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<ul style="list-style-type: none"><li>Organising Business Events in Sarawak (Meetings, Corporate Incentives, and Conventions only).</li><li>Organising of Corporate Incentives will be subjected to SOP for "Pelancongan Domestik Dalam Negeri".</li></ul>	Activities & Protocol				
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<b>1. Planning Phase (Pre-Event)</b>	<b>A. Liaison with Sarawak Government and Public Health Authority</b> <ul style="list-style-type: none"><li>Both the organiser and venue provider to appoint a <b>Liaison Officer</b> for a specific role in order to <b>coordinate, communicate</b> and ensure the implementation of the guideline and general SOP.</li><li>The contact information of the Liaison Officer must be <b>shared with relevant parties and contact should be available on a 24/7 basis</b>.</li></ul>				
<b>Activities Allowed</b>	<ul style="list-style-type: none"><li>Subject to <b>maximum 50% normal capacity</b> of the event space and <b>maximum 100 persons only</b> with <b>minimum one (01) metre physical distancing</b>.</li></ul>				
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>If it is difficult to control the crowd and behaviour.</li><li>All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.</li><li>Inter-district travel is not allowed, except with police permit.</li></ul>				
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<b>1. Planning Phase (Pre-Event)</b>	<b>B. Risk Assessment</b> <b>The organiser to perform risk assessment. Some general consideration</b> during risk assessment include: <ul style="list-style-type: none"><li>Current pandemic status;</li><li><b>Crowd density / Number of participants;</b></li><li><b>Nature of Contact Between Participants:</b> Indoor or outdoor, layout and capacity of the venue;</li><li><b>Type or purpose of the Event:</b></li><li><b>Registered; non-registered participants; and/or invited guests;</b></li><li><b>Profession of the participants;</b></li><li><b>Number of attendees</b> coming from countries or areas affected by the COVID-19 outbreak within 14 days prior to the event;</li><li><b>Age of participants;</b></li><li><b>Availability of health and precautionary measures</b> based on related guidelines and advisories (i.e: medical assistance; temperature screening, hand sanitiser, face mask)</li></ul>				
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<b>2. Operational Phase (During the event)</b>	<b>A. Risk Communication and Continuous Education</b> To display <b>physical or electronic signage</b> around the event venue serving as constant reminder and continuous education for all guests attending the event. Messages may include: <ul style="list-style-type: none"><li>Preventive measures, especially <b>respiratory etiquette</b>, <b>hand hygiene practices</b>, and <b>physical distancing</b>;</li><li><b>Face mask is mandatory throughout the event</b>;</li><li>Information on <b>COVID-19 symptoms</b>;</li><li>Advice on <b>self-monitoring for symptoms</b>;</li><li>Reminder if one is <b>feeling unwell</b> or <b>developing symptoms</b> during the event, to access medical assistance immediately;</li><li><b>To not attend the event if unwell</b></li><li>Discouragement of handshake and hugging with alternative greeting measures.</li></ul>				
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	<b>2. Operational Phase (During the event)</b>	<b>D. Admission to Event Space</b> <ul style="list-style-type: none"><li>Admissions to event space through <b>designated access must be strictly controlled</b> with <b>valid identification or badge</b> to ensure traceability.</li><li>All event participants, including organising committees, invited guests, exhibitors and visitors, working crews, and suppliers must receive complete COVID-19 vaccination and recorded as "Low Risk" on the <b>MySejahtera application</b>.</li><li>The organiser <b>must conduct temperature screening</b> for all guests before entering the event space.</li><li>All guests entering the event space must wear a <b>face mask</b> and <b>sanitise their hands</b>.</li><li>Any guests with body temperature <b>at or above 37.5 Degree Celsius</b> or/and <b>displaying respiratory symptoms</b> such as <b>cough, running nose, shortness of breath or breathing difficulties</b> must be <b>denied entry</b>.</li></ul>							
