



UNOFFICIAL ENGLISH TRANSLATION

STANDARD OPERATING PROCEDURES (SOP) PERMISSIONS TO OPERATE AND EMPLOYEE MOVEMENT MANAGEMENT FOR COMPANIES THAT ARE ALLOWED TO OPERATE DURING THE MOVEMENT CONTROL ORDER (MCO)

I. APPLICATION

1. All companies are required to submit such information through a single Portal system.
2. This portal is accessible through www.miti.gov.my
3. Apart from MITI, the following Ministries and Agencies will also have access to the portal:
 - a) Ministry of Health
 - b) Ministry of Home Affairs
 - c) Ministry of Domestic Trade and Affairs User
 - d) Ministry of Human Resources
 - e) Ministry of Works
 - f) Ministry of Agriculture and Agro-based Industry
 - g) Ministry of Entrepreneur and Cooperative Development
 - h) Ministry of Industry, Plantation and Commodities
 - i) Ministry of Housing and Local Government
 - j) National Security Council
 - k) Royal Malaysian Police (PDRM)
 - l) Construction Industry Development Authority (CIDB)
 - m) SME Corp. Malaysia
 - n) Other Ministries and Agencies as required
4. All information submitted in the Portal system the matter will be passed on to the Ministry and the Agency related to processing. Ministries and Agencies, it will raise the views of the company can continue operations.
5. Each application will be considered based on eligibility, criteria and conditions have been set.
6. Application processing will involve cross-referencing with various relevant databases at Ministry and Agency rankings.
7. All applications must be accompanied by the Pledge of Promise, where applicable Employers pledge to perform their duties and responsibilities as set forth in this SOP, as well as guidance by MOH and other relevant Enforcement agencies.



8. These criteria and conditions include the employer's responsibility for notify MITI if there are any employees positive COVID-19.

9. In the event of a company or business entity not is clearly listed as an authorized industry operating, but still want to operate, application is still possible through the Portal system.

10. Decisions regarding application can be achieved in the system Portal. Any appeal will be considered on a case-by-case basis and the decision can be reached within 5 working days.

II. COMPANY / PLACE OF WORK

11. Company should reduce the number of employees to a minimum level or up to a level of 70% of current or registered amount, for withdrawal duration of the Enforced Movement Control Order (MCO). The company must establish a working from home system Ideal for employees who are not involved in critical company activities.

12. Permission to operate the company is in accordance with the existing zone is determined by the National Security Council and is subject to the current rules set by the National Security Council.

13. The operating hours of the company are subject to the time period stated in the Standard Operating Procedure of the sector respectively. However, the Local Authority reserves the right to specify the operating hours for the region or their country.

14. Company is required to give priority to meet product demand / requirements or services for the local market completely.

15. Company must submit to MITI the list of employees involved during the MCO period and ensured movement the workers are limited from home to factory / premises only.

Note:

- a) Need to limit the number of visitors to the premises
- b) Encourage companies to convene e-meetings

16. Company shall appoint one or more coordinators for coordinated transmission of preventive measures COVID-19 outbreaks at work. We recommend coordinators should consist of Safety and Health Officers (SHO), Safety and Health Coordinator (OSH-C) or Built-in or listed Site Supervisor (SSS) the Occupational Safety and Health Department (DOSH), or Secretary of the Safety and Health Committee at workplace. The designated coordinator must report compliance with the conditions of the operating conditions set to MITI and DKKP.



17. Companies should provide appropriate briefings to employees regarding COVID-19 disease and preventive measures to follow.

18. Appropriate personal protective equipment should be provided to employees working in related sectors. Each worker is supplied personal protective equipment (PPE) such as nose cover and mouth (masks) as needed.

Note:

a) For industries that have employees to deal with often with the public (such as a Liaison Officer Public, Cashier, Clerk / Counter Employee etc.) members are likely to need personal protective equipment in addition to nose and mouth covering such as face shield visor or any related device)

b) For the healthcare industry, medical practitioners are required wearing a personal protective device like in Annex 8 Infection Prevention and Control Measures Management Guidelines COVID-19 in Malaysia No.5 / 2020

19. The company must provide a body temperature monitor or thermal scanners as well as screening for symptoms of cough, sore throat or difficulty breathing. Measurement of body temperature and symptom screening is necessary to be performed daily at the factory / premises entrance. Committee Occupational Safety and Health needs to ensure members trained or Nursing Assistants measure temperature of all workers. Readings for each employee must be recorded and kept for a minimum period of time at least 3 months for reference.

Note: In the event of a large number of absentee workers due to fever or symptoms, should be reported to the Office Health nearby

20. If the body temperature reading is 37.5 ° Celsius or more, or have symptoms, workers are not allowed into the premises companies and companies need to refer employees (with employees wearing a mask) to the Panel Clinic or Health Clinic nearby.

21. The company must provide hand sanitizer / disinfecting kits at the entrance and all other common area and other related areas within the plant / premises, as well as use face mask by every worker. The company should always practice on-premises social distancing.

22. The company must carry out the sanitation process of the eradication germs in the factory / premises each time before shift or operation starting with the guidelines set by Ministry of Health Malaysia.

