



ISKANDAR MALAYSIA STUDIOS  
Return to Work  
COVID-19  
STANDARD OPERATING PROCEDURES, PROTOCOLS &  
UPDATE BRIEFING

Last updated: 9<sup>th</sup> June 2020

*“Our greatest enemy right now is not the virus itself.  
It’s fear, rumours and stigma. Our greatest assets are facts, reason and  
solidarity.”*

### BACKGROUND

Please find the current requirements in regards to internal Operations and film production at Iskandar Malaysia Studios upon returning to work on the 4<sup>th</sup> of May 2020 as per the Malaysian Governments relaxing of certain restrictions related to the Movement Control Order (MCO).

At time of writing **FILMING ACTIVITIES** are **PERMITTED** with **SOP** by Ministry Of Health (MOH) and National Security Council.

The IMS specific measures to reduce the spread of COVID-19, are derived from the Ministry of Health (MOH) SOPs that were released on Friday the 1<sup>st</sup> of May

Film sector specific guidelines, approved by the appropriate authorities are potentially forthcoming. However, we attest that the following information to be true to the general requirements set out.

As we are all in this together we will continue to work with productions, Tenants and Visitors on implementing the control measures required to try and quell the spread of COVID - 19. We will update as new rules or guidelines are published.

# IMS POST COVID MCO OPERATION PROTOCOLS

## MANDATORY REQUIREMENTS

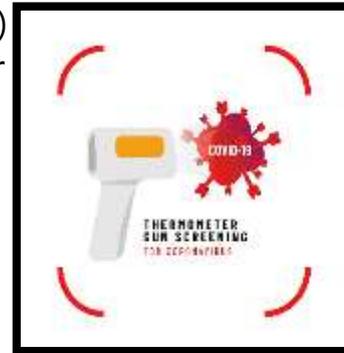
As an employer, IMS & production companies must ensure that government guidelines to minimise the risk of contagion are adhered to

### ENTRY SOPs TO BE COMPLIED To

#### 1. **Temperature screening** at Guardhouse 1 (ONLY SITE ENTRY POINT)

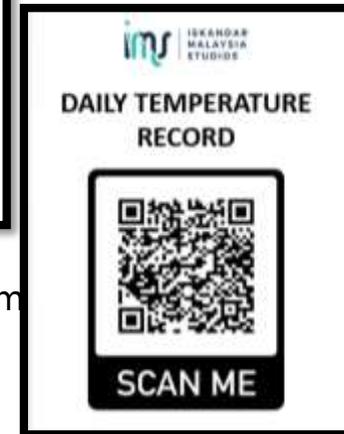
##### a. **IMS Entry Log** is **mandatory** prior to entry being granted. (for

- Name
- Temperature
- Times of Access / Egress and
- Handphone Number will be logged.



phones)

##### b. **Scan QR Code for IMS Daily Temperature Record.**



##### c. Download **MySejahtera** application at Google Play, Appstore, Apps Gallery and Gam

ation, please

visit [https://mysejahtera.malaysia.gov.my/intro\\_en/](https://mysejahtera.malaysia.gov.my/intro_en/).



#### 2. **IMS Health Declaration** Form (including IMS Google Form).

##### a. Initial entry requirement

#### 3. Entry Regarding illness... **(Self Quarantine if you are feeling ill)**

- **Anyone exhibiting mild or severe symptoms of COVID-19 is not permitted entry to the Site.**
- A fever ( $\geq 38$  Degrees Celsius),
- a dry cough,
- muscle pain and
- sore throat are considered to be symptoms of COVID-19.

## IMS POST COVID MCO OPERATION PROTOCOLS



### SOCIAL DISTANCING SOPs TO BE COMPLIED To

Maintaining Social Distance: It is required that **people maintain a social distance of 1 - 2 meters while working.**

- IMS will be maximizing the amount of people at work. - Optimising our workflow.
  - Job Function will be coordinated in such a way that a minimum of people are given access to a space at any one time.
  - Splitting Shifts,
  - Office Segregation and
  - Scheduling Communications to be maintained and Current.

## IMS POST COVID MCO OPERATION PROTOCOLS



## PERSONAL PROTECTIVE EQUIPMENT (PPE) & HYGIENE SOPs TO BE COMPLIED To

- PPE
  - The wearing of 3 Ply Medical Grade Masks is Mandatory whilst on the Lot.
  - Medical Grade Rubber gloves are advised as to
  - Face shields/ goggles
- Promoting Hygiene
  - Hand sanitiser is available at points of entry and common areas.
  - Wash your hands regularly for 20 seconds, with soap and water or alcohol-based hand rub especially after holding or touching the surface of the work area e.g. workstation or lift button.
  - Cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze. NOT A BARE Hand
  - Dispose of tissue immediately in rubbish bin and wash or sanitise Hands



### CLEANING & DISINFECTION SOPs TO BE COMPLIED To

#### Cleaning requirements

- Offices are required to **disinfect contact surfaces Twice Daily** - this includes: door handles, flat surfaces, bathroom fixtures, and any equipment handled by more than one person.
- Any workstation used by more than one person needs to be disinfected between each user.
- IMS will carry out frequent sanitization of common areas (e.g. lift buttons, door handles, workstation etc.)
- Provide sufficient infection control supplies such as hand soap/sanitiser.
- IMS Recommend cleaning teams/services to wear PPE during sanitisation processes.

### IMS SPECIFIC SOPs TO BE COMPLIED To

Buffets for food serving are banned until further notice.

Food can Be delivered. (Inline with the IMS Single Entry/person/day initiative below)

- It can be delivered to the Main Gate Guardhouse, Production will be notified then food will be placed at Reception for Production to collect.

Safety Precautions during food delivery

- Ensure Food containers are properly sealed/ not broken
- Ensure any Thermal Bags or similar carriers in which food containers are place, are clean
- Label on food containers should state what time the food was prepared
- Supplier must not place any other items in the Thermal Bag or carrier
- Ensure the Thermal Bag or Carrier is sealed.

Do Not Share Food

Do Not Share cutlery or eating instruments

Ensure there social distancing whilst eating.

Stagger meal breaks

### IMS Multiple Entry Initiative

**All Staff, Clients, Tenants, Visitors can granted access to the Site as usual.**

**Each person must be scan the QR Code IMS Daily Temperature Record every time when enter the premises. For those not have smartphones, use IMS Entry Logs .**

**Entry Logs / Daily Temperature Record will be monitored to control this Initiative.**



### CONCLUSION

People can take these SOPs/ steps to prevent the spread of coronavirus and help protect themselves and others. Simple steps such as hand-washing and social distancing are vital tools in reducing coronavirus's impact.

If a person has any symptoms of COVID-19, they should stay at home and wear a face mask around other people.

If they experience severe symptoms or have a higher risk of COVID-19 complications, they should seek medical advice as soon as possible.

IMS are constantly monitoring but it is also important for all to stay up-to-date on the government's recommendations and cancelations.

We are in this Together....

#### **Reminders :**

**IMS will be monitoring and enforcing compliance to Government issued Requirements**

**Filming Activities are Permitted with SOP from Ministry of Health and National Security Council.**

**No Travel Restrictions have been altered.**

