



## **SOP For Covid-19 (Factory Worker)**

### **1. All the workers have undergone COVID-19 screening and they are free from the virus Screening Before Getting Back to Work**

#### Temperature Measure and Symptoms Screening

Perform the temperature measuring and workers screening every day. The reading for each worker has to be recorded and keep for a period of at least 1 month for reference. *If the body temperate reading is 37.5 ° or more, or if there is any symptom, the worker is not allowed to enter the premise and the worker shall be referred to Company Panel Clinic or Health Centers nearby.*

### **2. Disinfection and Sanitization Process**

Factory must be disinfect two times per day.

### **3. Foreign Workers/Workers Just Back from Travel**

The foreign workers which do not reside in Malaysia are not allowed to work. Workers who just come back from foreign country are not allowed to work for 14 days from the date of arrival in Malaysia and has to undergo quarantine process throughout the period.

### **4. Movement of Workers**

- Contractor/company must make sure that the movement of the worker involved is only limited from home to the construction site/premise only.
- The transport vehicle prepared for the workers by the contractor/company is not allowed to cross the district/zone border and only allowed to transport the workers within the district or zone concerned only.
- **Disinfection and Sanitization Process**  
Contractor/company shall make sure the vehicle transporting the workers has undergo disinfection and sanitisation process every time before use.



## **SOP For Covid-19 (Foreign Worker Accommodation)**

### **Guideline for Centralized Labour Quarters (CLQ) and Construction Workers accommodation Operation during MCO Period**

Workers that are provided with accommodation at CLQ, must be monitored during MCO period. If the worker exhibits the symptoms of Covid-19 such as body temperature above 37.5° C, coughing, fever, sore throat or even difficulty in breathing, the following procedures must be followed by contractor/company.

#### **SAFETY AND HEALTH MANAGEMENT**

Workers living in CLQ are not allowed to leave CLQ without approval from warden. Workers' movement must be recorded and monitored closely. Visitors are not allowed to enter into CLQ area, except medical staff and other service provider that are approved by CLQ operator.

#### **REPORTING PROCEDURE**

CLQ Warden must refer any suspected Covid 19 case reported to him/her straight to the CLQ Management immediately. CLQ Operator must immediately report and take action to send the suspected person with Covid-19 to Klinik Kesihatan for further inspection and treatment.

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#### **SANITIZATION AND CLEANING WORKS**

- Clean all CLQ area and all facilities three (3) times a day by using Ethyl Alcohol that contains 70% alcohol.
- Disinfection operation must be organized and conducted by CLQ Operator.

#### **ISOLATION PROCEDURE**

- The mentioned worker must be isolated/quarantined in a special area in the said CLQ and must be monitored closely.
- If the employee/workers recovered after monitoring period prescribed by the doctor, that person can be returned to the CLQ.
- If the condition stays the same, that person must be sent for further checkup. Government Quarantine Station
- Isolation or Quarantine Area CLQ Operator can sought the advice from MOH or Klinik Kesihatan to quarantine employees/workers that have been identified to have close contact with Covid-19 patient. Suitable area must be identified by CLQ

Operator as temporary isolation or quarantine area that is set during covid-19 pandemic period.

#### **CONTACT TRACING**

Where there is a positive Covid-19 patient, CLQ Operator must immediately trace and identify all employees/workers that are known to be in contact directly/indirectly with that positive Covid-19 patient. CLQ Operator must record these close contacts and monitor them closely.

#### **REPORTING PROCEDURE**

CLQ (Centralized Labour Quarters) Warden must refer any suspected Covid 19 case reported to him/her straight to the CLQ management immediately. CLQ Operator must immediately report and take action to send the suspected person with Covid-19 to Klinik Kesihatan for further inspection and treatment.

- Clean all CLQ area and all facilities three (3) times a day by using Ethyl Alcohol that contains 70% alcohol.
- Disinfection operation must be organized and conducted by CLQ Operator.

#### **DISINFECTION WORKS**

- CLQ premise that has Covid-19 patient must be disinfected by CLQ Operator. CLQ Operator must maintain records to be inspected by authorities.