

*TAKING CARE OF HEALTH  
IS OUR JOINT RESPONSIBILITY*



**STANDARD OPERATING PROCEDURES (SOP)  
FOR THE TRANSITIONAL PHASE OF THE  
NATIONAL COVID-19 REHABILITATION FRAMEWORK  
IN THE LEGISLATIVE COUNCIL BUILDING,  
DEPARTMENT OF COUNCILS OF STATE.**

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## **1. INTRODUCTION**

- 1.1 Referring to the media statement made by the Honorable Minister of Health on 'THE CURRENT SITUATION OF COVID-19 AND CHANGES IN SOCIAL DISTANCING MEASURES TAKEN DUE TO THE COVID-19 SITUATION IN BRUNEI DARUSALAM', the Task Force in the department will ensure that safety measures and guidelines are taken by the relevant parties during the Official Opening Ceremony of the Legislative Council Meeting and the daily meetings as prescribed.

## **2. PURPOSE**

- 2.1 This STANDARD OPERATING PROCEDURE (SOP) is provided as a guide to Members of the Legislative Council, Officers and Staff of the Public Service as well as the public to abide and understand the safe measures in preventing the spread of COVID -19 during their presence in the building.

## **3. IMPLEMENTATION**

- 3.3 In this regard, several matters have been implemented, among others are as follows;

- 3.2.1 *Setting up* Action Team (Task Force) consisting of officers and staff of each section in the department.
- 3.2.2 *Giving* latest information on COVID-19 to the Members of the Action Team (Task Force) who will then convey the information to the officers and staff working in this department as well as the public attending the daily sessions of the Legislative Council Meeting.
- 3.2.3 Preparing Body Temperature Scans and hand sanitizers at the main entrances of the Legislative Council Building.
- 3.2.4 *Limiting* the entrance area into the Legislative Council Building for the public during working hours.
- 3.2.5 The turnout of the public during the Legislative Council Meeting will be limited and scrutinized as needed.
- 3.2.6 Posters on COVID-19 will be placed at all main entrances of the building.
- 3.2.7 Identify places that are likely to be at risk of COVID-19 infection while carrying out daily work.

#### **4. DUTIES & RESPONSIBILITIES OF THE ACTION TEAM COMMITTEE**

- 4.1 It is the duty and responsibility of the appointed Task Force Members to play their roles in helping to curb the COVID-19 pandemic as to minimize the disturbance of daily task especially during visits to the building.
- 4.2 The duties and responsibilities of the members of the Action Team (Task Force) are as follows;
  - 4.2.1 To ensure that everyone practice personal hygiene in their workplace.
  - 4.2.2 To remind officers and staff of the department to always wash their hands after using the toilet and before eating.
  - 4.2.3 If officers and staff under their section have symptoms of fever, cough, cold or respiratory problems, they are advise to seek treatment at the nearest health clinics immediately.
  - 4.2.4 Always ensure that hygiene equipment such as hand sanitizers are sufficient for the use of officers and staff in the department as well as the public who come to visit the Legislative Council Building
  - 4.2.5 Visitors who are found to have a body temperature above the set limit (37.5 ° C), they will not be allowed to enter and are advised to seek further treatment at nearby clinics.
  - 4.2.6 Ensure that hygiene monitoring measures in workplaces are clean and safe to use.
  - 4.2.7 Provide information to the Head of the Action Team (Task Force) and in case of any spread of COVID-19 infection in the building, swift action should be taken by the relevant parties.
  - 4.2.8 To always react according to the Guidelines published by the Ministry of Health and the Prime Minister's Department Circular on the Prevention and Contagion Measures of COVID-19 for Brunei Darussalam Public Service, or by calling 148 or the COVID-19 Health Advice Line at 2381380 or 238383 .

**5. ENTRY PROCEDURE TO THE LEGISLATIVE COUNCIL BUILDING (*REFER TO PARAGRAPHS 11 & 16*)**

- 5.1 Security Screening at the Security Screening Center while practicing self-distancing.
- 5.2 Body Temperature Scan at the Health Screening Center. For those who are found to have a body temperature of 37.5 ° C or more will be referred to the Health Officer on duty and will not be allowed to enter the building.
- 5.2 Scan QR Codes using the 'BRUHEALTH' Application at the main entrances for Personal Tracking (Contact Tracing) to deal with the COVID-19 pandemic.
- 5.3 Always maintain personal hygiene by regularly washing hands with soap and water or hand sanitizer while in the Legislative Council Building, especially when entering the Conference Hall.
- 5.4 Wearing face mask is compulsory for all visitors entering the Legislative Council Building.
- 5.5 Practicing Social and Physical Distancing is essential in controlling and addressing the spread of the COVID-19 epidemic. It is therefore advisable for all parties to avoid shaking hands and to also avoid (3'C ') i.e. Crowded Places, Confined Spaces and Close Conversation.
  - 5.5.1 *Crowded Places* - Areas or gatherings with many people.
  - 5.5.2 *Confined Spaces* - Enclosed area or room.
  - 5.5.3 *Close Conversation* - Converse without wearing a face mask.

