



MALAYSIAN WATERSKI & WAKEBOARD NATIONAL TRAINING CENTRE, PUTRAJAYA

WATERSKI & WAKEBOARD WORLD CUP SDN. BHD.

CMCO STANDARD OPERATIONS PROCEDURE (SOP)

26 AUG 2020

Location: Marina Putrajaya, No. 1, Jalan P5/5, Presint 5, Putrajaya, Malaysia

Operating hours: 8.30 am – 6.30 pm

Training & Customers' hours: 9.00 am – 6.00 pm

Workers capacity 50%

PROTOCOL AND ACTIVITIES FOR WATERSKI & WAKEBOARD SECTOR

Social Distancing	
1. Physical Distance	To keep 1 meter apart between 2 individuals at all times. Floor and table tape marking to be used as guide for customers.
2. Customers Etiquette	Parents/guardian to supervise their children activities at all times.
3. Customers Limitation	To limit number of people for each session to 80% normal capacity (9 pax including driver for 12 seater wake boat and 6 pax including driver for 8 seater waterski boat). To be monitored by staff on duty. No close contact coaching available - only verbal coaching. Customer boards and equipment only to be handled by owner him/herself.
Rules and Regulations	
1. Facilities Usage	To ensure the facility SOPs are followed.
2. Communication and Policies	Ensure all notices are displayed clearly.
Health and Cleanliness	
1. Premise Sanitization & Disinfection	The disinfection process to be done 3 times a day or when necessary especially in common space including boat and equipment. Hand sanitizer will be prepared for customers.
2. Staff Health Safety Procedure	Temperature checks for all participants & staff Registration & contact details of all participants Face mask to be used by all working staff. Ensure good practice of physical distance in working space.
3. Disease Prevention & Restrictions Protocol	Employers to adhere to working standards set by Ministry of Health.