23. The sanitation and cleaning process must be carried out three (3) times a day especially in common spaces such as:

- Lobby;
- Elevator;
- The cafeteria;
- Meeting rooms;
- Surau;
- Bus / employee transport; and

- The recreation center is closed.
- Toilet
- Empty the trash can

Note: In-house prayer facilities and places of worship the industry needs to be regulated by the practice of two people at one time. The safety aspects of chemical management need to be considered in the process of sanitation involving use chemical substance.

24. The company must ensure that the employee's vehicle has undergo regular sanitation and disinfection processes before use.

25. Employee vehicles provided by the company are not allowed to cross the border / zone boundary and is only allowed to transport workers within the area / zone only.

26. Companies must establish best practices guidelines social / safe distancing is provided (such as the 1m floor distance, desks and chairs) and are especially used in such areas as;

- production floor;
- cafeteria / canteen;
- meeting rooms;
- multipurpose hall and multipurpose hall
- construction site.

27. Company / workplace must maintain system ventilation at work to ensure it operates effectively and efficiently.

28. The cafeteria / cafeteria on the premises of the company is only allowed operates for the purpose of providing packaged foods by food handler with nose covering and mouth and gloves and ensure social / safe distancing implemented. Buffet meals are not allowed. Lunch / lunch time needs to be worked out staggered.

29. In the event of an employee being infected with COVID-19, the company is fully responsible for all costs medical, on-site disinfection and other costs related. The company needs to help and provide full cooperation with the Ministry of Health Malaysia in performing contact tracing of infected workers COVID-19 and contact management.

30. Companies need to provide transportation vehicles for the movement of workers by implementing social / safe distancing and used vehicles should be disinfected germs whenever used.

Note:

- a) The movement of workers transport vehicles is just is allowed in the zone authorized by the MKN only
- b) Industry is encouraged to provide hostel facilities hostel for employee accommodation located in a zone is the same
- c) Subject to company ability, hotel use as employee accommodation can be considered in the same zone.



31. Companies are encouraged to provide insights and guide lines on COVID-19 to their value chain.

32. Companies need to have an Emergency Response Protocol (Emergency Response Protocol) that states what is needed in case of Covid-19 infection or case investigation of Covid-19 infection in workers.

III. EMPLOYEE

33. All employees must comply with the precautionary procedures of COVID-19 specified by the MOH was issued from time to time.

34. If there are any employees are placed under observation by MOH (person under investigation) or under home observation orders, workers are not allowed come to work and have to go through a period of isolation is set by the MOH.

35. Foreign workers who do not live in Malaysia do not be allowed to work even in companies that have been granted permission to operate during the MCO period came into force.

Note: For any foreign worker you wish to make exceptions to be allowed to work, need to undergo testing COVID-19 at cost incurred by the Company and undergoing quarantine for 14 days prior to any application can be considered.

36. Workers who just returned from abroad, not allowed to work within 14 days from date to Malaysia and has to undergo the quarantine process throughout the period.

37. Only workers working in the same District / Zone with the premise of the company being allowed to work based SOPs and regulations. The workers who live in offshore companies / zones must be certified free of COVID19 and have been through the quarantine process for 14 days, prior to be allowed to work at the company's premises.

IV. ENFORCEMENT

38. The relevant Ministry / Agency shall issue service confirmation letter to the company / SME allowed to operate (only one Ministry recommendation) i.e. MITI issuing a confirmation letter).

39. The confirmation letter and the attachment must be displayed on company / SME premises.

40. List of workers should be submitted to nearby IPD.

41. MITI provides an integrated system using the QR Code can be used by enforcement agencies to check with fast one-stop center authorization online system).



42. On-premises enforcement:

- a. Letter of confirmation and attachment must be clearly displayed on company premises / SMEs.
- b. PDRM / RELA / JTK / PBT / JKPP or any of its officers being empowered can be inspected at any time
- c. Based on the powers given, PDRM and MOH can order immediate closure of the premises in the event of a violation of the terms of the permit (number of workers, social distance, personal protective equipment, body temperature filters and so on) provided
- d. Employers should always raise awareness and maintain good health care practices and personal hygiene to avoid COVID-19 infection.
- e. Employer's non-compliance with operating compliance instructions companies throughout the CPP must be reported to the parties PDRM.

43. Enforcement of Roadblocks:

- a. Work confirmation letter should always be brought by employee.
- b. The transportation used by the company is necessary display the operating certificate.

44. State Taskforce:

- a. Taskforce at the state level includes MKN, PDRM, RELA, MITI, SME Corp., JTK / JKPP and PBT need to be strengthened further in terms of patrols to businesses.
- b. Handling complaints from email sources, operating rooms, call center premises, workers, the public and the media.

45. Enforcement by zone:

- a. Enforcement at the zone level will follow the instructions and guidelines provided by MKN. From now on to MOH and MKN will update everything instructions related to the activities allowed by zone

46. Cancellation letter recommendation:

- a. Non-compliance with the Prevention and Control Act Infectious Diseases will cause cancellation of letters approval immediately.
- b. Cancellation alerts must be provided by the taskforce to MITI party.

47. For the construction sector, any contractor is defective with this SOP, if found guilty, may be liable specifications under CIDB or other enforcement regulations related agencies.

Note: * Please refer to Annex 25 Management Guidelines for COVID-19 Management Guidelines Workplaces in Malaysia No.5 / 2020

*** The Government of Malaysia reserves the right to amend the above conditions subject to the current situation.**