**6. PROCEDURE FOR ENTRY INTO THE CONFERENCE HALL.  
(*REFER TO PARAGRAPHS 12 & 15*)**

- 6.1 Switch mobile phone to Silent Mode.
- 6.2 *Not allowed* to bring food & beverage into the Conference Hall
- 6.3 *Wash hands* with hand sanitizer before entering the Hall.
- 6.4 *It is compulsory to wear face mask* when entering the Conference Hall.
- 6.5 *Sit* according to the distance allocated and refrain from gathering in the hall.

- 6.6 *Avoid* from shaking hands with others, simply smile and raise your hand or place your right palm on your left chest.
- 6.7 If you want to cough or sneeze while in the Hall, then follow the etiquette by covering with your arms and wash your hands with water and soap.
- 6.8 *Take advantage* to leave the Conference Hall to take in some fresh air when the session is adjourned.

## **7. PERMITTED CAPACITY FOR USE OF HALLS AND ROOMS IN THE LEGISLATIVE COUNCIL BUILDING DURING THE TRANSITION PHASE**

7.1 The halls and rooms in the Legislative Council Building abides to the capacity guidelines set by the Ministry of Health as follows:

<b>NO</b>	<b>VENUE</b>	<b>ORIGINAL CAPACITY</b>	<b>TRANSITIONAL CAPACITY</b>
01	Conference Hall	424	256
02	Banquet Hall	500	375
03	Auditorium	160	80
04	Gymnasium	50	35
05	Committee Rooms 1 & 2	40	30
06	Committee Room 3	20	15
07	Mini Conference Hall	20	15
08	VIP Room	20	15
09	Briefing Room	20	15
10	VVIP Room (Near Banquet Hall)	30	20
11	Library	20	15

NO	VENUE	ORIGINAL CAPACITY	TRANSITIONAL CAPACITY
12	Honorable Member's Working Area (Common Room)	20	15
13	Honorable Members' Lounge (Smoker Room)	20	15
14	Honorable Members' Lounge (Smoker Lounge)	30	20
15	Operational Room	20	15
16	Canteen Hall	50	35
17	Canteen Foyer	50	35
18	<i>Surau</i>	50	35

## **8. ENTRY PROCEDURE WHEN USING THE SURAU (*REFER TO PARAGRAPH 13*)**

8.1 The use of Surau in the Legislative Council Building must also follow the guidelines set by the Ministry of Religious Affairs, namely;

8.2.1 *Body Temperature Check* at the main entrance of the building.

8.2.2 *Scanning QR Codes* by using the BRUHEALTH Application.

8.2.3 *Encouraged* to make early ablution.

8.2.4 *Must* use own prayer mat (large size)

8.2.5 *Encouraged to wear face mask* while in the Surau.

8.2.6 *Encouraged* to sanitize hands.

8.2.7 Bring a prayer mat when performing prayers.

8.2.8 *Physical distancing* according to the measurements of the prayer mats during the congregation.

8.2.9 *Not encouraged* to shake hands after the completion of prayers and must leave the surau immediately.

## **9. PROCEDURES WHILE IN THE CANTEEN (*REFER TO PARAGRAPH 14*)**

9.1 The *canteen* is the food and beverage preparation area during the meeting session. Therefore, it is very important for those who use this canteen facility to follow the guidelines set out as follows:

- 9.2.1 *Get* a body temperature check at the main entrance of the building or the canteen foyer entrance
- 9.2.2 *Wash hands* with water & soap before and after eating and drinking.
- 9.2.3 Always distance yourself from each other while sitting down to eat and drink.
- 9.2.4 *Leave* the cafeteria immediately after eating and drinking
- 9.2.5 *Avoid* gathering especially when choosing the food and drinks provided.

## **10. PROCEDURES/REGULATIONS FOR FOOD AND BEVERAGE PREPARATION. (*REFER TO PARAGRAPH 17*)**

10.1 It is in the interest of all catering companies appointed in the preparation of food & beverage in the Legislative Council Building to follow the guidelines by the Ministry of Health and Standard Operating Procedures set by the Department of Councils of State as follows:-

- 10.1.1 Employees must always practice personal hygiene and dress neatly.
- 10.1.2 *Must* wear face mask, head cover and gloves when preparing food and beverages.
- 10.1.3 *Must* wear face mask and gloves when serving food and beverages.
- 10.1.4 *Avoid* conversation while serving food and drink.
- 10.1.5 Always ensure the food preparation area is clean.
- 10.1.6 *The kitchen* is cleaned frequently after use and reusable dishes and bowls need to be washed, rinsed and sanitized.
- 10.1.7 *Legislative Council Building* is a government building with a 'No Smoking' Area.



