



MANUFACTURING SECTOR

Updated on 24 June 2020

Unofficial Translation



Encompasses

The entire manufacturing sector.

All activities are permitted except

Please refer to the items in the List of Prohibited Activities

Standing Orders

- Subject to the orders of the relevant Local Authority
- Operations in PKPD areas are not permitted

Operation Hours | Normal

Customer Service Hours | Normal

Workforce Capacity | 100%

ACTIVITY AND PROTOCOL

Activity	Brief Description
Health screening	<ul style="list-style-type: none"> • Provide a body temperature scanner every day at the entrance to the premises. • An employee with a body temperature of above 37.5 Celsius and showing symptoms such as fever, sore throat/ coughing/ running nose, or difficulty breathing is not permitted to work.
Health reports (on-premise and company-provided accommodation)	<ul style="list-style-type: none"> • All employees are required to contact the nearest Health Office if there is an employee suspected of having COVID-19 symptoms. • An employee with a body temperature of above 37.5 Celsius or showing a single symptom such as coughing, sore throat or difficulty breathing must be referred to the company panel clinic or nearest public health clinic. • The employee is not permitted to enter the company premises.



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Activity	Brief Description
Cleaning and disinfection of premises	<ul style="list-style-type: none"> • The process of cleaning and disinfection must be carried out especially in common spaces and areas frequently touched such as: <ul style="list-style-type: none"> • Lobbies, lift buttons, cafeteria, meeting rooms, prayer rooms, bus / worker transportation, enclosed recreational areas, toilets and refuse rooms / garbage bins, doorknobs, handrails. • The company must carry out a disinfection process at the factory / premises each time before a new shift or operation begins. • The company must provide hand sanitizer at entrances, all common areas and other areas in the factory / premises.
Social distancing and procedures for the safety and health of employees	<ul style="list-style-type: none"> • The use of a face mask by every employee is encouraged. • Practicing social distancing in areas such as the cafeteria / canteen, meeting rooms, prayer rooms, multipurpose halls and other related areas.



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Ethics in common spaces on the premises.	• Common facilities such as prayer rooms on the premises must be managed with social distancing and provision of cleaning materials.
Employee transportation.	• To comply with the SOP set by the Ministry of Transport.
MySejahtera app.	• Employees, and customers must download and register the MySejahtera app on their own mobile phone for the purpose of contact tracing.

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Activity	Brief Description
Emergency response.	<ul style="list-style-type: none"> • The company must create a procedure in managing an infection case or investigation of a COVID-19 infection. • The company is fully responsible for health screening costs, if deemed necessary. • The cost of eradication and disinfection on the premises must be borne by the company.
Continuous briefings for security guards and employees on COVID-19 and prevention measures.	Every guard and employee must be given continuous briefings on COVID-19 and prevention measures.

Note:

Companies may only make appropriate improvements to this protocol but any relaxation is completely disallowed.