



A Member of  MMC Group

MEMO

To : All Visitors

From : Health, Safety and Environment Department

Date : 11th February 2021

Ref No. : PTP/HSSE/HSE/WEBSITE/0073/21

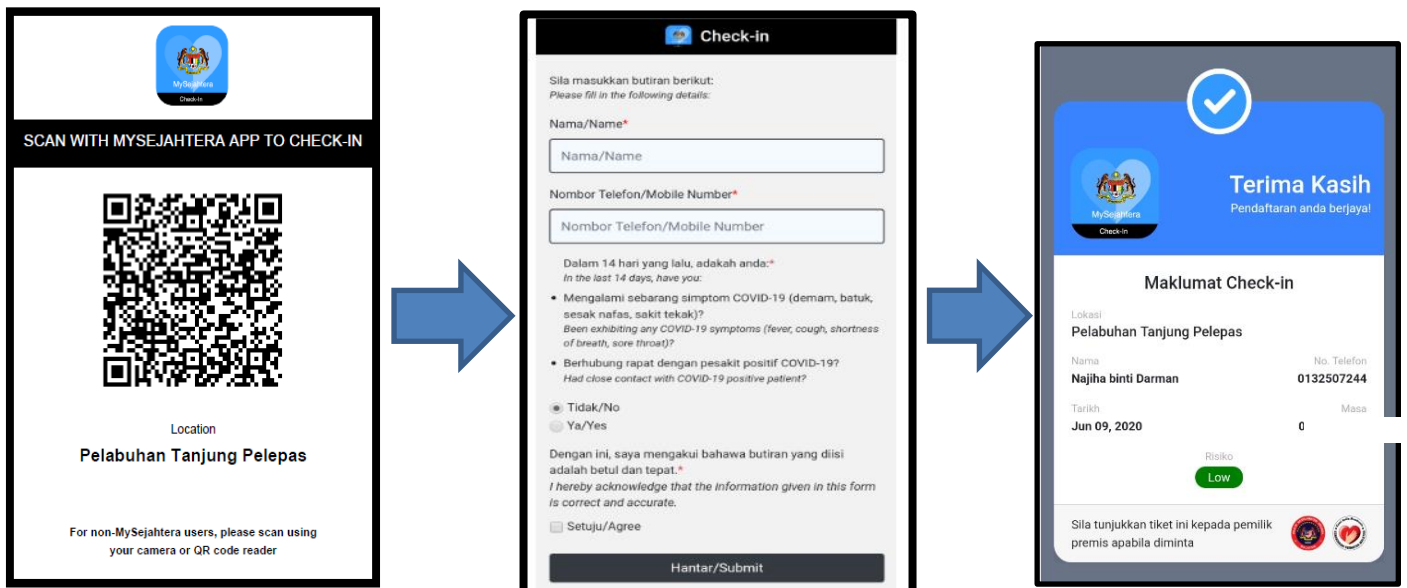
Subject : **PROCEDURES FOR VISITORS ON PHYSICAL ENGAGEMENT AT PTP DURING COVID-19 PANDEMIC**

Dear all,

The purpose of this memo is to communicate the procedures for visitors on physical engagement at PTP to curb the spread of COVID-19 at workplace.

Procedure for Visit / Physical Engagement at PTP During COVID-19 Pandemic

1. Submit declaration form (Download from Announcement page on website)
 - a. Declaration Form is to be submitted to the respective Business Owner (BO) of at least 3 days prior visiting site
 - b. Declaration of information shall not be too far from date of visit, within 3 days
 - c. Business Owner (BO) to consider declining visit/physical engagement upon evaluation based on information given or information provided is deemed to be insufficient
2. Visitors with body temperature $>37.5^{\circ}\text{C}$ and having symptoms such as sore throat, cough, colds, shortness of breath are prohibited to enter PTP
3. Upon entering the site at counter, visitors & suppliers to scan the MySejahtera **QR code**
 - a. Port of Tanjung Pelepas (PTP) is registered with MySejahtera App
 - b. MySejahtera is an application developed by Government to assist in monitoring COVID-19 outbreak in the country
 - c. QR Code to be scan on daily basis at each building
 - d. The QR codes are displayed at areas listed below but not limited to: -
 - i. Wisma A
 - ii. Wisma B
 - iii. PTC Counter
 - iv. PUB
 - v. HSSE Building
 - vi. Engineering Building



4. Observe physical distancing of at least 1 meter
 - a. Encouraged virtual meeting. **Any meetings/discussions with >5 people are required virtually
 - b. Number of meeting members depends on the capacity of the room (at least 1-meter physical distancing)
 - c. Please observe 1-meter visual marking on table and chairs/vehicles as guidance
5. Limit the meeting duration to max 1 hour
 - a. End the session or schedule break time should the meeting duration is >1 hour
6. Mandatory to wear face mask during meeting
 - a. Visitors shall bring their own face mask
7. Ensure meeting room is regularly disinfected/cleaned preferably self-disinfection prior and after every meeting
8. Ensure meeting room having good ventilation and natural lighting by opening windows and doors
9. Business Owner (BO) to prepare sanitizing/cleaning kit for the use during meeting/physical engagement

If you need any clarification, please contact the Health, Safety and Environment.

Thank you.

Health, Safety and Environment Department