10.2 The Legislative Council Building provides a kitchen or pantry for the convenience of relevant parties in making catering preparations that need to be taken into account such as:-

10.2.1 *Furniture* such as chairs, tables and electrical appliances such as refrigerators, freezers, food heaters and so on. Users are advised to inform the department in advance before using the equipment to avoid unwanted circumstances.

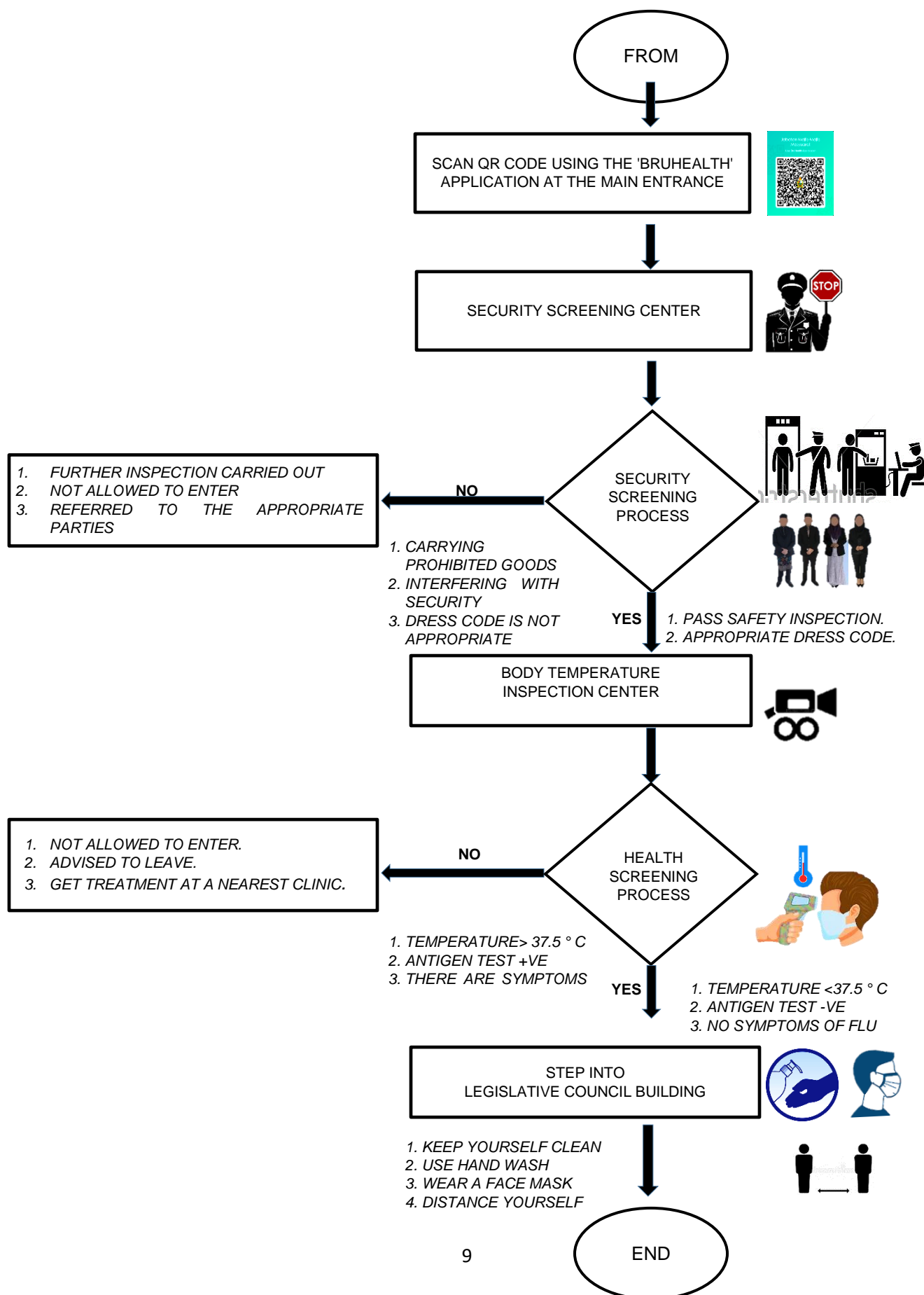
10.2.2 *Equipment* used must be cleaned and stored back in the original place, in good condition and must get confirmation from the relevant party upon completion of use.

10.2.3 If the equipment used is *damaged / not working* before or after use, the user must report the matter to the relevant party for further action.

