



MANUFACTURING SECTOR (SELANGOR EMCO)

Updated on 7 July 2021

Unofficial
Translation



Encompasses

Manufacturing in the essential services sector.

Operational Hours:

Normal

Customer Service Hours:

Normal

Workforce Capacity:

60% capacity for the essentials sector

All activities are permitted except

- Please refer to the List of Prohibited Activities in the EMCO SOP.

Standing Orders

- Subsection 11(3) of Act 342.
- Subject to conditions issued by the NSC and MOH.
- Other orders issued from time to time by the Authorized Officer under Act 342.

ACTIVITY AND PROTOCOL

Measure	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 by referring to the guidelines in Annex 25: COVID-19: MANAGEMENT GUIDELINES FOR WORKPLACES Ministry of Health Malaysia: http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm
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 degree Celsius and showing symptoms such as sore throat, coughing, running nose, breathing difficulty 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.



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ACTIVITY AND PROTOCOL

Measure	Brief Description
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 every employee 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, surau, multipurpose halls and other related spaces.



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ACTIVITY AND PROTOCOL

Measure	Brief Description
Ethics 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. • Meal breaks should be implemented in stages depending on the suitability set by the company. • The canteen / cafeteria is allowed to operate on the premises with strict physical distancing practice.
Employee transportation	<ul style="list-style-type: none"> • 50% of the company vehicle capacity with MANDATORY use of face masks and physical distancing. • 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.

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ACTIVITY AND PROTOCOL

Measure	Brief Description
Emergency Response (Emergency Response Team - ERT)	<ul style="list-style-type: none"> • Companies need to establish a COVID-19 Emergency Response Team (ERT) for the preparation and implementation of emergency case management procedures (if there is an infection or investigation of a COVID-19 infection). The ERT can be appointed from the company's Occupational Health and Safety Committee (JKKP) and is responsible for: <ul style="list-style-type: none"> ✓ Ensuring compliance with SOPs issued by the NSC; and ✓ Coordinating COVID-19 prevention measures in the workplace. • It is COMPULSORY for every employee to be SCREENED WITH RTK SWAB TESTS TWICE A WEEK and only employees who are confirmed negative are allowed to work. The company is fully responsible for the health screen cost. • The cost for cleaning and disinfection of the premises upon the finding of a positive case must be borne by the company. • This implementation must be done in accordance with the Rules under Act 342 of the Ministry of Health of Malaysia.



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ACTIVITY AND PROTOCOL

Measure	Brief Description
Worker Monitoring by the ERT	<ul style="list-style-type: none"> • Regulate hostels and centralized worker quarters, the movement of workers from residences and workplace. • Responsible for implementing awareness programs - Plantwide Employee Communication. • It is recommended that companies provide a digital approach such as wearable devices / dongles that are equipped with a real time contact tracing system for employee monitoring. *The digital system can use the MySejahtera system or other suitable systems. All data must be shared with MOH if necessary. • Perform daily monitoring of employees (temperature and symptoms) according to SOP. • Avoid the 3Cs (confined, crowded and close). • Ensure the practice of the 3Ws (wash hands, wear masks and warn others to adhere to SOP) • Conduct daily audits of COVID-19 SOP compliance. • Establish a whistle blower system among employees to identify SOP non-compliance.

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Real Time contact tracing = A system or device that can record / collect information about employees, locations and places that they visit including individuals who they came into contact within a specified time period for tracking purposes, based on GPS tracking information including gender and nationality of the user.



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ACTIVITY AND PROTOCOL

Measure	Brief Description
COVID-19 Positive Case Management	<ul style="list-style-type: none"> • Employers MUST provide information of a positive employee and close contacts to the nearest District Health Office (PKD) in accordance with Section 11 (1) of Act 342. The positive employee must also inform PKD personally using the MySejahtera application. • The employer must appoint an officer in the ERT Team to manage all quarantine related matters for the employee and to identify the patient's close contacts. The officer must be appointed from a managerial level or above and report daily on the monitoring status. • All positive employees must wear a wristband from PKD or a private hospital / clinic recognized by the MOH. • While waiting for action from the PKD, the employer MUST direct all employees who are found positive to carry out quarantine in a special placement (employee dormitory / employee placement center / hotel subject to discussion and confirmation with the PKD) under the responsibility of the employer and provide identification to the employee. The placement must be strictly controlled and no entry and exit are allowed from the special placement except with permission of the PKD. Employers have to bear all costs and provide adequate food and other basic necessities.

