



MANUFACTURING SECTOR (MCO)

Updated on 13 January 2021

Unofficial Translation



Encompasses

Manufacturing in the essential services sector.

Operational Hours:	Normal	Customer Service Hours:	Normal	Workforce Capacity:	Management: 30% Operations and Support: Determined by the employer.
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ACTIVITY AND PROTOCOL

Activity	Brief Description
Disease prevention protocol & restrictions	<ul style="list-style-type: none"> Employers need to provide a workplace protocol that covers disease control and prevention of infection transmission according to standards set by the Ministry of Health Malaysia.
Health screening	<ul style="list-style-type: none"> Provide a thermal scanner or handheld infrared thermometer Conduct daily health screening to detect symptoms of COVID-19 such as fever, cough, sore throat or difficulty breathing. Screenings must be conducted everyday at the entrance of the factory/premise. 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 or enter the premise.
Health reports (on-premise and company-provided accommodation)	<ul style="list-style-type: none"> Report to the nearest Health Office if total employee absences (exceeding 5% of total employees) are due to fever or the display of any 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.

All activities are permitted except

- Please refer to the items in the List of Prohibited Activities
- Operations in EMCO areas

Standing Orders

- Order 15 P.U. (A) 8/2021**
- Subject to the orders in the SOP announced by MKN pertaining to MCO, CMCO and RMCO
- Subject to the orders of the relevant Local Authority



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Cleaning and disinfection of premises	<ul style="list-style-type: none"> • The process of cleaning and disinfection should be carried out three (3) times a day, 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 in public areas by all employees is required. • Ensure social / physical distancing best practice guidelines are provided such as a 1 meter mark on the floor, tables and chairs and implemented especially in: <ul style="list-style-type: none"> - areas such as the production floor, cafeteria / canteen, meeting rooms, <i>surau</i>, multipurpose halls and other related spaces.



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Etiquette in common spaces on the premises.	<ul style="list-style-type: none"> • Surau facilities and places of worship on the premises need to be controlled with the practice of physical distancing of 1 meter and use of face masks. • The canteen / cafeteria is allowed to operate on the premises with physical distancing practice, for take-away only • Meal breaks should be implemented in stages depending on the suitability set by the company
Employee transportation.	<ul style="list-style-type: none"> • Full capacity of passengers on the bus with making the use of face masks mandatory. • Employee transport vehicles provided by the company need to undergo a disinfection process after every use. • Private vehicles are encouraged to be individually disinfected by employees according to appropriate procedures.
Employee accommodation (if provided by employers)	<ul style="list-style-type: none"> • Physical distancing should be maintained in the sleeping area, toilets, bathrooms, places of worship, dining rooms and more. • The disinfection process should be done every day according to timing set by the employer



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ACTIVITY AND PROTOCOL

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Emergency response.	<ul style="list-style-type: none"> • Companies need to establish an Emergency Response Protocol Committee for the preparation and implementation of emergency case management procedures (if there is an infection or investigation of 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.
MySejahtera App	<ul style="list-style-type: none"> • Employees, and customers need to download and register with the MySejahtera application on their respective mobile phones for close contact tracing. • Premise owners are required to register and download the MySejahtera application for use by customers entering the premises • Ensure customers go through the process of recording attendance manually or via MySejahtera application.

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