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	<b>2. Operational Phase (During the event)</b>	<b>E. Access Point and Crowd Control</b> <ul style="list-style-type: none"><li>The organiser to work with the venue provider to identify the <b>capacity</b> of the venue whilst considering <b>precautionary measures such as physical distancing, designated access points and efficient line management</b> in all types of set up and sessions.</li><li><b>Floor markings, barricades, ropes and stanchion</b> can be considered to better control crowd flow.</li><li><b>Headcount system</b> to be in place at the access points to monitor the number of guests entering the event venue.</li><li>Allocation of <b>longer meal times</b> for coffee break &amp; lunch and <b>staggered meal schedules</b> should be considered in the programme to ensure that the queues and dining capacity are kept to safe levels of density.</li><li>Gathering is prohibited outside the event space before and after the event.</li><li>The <b>venue provider</b> must provide <b>floor marking at smoking zone/area to ensure at least 1 (one) metre physical distancing</b>.</li></ul>							
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<b>Standing Directives</b>	<b>H. Event Venue Ventilation</b> <ul style="list-style-type: none"><li><b>Event venue and space (including all facilities) must comply with the SOP on Ventilation Improvement in Non-Residential Building / Space issued by State Disaster Management Committee</b>, which can be viewed here: <a href="https://sarawakdisastermc.com/wp-content/uploads/2021/08/SOP-ON-VENTILATION-IMPROVEMENT-DURING-COVID-19-PANDEMIC-Finale-24.08.2021-1.pdf">https://sarawakdisastermc.com/wp-content/uploads/2021/08/SOP-ON-VENTILATION-IMPROVEMENT-DURING-COVID-19-PANDEMIC-Finale-24.08.2021-1.pdf</a></li></ul>								
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	<b>2. Operational Phase (During the event)</b>	<b>I. Food and Beverages</b> <ul style="list-style-type: none"><li>All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.</li><li>Buffet must be supervised, individually served and distributed by designated catering staff.</li><li>Proper boxed or pre-packed food is highly recommended and to be distributed by catering staff including cutleries.</li><li>Water fountain is prohibited as drinking water station. Bottled water, packet drinks, packet creamer, and packet sugar should be considered.</li><li>Hot beverages such as <b>coffee and tea</b> to be handled and distributed by catering staff.</li><li>Physical distancing <b>at least one (1) metre must</b> be implemented in <b>queues</b> with proper floor markings and <b>seating arrangements during meals</b>.</li><li><b>Designated garbage</b> for food waste disposal and must be clean and empty timely.</li><li><b>Separate entry and exit points</b> can be considered at the food and beverage distribution area.</li><li>All catering staff must put on a <b>face shield, face mask and hand glove</b> at all times.</li></ul>							
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Activities Allowed	Activities & Protocol								
Prohibited Activities	Action	Descriptions							
	<b>2. Operational Phase (During the event)</b>	<b>J. Audio Visual Crew and Equipment</b> <ul style="list-style-type: none"><li>All audio-visual crew or technicians (in-house or third-party) stationed at the event must wear <b>face mask</b> throughout their duty.</li><li><b>Hand sanitiser</b> to be made available at the AV console at all times; <b>within safe distance as alcohols are flammable</b>.</li><li><b>Sharing or passing of a microphone</b> during panel discussion is <b>strictly prohibited</b>.</li><li><b>Remote Simultaneous Interpretation (RSI)</b> via <b>mobile solution</b> is highly recommended.</li><li>AV console, control panel, microphones and laptop must be <b>sanitised</b> thoroughly.</li><li><b>Physical distancing at least (1) one metre</b> must be in placed and to <b>limit</b> working crew at AV console.</li></ul>							
Standing Directives									
<ul style="list-style-type: none"><li>Regulation 16 P.U. (A) 293/2021</li><li>Act 342</li><li>Proclamation of Emergency (Prevention and Control of Infectious Diseases) (Amendment 2021)</li><li>Protection of Public Health Ordinance 1999</li><li>Tourism Vehicle Licensing Act [Act 594]</li><li>Tourism Industry Act 1992 [Act 482] and regulations thereunder</li><li>Subject to directives issued by MKN, KKM dan JPBN Sarawak</li></ul>									



