

WORKPLACE READINESS

Health & Safety SOP

For Covid-19



Wash your
hands



Avoid close
contact with
anyone sick



Wear Face
Mask



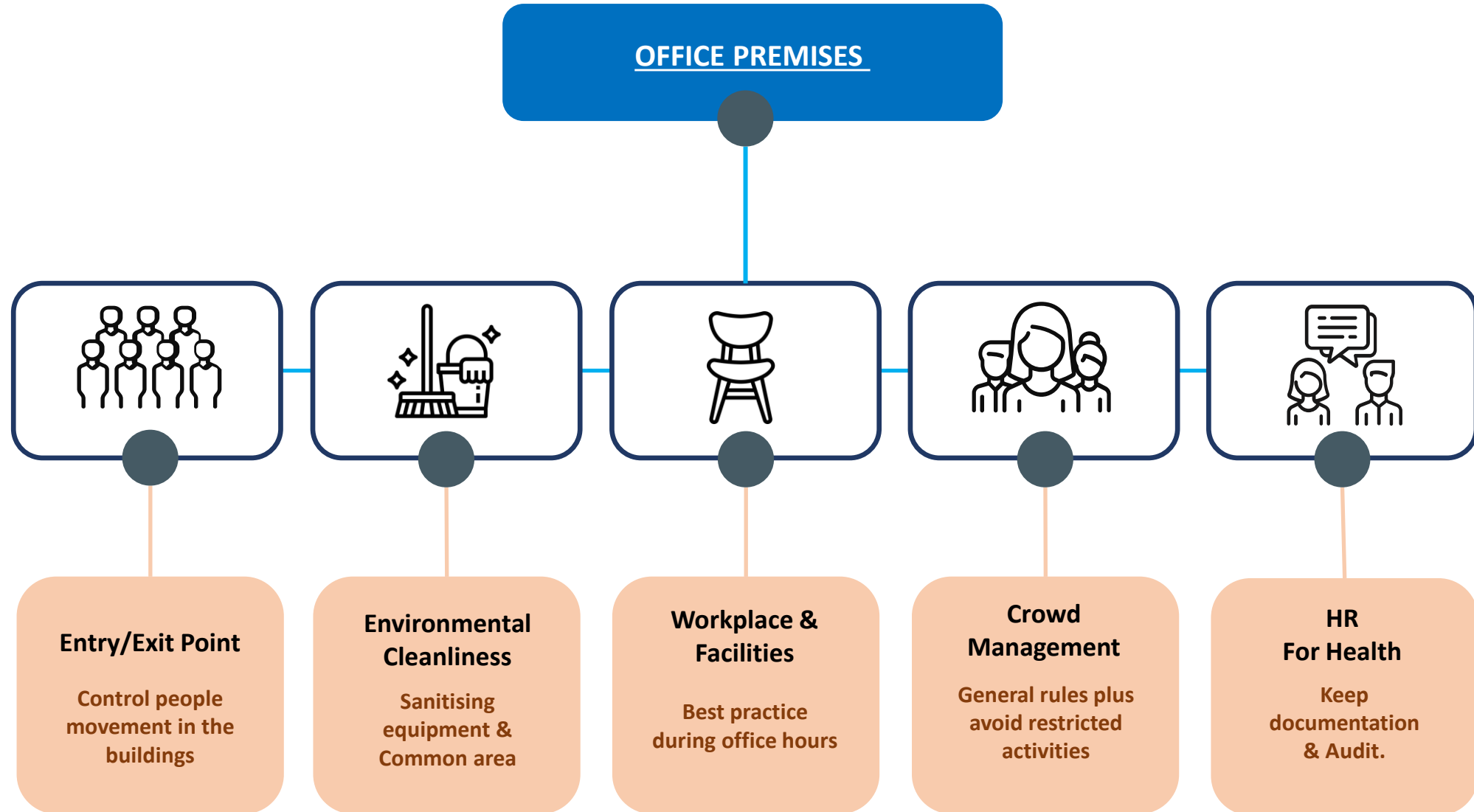
Maintain 4 Feet
Social Distancing



Stay at Home if
you're Sick



Clean the
workplace
after Use



How to prevent infection



Daily Clean up and change clothes

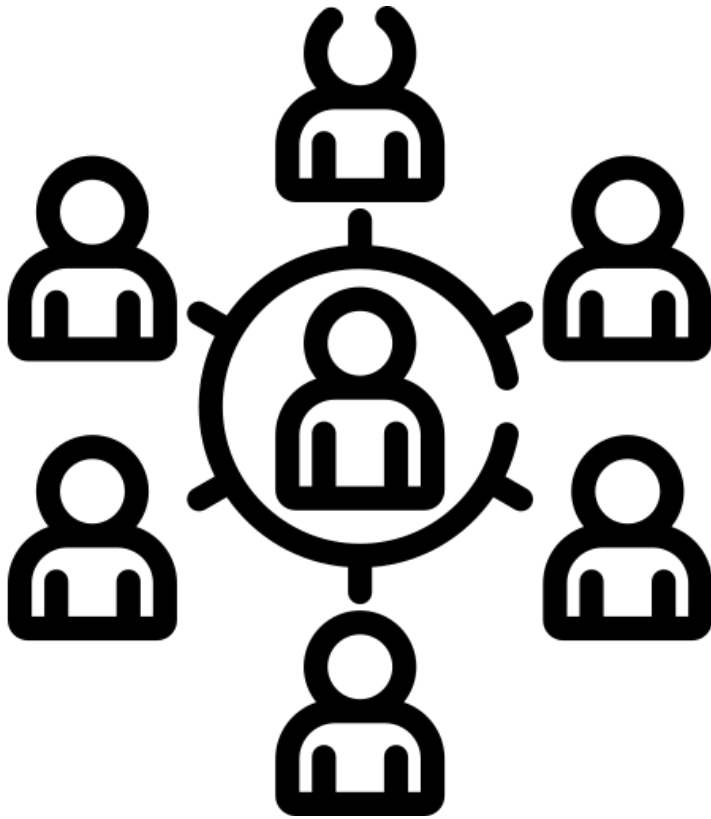
No handshakes &
Don't touch eyes, nose or mouth

Wear face mask

Comply Government Health and Safety Procedure

Maintain distance 4 feet from each other

How to prevent infection



Daily health screening

With COVID-19 symptoms, notify co immediately

Declare and sign Self-Declaration Form

Practise Home Office, 50% of work force

Clean frequently touched surfaces and objects

SIGNAGE AND SANITISER STATIONS



