



UNOFFICIAL ENGLISH TRANSLATION

FAQ RELATED TO THE CONDITIONAL MOVEMENT CONTROL ORDER (CMCO) MINISTRY OF HUMAN RESOURCES

A. DEPARTMENT OF WORKFORCE MALAYSIA

1. Are employers / accommodation providers allowed to provide accommodation to employees?

Employers / accommodation providers may provide accommodation to employees provided that they comply with the provisions of the current Law and Guidelines such as the Town and Country Planning Act 1976 (Act 172), the Uniform Building By-Laws 1984, the Minimum Housing and Employment Standards Act 1990 (the Act). 446) and the Foreign Workers' Guidelines issued by the Department of Labour.

2. What kind of accommodation can be provided to employees?

The types of accommodation that can be provided are as follows:

- i. Centralized accommodation and dormitories
- ii. Apartment / Flat / Condominium;
- iii. Terrace house;
- iv. Other non-residential buildings to be modified for residential use must be approved by the Local Authority.

3. How many occupants / workers can occupy a unit?

The number of occupants / workers that can be housed in a unit of residence is based on the breadth of the space, provided best practice guidelines of *social / safe distancing* are implemented (such as a 1 meter floor, table and chairs) especially in each residential area. Accommodation provider need to create labels in all areas *common area* and ensure that social incarceration is complied with in accordance with the guidelines of the Ministry of Health (MOH)

4. What is the responsibility of the employer / accommodation provider to contain COVID-19 disease transmission?

The employer / accommodation provider must provide appropriate briefing to occupants / workers with regards to the COVID-19 disease and precautionary measures to be followed. Employers / accommodation providers need to provide COVID-19 guidelines for dealing with COVID-19 in language that is easily understood by the occupants / workers in writing, especially non-citizen

(foreign) workers. The employer / accommodation provider must provide *hand sanitizer / disinfecting kits* at the entrance, all areas *common area* and other related places within the plant / premises. Every employee should also wear a face mask and practice social distancing on the premise.

5. Does this FAQ apply to employers in all employment sectors during the CMCO period?

This FAQ applies to all employers / accommodation providers who provide staff-centred accommodation (CLQ) and hostel /boarding for employees in all employment sectors.

6. What actions should the employer / accommodation provider take?

- i. Restrict movement of occupants.
- ii. The same area is sanitized at least three (3) times a day
- iii. Follow the MOH' COVID-19 Prevention Procedures as specified.

7. What should employers / accommodation providers do to ensure that social distancing is complied with and in accordance with the Ministry of Health (MOH) guidelines?

Employer / accommodation providers need to create labels in all *common area* and ensure that social distancing is complied with in accordance with the guidelines of the Ministry of Health (MOH). The employer / accommodation provider must ensure the guidelines for *social / safe distancing* provided (such as a 1 meter floor, table and chairs) is performed specifically in each accommodation area such as the facility, cafeteria / canteen, toilet, *multipurpose hall*) and others.

8. What is the responsibility of the Accommodation Supervisor (*warden*) appointed by the employer / accommodation provider?

The Accommodation Supervisor (*warden*) needs to ensure alignment and coordination of the health and safety measures that all occupants / workers must follow.

9. How can the sanitation process be performed by the employer / accommodation provider?

The employer / accommodation provider shall carry out the disinfection and sanitation process at the accommodation area in accordance with the guidelines set by the MOH. The sanitation and disinfecting process should be carried out especially in public areas, common spaces, such as rooms, lobby, indoor recreation centers, toilets, shared space, cafeteria, garbage / trash bin including prayer facilities / places of worship.



10. What is the function of the Emergency Response Protocol in the employee accommodation area?

The employer / accommodation provider needs to have an Emergency Response Protocol (issued by the MOH) stating the actions to should be taken in the event of a COVID-19 infection or a COVID-19 infection investigation against an resident/worker.

11. What to do if an employee / occupant is suspected or tested positive for COVID-19?

In the event a resident / employee is infected with COVID-19, the employer / accommodation provider is responsible for assisting and fully cooperating with MOH in performing the screening or *contact tracing* of employees who have been infected with COVID-19 and manage the contact to identify other individuals who have come in close contact with the occupants / workers.

12. Are cafeteria / canteens / laundry / grocery stores and other business premises within the employee accommodation area allowed to operate?

Cafeterias / canteens / laundry / grocery store and other business premises within staff accommodation is only allowed to operate on the condition that it complies with social distancing and that security measures issued by the MOH are obeyed.

13. Do body temperature checks and screenings need to be carried out?

Yes. Employer / accommodation provider should prepare and carry out body temperature screening or thermal scanner as well as screening for symptoms of cough, sore throat or shortness of breath. Body temperature readings and symptom screening should be performed daily at the worker's accommodation.

14. What should an employer / accommodation provider do if a resident / employee has COVID-19 symptoms?

If there is a resident / worker has a fever or symptoms with a body temperature reading of 37.5 ° Celsius or more, or has any symptoms, the occupant / worker is not allowed to enter the worker's accommodation and the company should refer the occupant to the nearby Panel Clinic listed under the company or a Health Clinic.

15. What are the health and safety measures that employers / accommodation providers need to adhere to during the CMCO period and beyond ?

- i. Residents / Employees residing in an employee's accommodation area are not allowed to leave without the approval of the Accommodation Supervisor (Warden).



