

Covering

- Manufacturing and production in essential economy sector.

Non-Allowed Activities

- Please refer to List of Prohibited Activities in EMCO SOP.
- Operation at EMCO areas.

Fixed Orders

- Section 16 P.U. (A) 293/2021
- Act 342.
- Subject to rules in MOH general SOP regarding NRP Phase 1.
- Subject to rules from local governing authorities.

Operation Hours

24 hours

Customers Attendance Hours:

Normal

Workers Capacity:

- Refer to Schedule at page 12

ACTIVITIES DAN PROTOCOLS



UNOFFICIAL TRANSLATION BY EUROCHAM MALAYSIA

Actions	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 screenings 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. • Any 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 • Any 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 reported to the Company Panel Clinic or nearest Public Health Clinic.

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Actions	Brief Description
<p>Cleaning and disinfection of premises</p>	<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 room 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.
<p>Physical Distancing and Employee Health Safety Procedures</p>	<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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Actions	Brief Description
Ethics in common areas on the premises.	<ul style="list-style-type: none"> Suraus and places of worship on the premises need to be controlled with the practice of physical distancing of 1 metre and the 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 for dine in with strict physical distancing practice. Only individually packed food is allowed.
Employee transportation	<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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Actions	Brief Description
<p>Worker Housing (if provided by the employer)</p>	<ul style="list-style-type: none"> • Compliance with the procedures under the Workers Minimum Standards of Housing and Amenities Act (Amendment) 2019 (Act 446), includes 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 practiced 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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Actions	Brief Description
<p>Emergency Response (Emergency Response Team - ERT)</p>	<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 (APPROVED BY MDA) ONCE (1), EVERY TWO (2) 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 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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Actions	Brief Description
<p>Worker Monitoring by the ERT</p>	<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 (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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Actions	Brief Description
<p>COVID-19 Positive Case Management</p>	<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 with Section 11 (1) Act 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 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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Actions	Brief Description
<p>COVID-19 Positive Case Management</p>	<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 PKRC Government Hospital Private Hospital (recognized by MOH) for further examination and treatment. • Positive employees who have been discharged can return to work after ten (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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Action	Brief Description
<p>Case management of close contact of local and foreign workers.</p> <p>Definition of a close contract is an individual who has been in direct contact with a positive case in the last 14 days either;</p> <ul style="list-style-type: none"> • Face to face with COVID-19 patients at a distance of less than one meter; or • Individuals living in the same household with a COVID-19 confirmed case; or • Contact (physical contact) with a COVID-19 case patient 	<ul style="list-style-type: none"> • ERT Team Officers MUST identify close contact to positive cases immediately and inform PKD. The use of a smart system (<i>real time contact tracing</i>) is recommended to speed up the tracking of close contacts. • Employers MUST manage the COVID-19 screening test for close contact of employees with symptoms in Private Hospitals / Clinics recognized by the MOH. • All close contacts must wear a wristband by PKD or a private clinic recognized by the MOH. The employer MUST direct the meeting 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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Action	Brief Description
<p>Close contact case management local and foreign workers.</p> <p>Definition of a close contact is an individual who has been in direct contact with a positive case in the last 14 days either;</p> <ul style="list-style-type: none"> • Face to face with COVID-19 patients at a distance of less than one meter; or • Individuals living in the same household with a COVID-19 confirmed case; or • Contact (physical contact) with a COVID-19 case patient 	<ul style="list-style-type: none"> • Special accommodations need to be strictly controlled and no entry and exit are allowed from each room. The employer must bear all costs and provide adequate food and other necessities to each room. • The employer must provide identification to the close contact if the surveillance bracelet is not worn by the PKD or private clinic. • Employees who are self-quarantined at the residence are not allowed to leave the residence until approval is given by the PKD. If PKD does not inform the employer after 10 days (or other period announced by the MOH) close contact of local workers undergoing self-quarantine, can return to work after that without undergoing a second screening test. The employer must ensure and confirm that all employees have completed self-quarantine for 10 days at their respective residences. • Every employee needs to be informed of their health status daily through the MySejahtera application.



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Action	Brief Description
Briefing to security guards and staff on COVID-19 disease and preventive measures.	<ul style="list-style-type: none"> • Companies need to provide appropriate briefings on an ongoing basis to employees regarding COVID-19 disease and the preventive measures that need to be followed. • The Liaison Officer who is responsible for employee accommodation matters as well as self-quarantine matters for employees who are confirmed positive and close contact of the employee should also be briefed on the self-quarantine procedure.
Closing of premises	<ul style="list-style-type: none"> • If there is a positive case, the premises space that is exposed to the positive case will be closed by PKD for the implementation of disinfection for the identified space. The closure period is between 1 to 7 days based on PKD assessment. • Once the disinfection is over, the employer must inform the PKD for inspection and reopening of the premises.
Reopening of the premises	<ul style="list-style-type: none"> • Premises space can be allowed to operate again after the close contact detection process is implemented, the premises are completely infected, positive employee isolation and close contact is done and risk assessment by PKD if relevant. PKD must be informed for the opening of the premises.



