

PERBADANAN PENGURUSAN Q SENTRAL

(No. Buku Daftar Strata: 20183149)
Management Office, Level M1, Q Sentral,
2A, Jalan Stesen Sentral 2, Kuala Lumpur Sentral, 50470 Kuala Lumpur
Tel: 03 - 2730 2041 Fax: 03 - 2730 2043

NOTICE

Ref No : QS/MC/NOTICE/DS/2022/104
Date : 18th April 2022
To : All Owners / Tenants
From : The Management, Q Sentral
Subject : **MYSOP - REOPENING SAFELY**

Dear Sir / Madam,

Pursuant to the recent announcement on the implementation of MySOP – Reopening Safely; the Management urges all occupants to abide our Building by laws / SOP in line with the Government's directive and policy.

Please be informed that you are to adhere to the standard operating procedure (SOP) and guidelines, as listed below:

- 1) The building is fully operational and the Management Office (MO) at Level M1 is now open to public. Alternatively, any queries may be directed via email at helpdesk@qsentralkl.com or call 03 2730 2041 during office hours;
- 2) "Scan MySejahtera QR code when entering the premises. Individuals must use MySejahtera application to scan the QR code and only Individuals with 'Low Risk' MySejahtera status are allowed to enter premises or participate in activities 1 & 2. MySejahtera users are also encouraged to activate the MySJ Trace feature;
- 3) It is compulsory for all occupants to wear face masks within the common areas of the building premises;
- 4) Parents or guardians shall be responsible for their respective dependents (example: individuals under 18 years old, elderly, individuals with disabilities and special needs);
- 5) Food operators are allowed to operate for take away, delivery services and dine in, where physical distancing is observed at all times. Dine-in is only allowed for patrons who is fully vaccinated. Patrons who is not complete vaccinated / unvaccinated can only takeaway;
- 6) All delivery agent / dispatch is **now allowed** to go up to the individual office unit for any delivery such as document, parcel, food and beverage and others;
- 7) Anyone with positive COVID-19 symptom are not allowed to enter the building;
- 8) Hand sanitizers are provided at all common areas i.e at the checkpoints Levels M1 and LG2, information counter Level G, concierge counters Levels 12 and 13;

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- 9) All occupants must practice physical distancing at all times in the building, especially at the common area. The Management has placed physical distancing markers on the floors in common area such as in the lift cars, at the lift lobbies, concierge counters, etc;
- 10) Occupants are to adhere to the physical distancing markers placed in the lift cars, where only four (4) to five (5) persons can enter the lift car at one time;
- 11) Disinfectant cleaning will be conducted every two (2) hourly at the common property i.e lifts, turnstiles, floors and toilets;
- 12) Disinfectant cleaning may also be carried out by individual offices, retail units and food & beverage operators within their parcel unit. All food and beverage / retail employees must wear personal protective equipment (PPE) (masks and gloves) at all times;
- 13) All Prayer Rooms (*surau*) at Levels 11 and 12 will be opened from 1.00 pm – 6.00 pm on weekdays;
- 14) At the moment, evacuation procedures and assembly point remain the same (in front of Platinum Sentral). However, all individuals are required to observe reasonable amount of physical distancing at the assembly point;
- 15) Renovation process may be carried during this period, where the necessary health and safety precautionary measures are observed;
- 16) Any form of moving in and/or out during this period is allowed;
- 17) In view of the current national health condition on the prevailing Covid-19 pandemic, the health and safety of all occupants need to be prioritised. We urge all occupants to take the rightful and responsible measures to ensure all their employers, employees and members of their organisation who are returning to work or by any way visiting the building to be free of Covid-19. Therefore, it is the respective owners / tenants' prerogative to manage and arrange for the above-mentioned concern to be met;
- 18) All contractors/vendors/workers must be fully vaccinated and will need to show identity card for Malaysian citizen whereas foreigners are to provide working permit, photocopy of passport and current telephone number. If you / your contractors/vendors/workers are unable to provide us with the said documents/details, the Management have the right to deny their entry into the building;
- 19) Should there be any staffs suspected with Covid-19 infection, please take note on the following:
 - i. The person in question is required to undergo the Covid-19 test, with trusted medical practitioner;
 - ii. The person in question is not allowed to enter the building, until the test result is negative and completed the self-quarantine period;
 - iii. Owner / tenant to inform the Management Office if the test result released is positive.
- 20) Should there be any staffs tested positive for Covid-19, please take note on the following:
 - i. Owner / tenant to prompt the Management Office immediately within 24 hours from the date of results on the matter;
 - ii. The person in question is not allowed to enter the building, until they are certified fit to work after proper medical treatment and completed the self-quarantine period of seven (7) days;
 - iii. Any staffs who are close contact to the person in question is to adhere to KKM / MOH's policy to complete the self-quarantine period;

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- iv. Owner / tenant to update the Management Office from time to time on the status of the person in question.
- 21) Effective from 1st March 2022, as per the government's directive, should there be any staffs who are identified as closed contact to a confirmed positive Covid-19 case, please take note to observe self-quarantine based on the following criteria:
- i. Received booster vaccination with no symptom, not required to self-quarantine;
 - ii. Received booster vaccination with symptom, to complete self-quarantine period of five (5) days;
 - iii. Fully vaccinated with symptom and no symptom, to complete self-quarantine period of five (5) days;
 - iv. Not fully vaccinated / unvaccinated, to complete self-quarantine of seven (7) days.
- 22) Any individual or company who violates the government's regulation and impose risk of Covid-19 outbreak in the building, will be reported to relevant authority immediately.

"Any person who violates the directive by implicating those at risk of the Covid-19 outbreak may be sued or prosecuted under the Prevention and Control of Infectious Diseases Act 1988 (Act 342)".

We will continue to undertake the necessary preventive and precautionary measures to ensure the safety of all occupants. We also would like to urge all occupants to cooperate with us in adhering to routine SOPs by wearing the face masks properly at all times, practising good hygiene and observe physical distancing. Please also be reminded that it is mandatory for all occupants to register at the checkpoints via MySejahtera apps upon entering for contact tracing purposes, if need be.

Should you have further inquiry, kindly contact the Management Office at 03 2730 2041 or email to helpdesk@qsentralkl.com. Your cooperation is highly appreciated.

Thank you.

The Management
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