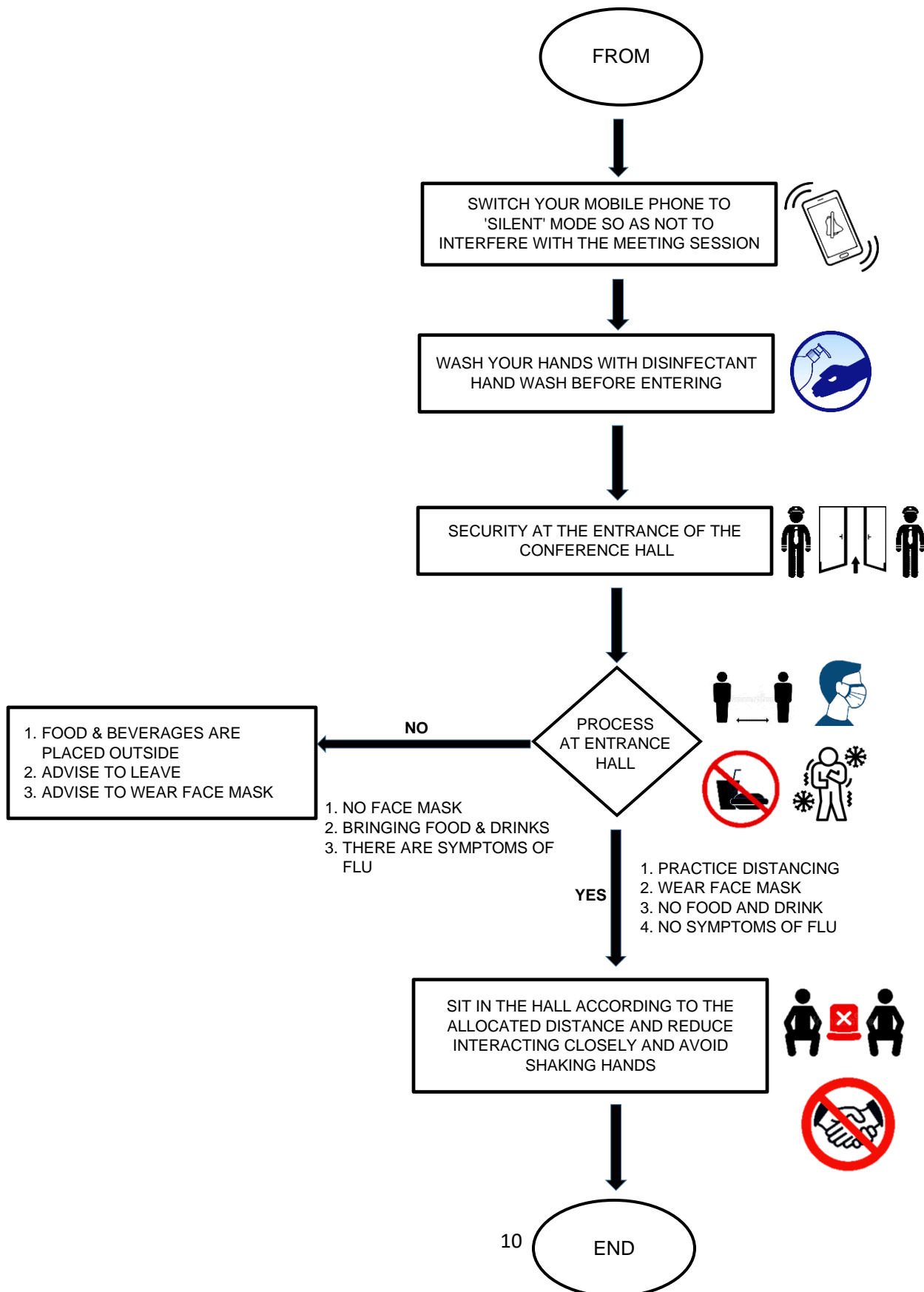
10.2.4 Any damage to previously used equipment will be the responsibility of the user and the equipment must be replaced or purchase a new equipment.

10.2.5 *Not allowed* to park vehicles at the 'Loading Bay' after unloading the goods.

