



STATE DISASTER MANAGEMENT COMMITTEE

UNIT FOR OTHER RELIGIONS (UNIFOR)

UPDATED
10 OCT. 2021

NATIONAL RECOVERY PLAN – PHASE 3 (SARAWAK): SOP FOR HOUSES OF WORSHIP

Preconditions For Attendance To Allowed Activities

1. Only fully vaccinated individuals (with at least 14 days from the date of their second dose) are allowed to preside/attend/perform worship in their respective House of Worship.
2. All Activities are subjected to one (1) meter of physical distancing and wearing of face mask
3. No dine-ins are allowed
4. Compliance to the COVID-19 Prevention & Control Protocol (Appendix A)
5. Compliance to the Standard Operating Procedure on ventilation improvement in non-residential building / space (Appendix B)



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| NO. | ACTIVITY | PHASE 3 |
|-----|--|---|
| 1 | Opening of Houses of Worship | <ul style="list-style-type: none">From 6.00 am to 12.00 midnightAttendance of 50% capacity with 1 meter of physical distancing |
| 2 | Opening of Administrative Offices | <ul style="list-style-type: none">Allowed with 100% staff attendance |
| 3 | Administrative Meetings | <ul style="list-style-type: none">Attendance subjected to the size of the meeting room with 1 meter of physical distancing |
| 4 | Wakes and Burial | <ul style="list-style-type: none">Maximum of 30 Persons at any one time for wakes in funeral parlorsMaximum of 30 Persons for burial ceremony at burial site |



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| NO. | ACTIVITY | PHASE 3 |
|-----|--|---|
| 5 | Wedding Services/ Solemnisation in Houses of Worship | |
| 6 | Funeral Service in Houses of Worship | |
| 7 | Other Religious Activities/AGM/ Seminars/ Courses within the compound of the House of Worship | <ul style="list-style-type: none">50% capacity after 1 meter of physical distancing or a maximum of 100 Persons whichever is lower |
| 8 | Activities Not Allowed | <ul style="list-style-type: none">Religious Processions and any other activities not listed in this SOP |



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APPENDIX A: COVID-19 PREVENTION AND CONTROL PROTOCOL

| NO. | ACTION | DESCRIPTION |
|-----|---|--|
| A) | COVID-19 INFECTION PREVENTION MEASURES | <ul style="list-style-type: none"><input type="checkbox"/> Display information relating to new norm practices<input type="checkbox"/> Prepare counter for checking body temperature, usage of hand sanitiser and attendance registration<input type="checkbox"/> Mandatory use of face mask and frequent hand cleansing with either soap and water or hand sanitisers<input type="checkbox"/> Scheduled sanitisation of frequently touched areas in the premises |
| B) | CONTROL AND DETECTION | <ul style="list-style-type: none"><input type="checkbox"/> Unvaccinated Individuals are Not Allowed to enter the premises<input type="checkbox"/> Individuals who are unwell or having symptoms of FEVER, COUGH, SORE THROAT, FLU OR BREATHING DIFFICULTIES are NOT ALLOWED to enter the premises<input type="checkbox"/> Individuals suffering from chronic diseases are NOT ENCOURAGED to enter the premises<input type="checkbox"/> Children 12 years and below are Not Allowed to enter the premises<input type="checkbox"/> Maintain at least 1 meter of physical distancing at all times<input type="checkbox"/> Ensure ample ventilation as in Appendix B<input type="checkbox"/> Attendance (check-in & check-out) to be registered through MySejahtera or by filling in the attendance book |



