

# Notice

TO ALL OWNERS & RESIDENTS:

Ref No. 21-06

## MOVEMENT CONTROL ORDER 13 JANUARY – 26 JANUARY 2021

In view of the recent announcement made by the government on implementation of **Movement Control Order (MCO)** in Kuala Lumpur, Selangor, Putrajaya, Melaka, Johor, Pulau Pinang, and Labuan **effective 13 January 2021 to 26 January 2021**, please take note of the following guidelines:-

### BASIC COMPLIANCES

All residents and public must comply with the standard SOP from MKN and KPKT including:-

- i. Any individual under Ministry of Health (MOH) quarantine are **strictly prohibited** to enter Kiaramas Cendana.
- ii. Each individual shall go through temperature screening before accessing any facility of Kiaramas Cendana. Any individual with a temperature of 37.5°C and above or having flu, cough, fever or any other symptoms shall not be permitted to enter and use the common facilities or premises.
- iii. Each individual shall register by scanning the MySejahtera QR code at the designated registration counter for contact tracing purposes.
- iv. Do not congregate and to maintain social distancing at least 1 meter apart;
- v. Everyone should always stay alert in maintaining social distancing of 1-meter apart.

### 1. CONDUCT TEMPERATURE SCREENING TWICE A DAY

All 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.

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

Please maintain and practice good personal hygiene at all times as follows:

- i. Frequently wash hands with soap and water or a hand sanitizer.
- 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.

Tel: 03-6203 7768

Fax: 03-6203 7769

Email: [k.cendana@gmail.com](mailto:k.cendana@gmail.com)



### 3. SOCIAL DISTANCING

Please maintain a physical distance of one (1) meter at all times.

### 4. WEAR SURGICAL MASK

All individual should wear a surgical mask at all times in the common areas especially in the lifts. Any service provider who happens to develop respiratory symptoms must report to the Management Office and 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

All common facilities shall be closed until 26th January 2021 except outdoor jogging track.

#### **Outdoor Activities**

Outdoor activities for non-contact sport e.g. jogging/walking, cycling are allowed. Users are to maintain social distancing while carry out the jogging/walking activities. To avoid unforeseen incidents, jogging and cycling inside the **car park area are strictly prohibited.**

### 7. VISITORS, PART-TIME MAIDS AND CONTRACTORS

All visitors, part-time maids and contractors are **Not Allowed** throughout the MCO period. Only repair of essential items are allowed, contractors/workers are limited to the unit or the area involved only.

### 8. MOVING IN / OUT

All moving in / out shall not be permitted.

### 9. RENOVATION

Renovation is allowed with the following conditions:

- a) Vacant unit only.
- b) Permissible renovation works: air-conditioner installation, kitchen cabinet, wardrobe, grille, wiring works and emergency plumbing.
- c) Hacking (the one that produces loud noise such as installation of tiles) is strictly prohibited.
- d) Renovation hour shall be as per Renovation Application Form.

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## 10. MANAGEMENT OFFICE

In order to minimize human interaction, The Management Office (MO) **shall be not accepting any walk-in** from resident or public until the end of MCO.

### *Standard Operating Procedures (SOPs):*

1. All communications with the MO shall be made via phone calls or email only.
2. For billings and payment, all owner/tenant are advised to do an online transfer. Please refer detail as below; -

Account Name	Perbadanan Pengurusan Kiaramas Cendana
Bank Name	Hong Leong Bank Bhd
Account No	277 0002 1643

### **Important:**

Please forward payment remittance to [accounts@kiaramascendanacondo.com](mailto:accounts@kiaramascendanacondo.com) attached with relevant details (indicating Amount, Payment Purpose, Date and stating method of payment).

For payment via cheque, owner/tenant can put the cheque inside an envelope before drop into the Management Office's letterbox. Please be reminded to write down your name, unit number, contact and payment details.

## 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

Any activity in conjunction with the celebration/festival and religious activities is not allowed.

Please be assured that the following essential services will be in operation as usual:

- i) Electricity and Water Supply
- ii) Security Services
- iii) Cleaning Services
- iv) Lift Maintenance
- v) Waste Collection
- vi) Property Management

It is our duty to minimize the spread of Covid-19 in this condominium. 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 HOME and STAY SAFE.**

Thank you.



**The Management**

**Date: 14 January 2021**

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