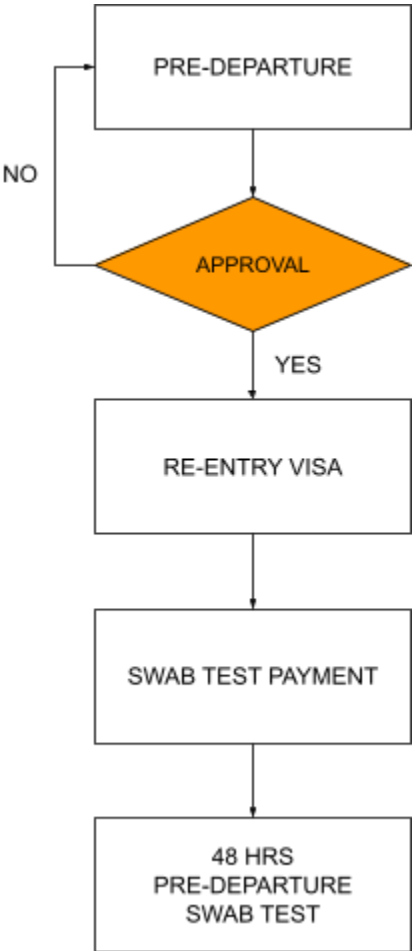


FLOWCHART FOR AIR TRAVEL GUIDELINE

(departure from Brunei Darussalam)

Objectives:

1. To serve as a guideline for outbound staff to their home country via air travel during the early endemic phase.
2. To follow proper procedures upon departure from Brunei Darussalam according to the government regulations.

	Leaving Staff	HR Dept	PMO	Immigration/ MOH	Key Points
	✓	✓✓			-Leaving staff to provide required documents to the HR Dept in order to apply for the Travel Exit application from PMO. -Constant follow up from PMO by the HR Dept to ensure Travel Exit application is approved.
		✓	✓✓		-Once approved, an email will be sent from PMO on the approval or query of the Travel Exit application. -If PMO sends an email on the query of the Travel Exit application, HR Dept needs to amend the application following PMO's feedback.
		✓		✓✓	-HR Dept to apply for a Re-entry Visa at the Employment Agency after the approval of Travel Exit application.
	✓✓			✓	-Leaving staff is required to pay BND80 for PCR swab test at the main building, RIPAS Hospital, Counter 16. -After payment, MOH will issue a payment receipt BND80 to the leaving staff.
	✓✓				-Leaving staff to undergo PCR swab test within 48 hours before departure to home country at Sports Complex, RIPAS Hospital.

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Rev.22.0
17.01.22 LZ

Legend

- ✓✓ Main person to do the process
- ✓ Related person involve in each process

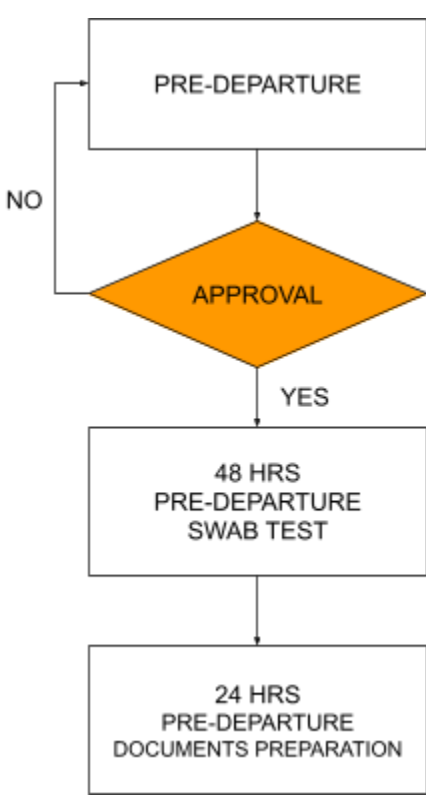
Ready for home leave travel

FLOWCHART FOR AIR TRAVEL GUIDELINE

(departure from home country)

Objective:

1. To serve as a guideline for inbound staff from their home country via air travel during the early endemic phase.
2. To follow proper procedures upon departure from the home country according to the government regulations.

	Returning Staff	HR Dept	PMO / MOH	Key Points
	✓	✓✓		-Returning staff to book hotels for mandatory self-isolation and provide required documents to the HR Dept in order to apply for the Entry Travel Pass application from PMO. -Constant follow up from PMO by the HR Dept to ensure Entry Travel Pass application is approved.
		✓	✓✓	-Once approved, an email will be sent from PMO on the approval or query of the Entry Travel Pass application. -If PMO sends an email on the query of the Entry Travel Pass application, HR Dept needs to amend the application following PMO's feedback.
	✓✓			-Returning staff to undergo PCR swab test within 48 hours before departure to Brunei Darussalam at a medical center officiated by the government of the originating country.
	✓✓		✓	-Returning staff to apply Arrival Declaration Form within 24 hours before departure to Brunei Darussalam at http://www.pmo.gov.bn/travelportal -Returning staff to pay BND100 for post-arrival PCR and ART swab test online at https://www.healthinfo.gov.bn/entry-payment/#/user/login after receiving results of PCR swab test 48 hours before departure to Brunei Darussalam. After payment, MOH will issue a payment receipt BND100 to the returning staff.