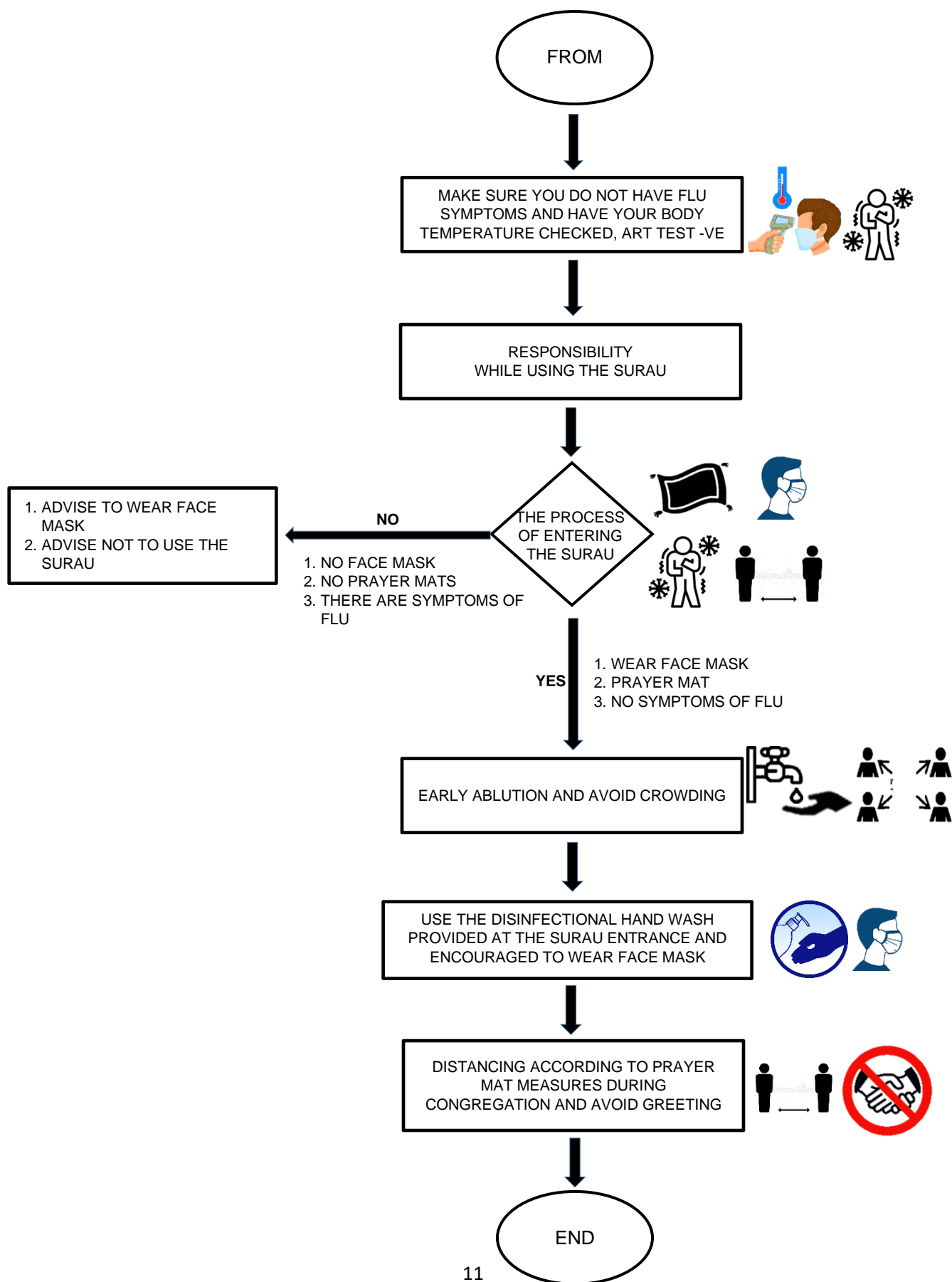
# 11 FLOW CHART INTO THE LEGISLATIVE COUNCIL BUILDING.



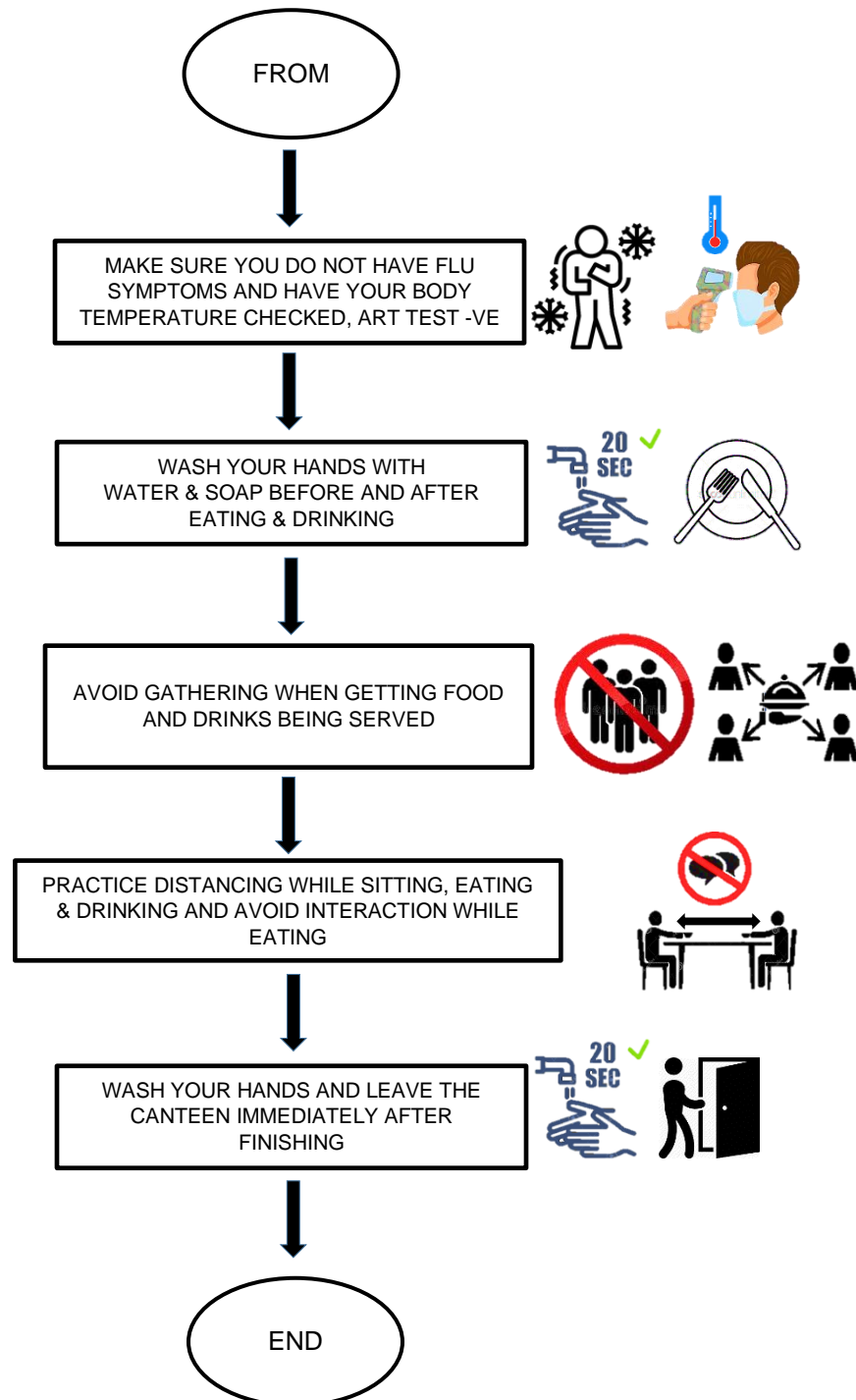
## 12 FLOW CHART INTO THE CONFERENCE HALL






