



SECTOR

MANUFACTURING

Operating Hours

Up to 24 hours

Customer Service Hours

9am-6pm

Capacity

100 %

Scope

All manufacturing activities

Prohibited Activities

Please refer to the prohibited list

Standing Instruction

Activities & Protocols

Action

Disease control & prevention protocols

Health screening

Health reports (on the premises and workers' camp/ hostel provided by the company)

Sanitization & disinfection of premises

Brief Explanation

- Employers must provide workplace protocols that include monitoring of the disease and prevention of infection transmission in accordance with the standards set by the Ministry of Health Malaysia.
- Provide a body temperature scanner or thermal scanner
- Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily.
- Screening should be done daily at the factory / premises entrance.
- Report to the nearest Health Office in the event of a large number of absentee workers (over 5% of employees) due to fever or symptoms of Covid-19 infection.
- Employees who have a body temperature of 37.5 ° Celsius and above or shown any symptoms should be referred to the nearby Health Clinic.
- Such employees are not allowed into the company's premises
- Sanitization and cleaning process should be carried out three (3) times a day especially in common spaces such as:
 - ❖ lobbies, elevators, cafeterias, meeting rooms, prayer rooms, bus / transport facilities, indoor recreation centres, toilets and garbage areas.
 - The companies must carry out the disinfection/sanitization process at the factory / premises each time before the shift or operation begins.
 - The companies must provide hand sanitizer at the entrance, all common areas and other places within the factory/ premises.



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Action

Social distancing and workers' health safety procedures

Ethics in the common area of the Premises

Transportation of workers

Employee accommodation (if provided by employer)

Brief Explanation

- The use of face masks by every employee in the common area is mandatory.
- Companies are to ensure best practices of social distancing (1 meter markings on floors, desks and chairs) in areas such as production floor, cafeteria / canteen, meeting room, prayer room, multipurpose hall etc.
- Prayer rooms should be regulated by social distancing at all times.
- Dining in the canteens / cafeterias inside the premise are allowed with social distancing.
- Dining times should be carried out in stages.
- Company vehicles for transportation of employees must undergo the disinfection and sanitization process each time they are used.
- To ensure social distancing in the transport vehicles provided by the company.
- Employees are encouraged to do self sanitization of their vehicles in accordance with the appropriate procedures.
- Social distancing should be practiced in dormitories, toilets, bathrooms, prayer rooms, dining rooms and etc.
- The disinfection and sanitization process should be done on a daily basis by the company.



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Action

Emergency Response

Brief Explanation

- Companies need to establish an Emergency Response Protocol Committee for the preparation and implementation of procedures for managing emergency cases (Covid-19 infection or infection investigations).
- Companies are responsible for the full cost of the screening, if deemed necessary.
- The cost of sanitization and disinfection should be borne by the company concerned.



SECTOR

MANAGERIAL AND PROFESSIONAL SERVICES

Operating Hours

Up to 24 hours

Customer Service Hours

9am-6pm

Capacity

100 %

Scope

All managerial and professional services which are part of the economic chain

Prohibited Activities

Please refer to the prohibited list

Standing Instruction

Activities & Protocols

Action

Disease control & prevention protocols

Health screening

Health reports (on the premises and workers' camp/ hostel provided by the company)

Sanitization & disinfection of premises

Brief Explanation

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- Provide a body temperature scanner or thermal scanner
- Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily.
- Screening should be done daily at the factory / premises entrance.
- Report to the nearest Health Office in the event of a large number of absentee workers (over 5% of employees) due to fever or symptoms of Covid-19 infection.
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 - The companies must carry out the disinfection/sanitization process at the factory / premises each time before the shift or operation begins.
 - The companies must provide hand sanitizer at the entrance, all common areas and other places within the factory/ premises.



SECTOR

MANAGERIAL AND PROFESSIONAL SERVICES

Operating Hours

Up to 24 hours

Customer Service Hours

9am-6pm

Capacity

100 %

Scope

All managerial and professional services which are part of the economic chain

Prohibited Activities

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Standing Instruction

Activities & Protocols

Action

Social distancing and workers' health safety procedures

Ethics in the common area of the Premises

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- The disinfection and sanitization process should be done on a daily basis by the company.



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MANAGERIAL AND PROFESSIONAL SERVICES

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Action

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SECTOR

SERVICES

Operating Hours	9am-6pm and when there is emergency	Customer Service Hours	9am-6pm and when there is emergency	Capacity	100 %
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Scope

Repair & maintenance services.

Prohibited Activities

Please refer to the prohibited list

Standing Instruction

Activities & Protocols

<u>Action</u>	<u>Brief Explanation</u>
Disease control & prevention protocols	<ul style="list-style-type: none"> Employers must provide workplace protocols that include monitoring of the disease and prevention of infection transmission in accordance with the standards set by the Ministry of Health Malaysia.
Health screening	<ul style="list-style-type: none"> Provide a body temperature scanner or thermal scanner Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily. Screening should be done daily at the factory / premises entrance.
Health reports (on the premises and workers' camp/ hostel provided by the company)	<ul style="list-style-type: none"> Report to the nearest Health Office in the event of a large number of absentee workers (over 5% of employees) due to fever or symptoms of Covid-19 infection. Employees who have a body temperature of 37.5 ° Celsius and above or shown any symptoms should be referred to the nearby Health Clinic. Such employees are not allowed into the company's premises
Sanitization & disinfection of premises	<ul style="list-style-type: none"> Sanitization and cleaning process should be carried out three (3) times a day especially in common spaces such as: <ul style="list-style-type: none"> ❖ lobbies, elevators, cafeterias, meeting rooms, prayer rooms, bus / transport facilities, indoor recreation centres, toilets and garbage areas. ▪ The companies must carry out the disinfection/sanitization process at the factory / premises each time before the shift or operation begins. ▪ The companies must provide hand sanitizer at the entrance, all common areas and other places within the factory/ premises.



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SERVICES

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Scope

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SERVICES

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