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ACTIVITY AND PROTOCOL

Measure	Brief Description
COVID-19 Positive Case Management	<ul style="list-style-type: none"> • Every employee needs to declare their health status on a daily basis through the MySejahtera application. • Positive workers in special placements with severe symptoms must be referred to the nearest Clinic / Government Hospital / Private Hospital (recognized by MOH). • Positive employees who have been discharged can return to work after 10 days without undergoing a second screening test

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ACTIVITY AND PROTOCOL

Measure	Brief Description
<p>Management of close contact cases of local and foreign Workers</p> <p>Definition of a Close contact is an individual who was in direct contact with a positive case in the last 14 days either;</p> <ul style="list-style-type: none"> • Face to face with a COVID-19 patient at a distance of less than one meter; or • Individuals living in the same home with a confirmed COVID-19 case; or • Physical contact with a COVID-19 patient 	<ul style="list-style-type: none"> • ERT Team Officers MUST identify close contacts of positive cases immediately and inform PKD. The use of smart systems (real time contact tracing) is recommended to speed up the contact tracing process. • Employers MUST arrange for COVID-19 tests for close contacts of employees with symptoms at Hospitals / Private Clinics recognized by the MOH. • All close contacts must be outfitted with a wristband by the PKD or a private clinic recognized by the MOH. Employers MUST direct the close contact to undergo quarantine: <ol style="list-style-type: none"> In special placements (employee dormitories / employee placement centers / hotels subject to discussion and confirmation with the PKD) under the responsibility of the employer; or at the employee's residence.

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ACTIVITY AND PROTOCOL

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Brief Description

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Definition of a Close contact is an individual who was in direct contact with a positive case in the last 14 days either;

- Face to face with a COVID-19 patient at a distance of less than one meter; or
- Individuals living in the same home with a confirmed COVID-19 case; or
- Physical contact with a COVID-19 patient

- Special placements must be strictly controlled and no entry and exit is allowed from each room. Employers have to bear all the costs and provide adequate food and other basic necessities to each room.

- Employers need to provide identification to the close contacts if the PKD or private clinic does not issue them wristbands.

- Employees who are self-quarantined at their residence are not allowed to leave their residence until approved by the PKD. If the PKD does not inform the employer after 10 days close contacts of the local workers undergoing self-quarantine, they can return to work after that without undergoing a second screening test.

- Every employee needs to declare their health status on a daily basis through the MySejahtera application.

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ACTIVITY AND PROTOCOL

Measure	Brief Description
MySejahtera application	<ul style="list-style-type: none"> • Employees, and customers need to download and register the MySejahtera application on their respective mobile phones • Premises owners are required to register and download the MySejahtera application for use by visitors, customers and employees entering the premises. It is mandatory for all workers and visitors to scan the MySejahtera application before entering the premises. • A worker or visitor with a <u>high risk</u> (<u>berisiko tinggi</u>) status on the MySejahtera app is not allowed to enter the premises.
Compliance and Enforcement	<ul style="list-style-type: none"> • MITI / KKM / PDRM / KKM / JTK / PBT / JKPP / RELA or any officer authorized under Act 342 may make compliance and enforcement checks at any time. • Based on the authority given, MITI, PDRM and MOH can order the immediate closure of the premises for 7 days if there is a violation of the conditions of their permission to operate (wearing face masks, employee numbers, physical distancing, personal protective equipment, body temperature screening and so on). • Employers must always make awareness announcements on health and personal hygiene to prevent COVID-19 infections. • Any person who violates any provision of the Orders and commits an offense can, upon conviction, be liable to a fine and punishment as set out under Act 342 (Prevention and Control of Infectious Diseases Act 1988)

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



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ACTIVITY AND PROTOCOL

Measure	Brief Description
List of permitted activities in EMCO areas in Selangor	<p>LIST OF MAIN FOOD AND BEVERAGE PRODUCTION</p> <ul style="list-style-type: none"> • Sugar, cooking oil, Flour, Rice, Bread, Dairy products, Grains, Milk powder, Cookies, Sardines, Instant noodles, Condensed and evaporated milk, Salt, <i>Bihun</i> and noodles, Soy sauce, Sauces, Spices, Baby food, Frozen food (chicken, beef, mutton, seafood, vegetables) as well as Pet food <p>LIST OF BEVERAGE PRODUCTION</p> <ul style="list-style-type: none"> • Mineral water, Chocolate malt, Coffee / tea, Fresh milk <p>LIST OF HYGIENE, HEALTH AND PERSONAL CARE PRODUCTION</p> <ul style="list-style-type: none"> • Baby diapers, adult diapers, medicine, hand sanitizers and face masks <p>AEROSPACE LIST</p> <ul style="list-style-type: none"> • Components and Maintenance, Repairs and Overhaul (MRO) <p>MACHINERY AND EQUIPMENT LIST</p> <ul style="list-style-type: none"> • Only in relation to the production of health and food products <p>ELECTRICAL AND ELECTRONICS PRODUCTION LIST</p> <ul style="list-style-type: none"> • Including the supply chain <p>*Limited to the relevant supply chain related to packaging, labelling and transportation</p>

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DISCLAIMER: This unofficial translation is based on the original document which is written in the Malay language. Should there be any inconsistency or difference between this translation and the original document, kindly note that the original document is the governing and prevailing version.