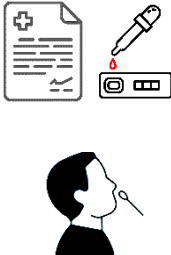

### 13 FLOW CHART PROCESS WHEN USING THE SURAU


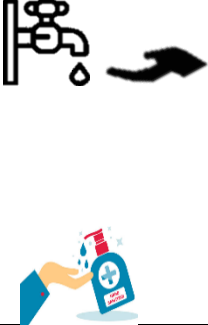





## 14 FLOW CHART PROCESS WHILE IN THE CANTEEN.









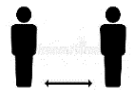




**15 SUMMARY OF GUIDELINES FOR THE PUBLIC TO ENTER THE LEGISLATIVE COUNCIL BUILDING DURING THE TRANSITION PHASE**




NO	SYMBOL	DESCRIPTION
1		<p>VISITORS ARE REQUIRED TO REPORT TO THE FOLLOWING PLACES;</p> <ol style="list-style-type: none"> <li>1. SECURITY POST (SERVICE GATE) FOR INSPECTION; <ol style="list-style-type: none"> <li>I. IDENTIFICATION.</li> <li>II. BRUHEALTH CODE.</li> <li>III. ENTRY PURPOSE.</li> </ol> </li> <li>2. SECURITY FILTERING CENTER FOR SCAN; <ol style="list-style-type: none"> <li>I. OWN SAFETY.</li> <li>II. PROHIBITED GOODS.</li> </ol> </li> </ol>
2		<p>COMPLY WITH REGULATIONS AS FOLLOWS;</p> <ol style="list-style-type: none"> <li>1. MUST WEAR FACE MASK (TWO LAYERS ENCOURAGED) WHILE OUTSIDE AND INSIDE THE BUILDING.</li> <li>2. WEAR FACE PROTECTION (IF NECESSARY).</li> <li>3. NEATLY DRESSED AND CLEAN.</li> </ol>
3		<p>USING THE BRUHEALTH APPLICATION FOR;</p> <ol style="list-style-type: none"> <li>1. SCAN QR CODE AT THE SECURITY POST OR AT THE MAIN ENTRANCE OF THE LEGISLATIVE COUNCIL BUILDING.</li> <li>2. ONLY GREEN AND YELLOW COLOR CODES ARE ALLOWED TO ENTER.</li> <li>3. HAVE A COMPLETE VACCINATION DOSE.</li> </ol>
4		<p>'ANTIGEN RAPID TEST' WILL BE CARRIED OUT ON VISITORS AT THE STATIONS PROVIDED</p>
5		<p>BODY TEMPERATURE EXAMINATION;</p> <ol style="list-style-type: none"> <li>1. AT THE SECURITY POST OR AT THE MAIN ENTRANCE OF THE LEGISLATIVE COUNCIL BUILDING.</li> <li>2. BODY TEMPERATURE MEASUREMENTS EXCEEDING 37.5 ° C, WILL BE REFERRED TO THE APPROPRIATE OFFICER FOR FURTHER ACTION.</li> </ol>

