

# 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>  |

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| 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<br>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<br>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.<br>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   |