



Scope
<ul style="list-style-type: none"> <li>Organising <b>Business Events in Sarawak (Meetings, Corporate Incentives, and Conventions only)</b>.</li> <li>Organising of <b>Corporate Incentives will be subjected to SOP for "Pelancongan Domestik Dalam Negeri"</b>.</li> </ul>
Activities Allowed
<ul style="list-style-type: none"> <li>Subject to <b>maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.</b></li> </ul>
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<b>Operation hours</b>	6am to 10pm	<b>Business hours</b>	6am to 10pm	<b>Capacity</b>	50%
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## Activities & Protocol

Action	Descriptions
<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 <b>ensure</b> 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>



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#### 1. Planning Phase (Pre-Event)

#### B. Risk Assessment

The organiser to perform risk assessment. Some general consideration during risk assessment include:

- Current pandemic status;
- **Crowd density / Number of participants;**
- **Nature of Contact Between Participants:** Indoor or outdoor, layout and capacity of the venue;
- **Type or purpose** of the Event:
- **Registered; non-registered** participants; and/or **invited** guests;
- **Profession** of the participants;
- **Number of attendees** coming from countries or areas affected by the COVID-19 outbreak within 14 days prior to the event;
- **Age** of participants;
- **Availability of health and precautionary measures** based on related guidelines and advisories (i.e: medical assistance; temperature screening, hand sanitiser, face mask)

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**1. Planning Phase (Pre-Event)**

**C. Capacity and Resource Assessment:**  
 The organiser to assess their capacity before the organising of an event by the following aspects:

- **Access to medical assistance** for the event.
- **Risk mitigation supplies**
- **Technologies available to assist** with the tracing of participants.
- **General supplies by venue provider and readiness**
- **Isolation facilities** in the venue.
- **Manpower** such as organising committee members, venue staff, third-party supplier, working crew available to support the event and ensure the implementation of the SOP.

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### 1. Planning Phase (Pre-Event)

### F. Participant Pre-Event Communication and Education

These information may include:

- **To avoid attending** the event if **unwell**.
- Reminders to participants attending the event on **precautionary measures, to wear face mask, and sanitise their hands**.
- Notification to participants on the **precautionary measures taken at all points of entry such as airports and actions mobilised if someone displays COVID-19-like symptoms**.
- To download and register for **MySejahtera**.
- Reminder to participants attending the event that they **must have complete COVID-19 vaccination**.
- Reminder to participants that they **must be recorded as “Low Risk”** on their **MySejahtera** application.
- All participants travelling to Sarawak attending the event, reminders to purchase **travel and medical insurance**.

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#### 2. Operational Phase (During the event)

#### A. Risk Communication and Continuous Education

To display **physical or electronic signage** around the event venue serving as constant reminder and continuous education for all guests attending the event. Messages may include:

- Preventive measures, especially **respiratory etiquette**, hand **hygiene practices**, and **physical distancing**;
- **Face mask is mandatory throughout the event**;
- Information on **COVID-19 symptoms**;
- Advice on **self-monitoring for symptoms**;
- Reminder if one is **feeling unwell** or **developing symptoms** during the event, to access medical assistance immediately;
- **To not attend the event if unwell**
- Discouragement of handshake and hugging with alternative greeting measures.

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<b>2. Operational Phase (During the event)</b>	<b>B. Isolation and Treatment Facilities</b> <ul style="list-style-type: none"> <li>The organiser and venue provider must provide <b>isolation room or area at the event site</b> and evacuation plan for participants or any guests who develop symptoms while waiting for a health assessment.</li> <li>People who become ill while at the event should be <b>isolated immediately and seek medical assistance.</b></li> <li>Any participants or guests who becomes <b>unwell</b> with COVID-19-like symptoms will be treated in nearest <b>identified government health facilities or nearest district hospital</b> where appropriate containment capacity and expertise are available at these facilities.</li> </ul>





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#### 2. Operational Phase (During the event)

#### C. Registration

- **Pre-registration** to the event and the use of **self- check in counters** on-site or any other **digital method of registration** is strongly recommended to promote efficiency.
- **All participants, invited guests, exhibitors and visitors, working crews** and any other person entering the premise **must scan MySejahtera**.
- In the event that if the guest does not have MySejahtera, **manual registration is mandatory** such as **real name as per official ID or passport, contact number, state, and country of origin (for non-Malaysian)**.
- Registration counters must be spread out to **wider areas** to avoid congestion.
- **Clear floor markings** with at least **1 (one) metre distance** to ensure physical distancing in queue lines.
- All registration crew are **highly encouraged to wear face shields**.