NO	SYMBOL	DESCRIPTION
6		<p>NO SYMPTOMS OF FLU SUCH AS;</p> <ol style="list-style-type: none"> <li>1. FEVER,</li> <li>2. COUGH,</li> <li>3. COLD,</li> <li>4. SORE THROAT.</li> </ol>
7		<p>CLEAN YOUR HANDS OFTEN WITH WATER &amp; SOAP OR HAND SANITIZER.</p>
	  	<p>PRACTICE SOCIAL DISTANCE ETHICS SUCH AS;</p> <ol style="list-style-type: none"> <li>1. PHYSICAL DISTANCING AT LEAST 1.5 METERS.</li> <li>2. REDUCE TIME WHEN DEALING AT THE RECEPTION TABLE.</li> <li>3. REDUCE TIME DURING MEETINGS OR GATHERINGS AND MAKE SURE THE PLACE HAS GOOD AIR FLOW.</li> <li>4. AVOID CONTACT AND GREETINGS.</li> <li>5. AVOID GATHERINGS AND CROWDING IN CONFINED AREAS AND TALKING CLOSE TO EACH OTHER.</li> <li>6. MAINTAIN ETHICS WHEN COUGHING &amp; SNEEZING AND PRACTICE PERSONAL HYGIENE.</li> </ol> <p>USE OF THE ELEVATOR IS ONLY PERMITTED FOR 2 PEOPLE AT A TIME.</p>



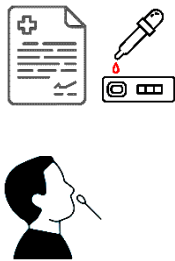


**16 SUMMARY OF GUIDELINES FOR HOLDING EVENTS OR GATHERING IN THE LEGISLATIVE COUNCIL BUILDING DURING THE TRANSITION PHASE**

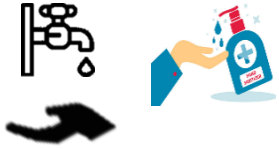
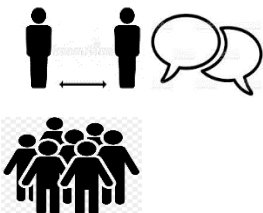
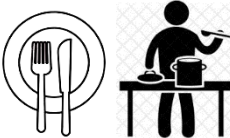

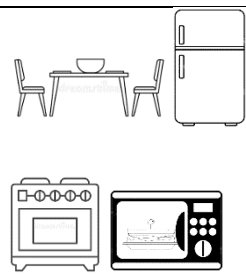
NO	SYMBOL	DESCRIPTION
1	  	ALWAYS WEAR A FACE MASK INSIDE OR OUTSIDE THE BUILDING. USE TWO LAYERS OF FACE MASK IF NECESSARY.
2	 	<ol style="list-style-type: none"> <li>1. SCANNING BRUHEALTH QR CODE AT THE MAIN ENTRANCE.</li> <li>2. ONLY GREEN AND YELLOW COLOR CODES ARE ALLOWED TO ENTER.</li> <li>3. HAVE A COMPLETE VACCINATION DOSE.</li> </ol>
3		<p>THERE ARE NO SYMPTOMS OF FLU SUCH AS;</p> <ol style="list-style-type: none"> <li>1. FEVER,</li> <li>2. COUGH,</li> <li>3. COLD,</li> <li>4. SORE THROAT.</li> </ol>
4		<ol style="list-style-type: none"> <li>1. HAVE A BODY TEMPERATURE CHECK AT THE ENTRANCE.</li> <li>2. BODY TEMPERATURE MEASUREMENT OF 37.5 ° C AND ABOVE WILL BE REFERRED TO THE APPROPRIATE OFFICER.</li> <li>3. ANTIGEN TEST MUST BE -VE</li> </ol>
5		<p>CLEANING HANDS WITH WATER &amp; SOAP OR HAND SANITIZER;</p> <ol style="list-style-type: none"> <li>1. BEFORE ENTERING THE BUILDING,</li> <li>2. BEFORE EATING,</li> <li>3. AFTER EATING.</li> </ol>
6	 	<p>ALWAYS PRACTICE SOCIAL DISTANCE OF AT LEAST 1.5 METERS, ESPECIALLY WHEN GETTING DRINK &amp; FOOD THAT HAS BEEN PREPARED.</p> <p>PREVENT GATHERING AND CROWDED AREAS.</p>
7		SIT IN THE PLACE PROVIDED ACCORDING TO THE DISTANCE AND REDUCE MOVEMENT IF UNNECESSARY.



