

## MEMORANDUM

To : Head, Procurement & Vendor Development  
From : Head, Human Capital Department  
cc : Head, Procurement, IT & Finance Division  
Date : 9<sup>th</sup> October 2020  
Ref No : PHN/HCD/Admin/Memo/2020(0034)  
Subject : **COVID-19 HEALTH SCREENING CHECK**

**Assalamualaikum w.b.t**

In view of the rising trend in COVID-19 cases in our country, the Company has been tightening our precautionary measures to prevent the spread of of the virus inside our premise. Hence, with immediate effect, all external parties i.e. visitors / customers / associates / vendors / suppliers / auditors / contractors are strictly required to comply the following SOP upon arrival at the Guard House prior entering any of our premises/plants nationwide: -

- Register your particulars to get the Visitor Card
- Fill up the Covid-19 Health Screening Check
- Do temperature check
- Scan MySejahtera QR Code
- Wash your hands at the provided facilities
- Wear face mask all the times
- Practice physical distancing at all times
- No dine out lunch break *(You are encouraged to utilise canteen facility / online ordering ie GrabFood, etc)*

Notwithstanding, the Company have the rights to deny their entry if they are found to be in breach of the abovementioned SOP or have shown or suspected to have any of the Covid-19 symptoms during the Health Screening. Kindly disseminate this information to all business partners to comply accordingly. The social responsibility must be shouldered together so that we can break the chain of Covid-19 infections in the country. #kitajagakita

Thank You.

Yours Sincerely,

**ALIAS MOHAMMED LELA**