

# THOTBOX's RMCO GUIDELINES

## 1) Type of Events Allowed

The types of event that can be held at THOTBOX from 10 June to 31 August 2020 are:

- Meetings (15 seating maximum)
- Seminars for (36 seating maximum)
- Workshop without any tools (18 seating maximum)
- Workshop with tools (14 seating maximum)
- Training/Lecture (20 seating maximum)

## 2) Age of Participants

Ages of participant allowed to attend any event held at THOTBOX are from 18 to 60 years old only.

## 3) Food & Beverage

No catering service provided until 31 August 2020.

However, event organizer is allowed to order pack food from local food provider, and it must be HALAL food.

A buffet line is definitely NOT allowed.

## 4) Patient Under Investigation / Person Under Surveillance

People who are classified as Patient Under Investigation / Person Under Surveillance by the Ministry of Health are not allowed to attend any events held at THOTBOX. Event organizer is responsible to ensure none of the participants is fall under this category.

## 5) Contact Tracing & Social Distancing SOP

- All participants must register themselves through MySejahtera App. They should scan the QR Code pasted at the lift entrance (Lift Level G). For those without a smartphone, they are to be registered manually in THOTBOX Contact Tracing Book.
- Hand sanitizers is provided at the lounge area and also inside the classroom. All participants are advised to keep their hand clean at all the time.
- Everyone is required to wear face masks. No one is allowed to be in without the face mask.
- There should be controlled entry and exit to the event venue.
- Event organizer is responsible to ensure all participants are in good health from start until the end of the event. No one with temperature higher than 37.5 degrees celsius, serious coughing and flu allowed to stay until the end.to ensure all participant maintain 1 meter social distancing at all the time.