NO	SYMBOL	DESCRIPTION
8	<p>ALLOWED TO OPEN THE FACE COVER</p> 	ALLOWED TO TAKE OFF THE FACE MASK AT THE DINING TABLE WHILE EATING & DRINKING (DINE-IN) IF AVAILABLE. (THIS MATTER IS SUBJECT TO GUIDELINES SET BY MOH)
9		NOT ALLOWED TO SHAKE HANDS WHILE WELCOMING GUESTS OR ONCE THE EVENT IS OVER. IT'S ENOUGH TO JUST GIVE A SMILE AND PUT YOUR HAND ON YOUR LEFT CHEST OR BOW YOUR HEAD AS A SIGN OF RESPECT.
10		LEAVE EVENT IMMEDIATELY WHEN OVER AND DO NOT COME OUT IN GROUPS AND AVOID CROWDING.

**17 SUMMARY OF GUIDELINES FOR CATERERS DURING THE TRANSITION PHASE IN THE LEGISLATIVE COUNCIL BUILDING.**







NO	SYMBOL	DESCRIPTION
1		<p>COMPLY WITH THE REGULATIONS AS FOLLOWS;</p> <ol style="list-style-type: none"> <li>1. WEAR FACE MASK WHILE OUTSIDE AND INSIDE THE BUILDING</li> <li>2. WEAR FACE MASK AND FACE PROTECTION (IF NECESSARY) WHEN SERVING FOOD &amp; BEVERAGES.</li> <li>3. WEAR GLOVES WHEN SERVING FOOD &amp; BEVERAGES.</li> <li>4. PRACTICE PERSONAL HYGIENE AND DRESS NEATLY.</li> </ol>
2		<ol style="list-style-type: none"> <li>1. SCAN BRUHEALTH QR CODE AT THE MAIN ENTRANCE.</li> <li>2. ONLY GREEN AND YELLOW COLOR CODES ARE ALLOWED TO ENTER.</li> <li>3. HAVE A COMPLETE VACCINATION DOSE.</li> </ol>
3		'ANTIGEN RAPID TEST' WILL BE CARRIED OUT ON VISITORS AT THE STATIONS PROVIDED
4		<p>NO SYMPTOMS OF FLU SUCH AS;</p> <ol style="list-style-type: none"> <li>1. FEVER,</li> <li>2. COUGH,</li> <li>3. COLD,</li> <li>4. SORE THROAT.</li> </ol>
5		<ol style="list-style-type: none"> <li>1. HAVE A BODY TEMPERATURE CHECK AT THE ENTRANCE.</li> <li>2. BODY TEMPERATURE MEASUREMENT OF 37.5 ° C AND ABOVE WILL BE REFERRED TO THE APPROPRIATE OFFICER.</li> </ol>

NO	SYMBOL	DESCRIPTION
6		<p>CLEANING HANDS WITH WATER &amp; SOAP OR HAND SANITIZER;</p> <ol style="list-style-type: none"> <li>1. BEFORE ENTERING THE BUILDING,</li> <li>2. BEFORE PREPARING FOOD &amp; BEVERAGES</li> <li>3. AFTER PREPARING FOOD &amp; BEVERAGES.</li> </ol>
7		<p>PRACTICING SOCIAL DISTANCING SUCH AS;</p> <ol style="list-style-type: none"> <li>1. PHYSICAL DISTANCING AT LEAST 1.5 METERS.</li> <li>2. REDUCE CONVERSATION AND MOVEMENT IF NOT NECESSARY.</li> <li>3. PREVENT GATHERINGS AND CROWDING IN THE FOOD PREPARATION AREA.</li> </ol>
8		<p>ENSURE THE PLACE OF PREPARATION AND ALL EQUIPMENTS ARE CLEAN AND SANITIZED BEFORE AND AFTER PREPARATION.</p>
9		<p>LOADING BAY, MUST FIRST OBTAIN APPROVAL FROM THE SECURITY SECTION.</p> <p>THE LOADING AREA IS PROHIBITED FOR PARKING, VEHICLES SHOULD BE MOVED ONCE LOADING OR UNLOADING IS COMPLETED.</p>
10		<p>ALL ITEMS, WHETHER ELECTRICAL EQUIPMENT OR FURNITURE MUST BE CLEANED AND SANITIZED AND RETURNED TO THE ORIGINAL PLACE.</p> <p>IF THE EQUIPMENT IS FOUND DAMAGED OR LOST DURING USE, THEN THE PARTIES CONCERNED MUST MAKE A REPORT FOR FURTHER ACTION.</p>



*IN AN EVENT OF AN  
INCIDENT OCCURRING  
(STANDARD OPERATING PROCEDURES)*

**IMPORTANT NUMBERS**

	<p>AMBULANCE (PARAMEDIC)</p>	<p>991</p>
<p>TALIAN NASIHAT KESIHATAN COVID-19 <b>148</b></p> 	<p>LINE HEALTH ADVICE</p>	<p>148</p>
	<p>ROYAL BRUNEI POLICE FORCE</p>	<p>993</p>
	<p>FIRE &amp; RESCUE TEAM</p>	<p>995</p>
	<p>DARUSSALAM LINE</p>	<p>123</p>
	<p>ACTION TEAM DEPARTMENT OF COUNCILS OF STATE</p>	<p>8616611</p>