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### 2. Operational Phase (During the event)

#### D. Admission to Event Space

- Admissions to event space through **designated access must be strictly controlled with valid identification or badge** to ensure traceability.
- 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 MySejahtera application.**
- The organiser **must conduct temperature screening for all guests** before entering the event space.
- All guests entering the event space must wear a **face mask** and **sanitise their hands.**
- Any guests with body temperature **at or above 37.5 Degree Celsius** or/and **displaying respiratory symptoms** such as **cough, running nose, shortness of breath or breathing difficulties** must be **denied entry.**

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### 2. Operational Phase (During the event)

#### F. Contact Tracing

- The use of a **tracing app** such as **MySejahtera is mandatory** to ensure that the information is readily available and can be efficiently sent to public health authorities should the need arise. Otherwise, **manual registration** must be in placed.



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<ul style="list-style-type: none"> <li>If it is difficult to control the crowd and behaviour.</li> <li><b>All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.</b></li> <li><b>Inter-district travel is not allowed, except with police permit.</b></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>

<b>Operation hours</b>	6am to 10pm	<b>Business hours</b>	6am to 10pm	<b>Capacity</b>	50%
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## Activities & Protocol

Action	Descriptions
<p><b>2. Operational Phase (During the event)</b></p>	<p><b>I. Food and Beverages</b></p> <ul style="list-style-type: none"> <li><b>All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.</b></li> <li><b>Buffet must be supervised, individually served and distributed by designated catering staff.</b></li> <li><b>Proper boxed or pre-packed food is highly recommended and to be distributed by catering staff</b> including cutleries.</li> <li><b>Water fountain is prohibited</b> 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>



Scope
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Activities Allowed
<ul style="list-style-type: none"> <li>Subject to <b>maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.</b></li> </ul>
Prohibited Activities
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<b>Operation hours</b>	6am to 10pm	<b>Business hours</b>	6am to 10pm	<b>Capacity</b>	50%
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## Activities & Protocol

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) via 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>



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### Activities & Protocol

Action	Descriptions
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#### 2. Operational Phase (During the event)

#### K. Cleanliness and Hygiene of Event Space

- Event venue should be **disinfected daily** after an event everyday and **increase frequency of cleaning and disinfection** for washrooms and frequently touched spots such as door handles, elevator buttons (inside and outside), staircase handrails etc.
- **Hand sanitiser** with minimum 70% alcohol to be made available around the venue at all times.
- Usage of toilets should be limited to the number of cubicles available at a time.
- Venue provider to implement **“Garbage Classification”** for **face mask disposal, food waste disposal and general waste disposal** closed bins with **clear identification**.

#### Scope

- Organising **Business Events in Sarawak (Meetings, Corporate Incentives, and Conventions only)**.
- Organising of **Corporate Incentives will be subjected to SOP for “Pelancongan Domestik Dalam Negeri”**.

#### Activities Allowed

- Subject to **maximum 50% normal capacity of the event space** and **maximum 100 persons only** with minimum one (01) metre physical distancing.

#### Prohibited Activities

- If it is difficult to control the crowd and behaviour.
- **All food including self-service sharing open plated food such as Dome Set, Chinese Set and self-service buffet is prohibited.**
- **Inter-district travel is not allowed, except with police permit.**

#### Standing Directives

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- Act 342
- Proclamation of Emergency (Prevention and Control of Infectious Diseases) (Amendment 2021)
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## Activities & Protocol

Action	Descriptions
<p><b>2. Operational Phase (During the event)</b></p>	<p><b>L. Transportation for Participant</b></p> <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>



Scope
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Activities Allowed
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### Activities & Protocol

Action	Descriptions
<p><b>2. Operational Phase (During the event)</b></p>	<p><b>M. On-Site Daily Debrief</b></p> <ul style="list-style-type: none"> <li>Daily briefing is highly recommended to be <b>conducted before and after the event</b> to ensure the guidelines or standard operating procedures (SOP) are adhered to.</li> </ul>



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## Activities & Protocol

Action	Descriptions
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### 3. Post Event (After the event)

#### A. Registration list

- After the event, if Sarawak State Health Department suspect that transmission of the COVID-19 has occurred; **organisers and participants should offer full cooperation to them.**
- **Organiser is required to keep a full registration list inclusive of invited guests for at least six (6) months; to be submitted to public health authorities should a contact tracing process be required.**

#### B. Lesson Identified and Legacy

- Post-event meetings with organiser, venue provider and other relevant suppliers is highly recommended to **review findings and the precautionary steps taken during the event for feedback and future guidelines improvement.**
- It will be important for **lessons** from any event to be identified through review after the event so that they can be passed on to future event organiser.

### Scope

- Organising **Business Events in Sarawak (Meetings, Corporate Incentives, and Conventions only).**
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### Activities Allowed

- Subject to **maximum 50% normal capacity of the event space and maximum 100 persons only with minimum one (01) metre physical distancing.**

### Prohibited Activities

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### Activities & Protocol

Action	Descriptions
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#### 4. Pre or Post Event Tours and Incentive Groups

##### A. Pre or Post Event Tours and Incentive Tours

- Organiser / participants must engage **with licensed tour agencies** for any pre or post event tour package purchases and incentive tour arrangement.
- Organisation of incentive groups will be subjected to SOP for **“Pelancongan Domestik Dalam Negeri”**.