



**MEMORANDUM**

Date : 8 October 2020  
To : All employees and visitors  
From : HR and Admin Department

**RE : REMINDER FOR RESTRICTION OF ENTRANCE AND STANDARD OPERATING PROCEDURE (SOP) FOR VISITOR**

With reference to the above, this serves as a **strict reminder** for our previous memorandum dated 1 June 2020 regarding to the SOP and entrance for visitors. The SOP shall remain in force and practice until recovery of COVID-19 or further notice.

This is the restriction of entrance and SOP for visitors to avoid floodgate of third parties entering company premises and to effectually stem the spread of COVID-19 and try our level best to endeavor this breakout.

- Plastictecnic would like to once again refer our employees back to the Memorandums:
  - 16 March 2020 - Coronavirus And Prevention 2<sup>nd</sup> Update
  - 28 March 2020 - The 'Restriction Of Movement Order' Period
  - 14 April 2020 - Additional Preventive Measures Due To Covid-19 Outbreak
  - 1 June 2020 - Restriction Of Entrance and Standard Operating Procedure (SOP) for Visitor
- In general, the company shall **FULLY RESTRICT** the entrance of visitors ( ie customer, supplier, contractor, auditor, business related personnel and etc ) to company compound and there shall be **NO ENTRANCE** unless **authorization is granted** by management.
- Below is a simple list of restriction:

<u>No</u>	<u>Activities</u>	<u>Remarks</u>
i.	Courier & delivery services	To collect / receive at guard house
ii.	Sending / collection of samples	To collect / receive at guard house
iii.	Documents / cheque to chop & sign & collect	To meet / collect / receive at guard house
iv.	MYEG for worker permit	To collect / receive at guard house
v.	Waste collection & sanitary bin issues	To wait / collect at guard house
vi.	Interviews, discussions, meetings with customers or any other third parties	Replace with conference call and / or phone call or any other suitable ways of communication <b>OR</b> To seek approval from management to enter



<u>No</u>	<u>Activities</u>	<u>Remarks</u>
vii.	Auditors	To seek approval from management to Enter
viii.	Banking & Monetary related issues	To seek approval from management to enter
ix.	Machines issues like breakdown, testing, repairing and etc	To seek approval from management to enter
x.	Vending machines issues	With limitation of mobility at Canteen
xi.	Other issues related ( not listed )	Kindly refer to Human Resources Department

4. For **delivery personnel**, they shall locate the items at the box situated at guard house and HR or security guard shall redeem the items personally at guard house on behalf of the employees and vice versa for employees who want to deliver goods out unless special circumstances. The delivery personnel are as:-

- Courier services
- Food deliveries
- Any other deliveries

5. Visitors are to adhere to our **company's COVID-19 preventive measures (Visitor's SOP):-**

a. **Prior to arrival**

- **Face mask** shall be provided by visitors' company.
- For visitors who wish to enter beyond security guard house, kindly **make appointment** and liaise with Person In Charge (PIC) to get management's approval.
- **Travelling letter** might be required under special circumstances, earlier arrangement and planning shall be made to ensure smooth functioning.

b. **Upon arrival** ( not applicable for courier services & food deliveries only )

**Step 1 : Hand should be sanitized** upon arrival; hand sanitizer is available at security house.

**Step 2 :** Visitors shall **register** themselves at security guard house and /or scan the QR code for SELangkah (**ONLY APPLICABLE FOR SELANGOR** since it is required by Selangor State Government) / MySejahtera.

**Step 3 : Monitoring of temperature** by the security guard. If any visitor has symptoms such as fever (body temperature above 37.5C), cough, flu, or shortness of breath, please seek medical attention immediately.



**Step 4 :** Visitors to fill up **Health Screening Form** and/or scan the **Plastictecnic VHSD** (Visitors Health Screening Detail) **QR code**;

Visitor who is unable to use the app may fill up the manual form Health Screening Form that is available at guard house.

**For items vi to xi in the list -**

**Step 5 :** Visitors to show the management's **approval document** or messages (in any forms except verbal) to security guard. Security Guard will then inform the PIC.

**Step 6 :** **PIC** to attend to visitors at security guard house and bring him/ her in.

**c. In company premises**

- Maintain at least 1 meter of social distancing.
  - Wear face mask throughout the times in our company compound and dispose it correctly. There is a face mask disposable bin places at security guard house.
  - Wash your hands frequently using hand soap, cover your mouth and nose when you cough or sneeze. Only touch your face for cleaning purposes.
  - Smoking area only limit to 2 person at 1 time.
  - Do not touch public objects like walls, handrails, door handles, shaking hands or have any physical contact with others.
  - Meeting room limitation. It is indicated at meeting rooms' doors.
  - Canteen limitation. Follow social distancing marking.
6. The company shall have the rights at its **sole discretion** to prevent anyone from entering the company premises, as and when necessary.
  7. We **HIGHLY ADVICE** that any **face to face interactions** shall be replaced with **other suitable ways of communication/pick up delivery**.
  8. This memo serves as a reminder for everyone to follow strictly our company's policy.
  9. This SOP shall remain in force and practice until recovery of COVID-19 or further notice.



# PLASTICTECNIC (M) SDN BHD 197601004542(30481-V)

Lot 1, Jalan P/2A, Kawasan Perusahaan Pkt 1, Peti Surat 30,  
43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia  
Tel: (6) 03-8925 6950 (8 lines) Fax: (6) 03-8925 6955  
URL: [www.plastictecnic.com](http://www.plastictecnic.com)



For all Head of Departments, kindly disseminate the aforementioned to all your subordinates and **BRIEF** your visitors as well about our preventive measures of company in combating COVID-19.

Your co-operation and understanding is highly appreciated to combat this pandemic outbreak together.

Thank you.

Wong Wai Fun  
HR and Admin Manager