

Updated –04th September 2020



IMPORTANT UPDATES ON RMCO SOP

Dear Members,

In compliance with the guidelines in place during this Recovery Movement Control Order (RMCO), the General Committee has consented to the following SOPs and operation hours with effect from **04th September 2020**

The latest updates are highlighted in yellow.

All Standard Operating Procedures (SOP) adopted by the Club are through the requirements by both the State and Federal Governments.

The General Committee

Operation Hours & General Information

- 1. Club House Operation Hours: 8am to 11:45pm**
- 2. Car Park Operation Hours: 7am to 11:45pm**
- 3. F&B Operation Hours: Please refer to individual outlet's operation hours**
- 4. Sports Facilities & Library/Reading Room Operation Hours: 8am to 10pm.**
5. All Club Staff have been instructed to strictly ensure compliance. Please cooperate with the staff to ensure that all of us remain safe and in compliance with the rules and regulations set forth by the Majlis Keselamatan Negara (MKN), Selangor State Government and the Royal Klang Club.
6. All frontline staff **WILL** wear a facemask while on duty and will replace them as often as required. All members are required to wear a face mask when entering the Club and at all possible times while moving around the Club premises.

Entrance to the Club

1. Members with cars without valid car stickers will be reminded to obtain the latest stickers to enter the Club premises. Guest are permitted to park at Car Park D only, subject to parking space availability.
2. Members are **STRICTLY** reminded to bring their RKC Membership Card at every visit to the Royal Klang Club.
3. Members and guests are allowed into the Club.

4. Affiliate Club members are allowed into the Club. However, affiliate members are not allowed to bring guests. Affiliate members are required to produce an Introduction Card at the Reception for verification.
5. Members and guests entering the Club will proceed to the Reception for temperature reading. Any persons found to have temperature of over 37.5degree Celsius will be advised to leave and seek medical attention.
6. Members with temperature below 37.5 degree Celsius will proceed to scan using the “My Sejahtera” or “Selangkah” Application and show proof of scanning to the staff on duty before being allowed entry to the Club. **Members are required to sign in their guest at the Guest Book provided at the Reception.**
7. Members who are unable to use the “My Sejahtera” or “Selangkah” Application are required to fill in their name, membership number, contact number and temperature in the log book.
8. **All members and guests are ONLY allowed to enter the Club via the main lobby for the purpose of temperature recording. No other points of entry are allowed to any outlets / facilities, including through Car Park E and the side entrance.**

SOP – F&B Outlets

1. All F&B facilities will only be available at the following outlets based on respective seating capacities and operation hours:

Outlet	Max Capacity	Operation Hours (Daily)
a. Lagoon:	100 Pax	11:30am to 11:45pm
b. Smugglers' Inn:	60 Pax	6pm to 11pm
c. Sports Tavern:	48 Pax	5pm to 11:45pm
d. Benbow Inn:	28 Pax	11:30am to 11:45pm
e. Pirates Inn:	17 Pax	4pm to 11:45pm

2. Last call for food service at all outlets will be at 10pm and last call for beverages will be 30minutes before closing. Outlet patrons are required to leave based on the outlet's closing hours as stated above.
3. Standard Operating Procedures (SOP) for operating F&B outlets have been provided to all staff and placed at the entrance of respective outlets. Please be patient and cooperate with the staff on duty.
4. Seating and table-setting at the various F&B outlets will comply with the announced guidelines for social distancing.
5. No persons are allowed to rearrange the seating arrangements prepared by the Club.
6. All outlets will be sanitised before opening and after closing hours. All tables and chairs will be sanitised after every use. Hand sanitisers will be provided at all operating outlets.

7. Members are encouraged to contact the Club for table reservation and for take-away services. Priority will be given to members who make reservations. To avoid disappointment, please call the Club to reserve in advance, subject to a 2 hour time slot per reservation. Reservation is automatically cancelled 10 minutes after failure to arrive at reserved time and no request for consecutive time slots will be allowed.

