

CIRCULAR No.1

Date : 4th May 2020

BIM SECRETARIAT OFFICE RESUMES OPERATION

The Prime Minister on 1 May 2020 announced the approval of many industry and service sectors to resume operations. The BIM Secretariat office will be open from 9.00am to 4.30pm on weekdays until the end of the bulan Ramadhan. And at all times abiding with the SOP from the National Security Council. Anyone visiting BIM Secretariat office are required to contact the BIM Secretariat to set an appointment before coming over to the office, should there be a need to submit documents or on any other matters that requires assistance of the Secretariat. All visiting clients/members to observe the following safety measures.



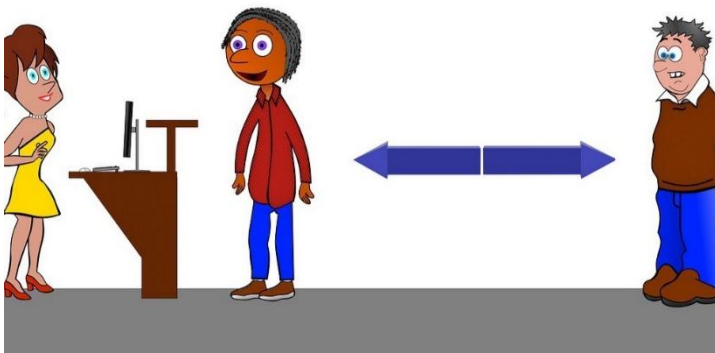
Have temperature Taken at check point, Temperature 37.5⁰C or above, would be advised to seek medical treatment.



Sanitise your hands at checkpoint



Wear face mask at all times when in the building



Adhere to social distancing protocol and follow markings on the floor

EMPLOYERS' RESPONSIBILITIES AT THE WORKPLACE



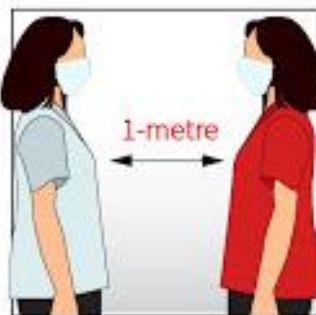
Conduct body temperature & symptom checks before the employees enter the premises



Provide a place to wash hands / use hand sanitiser



Regularly carry out cleansing & disinfection, especially in shared spaces



Ensure 1-metre social distancing in the work space & dining area

- Prevent workers from gathering in confined spaces
- Prevent workers from congregating
- Ensure 1-metre distance when talking