

**MALAYSIA BAPTIST CONVENTION
(GOLDEN SANDS BAPTIST ASSEMBLY)**

**Batu 9, Jalan Pantai, Teluk Kemang,
71050 Port Dickson, Negeri Sembilan.**

SOP GUIDELINES FOR GSBA

1. GSBA PREMISES

- a) **The use of MySejahtera is mandatory.**
- b) **GSBA will ensure that guests / visitors check in using MySejahtera or the manual logbook.**
- c) **To ensure traceability guests and staff are required to write their names and phone numbers legibly in the logbook (if there is no internet connectivity).**
- d) **Social distancing applies everywhere including public areas.
Please respect social distancing and keep 2 metres (3 steps) apart. There are floor markers in some areas to assist with distancing.**
- e) **To support the Government's essential emergency measures, we are required to monitor the number of people entering our premises and ensure social distancing rules are observed. GSBA will operate with 50% occupancy rate in compliance with the SOP.**
- f) **Only those who have been fully vaccinated and after 2 weeks of receiving their second dose will be allowed to enter GSBA.**
- g) **Any guests / visitors who have the following symptoms, cough, fever above 37.5, breathlessness, sore throat, or headaches are recommended to reschedule their visit.
GSBA reserves the right to refuse entry and or cancel their booking on arrival if the guests / visitors display such symptoms.**
- h) **Individuals 17 years and below must be accompanied by a fully vaccinated adult.**
- i) **Event organizers (EOs) are advised to take necessary precautions when organising events at GSBA.
To reduce the risk of community transmission, with the assistance of the GSBA staff, EO will be required to carry out temperature screening, be vigilant for participants with respiratory symptoms such as cough or runny nose, remind participants not to attend if they have recently travelled to affected countries and maintain a registration list of attendees.**

2. GUEST CONTACT

- a) **Gathering in any public areas, within outside of campsite and entrance is prohibited.**
- b) **Wearing of face mask within the camp site premises is compulsory.**
- c) **Guests and visitors to get their temperature screened at entrances, including the office, dining area and meeting venues.**
- d) **Guests / visitors are required to follow the guidelines implemented by the respective local government on contact-tracing and/or self-declaration.**
- e) **Physical distancing will be observed at all times and floor markers will be present at queuing areas. In addition, furniture in public areas has been rearranged to maintain physical distancing rules.**

3. HYGIENE PROTOCOLS / FOOD SAFETY

In addition to adhering to the guidelines set by the local Ministry of Health, the following are being implemented:

- a) **GSBA employees will continue to receive daily briefings and enhanced operating protocols on the latest guidelines and guidance on hygiene and cleaning.**
- b) **Increase daily frequency of cleaning at all public areas with a focus on high-touch point areas, door handles, handrails, public bathrooms, with the use of medical-grade disinfectants. Increase placement of anti-bacterial hand sanitisers for all guests and colleagues to use frequently.**
- c) **Sanitisation of guest luggage with medical grade disinfectants upon arrival at the entrance.**
- d) **All rooms will go through a stringent cleaning and sanitisation process that includes high-touch point hygiene protocol on surfaces such as switches and electrical controls, door handles and knob, bathroom surfaces, and remote controls, bed and bedding, bath amenities, hard surfaces, closet items. Thereafter, a notification will be placed at the room door to indicate that proper cleaning and sanitising has taken place. Guest room's keys will be disinfected before and after usage.**
- e) **All GSBA employees are required to wear protective masks; housekeeping and kitchen staff will be required to wear disposal gloves.**
- f) **Continue to improve food services in accordance with current food safety recommendations. Kitchen staff to wear gloves and masks at all times when working or preparing food. Frequent sterilisation of all kitchen ware and cutlery.**

COVID-19 has profoundly changed the way we live and when travel resume, we want to ensure all GSBA guests / visitors to feel confident that each facet of our commitment is designed with their safety and well-being in mind. We have intensified these measures and will continue to do so at all our premises to ensure that you can experience an elevated level of protection, assurance and comfort.

Should you require any assistance or have further enquiries, please do not hesitate to contact us at 03-7782 3564 or e-mail to gsbabooking@hotmail.com . We would like to thank you for your support. We look forward to welcoming you back.

