



NATIONAL RECOVERY PLAN– PHASE 2 MANUFACTURING SECTOR

Encompasses
<ul style="list-style-type: none"> Manufacturing in the essential economic sector.
Activities that are Prohibited
<ul style="list-style-type: none"> Please refer to the List of Prohibited Activities in the general NRP SOP Operations in EMCO areas.
Standing Orders
<ul style="list-style-type: none"> Regulation 16 P.U. (A) 293/2021. Act 342. Emergency Ordinance (Prevention and Control of Infectious Diseases) (Amendment) 2021. Subject to regulations in the General SOP of the NSC for Phase 2 of the NRP Subject to orders and rules under the Local Authorities.

Operational Hours:	24 hours	Customer Service Hours:	Normal	Workforce Capacity:	<ul style="list-style-type: none"> Refer to table on Page <u>12</u>
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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 <p>Ministry of Health Malaysia: http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm.</p>
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 and/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.
Penjarakan fizikal dan tatacara keselamatan kesihatan pekerja	<ul style="list-style-type: none"> The use of a face mask in public areas by every employee is compulsory. 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
<p>Ethics in common spaces on the premises.</p>	<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. Only individually packed food is allowed.
<p>Employee transportation</p>	<ul style="list-style-type: none"> Company vehicle capacity is listed in page 12 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
Worker Housing (if provided by the employer)	<ul style="list-style-type: none"> Compliance with the procedures under the Workers Minimum Standards of Housing and Amenities Act (Amendment) 2019 (Act 446), including ensuring that worker housing fulfils the minimum standards under the Act as well as preventive measures to curb the transmission of infectious diseases. Physical distancing must be practised in sleeping areas, designated smoking areas, toilets, bathrooms, prayer areas, dining areas and others. A disinfection process must be carried out daily according to a time set by the employer. Placement of security guards with CCTV installed for isolation control. For employees living in worker housing provided by the employer, entering and exiting the housing area is <u>not allowed EXCEPT for the purposes of work and emergencies only.</u>



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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. <u>It is MANDATORY TO UNDERGO A RTK-ANTIGEN SWAB TEST ONCE, EVERY TWO WEEKS for each employee and only employees with a negative result is allowed to work. The company is fully responsible to bear the cost of testing.</u> <u>The employer must identify and prepare a private COVID-19 Quarantine and Low Risk Treatment Centre (PKRC) for isolation of category 1 and 2 employees who does not reside in their own homes. Employers are also mandated to involve private healthcare practitioners to monitor the cases at the PKRC identified by the company.</u> 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 also mean the use of 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.

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 report the details of any employee who is tested positive and their close contact to the nearby District Health Office (PKD) in accordance to Section 11 (1) Akta 342. Employees tested positive must also inform the PKD 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 be given a Surveillance and Observation Order (separation/isolation) and wear a surveillance wristband from an authorized officer at the PKD or private clinics. While waiting for action from the PKD, the employer MUST direct all employees who are found positive to be isolated in a special placement (employee dormitory / employee placement center / hotel / company COVID-19 Quarantine and Low-Risk Treatment Centre (PKRC) after being informed by 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. The employer must bear all costs including laboratory tests for COVID-19 tracing and to provide adequate food and drink as well as 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 (categories 3, 4 or 5) must be referred to the nearest PKRC / Government Hospital / Private Hospital (recognized by MOH) for further examination and treatment. Positive employees who have been discharged can return to work after 10 days from the date of the positive COVID-19 test or the date determined by MOH 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 given a Surveillance and Observation Order (quarantine) and wear a surveillance wristband by the PKD or a private clinic recognized by MOH. Employers MUST direct the close contact to undergo quarantine. <ol style="list-style-type: none"> i. In special placements (employee dormitories / employee placement centers / hotels after being informed by the PKD) under the responsibility of the employer; or ii. at the employee's residence.



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ACTIVITY AND PROTOCOL

Measure	Brief Description
Briefings to security guards and staff on the COVID-19 virus and preventive measures	<ul style="list-style-type: none"> Companies must give appropriate and continuous briefings to relevant employees on COVID-19 and the preventive measures that must be followed. The Communications Officer responsible for worker accommodation affairs and affairs relating to self-quarantine for confirmed-positive workers and their close contacts must also be given briefings on the self-quarantine procedure.
Closure of premises	<ul style="list-style-type: none"> If there is a positive case, the premise area exposed to the positive case will be closed by the PKD to carry out disinfection to the identified area. Duration of the closure is between 1 to 7 days based on the PKD's assessment. After disinfection is completed, the employer must inform the PKD for examination and re-opening of the premises.
Re-opening of the premises	<ul style="list-style-type: none"> A premise area can be allowed to operate again after the contact tracing process is conducted, disinfection of the premises is complete, positive workers and close contacts are isolated and a risk assessment by the PKD if relevant. The PKD must be kept informed regarding the re-opening of the premises.



