



A member of **RelyOnNutec**

MSTS TRAINING CENTRES

PRECAUTIONARY MEASURES

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The unfortunate spread of the COVID-19 infection is of concern to us all and we have for health and safety reasons implemented several precautions in this respect. The precautionary measures are implemented for the safety of you, your colleagues and your families.

AWARENESS AND PREVENTION

We kindly request all our delegates to complete and return an **Awareness and Prevention Form** upon arrival at the training centre confirming;

- (1) **NO** coronavirus symptoms (e.g. fever, cold, cough),
- (2) **NO** coronavirus symptoms within the last **48 hours**
- (3) **NO** contact with persons infected or suspected to be infected with **COVID-19** and
- (4) **NOT** travelled to any prohibited locations as per guidelines of the National authorities **in the past two weeks.**

IMPORTANT

If delegates are unable to confirm the above, they will not be able to participate in the course and will be required to reschedule to a later date. Delegates are advised to contact the training centre beforehand if they have any questions or are not able to confirm the above statements.

In order to further attempt to mitigate the implication on the employees, delegates and the business, we have decided to implement the following precautionary measures:

FOLLOW NATIONAL GUIDELINES

- **Travel is prohibited** to and from other states and in the areas affected as defined by the Movement Control Order (MCO) and as directed by Malaysian Government
- If any of our employees / co-habitants, such as spouse and children, are placed in quarantine by the authorities, irrespective of the reason or background, then the relevant employee/ delegate **must also be quarantined** from MSTS locations for the same period, **minimum 2 weeks**
- **1 meter social distance** is the national guidance and our training is designed to accommodate this
- Food is served in individual **wrapped portions**
- We reduce the **number of persons at centre** in order to accommodate the National and State Guidelines
- Practical exercises will also be conducted in reduced number to accommodate the 1 meter social distance

THE PREVIOUS IMPLEMENTED PREVENTIVE MEASURES CONTINUE TO APPLY

- **Temperature screening** before entering the centre
- Awareness and Prevention Form asking delegates and visitors **to sign a declaration** confirming that they are not in known risk of COVID-19
- **No mouth-to-mouth practical** for delegates during First Aid practical courses

ENTERING OUR FACILITIES

- All staff, delegates and visitors must comply with our requirements for entry, failure to comply will result in no entry:
 - **No** display of coronavirus-like symptoms (fever, cold, cough) within the last 48 hours
 - **No** known exposure to persons suspected to be infected with COVID-19.
 - **No** travel to or from any prohibited locations as per guidelines of the national authorities
- An **Awareness and Prevention declaration Form** must be signed
- **Temperature screening** before entering the centre. (procedure in place)
- All staff and delegates will be issued a mask and will be advised to **wear the mask** whenever possible
- **Procedures in place** on how to handle a member of staff, delegates or visitors should they not comply with the above. (Quarantine Procedure)

AT OUR FACILITIES

- All National health authority **hygiene precautions** and advices are being followed.
- Internal areas and surfaces areas will **be sanitised on regular basis** (minimum 3 times per days)
- **Antibacterial hand wash** widely is available
- Handwashing and hygiene **signages** and reminders are in place
- Follow National guidelines on **social distancing** therefore classes are limited to 10 delegates per class
- Suitably and clearly marked **social distancing positioning** during training where possible
- Seating arrangement are recorded and reduced movement of delegates around the centre
- **All transports** arranged by MSTs will have drivers wearing facemask. Mask and hand sanitizer available for passengers and vehicle sanitized before and after each trip
- **Follow accreditation bodies guidelines** and technical bulletins for advice on procedures and methodologies. (OPITO, CAAM, others)
- **Follow manufacturers and National guidelines** on all equipment that requires cleaning

PREVENTIVE MEASURES COVID-19 VIRUS

Thank you for your
understanding and cooperation.

DUE TO THE CORONAVIRUS COVID-19 OUTBREAK WE RECOMMEND:



Wash Hands with Soap



Cover Your Cough



Sneeze to Tissue



Avoid Close Contact