



MANUFACTURING AND PRODUCTION SECTOR (MCO)

Updated 31 May, 2021

Includes

- Manufacturing and production within essential sector..

Unauthorized Activities

- Please refer to the item listed in the List of Prohibited Activities
- Operations in the EMCO area.

Fixed Instructions

- Regulation 16 P.U. (A) 243/2021.
- Act 342.
- Emergency (Prevention and Control of Infectious Diseases) (Amendment) Ordinance 2021.
- Subject to the rules in the general SOP of the NSC on MCO, CMCO and RMCO.
- Subject to local authority regulations in force.

Operation Hours

Normal

Customer Attendance Hours:

Normal

Workers Capacity:

- 60% of total maximum registered workers capacity
- 10% capacity for standby operations

ACTIVITY AND PROTOCOL

Action	Simple Summary
Disease Prevention & Control	<ul style="list-style-type: none"> • Employers need to provide workplace protocols that cover screening of disease symptoms and prevention of infection transmission with reference to the guidelines of 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. • Perform daily screening to detect related symptoms of COVID-19 such as fever, cough, sore throat or shortness of breath. • Screening should be done daily at the entrance of the factory / premises. • Employees with temperatures above 37.5 ° C and showing symptoms such as sore throat, cough, flu, shortness of breath are not allowed on duty and to enter premise.
Health report (at premises and companies' provided employee accommodations)	<ul style="list-style-type: none"> • Report to the nearest Health Office in the event of a large number of employee absences (more than 5% of the total number of employees) due to fever or symptomatic. • Employees with a body temperature above 37.5 ° C or showing any symptoms of cough, sore throat or congestion breath should be referred to the Company Panel Clinic or nearby Health Clinic.



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ACTIVITY AND PROTOCOL

Action	Simple Summary
Cleanliness & Disinfection	<ul style="list-style-type: none"> • The process of cleaning and disinfection should be carried out three(3) times a day especially in common areas and often touched upnn such as:- lobby, elevator button, cafeteria, meeting room, prayer room, bus /employee transportation, indoor recreation centers, toilets and garbage dump / trash can, door knob and handles. • The company shall carry out cleaning and disinfection at the factory / premises each time before the shift or operation begins. • The company must provide hand sanitizer at the door entrance, all common areas and other places in the factory / premises.
Physical distancing and employee health safety procedures	<ul style="list-style-type: none"> • The wearing of face mask by each employee at public areas is mandatory. • Ensure guidelines for social best practices /physical distancing is provided at a 1 -meter distance mark at floors, tables and chairs and implemented specifically in:- areas such as production floor, cafeteria / canteen, meeting room, surau, multipurpose hall and others as applicable.



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ACTIVITY AND PROTOCOL

Action	Simple Summary
Ethics in public areas on the premises	<ul style="list-style-type: none"> • Surau facilities and places of worship in the premises are necessarily controlled by the practice of physical distancing of 1 meter and wearing of face masks. • Meal breaks should be implemented regularly in stages depending on the suitability as set by companies. • Canteens / cafeterias are allowed to operate inside premises with strict physical distancing practices.
Transportation of workers	<ul style="list-style-type: none"> • 50% of the company's vehicle capacity with REQUIREMENT of wearing of face masks and physical distancing. • Employees transport vehicles provided by the company need to undergo a disinfection process each time after use. • Private vehicles are encouraged to be self –disinfected by employees in accordance with appropriate procedures.



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Standing Orders

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- Act 342.
- Emergency Ordinance (Prevention and Control of Infectious Disease) (Revised) 2021.
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ACTIVITIES AND PROTOCOLS

Activities	Brief Description
Employees Accommodation (if provided by employers)	<ul style="list-style-type: none"> • Compliance with procedures under the Housing and Workers Amenities Minimum Standards Act (Amendment) 2019 (Act 446), including insuring the workers' housing fulfills minimum standards of the Act as well as preventative measures to curb the spread of infectious diseases. • Physical distancing must be maintained in sleeping areas, designated smoking areas, toilets, bathrooms, places of worship, dining rooms and others. • A disinfection process must be implemented every day according to the designated times that are set by the employers. • Security guards to be emplaced with installation of CCTV to control isolation.



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ACTIVITIES AND PROTOCOLS

Activities	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 spread). 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 NSC; and ✓ Coordinating COVID-19 prevention measures in the workplace. • The company is fully responsible for health screening costs, if deemed necessary. • The cost of cleaning and disinfection of the premises upon detecting 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 Malaysia.



