

MEMO

To : Tenants / Staffs / Remisiers of Menara TA One
From : TA Property Management Department
Date : 5th October 2020
Subject : Reminder – Compliance to COVID-19 Building Operations Protocol

Dear esteemed occupants of Menara TA One,

In light of the recent surge of Covid-19 local infection cases in Malaysia, the Building Management would like to remind all building occupants to adhere to the building protocols to ensure a safe and healthy workplace within the office building. Please be reminded to adhere to the SOPs as below:

- 1) Mandatory **temperature screening** at ground floor point of entries. Those observed with temperature of more than 37.5 C will not be permitted to enter the building.
- 2) Visitors must fill up the **Health Declaration form** for record purposes.
- 3) **Wear a face mask** at all times in common area of the building especially in lift cars.
- 4) Follow the line marking of physical distancing inside lift cars. **Only 6 people in a lift** is allowed at one given time. Do not eat or drink inside the lift car.
- 5) **Sanitize** your hands with sanitizers provided at all lift lobbies and always practise good personal hygiene.
- 6) Practise **no handshake** policy.
- 7) **Do not congregate** at any part of the building.
- 8) Occupants are required to collect any parcels/ dispatch goods/ food delivery at designated space at ground floor.

For those who had **recently travelled to Sabah & Kedah** are required **to declare your visitation details** to your office administrative & Building Management accordingly. We strong advise those who recently travelled to Sabah & Kedah to self-quarantine to minimise the risk of exposure in this office building.

Kindly reach out to Building Management at 03-2072 1277 (ext 7801) or email us at propertymanagement@ta.com.my for any information.

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

TA GLOBAL BERHAD

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