



**STANDARD OPERATING PROCEDURES (SOP):
PHYSICAL PROGRAMMES CONDUCTED BY THE
INSTITUTE OF CORPORATE DIRECTORS MALAYSIA
(ICDM) DURING THE RMCO**

CONTENTS	PAGE
A. Purpose & Objective	3
B. Scope of SOP	3
C. SOP General Principles	3
D. Implementation Conditions	4 - 5
E. Modification & Amendments	6
F. Compliance	6
Appendix	6

A. PURPOSE & OBJECTIVE

The purpose of this SOP is to outline the procedures and requirements in organising physical programmes during the current Recovery Movement Control Order (RMCO) phase. The responsibilities in making sure ICDM physical programmes are organised in compliance with the Government SOP lies within ICDM and each programme attendee.

The objective of this SOP is to guide ICDM and programme attendees in light of the current phase of the RMCO. It is also to ensure that all physical programmes are conducted in accordance to the National Security Council/Majlis Keselamatan Negara (NSC/MKN) guidelines that are intended to govern the safety and health aspects during the physical programmes.

B. SCOPE OF SOP

This SOP will specify the required conditions for physical programmes to be conducted during the RMCO to be in line with the SOP from the NSC/MKN related to the post COVID-19 pandemic.

C. SOP GENERAL PRINCIPLES

1. Patient under Investigation (**PUI***) & Person under Surveillance (**PUS***) are not allowed to attend any physical programmes conducted by ICDM.
2. MKN guidelines recommend that only attendees from the age of 18 to 60 years of age be allowed to attend physical programmes. ICDM has obtained specific approval from MKN to allow attendees above 60 years of age to attend the physical programmes conducted by ICDM provided that they are not displaying symptoms of COVID-19 infection and the necessary precautions are taken as recommended by the Ministry of Health (MOH).
3. Health screening and contact tracing must be recorded at each physical programme. The health screening includes body temperature scanning using a contactless thermometer device.
4. Any programme attendee with a high body temperature of 37.5 and above is not allowed to attend any ICDM physical programme, whether held in the ICDM training rooms at Level 9, Mercu 2, KL Eco City or elsewhere.
5. All programme attendees in the ICDM physical programme session wherever held are recommended to wear face masks during the course of their physical attendance. If they do not have a mask, one will be provided to them.
6. Hand sanitizers must be placed at all common areas of the ICDM physical programme venue. All attendees must sanitize their hands every time they enter the training room.
7. Social distancing of at least one (1) meter must be maintained at all times between all persons in attendance at the physical programme venue. This includes all ICDM personnel, the training facilitator and programme attendees.
8. The designated entry and exit points must be followed accordingly by all persons in attendance at the physical programme venue.
9. The usage of the visitor surau is limited to one (1) individual per time. Muslim attendees are advised to bring their own prayer mat and telekung (for female attendees).

****PUI** - a person who has been in close contact with a person with confirmed infection and/or may have been to a place where there is an outbreak. This person exhibits the symptoms of the disease and is required to be tested and to undergo quarantine or isolation while waiting for the laboratory results.*

****PUS** - a person under quarantine or isolation as instructed by Kementerian Kesihatan Malaysia (KKM) or Crisis Preparedness and Response Centre (CPRC)*