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ACTIVITIES AND PROTOCOLS

Activities	Brief Description
Employee Monitoring by the ERT	<ul style="list-style-type: none"> Regulate hostels and centralised worker quarters, the movement of employees from the residences to the workplace. Responsible for implementing awareness programmes - <i>Plantwide Employee Communication</i>. It is recommended that the 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 utilise the MySejahtera system or other suitable systems. All data must be shared with MOH if needed. Execute daily employee monitoring (temperature and symptoms) accordance to the SOPs. Avoid the 3Cs (confine, crowded and close). Ensure the practice of the 3Ws (wash hands, wear mask and warn others to adhere to SOP). Conduct daily audits in compliance with the COVID-19 SOPs. Establish a whistle blower system amongst employees to ensure full compliance of the SOPs.

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



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ACTIVITY AND PROTOCOL

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



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ACTIVITY AND PROTOCOL

Action	Brief Description
COVID-19 Positive Case Management	<ul style="list-style-type: none"> • Every employee needs to be informed of their health status on a daily basis through the MySejahtera application. • For employees who are positive in special placements with severe symptoms, should be referred to the nearest Clinic / Government Hospital / Private Hospital (recognized by the MOH). • Employees who are discharged can return to work after 10 days without having to undergo a second screening test.

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ACTIVITY AND PROTOCOL

Action	Brief Description
<p>Case management of close contact of local and foreign workers.</p> <p>Definition of 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; • Individuals living in the same household with a COVID-19 confirmed case; OR • Contact (physical contact) with a COVID-19 case patient 	<p>ERT Team Officers MUST identify close contacts of positive cases immediately and inform PKD. The use of a smart system (real time contact tracing) is recommended to speed up the detection of close contacts.</p> <p>Employers MUST manage the COVID-19 screening test for close contacts of employees with symptoms at Private Hospitals / Clinics recognized by the MOH.</p> <p>All close contacts must wear a wristband by PKD or a private clinic recognized by the MOH. The employer MUST direct the close contact to undergo quarantine:</p> <ul 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

Action	Simple Summary
Briefing to safety guards and staff regarding COVID-19 disease and prevention steps.	<ul style="list-style-type: none"> • Companies need to provide appropriate briefings directly to employees with respect to COVID-19 disease and preventive measures to be followed. • Liaison Officer responsible for employee accommodation matters as well as self -quarantine matters for certified positive workers and close contact of employees should also be briefed on the procedure of self - quarantine.
Closing of premises	<ul style="list-style-type: none"> • If there is a positive case, the premise space that is exposed to positive cases will be closed by PKD for implementation of disinfection of the identified space. Closing period is between 1 to 7 days based on PKD assessment. • Once the disinfection is over, the employer must inform PKD for inspection and reopening of the premises.
Reopening of the premises	<ul style="list-style-type: none"> • Premises space will be allowed to operate again after the close contact detection process is implemented, the premise is completely disinfected, isolation of positive workers and close contacts performed and risk assessment by PKD if applicable. PKD shall be informed of the opening of the premises.



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Note : Companies can only improve this protocol as appropriate but any flexibility is not allowed at all.

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ACTIVITY AND PROTOCOL

Action	Simple Summary
MySejahtera application	<ul style="list-style-type: none"> • Employees, and customers must download and register the MySejahtera application into their respective cell phones • Premise owners are required to register and download the MySejahtera application for use by visitors, customers and employees entering the premises. All employees and visitors are required to scan the MySejahtera application before entering the premises. • Employees or visitors who have a high -risk status on the application MySejahtera are not allowed to enter the premises.
Compliance and enforcement	<ul style="list-style-type: none"> • MITI / KKM / PDRM / JTK / PBT / JKPP / RELA or any officer who authorized under Act 342 and may conduct compliance inspections and enforcement at any time. • Based on the authority given, MITI, PDRM and MOH can direct closure of the premises for 7 days immediately in the event of a violation against the conditions of the operating permit (wearing a face mask, number of employees, physical distancing, personal protective equipment, body temperature screening and so on). • Employers should always conduct healthcare awareness announcements and personal hygiene to prevent COVID-19 infection. • Persons who violate any provision of the Regulations and committing an offense may, on conviction, be fined according to the value and punishment prescribed under Act 342 (Prevention and Control Act) Infectious Diseases 1988)