







PROCEDURE FOR SCHEDULING A MEETING (without Medical Certificate)

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