

沙田 302 管理有限公司

S.T. 302 Management Limited

地址：新界沙田安景街 19 至 21 號地下
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本公司檔號: ST302/NTT/219/20/LC

致：各業戶

敬啟者：

通 告 **有關：管理處疫情期間特別工作安排**

鑑於近日本港新型冠狀病毒疫情嚴峻，為減少接觸及降低病毒擴散風險，管理處將由 3/8/2020（一）至 16/8/2020（日），為期兩星期共 14 天實施特別工作安排。期間管理處同事分為兩隊輪流當值工作，不需當值同事須留在家中工作。

所有大維修工程、保安及清潔工作將如常進行，管理處日常工作及投訴處理亦會確切如常進行，並確保減低對運作影響。本處將會加強屋苑及管理處消毒，及監察各同事個人身體狀況，有關安排會按疫情實際情況作出修訂或取消。

在此，盼各業戶體諒及理解以上措施。不便之處，敬請原諒。

敬希垂注！

碧濤花園第一期管理處
2020 年 7 月 30 日

Date : 30th July 2020

To : All Residents of Pictorial Garden Phase 1

NOTICE

Re: Special Work Arrangement for Management Office

Due to the current outbreak of "COVID-19", in order to reduce exposure and the risk of spreading the virus, the Management Office will implement special work arrangements from 3/8/2020 (Wed) to 16/8/2020 (Sun) for a period of two weeks for 14 days. During this period, our colleagues in the management office are divided into two teams to work in turn, and the other team should stay at home to work.

All major maintenance works, security and cleaning work will be carried out as usual, and the daily work and complaint handling of the management office will be carried out exactly as usual, which the impact on operations will be reduced. Our office will also strengthen the disinfection of housing estates and management offices, and monitor the personal health of all colleagues. The relevant arrangements will be revised or cancelled according to the actual situation of the epidemic.

Here, I hope that all owners / residents will understand the above measures. Sorry for any inconveniences caused.

Thank you for your kind attention.

Management Office of Pictorial Garden Phase I