D. IMPLEMENTATION CONDITIONS

ACTIONS	DETAILS
<p>REGISTRATION PROCESS</p>	<ul style="list-style-type: none"> • To ease the registration process, attendees must complete the online Declaration Form shared by the L&D Team in the ‘Housekeeping email’ before the actual event day. • All ICDM personnel involved in the programme coordination are required to be screened i.e. temperature checked and recorded before the registration begins and are recommended to wear face masks at all times. • One (1) meter of social distancing between each attendee must be observed during the registration process and in the registration waiting queue. • All programme attendees are required to be screened before entering the training room. The screening will be in the form of body temperature scanning utilising a digital contactless thermometer. • Each programme attendee must scan the MySejahtera QR code at the ICDM Reception area (for physical programmes conducted at the ICDM office venue) during the registration process. • All attendee details including name, company and contact information as well as their body temperature must be properly recorded. • ICDM personnel must ensure that all attendees who have passed/completed their registration and screening procedure clean their hands using the ‘hand sanitiser’ at the registration table before proceeding further. • A representative of ICDM will be present at each training room entrance to control and monitor attendee movements. <p><i>Any attendees with a body temperature reading of 37.5°C or more or has any symptoms of cough, sore throat, loss of sense of smell/taste or shortness of breath/difficulty in breathing, will NOT be allowed to enter the ICDM premise. He/she will be asked to go to the nearest medical clinic to be checked.</i></p>
<p>TRAINING ROOM: ENTRY & EXIT POINT</p>	<ul style="list-style-type: none"> • ICDM must ensure that there is only one (1) dedicated entry point and one (1) dedicated exit point for the training room and ICDM personnel will monitor the movement at each point. • Appendix A provides the entry and exit points according to the seating arrangement options.

ACTIONS	EXPLANATIONS
SEATING ARRANGEMENTS	<ul style="list-style-type: none"> • The maximum number of physical attendees is limited according to the seating arrangement set for each programme. • The seating arrangements in the training room must comply with the requirement of one (1) meter of social distancing between each person. The tables and chairs must be adequately spaced to allow for this. • ICDM must ensure there is ample space for movement between attendees whilst maintaining the one (1) meter of social distancing. • Appendix A will indicate the seating arrangement options. • Attendees seating allocation will be based on first-come-first-served basis and ICDM personnel will guide each individual attendee to their seat. • Attendees are advised to stay in their seats in the training room until the training starts. • One ICDM personnel will be placed in the training room to monitor the attendees' movements and ensure one (1) meter of social distancing is followed at all times.
ACTIVITIES DURING TRAINING SESSION	<ul style="list-style-type: none"> • All attendees are recommended to wear face masks throughout the duration of the physical programme. If any attendee does not have a mask, one will be provided to them. The training facilitator has the added option of a face shield which will be provided by ICDM. • Non-physical group activities such as group discussions, practical and hands-on activities can be conducted. However, ICDM and the training facilitator must ensure that the attendees are always adequately spaced for social distancing.
MEAL & LIGHT REFRESHMENT	<ul style="list-style-type: none"> • Meals including light refreshments must be pre-packed or individually plated and consumed at the attendee individual table that has been arranged according to the social distancing requirements of one (1) meter between each person. • No buffet style meals and refreshments are allowed. • Only bottled drinks will be provided during the physical programme sessions.
RESTRICTED ACTIVITIES	<ul style="list-style-type: none"> • All activities involving physical contact or a close grouping. • Close networking sessions. • Physical handshakes. • Sharing of food/training materials/pens/markers/papers/etc.
ICDM MEMBERS LOUNGE	<ul style="list-style-type: none"> • Only open to ICDM members attending the physical programmes at the ICDM office. • The usage of this area for any discussions/appointments/meetings must comply with the social distancing rules that have been put in place. • ICDM members must take note that the seats have been adequately spaced or clearly marked to be restricted from use due to the one (1) meter social distancing requirement. ICDM members are required at all times to self-regulate and ensure that they comply with the one (1) meter social distancing rule at all times. Coffee, tea or water will only be served upon request.
SANITIZATION/CLEANING PROCESS	<ul style="list-style-type: none"> • The training rooms must be sanitized three (3) times daily including before and after the training sessions.

E. MODIFICATION & AMENDMENTS

ICDM may modify or amend this SOP in order to comply with the latest requirements and updates from the Government. ICDM personnel will be notified of such changes made to the SOP from time to time.

F. COMPLIANCE

This SOP shall form the standard operating guideline in organizing physical programmes during the RMCO phase.

APPENDIX

Sample to show Entry and Exit points

