



SECTOR

FOREST MANAGEMENT

Working Hours Allowed

24 hours

Operating Hours

8am-5pm

Capacity

100 %

Comprise of:-

1. Forest Revenue (Logging)
2. Timber Industry (Timber-based industry)
3. Forest Plantation
4. 11th MP Project (RP4 Year 2020)
5. Forest enforcement and surveillance

Prohibited activities

- Please refer to the matter that is listed in the list of prohibited activities

Fixed Instructions

1. Subject to the rules of the local authority
2. Directions and procedures from the Ministry of Health Malaysia and the National Security Council (MKN)

Activity & Protocol

Action

Action no. 1
Ethics in public in industrial premises and operation sites

Action no. 2
Transportation for employees

Brief Descriptions

- On-premises prayer facilities should be regulated by the practice of social distance.
- Canteen / kitchen accommodation operations are only allowed for food & beverage preparation.
- Mealtime should be carried out by stages and taking turns
- Transportation provided for employees by the company must undergo disinfection and disinfection process every time after used.
- Social distance (alternate arrangement) while in the transportation.
- Private transportation is encouraged to be disinfected by employees.



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Activity & Protocol

Action

Action no. 3
Employees' accommodation (if provided by employer)

Action no. 4
Emergency Response (especially for the timber-based industry)

Brief Descriptions

- Social distancing should be carried out in bedrooms, toilets, bathrooms, prayer facilities, dining rooms and others.
- The disinfection process needs to be done twice daily

- The Company must establish an Emergency Response Protocol Committee for the preparation and implementation of procedures for managing emergency cases (Covid-19 infection or infection investigations).
- The Company is responsible for the full cost of the screening, if deemed necessary.
- The cost of cleaning and disinfecting the premises must be borne by the company.



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Activity & Protocol

Action

Action no. 5
Use of hand sanitizer and face mask

Action no. 6
Take and record of employees' body temperature

Action no. 7
Distance between employees and customers

Action no. 8
Awareness activities towards prevention of COVID-19

Brief Descriptions

- Use of hand sanitizer and face mask is compulsory.
- Provides hand washing area with soap.
- Take and record daily body temperature of employees at each start of shift.
- At least one (1) meter distance between employees and customers.
- The company is obligated to provide information on the COVID-19 Outbreak and its containment procedures to all employees.



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Activity & Protocol

Action

Brief Descriptions

Action no. 9
Movement control into industrial premises

- Registration at the entrance of the industrial premises is mandatory.

Action no. 10
Service application (application for extension of license period)

- Application can be made through online or fax.

Action no. 11
Emergency Response

- Prepare / update Emergency Response Plan to handle COVID-19 cases at the company's premises.



SECTOR:

RESEARCH AND FOREST DEVELOPMENT

Working Hours Allowed

8.00 am –5.00 pm

Operating Hours

9.00 am –3.00 pm

Capacity

100 %

Consists of The Following Services

1. Research, development and consultation services
2. Exam and Certification services
3. Sales of material services
4. Processing and products manufacturing services

Prohibited Activities

- Please refer to the items listed in the list of prohibited activities

Fixed Instructions

- Subject to the Rules / Ordinance of the Local Authority

Protocols & Activities

Actions

Action no. 1
Social distancing

Action no. 2
The use of face masks and hand sanitizer

Action no. 3
Health screening

Action no. 4
Movement control

Action no. 5
Awareness on COVID-19

Brief Descriptions

- Ensure social distancing of 1 meter when dealing with all type of services.
- Requires the use of face mask and hand sanitizer to employees / workers
- Provide equipment for daily body temperature checking and screening for all workers / employees at the main entrance of the premises.
- Acquire customer's information at the main entrance of Industrial Forest Research Centre (IFRC), 12th Mile, Forest Research Centre (FRC), 6th Mile and Timber Research Centre (TRC), 7th Mile
- Promotes and strengthen the importance of healthcare, hygiene and safety among civil service and customers.



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Protocols & Activities

Actions

Actions no. 6
Disinfections and decontamination of premises

Actions no. 7
Delivery mechanism for samples and products.

Brief Descriptions

- Disinfectant and cleaning must be done everyday (daily) especially in common spaces such as lobby, lift, cafeteria, meeting room, mosque and toilets.
- Hand sanitizer must be provided in the main entrance, common area and other places within the premises.
- Provides hand washing area with soap.

- Set specific appointments for delivery of sample / product.
- Ensure 1 meter of social distancing being followed while dealing in business.



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Protocols & Activities

Actions

Action no. 8

Ethics in the public domain within the premises

Action no. 9

Emergency response

Brief Descriptions

- Prayers / worship facilities within the premises must be obliged to social distancing procedure.
- Mealtime must be implemented gradually.

- Prepare / update Emergency Response Plan to handle COVID-19 cases at the company premises.