



Malaysian Financial Planning Council

(PPM-003-14-10032004)
(Incorporated under Societies Act 1966)



MEMO

Date : 17 February 2020
To : Members, Students, Visitors and Staff
From : MFPC Secretariat
Subject : Novel Coronavirus (Covid-19) Preventative Measures

Dear All,

In light of the recent cases of Novel Coronavirus in Wuhan, China and confirmed cases in Malaysia, we at MFPC urge you to take preventative measures to ensure your healthy well-being below:

1. Please fill in the health declaration form upon your arrival at MFPC (Please refer to attachment).
2. MFPC will play our part by providing hand sanitizer, anti-bacterial wipes and hand wash in our common areas to keep our premise a healthy and thriving environment.
3. Do note that our floor and furniture are being cleaned and disinfected with anti-bacterial detergent daily.
4. All students, members and staff are also encouraged to maintain good personal hygiene and take necessary preventative actions;
 - i. wash your hands frequently,
 - ii. to practice respiratory hygiene and cough etiquette such as covering your mouth and nose when coughing or sneezing,
 - iii. avoid touching eyes, nose and mouth,
 - iv. if suspect to have fever, cough and difficulty of breathing, please seek medical care early,
 - v. avoid consuming raw or undercooked animal products,
 - vi. avoid spitting in public,
 - vii. avoid close physical contact,
 - viii. avoid traveling if you have a fever or cough.
5. We will check your temperature as and when needed, if you are starting to feel unwell, please go to the clinic immediately.
6. Please also be informed that our scheduled public programmes i.e. public workshop; My Money & Me in Muar, Johor is being postponed until further notice made by the Council.

Thank you for your cooperation and please take care of your health.

Competence.Ethics.Standards

Yours sincerely,
Malaysian Financial Planning Council
Chung Kar Yin
Executive Director