

MEMO

To : **All Occupants of Menara TA One**

From : **TA Property Management Department**

Date : **29th July 2021**

Subject : **Reminder on Compliance to COVID-19 Standard Operating Procedures (SOP)**

Dear esteemed occupants of Menara TA One,

Considering the high numbers of Covid-19 cases in Malaysia, the Building Management would like to remind all building occupants to strictly adhere to the building protocols and the latest SOPs from Majlis Keselamatan Negara ("MKN") to ensure a safe and healthy workplace within the office building. Please be reminded to adhere to the building protocols as below:

- 1) Mandatory **temperature screening and MySejahtera QR code scanning** at ground floor point of entries. Those suspected to have Covid-19 symptoms, temperature of more than 37.5 °C, or listed as "high risk" in the MySejahtera app will not be permitted to enter the building;
- 2) The status MySejahtera app shall be **updated on a daily basis** and allowed for security checking;
- 3) **Wear a face mask** at all times in common areas of the building especially inside the lift car;
- 4) Follow the physical distancing line markings & notices;
- 5) **Only 4 people in a lift** is allowed at one given time. Do not eat or drink inside the lift car;
- 6) **Sanitize** your hands with sanitizers provided at all lift lobbies and always practice good personal hygiene;
- 7) Practice **no handshake** policy;
- 8) **Do not congregate or loiter** at any parts of the building;
- 9) Occupants are required to collect any parcels/ dispatch goods/ food delivery at designated space at Ground Floor;
- 10) No visitors are allowed to enter the building without permission from the Building Management; and
- 11) Any occupants who are not feeling well are strongly advised to report to your office administrative team and avoid coming to office.

Occupants are required to report any close contact or Covid-19 positive cases to the Building Management. Those who are identified as close contact or Covid -19 positive must prepare to evacuate the building immediately. The Building Management can be contacted at 03-2072 1277 (ext. 7801) or email us at propertymanagement@ta.com.my.

Note: This is a computer-generated document. No signature is required.

TA GLOBAL BERHAD

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