

Notice

TO ALL OWNERS & RESIDENTS:

Ref No. 20-92

CONDITIONAL MOVEMENTS CONTROL ORDER

14 OCTOBER – 27 OCTOBER 2020

Dear Valued Residents,

In view of the recent announcement issued by Majlis Keselamatan Negara (MKN) on the implementation of Conditional Movement Control Order (CMCO) as of **14th October 2020 to 27th October 2020** in Kuala Lumpur, Selangor and Putrajaya with the following procedures in place, please note that these procedures might change from time to time in line with the latest announcement made by the authority:

1. CONDUCT TEMPERATURE SCREENING TWICE A DAY

All working personnel at site including service providers (security guards, cleaners, landscapers and etc.) are required to conduct temperature screening twice a day (upon reporting for duty and at 2pm). The temperature reading shall then be recorded in a logbook.

Personnel would also conduct temperature screening on any owners/residents who wish to enter the compound of the property/the management office (subject to procedure number 10).

Please note that an individual with a body temperature of **37.5°C or above** is not encouraged to enter the office and the individual shall be advised to seek medical attention at any nearby hospital /clinic immediately.

2. PRACTICE GOOD PERSONAL HYGIENE

All working personnel shall maintain and practice good personal hygiene at all times as follow:

- I I. Frequently wash hands with soap and water or a hand sanitizer
- I II. Practice respiratory etiquette; cover mouth and nose with tissue or a flexed elbow while coughing or sneezing

PERBADANAN PENGURUSAN KIARAMAS CENDANA

(PTG/WP.20/1/2330)

10-G-03, Kiaramas Cendana Condominium, 10 Jalan Desa Kiara, Bukit Kiara, 50480 Kuala Lumpur.

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3. SOCIAL DISTANCING

All working personnel shall maintain a physical distance of one (1) meter apart at all times.

4. WEAR SURGICAL MASK

All personnel shall wear a surgical mask at all times. Any personnel who happened to develop respiratory symptoms must report to their respective superiors immediately.

5. MAINTAIN HIGHEST LEVEL OF HYGIENE

Ensure a clean and hygienic working environment by regularly disinfecting the management office (office desk, keyboards, photocopy machine, door knobs, and etc.) and other heavily-used common areas (lifts, lift lobbies, door knobs, handrails, and etc.) by using disinfectant solution Three (3) times per day at 8.00am, 12.00pm and 4.00pm and disinfecting all the lifts and lift lobbies by fogging machine at 12.30pm and 4.15pm on a daily basis.

6. COMMON FACILITIES USAGE

- a) All outdoor facilities that **do not involve any close contact and not exceeding ten (10) participants at any one time** shall be allowed for usage.
- b) All indoor facilities below shall be closed throughout CMCO period:
Gymnasium, squash, badminton/multi-purpose hall, reading room and sauna.
- c) Swimming pool and Jacuzzi shall be closed throughout CMCO period.

7. VISITORS AND CONTRACTORS

All visitors and contractors are required to make an appointment with the Management before entering the premises and they must adhere to the rules and regulations set by the Management. All visitors and contractors' temperature shall be screened before entering the premises. Please note that an individual with a body temperature of **37.5°C or above** shall not enter the premises and the individual shall be advised to seek medical attention at any nearby hospital / clinic immediately.

All visitors and contractors must strictly adhere to the social-distancing SOP while in the lift and common areas as per the guidelines from Ministry of Health (MOH).

All visitors and contractors must be equipped with Personal Protective Equipment (PPE) such as a surgical mask and hand gloves.

8. MOVING IN / OUT

Moving in / out activities shall be allowed for owners and residents. Owners and residents who wish to move in / out are required to make an appointment with the Management and must adhere to the rules and regulations set by the Management.

All contractors' movement shall strictly follow procedure number 7.

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9. RENOVATION

Renovation shall be allowed. Owners must get the approval from the Management and the local authority (if applicable) accordingly.

All contractors' movement shall strictly follow procedure number 7.

10. MANAGEMENT OFFICE

All owners and residents are strongly advised to maintain social distancing while entering to the management office by **practicing one (1) owner or resident per entry**. The temperature of owners and residents entering the management office shall be taken and must be recorded in a logbook. Individual with a body temperature of **37.5°C or above** is not encouraged to enter the office and the individual shall be advised to seek medical attention at any nearby hospital / clinic immediately.

We strongly encourage all enquiries/applications to be made via phone call/online platform (email/apps) during this critical period.

11. FOOD AND PARCEL DELIVERIES

All food and parcel deliveries shall be delivered at the main lobby and owners and residents are required to pick up at the lobby. Delivery personnel's temperature will be taken and must be recorded in a logbook. Individual with a body temperature of **37.5°C or above** shall be advised to seek medical attention at any nearby hospital / clinic immediately.

12. SOCIAL GATHERING AT COMMON AREAS

All owners and residents are strongly advised to avoid social gathering at all common areas in line with the direction of MOH.

13. COVID-19 TEST

All foreign workers are encouraged to go through Covid-19 test.

It is our duty to minimize the spread of Covid-19 in this country. Hence, we appreciate your kind understanding and cooperation on this matter. On a related note, please ensure that you keep good personal hygiene as well as clean living environment to prevent the spread of the virus.

Please stay at home and stay safe.

Thank you



The Management

Date: 14 October 2020

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