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APPENDIX A: COVID-19 PREVENTION AND CONTROL PROTOCOL

| NO. | ACTION | DESCRIPTION |
|-----|---|--|
| C) | RESPONSIBILITIES OF MEMBERS | <ul style="list-style-type: none"><input type="checkbox"/> Unvaccinated Members are not allowed to be present<input type="checkbox"/> Members with chronic illnesses are not encouraged to be present or participate in religious activity<input type="checkbox"/> Members who are unwell or having a temperature of more than 37.5 degree Celsius are not allowed to be present or participate in religious activity<input type="checkbox"/> Members are to maintain at least 1 meter physical distancing, wear face mask at all times and frequently clean their hands with either soap and water or hand sanitisers<input type="checkbox"/> Members are to avoid handshakes or any other form of physical contacts<input type="checkbox"/> Members are to leave immediately after the religious activity ends |
| D) | RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE OF THE HOUSE OF WORSHIP | <ul style="list-style-type: none"><input type="checkbox"/> Prepare a counter for checking of body temperature, registration, cleaning of hands and wearing of mask<input type="checkbox"/> Designate only one (1) entry point and one (1) exit point<input type="checkbox"/> Ensure that members or committee members who are unvaccinated, unwell or having a temperature of more than 37.5 degree Celsius are not allowed into the premises<input type="checkbox"/> Ensure that all members present register their attendance (check-in and check-out) through the MySejahtera application or by filling in the attendance book<input type="checkbox"/> Ensure that all members maintain at least 1 meter of physical distancing, wear face mask at all times and frequently clean their hands either with soap and water or with hand sanitisers<input type="checkbox"/> Ensure that members leave the House of Worship immediately after the religious activity ends<input type="checkbox"/> Appoint at least one person to monitor the implementation and adherence to the SOP in force |



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APPENDIX B:

STANDARD OPERATING PROCEDURE ON VENTILATION IMPROVEMENT IN NON-RESIDENTIAL BUILDING/SPACE

STANDARD OPERATING PROCEDURE ON VENTILATION IMPROVEMENT IN NON-RESIDENTIAL BUILDING / SPACE



- 1. Enclosed Building / Space with Centralised Air Conditioning System**
- 2. Enclosed Building / Space with Openable Windows and Split Air Conditioning System**
- 3. Enclosed Building / Space with Openable Windows and without Air Conditioning System**
- 4. Enclosed Building / Space without Windows or where Windows Opening is Not Possible and without Centralised Air Conditioning System**
- 5. Building / Space with Wide Front and Back Entrance Openings**
- 6. Kitchen within the Building**
- 7. Toilet and Shower Room within the Building**

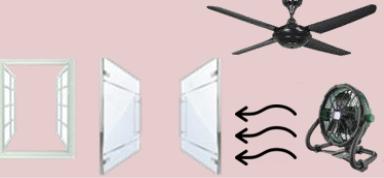
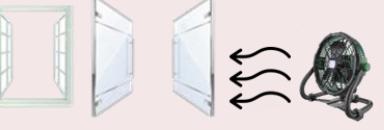
ENCLOSED BUILDING / SPACE WITH CENTRALISED AIR CONDITIONING SYSTEM

| | |
|---|--|
|  | <p>Perform inspection and checks on the ACMV system to ensure it is functioning as per design every day before the start of business hour</p> |
|  | <p>Keep a maintenance record of the ACMV system</p> |
|  | <p>Perform air flushing at least once, for a minimum duration of 2 hours each time, every day</p> |
|  | <p>Perform air flushing by opening the outdoor air damper and/or exhaust air damper to 100% with the ACMV system running</p> |
|  | <p>If the opening of outdoor air damper to 100% is not possible, perform air flushing by opening all windows and entrances to the building with the ACMV system running</p> |
|  | <p>During the daily operation, the entrances to all partitioned spaces within the building must be fully opened at all times</p> |

