

WISMA STA – STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOP)

(A) Introduction

This SOP specifies the basic operating procedures to be observed in Wisma STA to safeguard the health and safety of tenants, contractors and visitors of Wisma STA.

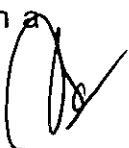
(B) Procedures

Tenants, contractors and visitors are required to have self-discipline, observe the highest level of hygiene and to observe the following procedures at all times:

B.1 At the entrance/security check point/Level 2 access

1. Wearing of Face Masks is mandatory for all tenants, contractors and visitors.
2. Before entering car park and lift lobby, temperature reading must be taken by the Security Personnel. Any person with temperature reading exceeding 37.4°C will be prohibited from entering Wisma STA.
3. All contractors and visitors are required to record their details by scanning the QR Code or writing in the Visitors' Record Book kept at the Wisma STA Security Counter at Level 1.
4. Sanitise your hands upon entering Wisma STA.
5. Practise physical distancing of at least one (1) metre according to the markings on the floor.
6. Each lift is limited to four (4) passengers at any one time.
7. Tenants whose offices are located at Level 3 and 4 and entering using Level 2 access are encouraged to use the spiral walkway to avoid congestion in the lift.
8. Tenants are strongly encouraged to sanitise their hands upon entering office especially after touching public installations such as lift buttons, door knobs or handrails.

B.2 At the common areas eg Level 4 rooftop garden, function rooms/halls etc

1. Wearing of Face Mask is mandatory at all times.
 2. Practise physical distancing of at least one (1) metre and avoid gathering in a group.
 3. All function rooms/halls will be closed during this period.
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B.3 Musollah ("Surau")

1. Wearing of Face Masks is mandatory at all times.
2. The operating hours of the Surau shall be from 8:30 am to 4:30 pm from Monday to Friday.
3. Tenants/visitors are required to register themselves at Wisma STA Security Counter at Level 1 to facilitate the keeping of record of tenants/visitors entering the Surau.
4. Access key to the Surau will be given to the tenants only by the Security Personnel. Tenants are required to return the relevant key to the Security Counter immediately after usage. If the access key is found misplaced and/or damaged by the tenants who hold the key, a sum of RM100.00 (Ringgit Malaysia: One Hundred Only) will be charged to the relevant tenants for replacing the lock.
5. A maximum of two (2) persons per praying session is allowed in the respective Male and Female Surau at any one time and the tenants/visitors are required to maintain physical distancing of at least one (1) metre.
6. Tenants/visitors are required to practise the highest standard of personal hygiene in the usage of Personal Praying Mat as well as washing their hands frequently with soap and/or hand sanitiser before and after using the Surau.
7. Resting, napping, sleeping and/or gathering are strictly prohibited in the Surau at all times.
8. If tenants/visitors are found to have breached the above SOP, the Management of Wisma STA reserves the rights to close the Surau without any further notice for the safety and wellbeing of all Wisma STA tenants.

B.4 Toilets

1. Wearing of Face Masks is mandatory at all times.
2. Do not enter the toilet if there are many people inside.
3. Keep the toilet lid closed before flushing.
4. Wash hands with cleaning gel/soap and water for at least twenty (20) seconds before leaving the toilet.
5. Maintain good toilet hygiene at all times.

(C) Others

1. Tenants, contractors and visitors are reminded NOT to post any information whether it is related to COVID-19 or not, which is detrimental to Wisma STA on the internet or social media or any other modes of communication at all times. Action may be taken if they are found to violate this instruction.
2. Food delivery can only be collected at Level 1 lobby area.
3. Tenants are strongly encouraged not to use the office address for any online purchases eg. Shopee, Zalora, etc. until the situation improves. In the case that this is unavoidable, tenants should arrange for item pick up at Level 1 lobby area.
4. Tenants, contractors and visitors are to adhere to all initiatives by the Management and directives by the Ministry of Health Malaysia (KKM) to curb COVID-19.

This SOP will remain in force until further notice.