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	<b>2. Operational Phase (During the event)</b>	<b>K. Cleanliness and Hygiene of Event Space</b> <ul style="list-style-type: none"><li>Event venue should be <b>disinfected daily</b> after an event everyday and <b>increase frequency of cleaning and disinfection</b> for washrooms and frequently touched spots such as door handles, elevator buttons (inside and outside), staircase handrails etc.</li><li><b>Hand sanitiser</b> with minimum 70% alcohol to be made available around the venue at all times.</li><li>Usage of toilets should be limited to the number of cubicles available at a time.</li><li>Venue provider to implement "<b>Garbage Classification</b>" for <b>face mask disposal, food waste disposal and general waste disposal</b> closed bins with <b>clear identification</b>.</li></ul>							
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<ul style="list-style-type: none"><li>Subject to maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.</li></ul>	Action	Descriptions							
Prohibited Activities	<b>2. Operational Phase (During the event)</b>								
<ul style="list-style-type: none"><li>If it is difficult to control the crowd and behaviour.</li><li>All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.</li><li>Inter-district travel is not allowed, except with police permit.</li></ul>	<b>L. Transportation for Participant</b> <ul style="list-style-type: none"><li>Transportation providers <b>must abide</b> to the SOP or guidelines issued by the <b>Ministry of Transport Sarawak</b> on public transportation, which can be viewed here: <a href="https://sarawakdisastermc.com/wp-content/uploads/2021/09/PPN-23-Transport-Sector-MOTS-20210913.pdf">https://sarawakdisastermc.com/wp-content/uploads/2021/09/PPN-23-Transport-Sector-MOTS-20210913.pdf</a></li></ul>								
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<ul style="list-style-type: none"><li>Regulation 16 P.U. (A) 293/2021</li><li>Act 342</li><li>Proclamation of Emergency (Prevention and Control of Infectious Diseases) (Amendment 2021)</li><li>Protection of Public Health Ordinance 1999</li><li>Tourism Vehicle Licensing Act [Act 594]</li><li>Tourism Industry Act 1992 [Act 482] and regulations thereunder</li><li>Subject to directives issued by MKN, KKM dan JPBN Sarawak</li></ul>									



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<ul style="list-style-type: none"><li>Subject to maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.</li></ul>	<b>3. Post Event (After the event)</b>	<p><b>A. Registration list</b></p> <ul style="list-style-type: none"><li>After the event, if Sarawak State Health Department suspect that transmission of the COVID-19 has occurred; <b>organisers and participants should offer full cooperation to them.</b></li><li>Organiser is <b>required to keep a full registration list inclusive of invited guests for at least six (6) months</b>; to be submitted to public health authorities <b>should a contact tracing process be required.</b></li></ul> <p><b>B. Lesson Identified and Legacy</b></p> <ul style="list-style-type: none"><li>Post-event meetings with organiser, venue provider and other relevant suppliers is highly recommended to <b>review findings and the precautionary steps taken during the event for feedback and future guidelines improvement.</b></li><li>It will be important for <b>lessons</b> from any event to be identified through review after the event so that they can be passed on to future event organiser.</li></ul>				
Standing Directives						
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Activities Allowed	Activities & Protocol					
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<ul style="list-style-type: none"><li>Subject to maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.</li></ul>	<b>4. Pre or Post Event Tours and Incentive Groups</b>	<b>A. Pre or Post Event Tours and Incentive Tours</b> <ul style="list-style-type: none"><li>Organiser / participants must engage <b>with licensed tour agencies</b> for any pre or post event tour package purchases and incentive tour arrangement.</li><li>Organisation of incentive groups will be subjected to SOP for "Pelancongan Domestik Dalam Negeri".</li></ul>				
Standing Directives						
<ul style="list-style-type: none"><li>Regulation 16 P.U. (A) 293/2021</li><li>Act 342</li><li>Proclamation of Emergency (Prevention and Control of Infectious Diseases) (Amendment 2021)</li><li>Protection of Public Health Ordinance 1999</li><li>Tourism Vehicle Licensing Act [Act 594]</li><li>Tourism Industry Act 1992 [Act 482] and regulations thereunder</li><li>Subject to directives issued by MKN, KKM dan JPBN Sarawak</li></ul>						