ENCLOSED BUILDING / SPACE WITH OPENABLE WINDOWS AND SPLIT AIR CONDITIONING SYSTEM

| | |
|---|--|
|  | <p>Perform inspection and checks on the ACMV system to ensure it is functioning as per design every day before the start of business hour</p> |
|  | <p>Keep a maintenance record of the air-conditioning system</p> |
|  | <p>Perform air flushing 3 times (before the start, mid-day, and prior to closure of business hour), for a minimum duration of 1 hour each time, per day</p> |
|  | <p>Perform air flushing by opening all windows and entrances to the building with the air-conditioning system running</p> |
|  | <p>During the daily operation, the entrances to all partitioned spaces within the building must be fully opened at all times</p> |
|  | <p>Existing exhaust fans shall be operated continuously during business operation hours</p> |

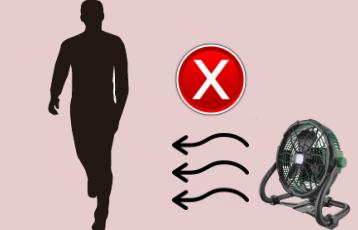
ENCLOSED BUILDING / SPACE WITH OPENABLE WINDOWS AND WITHOUT AIR CONDITIONING SYSTEM

| | |
|---|--|
|  | <p>Perform air flushing 3 times (before the start, mid-day, and prior to closure of business hour), for a minimum duration of 1 hour each time, per day</p> |
|  | <p>Perform air flushing by opening all windows and entrances to the building with ceiling fans / portable fans / exhaust fans running</p> |
|  | <p>When performing air flushing using portable fans, the portable fan must face towards the windows / entrances to blow the air out of the building / spaces</p> |
|  | <p>During operational hours existing exhaust fans shall be operated continuously</p> |
|  | <p>During the daily operation, entrances to all partitioned spaces within the building and the windows of the building should be opened at all times (provided the outdoor air is fresh and weather is acceptable), with fans blowing air out of the windows whenever possible.</p> |

ENCLOSED BUILDING / SPACE WITHOUT WINDOWS OR WHERE WINDOWS OPENING IS NOT POSSIBLE AND WITHOUT CENTRALISED AIR CONDITIONING SYSTEM

| | |
|--|--|
|  | Install both fresh air supply fan and exhaust fan on opposite walls. The exhaust fan must not be installed above the entrance |
|  | Perform air flushing continuously throughout the operation hours of the premises |
|  | Perform air flushing by opening all entrances to the building with both fresh air supply fan and exhaust fan running |
|  | When the installations of fresh air supply fan and exhaust fan are not possible due to the building structure, perform air flushing by opening all entrances to the building with the air-conditioning system / ceiling fans / portable fans facing the entrance running at all times |

BUILDING / SPACE WITH WIDE FRONT AND BACK ENTRANCE OPENINGS

| | |
|---|--|
|  | Allow natural ventilation as usual through all windows and openings at all times |
|  | Operate ceiling fans (if any) at all times |
|  | Direct wall fans / portable fans (if any) towards openings (windows, doors, etc.) |
|  | The wall fans / portable fans should not blow towards the occupants |

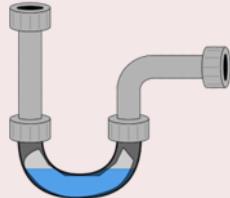
KITCHEN WITHIN THE BUILDING



Operate exhaust fans continuously during operation hours and make sure all dampers (if applicable) are fully open



All windows and openings in the kitchen facing the external side of the building (if any) must be opened at all times during the operation hours

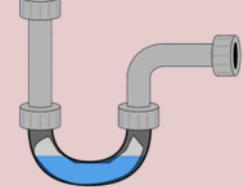


Check water seals to prevent any leaking



Prohibit the use of hand dryer

TOILET AND SHOWER ROOM WITHIN THE BUILDING

| | |
|---|---|
|  | <p>Operate exhaust fans continuously during operation hours and make sure all dampers (if applicable) are fully open</p> |
|  | <p>Check water seals to prevent any leaking</p> |
|  | <p>Prohibit the use of hand dryer</p> |
|  | <p>Put notices to advice closure of toilet cover before flushing</p> |