

## General Guidelines



If you have fever or flu like symptoms, refrain from coming to office, consult a Doctor and inform your HOD and HR/ JKKPPT secretariat.



Wear a face mask at all times while in office. Refrain from touching your eyes, mouth, nose without washing your hands with soap or disinfecting with sanitizer.



Record your temperature reading in the logbook at the front office, when you report to the office daily.



Wash hands often with soap and water or use hand sanitizer. Stay at least 1 meter away from people and 2 meters from those who are coughing or sneezing.



Routinely clean frequently touched surfaces and equipment (printers, scanners etc). Do not attend to other staff's desk phone without sanitizing.

# Guidelines for Visitors and Vendors



Visitors/vendors with fever & flu-like symptoms are not allowed to enter the premises.



All visitors/vendors are required to fill out the Health declaration form before entering SEDA Malaysia premises. Soft copy of the visitor Health declaration form is also available to use.

Our regular vendors (water & air filter, printer/ photocopy machine, etc.) who are working in SEDA Malaysia premises shall fill out the visitor's **health declaration form** daily and shall follow all SEDA Malaysia guidelines for staff while working in the premises.



Visitors/vendors must wait for the meeting host to receive them at SEDA Malaysia reception.



Every visitor/vendor must apply the “no handshake” culture and use other means of greetings.



Visitors/vendors who exhibit flu like symptoms in the meeting shall be asked to leave the meeting immediately.

Visitors/vendors who become infected with COVID 19 virus, within 14 days since their visit to SEDA Malaysia, shall notify their host of their condition and host shall notify HRA through HOD.

During MCO, amount of visitors into our Office Premise will be restricted to a certain amount at any point in time during the Operational Hours

**Kindly inform HRA prior to having any visitor**



Kindly submit the **Appendix D: SEDA MALAYSIA: VISITOR/VENDOR HEALTH DECLARATION FORM** and return it back to HRA via email to [Indra@seda.gov.my](mailto:Indra@seda.gov.my) before entering SEDA Malaysia Office.

**\* Host shall obtain prior approval from CEO for all visitors and vendors**