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17.01.22 LZ

Legend

- ✓✓ Main person to do the process
- ✓ Related person involve in each process

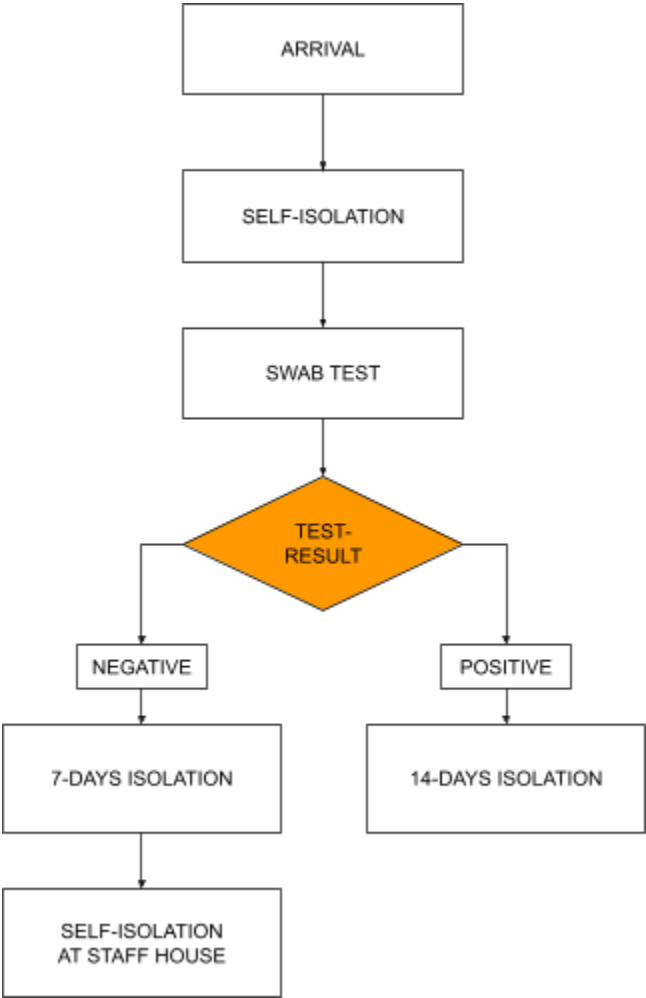
Ready for return travel to
Brunei Darussalam

FLOWCHART FOR AIR TRAVEL GUIDELINE

(arrival in Brunei Darussalam)

Objective:

1. To serve as a guideline for inbound staff from their home country via air travel during the early endemic phase.
2. To follow proper procedures upon arrival in Brunei Darussalam according to the government regulations.

 <pre> graph TD ARRIVAL[ARRIVAL] --> SELF-ISOLATION[SELF-ISOLATION] SELF-ISOLATION --> SWAB_TEST[SWAB TEST] SWAB_TEST --> TEST_RESULT{TEST-RESULT} TEST_RESULT -- NEGATIVE --> 7_DAYS_ISOLATION[7-DAYS ISOLATION] TEST_RESULT -- POSITIVE --> 14_DAYS_ISOLATION[14-DAYS ISOLATION] 7_DAYS_ISOLATION --> SELF-ISOLATION_AT_STAFF_HOUSE[SELF-ISOLATION AT STAFF HOUSE] </pre>	Returning Staff	Hotel	MOH	Key Points
	✓✓			-Returning staff to undergo ART test at Brunei International Airport upon arrival immediately.
	✓✓	✓		-Returning staff are required to do mandatory self-isolation upon arrival and will be brought by hotel-provided transport.
	✓✓	✓		-Returning staff to undergo PCR test on the 5th Day after arrival and will be brought by hotel-provided transport to Sports Complex, RIPAS Hospital.
	✓		✓✓	-MOH will send swab test results through SMS to the returning staff.
	✓✓			-After receiving swab test results, returning staff will resume their mandatory self-isolation period in the declared hotels according to their test results. -For positive result: Returning staff are required to isolate themselves for 14 days. -For negative result: Returning staff are required to isolate themselves for 7 days.
	✓✓			-Returning staff who are discharged from the hotel accommodation in less than 14 days, are required to undergo self-isolation at the respective staff houses until the total period of isolation has reached 14 days.

Legend

- ✓✓ Main person to do the process
- ✓ Related person involve in each process