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Action

Brief Description

Capacity Table Employees According to NRP Phase

<u>NRP</u>	<u>The attendance capacity of the company allowed to operate</u>	<u>Standby</u>
PHASE 1	60% of employees	10% of employees
PHASE 2	80% of employees	-
PHASE 3	80% of employees	-
PHASE 4	100% of employees	-

Employee Vehicle Capacity Schedule by NRP Phase

<u>NRP</u>	<u>the capacity of employee vehicles provided by the company</u>
PHASE 1	50% capacity
PHASE 2	50% capacity
PHASE 3	100% capacity
PHASE 4	100% capacity

Premises Ventilation and Airing

- Companies need to ensure good Ventilation and Airing System in the premises as well as employee accommodation based on the guidelines for ventilation and indoor air quality issued by the Department of Occupational Safety and Health (DOSH).

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Action

Brief Description

Manufacturing and production activities allowed according to the completed vaccination rate (2 doses) for each company

- 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:

Complete Vaccination Rate (2 doses of vaccine)	Operating Capacity in All Phases of NRP
40% - 59% of the number of registered workers	60%
60% - 79% of the number of registered workers	80%
80% - 100% of the number of registered workers	100%

- For companies that have not yet reached the minimum vaccination rate of 40%, the company must comply with the conditions set out in the NRP SOP in force.
- Random enforcement action will be taken to ensure the authenticity of the information submitted and legal action including closure action will be implemented immediately if it is found that there is falsification of employee vaccination information)
- All companies under the manufacturing sector still have to comply with the existing SOPs (social spacing elements, case management, health protocols and other elements) stated in the NSC General SOP and the gazetted Manufacturing & Manufacturing Specific SOP even though vaccination status has reached a high level.

* for the purpose of calculating the vaccination rate of employees, employees who have been vaccinated a total of two (2) doses of vaccine are eligible to be included in the count.

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MySejahtera application	<ul style="list-style-type: none"> • Employees, and customers are required to download and register the MySejahtera application into their respective mobile phones • Premises owners are required to register and download the MySejahtera application for use by visitors, customers and employees who enter the premises. All employees and visitors are required to scan the MySejahtera application before entering the premises. • Employees or visitors with high risk status on the MySejahtera application not allowed to enter the premises. • For companies listed in the HIDE list 3 times in 7 days, the company will be closed immediately for 3 days. A reminder will be issued by MITI, for each company listed on the HIDE list for the first and second time.
Compliance and enforcement	<ul style="list-style-type: none"> • MITI / KKM / PDRM / JTK / PBT / JKKP / RELA / APM or any officer authorized under Act 342 and may conduct compliance and enforcement inspections at any time. • Based on the authority given can order the closure of the premises for up to 7 days immediately if there is a violation of the conditions of the operating permit (wearing face masks, number of employees, physical imprisonment, personal protective equipment, body temperature screening and so on). • Employers should always conduct healthcare awareness and personal hygiene to prevent COVID-19 infection. • A person who contravenes any provision of the Regulations and commits an offense may, on conviction, be fined in accordance with the values and punishments prescribed under Act 342 (Prevention and Control of Infectious Diseases Act 1988)

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Action	Brief Description			
	Phase 1	Phase 2	Phase 3	Phase 4
Activity List of Manufacturing and Production permitted in NRP areas by Phases	<p>MCO 3.0: LIST OF ESSENTIAL SERVICES (POSITIVE LIST)</p> <ol style="list-style-type: none"> Aerospace Food and beverage Food packaging and printing Personal care Health and medical items Personal protective equipment and fire protection equipment Medical devices Electricity and electronic oil and gas including petrochemicals and petrochemical products machines and tools Textiles (PPE only) Fuels and lubricants 	<p>MCO 3.0: LIST OF ESSENTIAL SERVICES (POSITIVE LIST)</p> <p>Additional list to Essential Services in Phase 1</p> <ol style="list-style-type: none"> Automotive (vehicles and components) Ceramics Cement Rubber Iron and steel Furniture factory for the purpose of exportation 	<p>Activities that are allowed</p> <p>All manufacturing sub-sectors are allowed to operate</p>	<p>Activities that are allowed</p> <p>All sectors are allowed to operate</p>

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