



## **NOTICE ON CAAM OPERATIONS**

NOTICE 9/2020

**PUTRAJAYA** – Pursuant to the Recovery Movement Control Order (RMCO) issued by the Government of Malaysia from 10 June 2020 to 31 August 2020 that allows the full operation of the economic sector, the Civil Aviation Authority of Malaysia (CAAM) will resume its business operation while observing the directives from the Malaysian National Security Council and the Ministry of Health Malaysia.

Effective 10 June 2020, CAAM will resume its One Stop Centres (OSC) operation. OSC operating hours will resume to its normal operation and only card payment and electronic fund transfer is accepted. It will be mandatory for OSC visitors to abide to the guidelines in Appendix A and fill up the Health Declaration Form in Appendix B or scan the QR code provided at the lobby.

CAAM is closely monitoring the situation regarding COVID-19 and should there be any changes to the current status, CAAM will notify its aviation stakeholders accordingly.

**Stay Safe, Stay Home and Protect Your Community!**

CAPTAIN CHESTER VOO CHEE SOON  
Chief Executive Officer  
Civil Aviation Authority of Malaysia

**9 JUNE 2020**

## **APPENDIX A**

### **GUIDELINES ON ONE STOP CENTRES CIVIL AVIATION AUTHORITY OF MALAYSIA**

Following are the guidelines laid down by CAAM for the operations of the One Stop Centres (OSC) to curb the spread of COVID-19:

1. It is mandatory for all visitors to wear a face mask.
2. Only credit/debit card payment is accepted.
3. Temperature checks will be carried out at Ground Level by the on duty RELA. You will NOT be allowed to enter if your temperature is 37.3 degrees Celsius and above or have any symptoms related to COVID-19.
4. It is mandatory to use the hand sanitizer provided next to the elevator at Ground Level prior to entering the elevator.
5. At the OSC, please keep a safe physical distance of 1 metre from others.
6. Only 5 visitors are allowed to enter the counter area at any one time and to be seated at different rows. Kindly exit the building as soon as possible once you are done to avoid overcrowding the area. Again, please use hand sanitizer provided before entering the elevator.
7. Should all the seats be fully occupied; you will be asked to queue at Ground Level before entering the building. Kindly follow the instructions by the on duty RELA and wait for your turn.
8. All visitors are required to fill up a declaration form before entrance or scan the QR code. If you have visited or stayed in affected countries over the past fourteen (14) days, you must declare your health status on the form which is required under Section 15 of Prevention and Control of Infectious Diseases Act 1988. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable to conviction of imprisonment for a term not exceeding 2 years or to a fine or both.
9. CAAM encourages alternative forms of interaction with OSC where possible, therefore all submissions of forms or documents via post or courier is preferred.

**APPENDIX B**

**HEALTH DECLARATION FORM**

If you have travelled or stayed in affected countries over the past fourteen (14) days, you are kindly requested to declare your health status on the form which is required under Section 15 of Prevention and Control of Infectious Diseases Act 1988. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable on conviction to imprisonment for a term not exceeding 2 years or to a fine or to both.

**PART A  
(General)**

1. Full Name: .....

*(Use block letters)*

2. Gender:    Male     Female

3. Age (year/month) : .....

4. Passport Number : .....

5. Nationality         : .....

6. Identity Card No    : .....

7. Address in Malaysia: .....

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.....

8. Telephone No.:

House: .....                      Office: .....

Mobile: .....

**PART B**  
**COVID-19**

1. Have you been to any area or countries of COVID-19 as indicated by WHO over the past 14 days?

Yes                       No

2. Date of departure from the said country: .....

3. Have you had any of the following symptoms over the past 14 days? Please tick if yes

Fever	<input type="checkbox"/>
Cough	<input type="checkbox"/>
Difficulty in breathing Sore throat	<input type="checkbox"/>
Other symptoms (please specify):	<input type="checkbox"/>

.....

Have you been in close contact with person suspected to have COVID-19?

Yes                       No

If the answer is yes to either of the question above, please report to the Designated Hospitals or Health Screening Centre handling COVID-19 cases.

Definition of close contact:

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient
- Traveling together with COVID-19 patient in any kind of conveyance
- Living in the same household as a COVID-19 patient

Signature : .....

Date : .....