



NATIONAL RECOVERY PLAN – PHASE 3 SOP MANUFACTURING SECTOR

Encompasses
<ul style="list-style-type: none"> Manufacturing in the essential services sector.
Prohibited Activities
<ul style="list-style-type: none"> Please refer to the List of Prohibited Activities in the NRP General 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) 2021 Subject to orders in the NRP Phase 1 MKN General SOPs. Subject to the local authority orders currently in effect.

Operational Hours:	24 hours	Customer Service Hours:	Normal	Workforce Capacity:	• Refer to table on page 12
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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 by referring to the Ministry of Health guidelines in Annex 25: COVID-19: MANAGEMENT GUIDELINES FOR WORKPLACES: 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 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

Activity	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	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. The provision of food is only by packaging. 				
Employee transportation	<ul style="list-style-type: none"> Capacity for company vehicles are in accordance with the schedule on page 12 with MANDATORY wearing 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	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 <u>is not allowed EXCEPT for the purposes of work and emergencies only.</u>



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Activity	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. SCREENING WITH SWAB RTK TESTS ONCE EVERY 2 WEEKS IS MANDATORY for every employee and only those confirmed negative are allowed to work. The company is fully responsible in bearing the screening cost. It is mandatory for employers to provide a private COVID-19 Quarantine and Low-Risk Treatment Centre (PKRC) to isolate positive category 1 and 2 cases for employees who do not reside in their own homes. It is also mandatory for employers to involve private healthcare practitioners to monitor cases in the company-identified private PKRC. 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 Orders under Act 342 of the Ministry of Health of Malaysia.



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Activity	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.

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	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	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 (or other duration as announced by MOH) without undergoing a second screening test.



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ACTIVITY AND PROTOCOL

Activity	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 wristband by the PKD or private clinic recognized by 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 after being informed by the PKD) under the responsibility of the employer; or At the employee's residence.



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Activity	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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ACTIVITY AND PROTOCOL

Activity	Brief Description		
Workforce Capacity Schedule 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 Vehicle Capacity Schedule 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

Premise Ventilation

- The company must ensure good Ventilation and Ventilation System on the premises and worker accommodation based on the ventilation and indoor air quality guidelines issued by the Department of Occupational Safety and Health (DOSH).



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Activity	Brief Description								
Permitted Manufacturing Activities according to the full vaccination rate (2 doses) of every company	<ul style="list-style-type: none"> Companies which have achieved the following vaccination rate are allowed to operate during all NRP phases (even if they are not listed under the list of activities on page 15) in accordance with the following prescribed capacities: <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"> Companies which have not yet achieved a minimum vaccination rate of 40% have to comply with the conditions set in the effective NRP SOP. Random enforcement measures will be conducted to ensure validity of the information produced and legal action including closure measures will be immediately implemented if false workforce vaccination information is found. All companies under the manufacturing sector must comply with current SOPs (elements of social distancing, case management, health protocols and other elements) as stated in the gazetted MKN General SOP and Manufacturing SOP even if a high vaccination status is achieved. 	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%
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Activity	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 (berisiko tinggi)</u> status on the MySejahtera app is not allowed to enter the premises. For companies listed 3 times within 7 days in HIDE, the company will be immediately closed for 3 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	Brief Description			
List of permitted Manufacturing Activities in accordance with NRP Phases	Phase 1	Phase 2	Phase 3	Phase 4
	MCO 3.0 LIST OF ESSENTIAL SERVICE (POSITIVE LIST) 1. Aerospace 2. Food and Drinks 3. Packaging and Printing for Food Industry 4. Personal Hygiene 5. Health and Medical Items 6. Personal Protective Equipment (PPE) and Fire fighting Equipments 7. Medical devices 8. Electrical and Electronics 9. Oil & Gas including Petrochemical, and Petrochemical products 10. Machinery and equipments 11. Textile (Only for PPE) 12. Oil and Lubricant	MCO 3.0 LIST OF ESSENTIAL SERVICE (POSITIVE LIST) Addition to list on Phase 1 1. Automotive (vehicles and components) 2. Ceramic 3. Cement 4. Rubber 5. Iron and steel 6. Furniture for export	ACTIVITIES ALLOWED All sub-sectors of the manufacturing sector is allowed to operate.	ACTIVITIES ALLOWED All sector activities are allowed to operate.

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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.