

MEMO

To : Staff / Remisiers of TA Group
From : TA Property Management Department
Date : 11th October 2021
Subject : **Reopening of Menara TA One Gym Studio**

We are pleased to inform that Menara TA One Gym Studio will reopen on **11th of October 2021** for **ONLY Fully Vaccinated Individuals**.

Please note that your current card access has been disabled for control purposes and you will not be able to gain access into the gym. To access the gym studio, you are required to register at the ground floor concierge and the security officer will issue a temporary access card to enter the gym.

Kindly refer to the Standard Operating Procedure (SOP) on the next page for further details and understanding. The operating hours of the gym is indicated as below:

	1st Session		2nd Session
Morning (AM)	6.00am – 7.30am	30 minutes to return gym access card to security	8.00am – 9.30am
Evening (PM)	5.00pm – 6.30pm		7.00pm – 8.30pm
<i>Gym will be closed on weekend & public holiday</i>			

Thank you in advance for your patience and full cooperation.

Should there be any further enquiries, please contact us at 03-2072 1277 ext. 7801.

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

COVID-19 STANDARD OPERATING PROCEDURE (SOP) FOR GYMNASIUM (GYM) AT MENARA TA ONE

Menara TA One is taking all the necessary precautionary measures against the spread of COVID-19 in the Gym. It is crucial that Gym users follow the regulations provided as per listed below:

1. Only TA Group of Companies staff and remisiers below the **age of 60 and fully vaccinated individuals** are allowed use the Gym. **It is strictly prohibited** for Gym users to bring another person to the Gym (business partners, friends or family members) into the Gym. Only 10 person are allowed to use the gym per session.
2. Gym users must register with the security at the concierge (ground floor) and surrender his/her driving license in order to obtain the gym access card. Registration is only open one (1) hour before each session and is on a first come first serve basis.
3. The driving license will be returned by security personnel at the concierge upon the return of the gym access card back to security.
4. Gym opening hours are as below:

	1st Session		2nd Session
Morning (AM)	6.00am – 7.30am	30 minutes to return gym access card to security	8.00am – 9.30am
Evening (PM)	5.00pm – 6.30pm		7.00pm – 8.30pm
<i>Gym will be closed on weekend & public holiday</i>			

5. Gym users are required to scan the MySejahtera QR code displayed at the entrance of the Gym.
6. It is compulsory to wear face mask in the gym when not performing any workout activities.
7. Gym users will be required to clean and disinfect the equipment with the sanitization liquid and cloth provided after every use.
8. Gym users are advised to sanitize your hands regularly using the hand sanitizer provided.
9. Practice social distancing when performing exercises in the gym with distance as listed below:
 - a) Static exercise – 1 meter apart
 - b) Dynamic exercise – 3 meters apart
10. No body contact activities are allowed in the gym.
12. Always reduce physical interactions in the gym.
12. Gym users must leave the gym immediately once completed the workout session. No loitering in the Gym is allowed.
13. No sharing of personal items such as water, food, clothes, and towels.
14. Wear proper sports attire and take care of your personnel hygiene.
15. The security will inspect the gym from time to time and reserves the rights to expel any of the Gym user who do not cooperate and comply with the SOP at any given time.
16. Building Management reserves the right to adjust the operating hours and amend the SOP as and when required to ensure optimization of gym usage.

The gym is monitored via Closed Circuit Television (CCTV). Failure to comply with the COVID-19 STANDARD OPERATING PROCEDURE (SOP) FOR GYMNASIUM (GYM) will result in being permanently banned from using the gym.