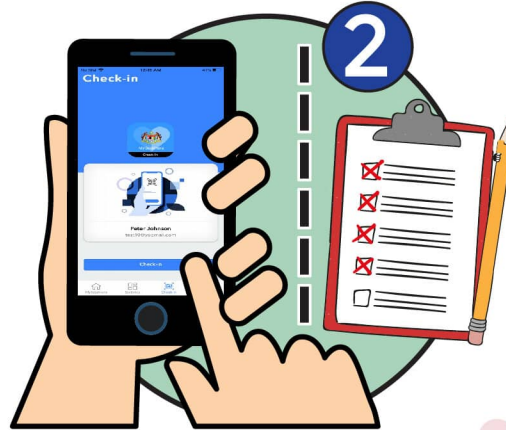


STANDARD OPERATING PROCEDURE (SOP) FOR **STAFF AND STUDENTS**



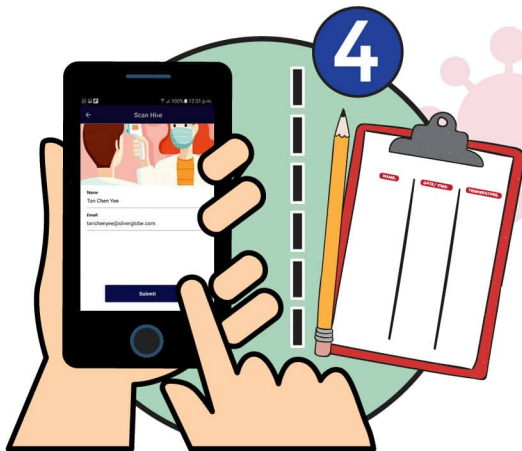
1
Wear mask at all times including common areas (toilet, pantry, concourse and etc.)



2
Check in using MySejahtera App. If the App is not available, fill up the declaration form



3
Allow staff to take your temperature. If 37.5 °C and above entry will be denied



4
Scan *hi-hive* LOCATION QR code displayed at entry of any destination location using *hi-hive* App. If the App is not available, fill up your details in the log book of respective destination location



5
Sanitise your hands frequently



6
Avoid contact with others and avoid handshakes



7
Keep at least 1 meter away from other people

1 METER

Thank you