Facilities and Activities

1. The following facilities will be **CLOSED** until further notice:
 - a. Children Playground
 - b. Captain's Cabin & Crow's Nest
 - c. Sauna

2. The following facilities will be **OPEN** subject to provided SOP:
 - a. Tennis Courts
 - b. Squash Courts
 - c. Gymnasium
 - d. Cricket Nets
 - e. Billiards Room
 - f. Gaming Room
 - g. Pool & Darts
 - h. Adult Swimming Pool
 - i. Multi-Purpose Hall (MPH)
 - j. General Purpose Room (GPR)
 - k. Library / Reading Room
 - l. Surau
 - m. Karaoke Room

SOP – Sports Activities

1. Members' Children below 12 years old are **ALLOWED** to use sports facilities for training purposes only. Members above 60 years are discouraged from using any sports facilities.
2. All Interclub & friendly games between any other Clubs, associations etc are **NOT ALLOWED** until further notice.
3. All Social & Championship games are **NOT ALLOWED** until further notice.
4. Booking of facilities outside the Club premises under Royal Klang Club for training is subject to approval from the Club.
5. General Protocol for Members':
 - a. Please use face mask before and after sports activities.
 - b. Sign in/ out record is placed at all venues / premises – MPH, GYM, GPR, Gaming Room, Billiards Room, Squash Courts, Swimming Pool & Tennis Court. Please fill in the record log book.
 - c. No guests are allowed to use any sports facilities without prior approval from the Club.
 - d. Follow SOPs that are in place. Walk-in will be subject to available time slots on schedule.
 - e. Practice sports / recreational etiquette such as no spitting, wash hands frequently and no handshakes. Reduce social interactions before, during and after games.
 - f. No sharing of belongings such as water bottle, towel, food, and other personal belongings.
 - g. Shared equipment must be sanitised before and after every use.
 - h. Sanitise and disinfect shared equipment after use.
 - i. Leave premises as soon as possible after activity.
 - j. Usage of shower facilities subject to maximum capacity allowed.
 - k. **STRICTLY** no usage of Sauna.
 - l. Usage of premises is based on schedule. Please call the Club at 03-3371 4625, 03-3370 1039 or WhatsApp: 017-614 6864 for booking purposes.

Badminton

Venue: Multi-Purpose Hall (MPH)

Days: Saturday & Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm (Closed from 12:30pm to 1pm and from 4:30 to 5pm for sanitisation)

First in first out basis

Maximum seating capacity – 8

Maximum of 4 players and 1 hour slot per training session.

Must ensure distance of 3- 5meters between players at any time.

Bookings for training outside Club premises is subject to the approval from the Club

Table Tennis

Venue: Multi-Purpose Hall (MPH)

Days: Monday to Friday – based on schedule. Please call the Club to book.

Time: 8am to 10pm (Closed from 12:30pm to 1pm and from 4:30 to 5pm for sanitisation)

First in first out basis

Maximum seating capacity – 8

Maximum of 10 players and 1 hour slot per training session.

Must ensure distance of 3- 5meters between players at any time.

Squash

Venue: Squash Court

Days: Monday to Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm (Closed from 12:30pm to 1pm and from 4:30 to 5pm for sanitisation)

First in first out basis

Maximum seating capacity – 16

Maximum of 2 players in a court and 1 hour slot per training session.

Must ensure distance of 3-5meters between players at any time.

Gymnasium

Venue: Gymnasium

Days – Monday to Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm (Closed from 12:30pm to 1pm and from 4:30 to 5pm for sanitisation)

Maximum of 1 hour slot per member

Maximum of 15 members in the gymnasium on first in first out basis.

Compulsory to bring your own towel

Member are required to sanitise equipment/bench, weights and dumbbells after use

Gym bags to be placed on the rack

Ensure distancing of 1 – 3meters between members during usage of equipment.

Tennis

Venue: Tennis Court

Days: Monday to Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm

Maximum of 1 hour slot per training session

Maximum of 8 players in the court at any time.

Must ensure distance of 3-5 meters between players at any time.

Cricket

Venue: Cricket Nets

Days: Monday to Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm

Maximum of 1 hour slot per training session

Must ensure distance of 3-5 meters between players at any time.

Aerobics/Yoga/Zumba/Qi Gong

Venue: General Purpose Room (GPR) / Basketball Court

Days: Monday to Sunday – based on classes schedule.

Time: Based on classes schedule

Must ensure distance between 1 to 3 meters per member

Not more than 15 members in the GPR Room at any time.

Basketball

Venue: Basketball Court

Days: Monday to Sunday – based on schedule. Please call the Club to book.

Time: 8am to 10pm

Maximum of 1 hour slot per member

Individual members are allowed for training purposes only. No playing of games and no more than 4 members allowed for training at any time.

Must ensure distance of 3-5 meters between players at any time.