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Updated on 16 August 2021

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ACTIVITY AND PROTOCOL

Measure	Brief Description		
Workforce Capacity According to NRP Phases	NRP	Workforce capacity for companies allowed to operate	On Standby
	Phase 1	60% of Employees	10% Employees
	Phase 2	80% of Employees	
	Phase 3	80% of Employees	
	Phase 4	100% of Employees	
Employee Transportation Capacity According to NRP Phases	NRP	Vehicle capacity for transport prepared by companies	
	Phase 1	50% Capacity	
	Phase 2	50% Capacity	
	Phase 3	100% Capacity	
	Phase 4	100% Capacity	
Ventilation and Air Quality of Premise	<ul style="list-style-type: none"> Company has to ensure the premise and the employees' accommodation are well ventilated according to the Indoor Air Quality and Ventilation Guidelines prepared by the Department of Occupational Safety and Health (DOSH) . 		



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Standing Orders

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Operational Hours:

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Customer Service Hours:

Normal

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- [Refer to table on Page 12](#)

ACTIVITY AND PROTOCOL

Measure	Brief Description								
Manufacturing Activities Allowed According to the Fully Vaccinated Rates for Each Company	<ul style="list-style-type: none"> • Companies that have achieved the following vaccination rates are allowed to operate in all phases of NRP (although not listed in the list of activities on page 15) following the capacity set out below: <table border="1"> <thead> <tr> <th>Fully Vaccinated Rate (2 doses)</th> <th>Operating Capacity in all Phases of NRP</th> </tr> </thead> <tbody> <tr> <td>40% of registered employees</td> <td>60%</td> </tr> <tr> <td>60% of registered employees</td> <td>80%</td> </tr> <tr> <td>80% of registered employees</td> <td>100%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • For companies that has not achieved the minimum 40% fully vaccinated rate, the company has to abide by the regulations enforced under the NRP's effective SOPs. • Enforcement will be conducted randomly to ensure that the information given is genuine and actions will be taken according to the rules and regulations, including immediate closure of the premise if employees vaccination details are forged. • All companies under the manufacturing sector must still abide by other existing SOPs (physical distancing, case management, general health protocols and other elements) that is stated in the NSC's General SOP and SOP Specific to the manufacturing sector that is gazetted even if the company has achieved a high vaccination rate. 	Fully Vaccinated Rate (2 doses)	Operating Capacity in all Phases of NRP	40% of registered employees	60%	60% of registered employees	80%	80% of registered employees	100%
Fully Vaccinated Rate (2 doses)	Operating Capacity in all Phases of NRP								
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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 high risk status on the MySejahtera app is not allowed to enter the premises. For companies listed 3 times in HIDE, the company will be immediately closed for 7 days. A reminder will be issued by MITI for every company listed in HIDE for the first and second occurrence.
Compliance and Enforcement	<ul style="list-style-type: none"> MITI / KKM / PDRM / KKM / JTK / PBT / JKPP / RELA / APM or any officer authorized under Act 342 may make compliance and enforcement checks at any time. Based on the authority given, immediate closure of the premises for 7 days can be ordered 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)

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ACTIVITY AND PROTOCOL

Measure	Brief Description			
List of Manufacturing Activities Allowed according to Phases in the NRP	Phase 1	Phase 2	Phase 3	Phase 4
	<p>MCO 3.0 LIST OF ESSENTIAL SERVICE (POSITIVE LIST)</p> <ol style="list-style-type: none"> Aerospace Food and Drinks Packaging and Printing for Food Industry Personal Hygiene Health and Medical Items Personal Protective Equipment (PPE) and Fire fighting Equipments Medical devices Electrical and Electronics Oil & Gas including Petrochemical, and Petrochemical products Machinery and equipments Textile (Only for PPE) Oil and Lubricant 	<p>MCO 3.0 LIST OF ESSENTIAL SERVICE (POSITIVE LIST) Addition to list on Phase 1</p> <ol style="list-style-type: none"> Automotive (vehicles and components) Ceramic Cement Rubber Iron and steel Furniture for export 	<p>ACTIVITIES ALLOWED</p> <p>All sub-sectors of the manufacturing sector is allowed to operate.</p>	<p>ACTIVITIES ALLOWED</p> <p>All sector activities are allowed to operate.</p>

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

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.