

MEMO

To : **Tenants / Staffs / Remisiers of Menara TA One**

From : **TA Property Management Department**

Date : **29th July 2020**

Subject : **Reminder – Compliance to COVID-19 Building Operations Protocol**

Dear esteemed occupants of Menara TA One,

As a reminder to the COVID-19 Building Operations Protocol memo issued on 4th May 2020 and as of lately, the Building Management observes that certain individuals are deliberately defying the protocols and cause discomfort to others. We hereby enlist the protocols as a reminder below:

Building Entry:

- Mandatory temperature screening to be carried out at ground floor entrances for all occupants/ visitors. Those observed with temperature of more than 37.5 C or display any symptoms associated with COVID-19 will not be permitted to enter the building.
- Wear face mask at all times within the common areas of the building. Building Management reserves the right to deny entry for those who deliberately refuse to wear a face mask upon entry to the building.
- Use hand sanitizers provided at all lift lobbies and practise good personal hygiene.
- It is mandatory for visitors to fill up the Heath Declaration Form for record purposes.

Lift Lobby & Lift Car:

- Occupants are required to adhere to social distancing measures and must be guided by the floor markings to prevent over-crowding. Also, occupants/ visitors must wear face mask in lift lobby and lift cars at all times.

Courier/ Dispatch/ Food Deliver Services:

- Occupants are required to collect any parcels/ dispatch goods/ food delivery at designated space at ground floor.

General:

- Practise no handshake policy.
- Do not congregate within the building at all given times.
- Notify Building Management at 03-2072 1277 (ext 7801) or Security at 03-2071 1277 (ext 1201) immediately for any emergencies.

With the rising concern of the daily COVID-19 infection rate, the Building Management hereby seeks the cooperation of all occupants/ visitors to comply to the building protocols at all times to ensure that we maintain a safe working environment for everyone.

Please note that the Building Management reserves the right to take appropriate action to individuals who breach any of the protocols.

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

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