Billiards Room

Venue: Billiards Room

Days: Monday to Sunday

Time: 4pm to 11:45pm

Members are required to leave the facility at 11.45pm

Must ensure distance between 1 to 3 meters per member

Not more than 8 members in the Billiards Room at any time

No food & drinks allowed in the gaming room. Please proceed to any F&B outlets for food & drinks service and consumption

Member are required to sanitise the snooker ball and cue before and after use

Pool & Darts

Venue: Benbow Inn / Pirates Inn (where applicable)

Days: Monday to Sunday

Time: 11:30am to 11:45pm

Members are required to leave the facility at 11:45pm

Must ensure distance between 1 to 3 meters per member

Member are required to sanitise the snooker ball and cue before and after use

Training is in accordance to first in first out basis

Gaming Room

Venue: Gaming Room

Days: Monday to Sunday – based on schedule. Please call the Club to book.

Time: 11:30am to 10pm (Closed from 12:30pm to 1pm and from 4:30 to 5pm for sanitisation)

Members are required to leave the facility at 10pm

Maximum of 15 members in the gaming room on first in first out basis

Member are required to sanitise playing tiles before and after use

Strictly **NO SMOKING** in the gaming room

No food & drinks allowed in the gaming room. Please proceed to any F&B outlets for food & drinks service and consumption

Please record in and out time at the log book provided

Ensure distancing of 1 – 3meters between at all times

Swimming

Venue: Adult Swimming Pool

Days: Monday to Sunday (Please call the Club to book)

Operation Hours:

Monday:	3pm - 9pm
Tuesday:	8am - 12noon, 3pm - 9pm
Wednesday & Thursday:	8am - 9pm
Friday:	3pm - 9pm
Saturday & Sunday:	8am - 9pm

Maximum Capacity: 6 persons

Maximum of 1 hour slot per member

Children below 12 years old are not allowed to use the swimming pool

Members above 60 years are discouraged from using the swimming pool

Please shower before and after use

Chlorine content will be measured every 2 hours

Please wear appropriate swimming wear

Please fill in the record log book on your time in/out

Please ensure a social distancing of 3 - 5 meters at any time

Please strictly follow pool operation hours

Children's pool will be closed until further notice

Please adhere to all signages at the pool side

SOP – General Facilities

Lobby

Maximum Capacity: 15

Please follow the seating arrangement in place.

Please comply with the Bye-Laws placed at the notice board.

Surau

Maximum Capacity: 1

Strictly no sharing of prayer items.

Please record in the log book provided and return the key to the Reception upon usage.

Please only use the Surau for prayer purposes.

Library & Reading Room

Maximum Capacity: 22

Please follow the seating arrangement in place.

Please comply with the Bye-Laws placed in the facility.

Please fill in the record log book on your time in/out.

SOP - Karaoke Room

Venue: Karaoke Room (Lobby)

Days: Monday to Sunday

Operation Hours: 5pm to 11:45pm

Maximum Capacity: 10 persons

Operation is based on bookings (maximum of 2 hours per member/spouse). Please call the Club to book your slot. Bookings must be made on a weekly basis.

Interaction and sharing of microphones between different groups are NOT ALLOWED. Please book in advance to avoid any disappointment.

Members' **WILL** be requested to leave the karaoke room at **11:45pm**. Please ensure that beverages & song selections are completed before 11:45pm to avoid any inconvenience.

Members' children (below 18 and/or without privilege cards), guests and affiliate members are not allowed to use the karaoke room.

Each member will be provided with one disposable microphone cover and is requested to use it over the microphone during their session.

Please ensure that music volume is at an acceptable level.

Please maintain a social distancing of 1 – 3 meters at all times.

The karaoke room will be sanitised after every booking.

Members are requested to comply with the Bye-Laws of the karaoke room.

This SOP will be enforced until such time a new guideline is provided by relevant authorities. Any updates to this SOP will be placed at the main notice board at the Lobby, broadcasted to members via WhatsApp broadcasting services and updated on the Club's official website.

Where there is an overlap between this SOP and the Club's existing Rules and Regulations and Bye-Laws, this SOP shall prevail until such time it is no longer enforced by the State and Federal Governments.

All members are required to abide with the SOP above to protect yourselves, other Club members, staff and the reputation of our Club.

Disciplinary action will be taken against members who are not in compliance with the stated SOP.

Stay Safe and Together Lets Fight against Covid-19!

The General Committee