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MEMORANDUM

Date : 2 October 2020

To : All employees

From : HR and Admin Department

RE : THE ACCELERATION CASES FOR COVID- 19

The COVID-19 pandemic has evolved and escalated quickly. In an effort to mitigate the spread of all viruses, including COVID-19, we need everyone's continuous update for preventing the spread of viruses through person to person contact.

Our employees' safety and health still remain as our top priority. Hence, Employee is required to fill up "**EMPLOYEE HEALTH SCREENING DECLARATION FORM**" and submit to the HR Department,

All employees are required to continue to obey to the Company's COVID-19 Guidelines which was released as well as all related guidelines by the Minister of Health Malaysia.

For all Head of Departments, kindly disseminate the above information to all your subordinates.

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

Thank you.

Wong Wai Fun
HR and Admin Manager

**EMPLOYEE HEALTH SCREENING DECLARATION FORM**

To prevent the spread of Coronavirus Disease (COVID-19) previously known as “2019 novel coronavirus” and reduce the risk of exposure to our employees, we are conducting a simple screening questionnaire. Your cooperation is important to help us take precautionary measures to protect you and everyone in this premises. Thank you for your time.

Employee's detail:

Name : Emp. ID :

Designation : Department :

Current Residing Address:

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H/P Num: Emergency Contact Num:

14 DAYS RISK (PLEASE TICK ✓)	YES	NO
Have you returned from an overseas trip, OR Sabah and/or Sarawak in the past 14 days? If Yes, please state the country visited: _____		
Did you attend any gatherings identified as clusters by MOH in the past 14 days?		
Are you a close contact of a confirmed COVID-19 person?		
Any of your household members being confirmed positive for COVID- 19?		
Any of your household members have close contact with a confirmed COVID-19 person?		

I hereby declare that I have been explained on the precautionary measure taken by the company during this pandemic situation (Covid-19) and I fully understand and agreed to adhere to the said guideline.

I also understand that providing false information or misleading information is an offense and that shall subject to company disciplinary action or any legal action.

Employee's Signature :

Date: