.

C. As long as your self-driving journey takes less than 2 hours, you have avoided all crowded areas, there's no other companions other than your family, and all of you have taken adequate protective measures, then you can write an email to your GM and CC your HRD/BP to apply for return. After your case is approved by GMs, you can return normally.

D. As long as you return to work from a different place, regardless of the length of the journey, you are strictly required to stay at home for self-quarantine for 14 days before you return to the office.

Correct answer: C

Analysis:

In principle, there should be a 14-day self-quarantine period when returning from other places. However, the following situations can be considered as inter-city travel after receiving approval by GMs and CCing HRD / BP

1) Daily self-driving (traveling only with your family members) to and from cities (such as between Dongguan and Shenzhen, between Foshan and Guangzhou, between Beijing and Beisan County, etc.).

2) Return to the office by self-driving for 2 hours or less. Avoid all crowded places during the journey. No companions except for family members. Take adequate precautions.

To sum up, if you return to your office from a surrounding city and meet the above situations, it can be regarded as inter-city travel after being reported and approved.

6. I have stayed in the city of workplace (Shenzhen) during the Spring Festival, but my family just got back from my hometown Hangzhou yesterday. Do I need to self-quarantine?

A. Quarantine is not required as long as your family has not had contact with confirmed or suspected cases.

B. Quarantine is not required as long as your family comes back without any symptoms of discomfort.

C. If your family comes back from a different city, you shall self-quarantine for 14 days from the date of contact and then return to the office.

Correct answer: C

Analysis:

It is recommended that you get to know the situation of your family or roommates in advance before they come back, such as whether there is a history of contact with confirmed cases, the way of their return, and their protective measures on the way, in order to prepare for the corresponding protection in advance. In principle, you need to be quarantined for 14 days from the date of contact before returning to the office. If the family members or roommates drive all the way back without a stopover, the drive is within 2 hours, and comprehensive protective measures are in place, you can report to your department GM department and CC HRD/BP for approval. It may be regarded as inter-city travel and there is no need for quarantine.

7. I returned to Shenzhen from other places on February 1 and have self-quarantined for more than 14 days. At noon today I suddenly learned that a confirmed patient was on the bus that I took yesterday. They are currently looking for other passengers in an announcement I saw on the Internet. What do I need to do?

A. I have made adequate protective preparations during the ride and washed my hands and disinfected in time when I got home. I should be able to continue to work, but I need to watch closely to see if I have any symptoms of discomfort.

B. Update your own information in the mini-app "Everyday Battle Against Virus", inform your leader and GM of this situation, and apply to work from home. I should self-quarantine from home for 14 days.

C According to current situation of my project, if the project is urgent, I should continue to work. If the project is not urgent, I should update my information in the mini-app "Everyday Battle Against Virus" and inform my leader and GM. I will apply for work from home, and then stay at home for 14 days from now on.

Correct answer: B

Analysis:

Please update your information in the mini-app "Everyday Battle Against Virus" and inform your department head and HRD. Stay at home for 14 days from the date of contact, or in accordance with the requirements of local government, disease control institutions or medical institutions.

8. I have stayed in my city of work during the spring festival, without contact history of relatives and friends from Hubei or contact history of patients with COVID-19, but I got sick with a cough, sore throat and other symptoms. Can I go back to work?

A. It's just a common cold in spring, not COVID-19. I should be able to continue to work in the company.

B. I need to work from home or apply for sick leave according to my physical condition.

C. Take some fever reducers and cough medicine tonight. I should be back to work tomorrow.

D. I can put a scarf on the outside of my N95 mask for protection. I should be able to go to work.

Correct answer: B

Analysis:

In view of the current epidemic situation, it is forbidden for employees to go to work with any illness. Please apply for work from home or sick leave, stay at home and if necessary go to the hospital for medical treatment with personal protection. Eliminate the risk of COVID-19 infection, recover from your illness, and have no symptoms before returning to work.

9. I was in Shenzhen during the Spring Festival. I have been in good health the whole time. I may have caught a cold a few days ago. I have a sore throat these two days and I still have a cough. what should I do?

A. I was very healthy before, and even if I went out to buy food, I was fully protected. It must be "inflammation" or something small, and it will be all right in two days. There is no need to update the information in the mini-app "Everyday Battle Against Virus".

B. Check in using the mini-program "Everyday Battle Against Virus" every morning to update your health condition, and truthfully report your latest health information and itinerary.

C. The morning meeting was so busy that I forgot to check in with the mini-app "Everyday Battle Against Virus". It would be more efficient to check-in just one time until Friday.

D. It's just a cough. I will observe for two days first. If I get better soon, I will save everybody trouble. If it doesn't get better, then I will update my health information in the mini-app "Everyday Battle Against Virus".

Correct answer: B.

Analysis:

1. In the mini-app "Everyday Battle Against Virus", the information must be true and correct to ensure that the health information and itinerary of each employee is collected.
2. Clock in before 14:00 every day. Tencent administrative official Wechat account will push the relevant reminder notice.
3. Leaders and upper-level management personnel will receive a detailed daily report of their teams. Please ensure that 100% of the team members check in daily and the information is true and correct (some organizations may be summarized and pushed to a higher-level organization).
4. When you find that there is an error in the information, or if the information is not updated in time, please correct it in the mini-app "Everyday Battle Against Virus" pushed by Tencent administration every day. If there is missed information resulting in adverse impacts on the epidemic prevention and control measures, the situation will be reported to the leader / department HR/ BG epidemic prevention and control working group and may be dealt with as a false report, concealment, and/or failure to report.
5. Any employee who conceals, omits or falsely reports the information, or returns to the office area without the consent of the person in charge of the department during the quarantine period, which has an adverse impact on the prevention and control of the epidemic, shall be dealt with in accordance with the provisions of the Code of Sunshine Conduct. Serious circumstances shall bear legal liability.

10. After returning to work, if I find that my colleagues around me have suspected symptoms, what should I do?

A. Notify everyone in department Work WeChat groups as soon as possible to keep everyone away from the colleague with suspected symptoms.

B. In order to avoid unnecessary panic, directly contact the direct superior / HRBP or department secretary and let them contact the BG prevention and control working group to deal with it.

C. Our daily relationship is very good. If I spread information that he has suspected symptoms, it may seriously affect the relationship between colleagues in the future. I should privately advise him to ask for leave or to go to the hospital for examination.

Correct answer: B.

Analysis:

Please contact your direct supervisor / HRBP or department secretary, who will assist you in communicating with the BG prevention and control team. In order to avoid unnecessary panic, do not verify or spread information privately. Please allow professional staff from the company's epidemic prevention and control team to make proper arrangements.

Signature

I am fully aware of the *COVID-19 Safety Guidelines* and solemnly promise to strictly abide by them.

Congratulations! You have completed all tests and made your commitment to the *COVID-19 Safety Guidelines*.

Isolate the virus and be healthy!

Let's prevent disease and fight the epidemic together!