







# PROCEDURE FOR SCHEDULING A MEETING

(without *Medical Certificate*)

NO.	PARTICULARS	PERSON IN-CHARGE
1		<p>Receptionist will email the schedule and details of the meeting to the ORE Admin Office</p> <p>CPU receptionist</p>
2		<p>Confirmation of the meeting by ORE Admin Office <i>via</i> email</p> <p>ORE Admin</p>
3		<p>Pay for the rapid test <b>prior</b> to the scheduled meeting</p> <p>CPU receptionist</p>
4		<p>Send the following info to the guest <i>via</i> email, whatsapp, viber or text message</p> <ul style="list-style-type: none"> <li>➤ Email confirmation of the scheduled meeting and rapid test procedure</li> <li>➤ Receipt for reimbursement of the test kits and administration fee</li> <li>➤ ORE visitor guidelines</li> <li>➤ CPU visitor guidelines</li> <li>➤ Link for <i>Health Symptoms Questionnaire</i></li> </ul> <p>CPU receptionist</p>
5		<p>On the scheduled date of the meeting, the liaison officer will meet the guest in the lobby of ORE and accompany him to the rapid testing facility</p> <ul style="list-style-type: none"> <li>➤ located on the 5<sup>th</sup> or 8<sup>th</sup> floor</li> </ul> <p>CPU liaison officer</p>
6		<p>If the guest tested NEGATIVE, he may then proceed to the CPU office for the meeting</p> <ul style="list-style-type: none"> <li>➤ the <i>Medical Certification</i> will be given to the guest soon after the meeting</li> </ul> <p>CPU receptionist</p>