

# Kuching Port Authority

## Recovery Movement Control Order (RMCO) SOP



No.	Description	Action
1	Vessel Calls	<ol style="list-style-type: none"> <li>1. All vessels are allowed to call at Kuching Port except for Cruise vessels</li> <li>2. Shipping agents must give at least 48 hours' notice before the arrival of vessels having a record of the last 10 ports of call in countries that have reported cases of Covid-19</li> <li>3. Vessels shall undergo screening process by the port health officer before any discharging or loading activities</li> <li>4. The masters and crews of the vessels are not allowed to disembark from the vessel without permission from the port health officer and immigration officer</li> </ol>
2	Operating Hours	<ol style="list-style-type: none"> <li>1. Normal operation hours</li> <li>2. Encourage online transactions to minimize physical contact</li> </ol>
3	Service Counters	<ol style="list-style-type: none"> <li>1. Customer service areas to be marked for social distancing at 1 meter</li> <li>2. Provide hand sanitizer at all service counters</li> <li>3. Require all customers to wear masks</li> </ol>
4	Record Keeping	<ol style="list-style-type: none"> <li>1. Keep records of visitors entering Port Operation Building (POB), Pending Terminal</li> <li>2. All suspect cases of Covid-19 shall be referred to the nearest test center</li> <li>3. Contact tracing shall be carried out on persons tested positive</li> </ol>
5	Manpower – Management and Administration Staff	<ol style="list-style-type: none"> <li>1. Wherever possible, staff is encouraged to work from home</li> <li>2. Draw up roster for staff to attend office</li> </ol>
6	Manpower – Operations Staff/Port Workers	<ol style="list-style-type: none"> <li>1. Operate as normal under essential services requirement</li> <li>2. Temperature checking at main gate</li> <li>3. Provide masks and gloves</li> <li>4. Provide Vitamin C to boost immunity</li> </ol>

7	Personal Hygiene	1. All staff are required to practice personal hygiene, i.e: frequently wash hands, dispose used masks and gloves
8	Social Distancing among Staff	1. To observe social distancing of one meter 2. No congregation during resting and eating breaks
9	Official Meetings	1. Encourage meetings using online platform
10	Events / Social Gatherings	1. Events / Social Gatherings are not allowed
11	Participation of staff in trainings / conferences / seminars	1. Staff not allowed to attend physical trainings / conferences / seminars 2. Online trainings (Webinar) to be practiced
12	Social distancing marking inside elevators	1. Marking inside the elevators on the floor to maintain social distancing
13	Biometric finger printing for work attendance	1. Temporarily suspended
14	Canteens	1. Seating arrangement with social distancing of at least 1 meter in between tables
15	Constructions / repairs and maintenance in port area	1. Prioritized by the port
16	Sanitization of working areas	1. All sections are provided with disinfectant agent to wipe down all working areas e.g. desks, door knobs, keyboard, mouse, switch, armrest, public sitting areas, counters, telephone, printers, photocopiers etc. 2. Preventive pest control spray to be carried out
17	Dedicated Disposal Areas / Bins within the Terminal	1. Dedicated disposal bins are provided for waste from foreign vessels
18	Activities at Sports and Recreation Centre	1. No activities to be carried out at the Sports and Recreation Centre building
19	Surau, Pending Terminal	1. Temporarily closed for public