- ii. Visitors / Members of the general public are not allowed in the worker's accommodation, except for medical staff and other service providers approved by the employer / accommodation provider.
- iii. Employers / accommodation providers should conduct and record body temperature checks of all staff and occupants / workers in the employee accommodation area. Any staff and occupant / worker who has COVID-19 disease symptoms with a body temperature above 37.5 ° C should be immediately separated from others for further action.
- iv. The health of staff and occupants / workers should be monitored regularly. Employers/ accommodation providers must be wary of staff and occupants / workers who show even the slightest COVID-19 symptoms.
- v. Occupants / Workers and staff must practice social distancing and any gatherings, social events, sports activities or religious activities involving the participation of more than 10 persons are not allowed in the worker's accommodation.
- vi. Educate and discipline residents / workers on personal hygiene best practices.
- vii. Ensure that all staff / occupants / workers are monitored after close contact with COVID-19 patients and do not leave the quarantine area temporarily until identified by the Employer / accommodation provider.
- viii. In the event of an emergency case related to Covid-19, the Employer / accommodation provider should contact MOH immediately.

16 If there is a COVID-19 positive occupant / worker, how is contact detection performed?

- i. The MOH will usually carry out the procedure of tracking COVID-19 patient's close contact in accordance with the MOH procedure for the COVID-19 outbreak.
- ii. Every resident / employee must download the MOH application for the purpose contact tracing (*MySejahtera App*).
- iii. Employers / accommodation providers of positive COVID-19 occurrence need to immediately detect and identify all occupants / workers known to be in direct / indirect contact with the positive COVID-19 patient.
- iv. Employers / accommodation providers should keep a record of names and other details like employee identification card / passport number and carefully monitor these details. Their body temperature should be taken three (3) times a day to ensure they are free of



any COVID-19 symptoms or infections. If the body temperature is ≥ 37.5 ° C or any COVID-19 symptom is noticed during the surveillance period (usually 14 days), the employer / provider must immediately arrange for or send the staff / workers / occupants to the nearest government hospital.

17. In the case of a cafeterias / dining rooms, what kind of desk layout should be followed?

- i. Arrange tables with a distance of 2 meters between the tables to allow social distance of at least meter
- ii. Each table can accommodate no more than 4 people
- iii. The premises must clearly state the number of customers / occupants allowed to meet at any given time to ensure adherence to social distancing requirements

18. Can visitors / members of the public enter the worker's accommodation?

Visitors / members of the public are not allowed into the worker's accommodation, except for medical staff and other service providers approved by the employer / accommodation provider including cleaning personnel on contract and maintenance personnel on contract (general maintenance).

19. If the employer / accommodation provider is in breach of this Conditional Movement Control Order, is it an offense?

Yes, it is a criminal offense under Rule 7 of the Prevention and Control of Infectious Diseases (Steps In Penalties for Local Offenses) 2020 punishable by a fine not exceeding RM1,000 or to imprisonment for a term not exceeding 6 months or to both.

20. What activities should not be performed in the accommodation?

- i. Welcoming visitors
- ii. Socialising and team sports
- iii. Group prayers
- iv. Religious celebrations/gatherings

B. Department of Occupational Safety and Health (DOSH)

21. How can I get my company started on the installation and maintenance of machinery under the Conditional Movement Control Order (CMCO)?

The Company must declare company information and agree to the SOP compliance pledge. However, if the company has been authorized to operate under the MCO, there is no need to do so. Please refer to the MITI official website via the following link: notification.miti.gov.my

22. What are the requirements that my company must comply with in order to perform machinery installation and maintenance work under the Conditional Movement Control Order (CMCO)?

- i. Comply with the Terms of Conduct of the CMCO issued by NSC which may be accessed through the following link <http://www.ipm.gov.my/ms/content/banner-sop-pkperssent>;
- ii. Comply with the COVID-19 Safe Work Procedures issued by the DOSH which is available through the DOSH website which is accessible through the following links: www.dosh.gov.my; and
- iii. Follow the most recent COVID-19 Prevention Procedures prescribed by MOH.

23. I would like to carry out the installation of elevators and escalators in the services sector such as shopping complexes, hotels and others. What is the maximum number of employees of my company is allowed at any one time during this Conditional Movement Control (PKPB) Order?

The maximum number of employees allowed at any one time is 10 people only.

24. What are the unauthorized activities of machinery installation and maintenance?

Work in groups of more than 10 people.

25. My company runs machinery maintenance in public places. Who is responsible for performing body temperature measurements on my employees?

The employer must appoint a trained person to perform body temperature recordings. Please refer to the COVID-19 Safe Work Procedure in the Workplace issued by the DOSH (refer to Question 2).



26. What action can be taken against the company if it is found to be in violation of the SOP of Conditional Movement Control Order (CMCO)?

Employers may be subject to legal action or any other related action in accordance with the provisions of the Prevention and Control of Infectious Diseases Act 1988 [Act 342], the Regulations or the Regulations thereunder.

27. What are the requirements that my company must comply with to perform tower crane installation and maintenance work under the Conditional Movement Control Order (CMCO)?

- i. Comply with the CMCO SOP issued by NSC accessible through link below <http://www.ipm.gov.my/ms/content/banner-sop-pkp-conditional>;
- ii. Comply with the COVID-19 Safe Work Procedures issued by the DOSH which is available through the DOSH website which is accessible through the following links: www.dosh.gov.my;
- iii. Comply with the relevant SOP Construction Sector; and
- iv. Follow the most recent updates on COVID-19 Prevention Procedures as prescribed by MOH.

Notes:

- 1) It is the responsibility of all parties to understand and comply with all current directives of the National Security Council (NSC) and the COVID-19 Prevention SOP issued by the Ministry of Health Malaysia (MOH) to jointly reduce the risk and prevent the spread of COVID- 19
- 2) Any recent changes in accordance with the latest directives of MKN and MOH will be notified from time to time.

Ministry of Human Resources

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