Display signage

- Entrance and exit areas display signage for personal hygiene habits.
- Display the signage remind visitors entering the building to follow the health and safety procedure.
- Display STOP signage for visitors to queue up 4 feet distancing inside and outside the buildings.



Sanitiser Stations

- Practice routine cleaning on touched surfaces (frequency : 2 times a day).
- Put sanitizing hand rub dispensers in visible common areas :
- Entrance/exits
Work Desk
Printing room
Toilet
Meeting rooms



SIGNAGE



WORKPLACE READINESS

Health & Safety SOP during Covid-19.



WASH YOUR HANDS



WEAR FACE MASK



**MAINTAIN 4 FEET
SOCIAL DISTANCING**



**STAY AT HOME
IF YOU'RE SICK**



**CLEAN
AREA AFTER USE**



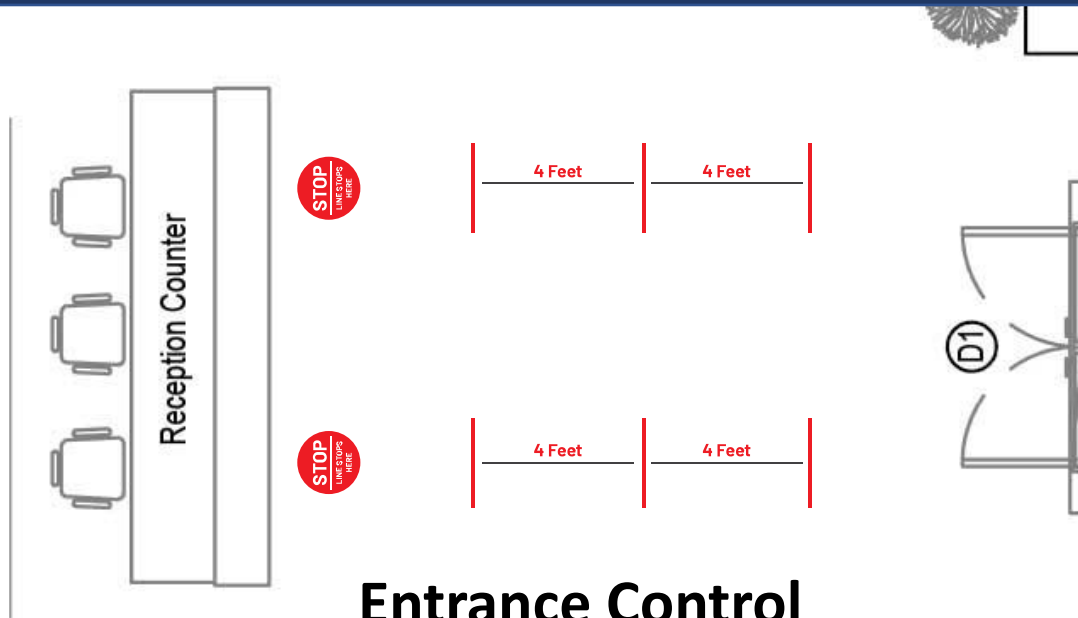
**AVOID CLOSE CONTACT
WITH ANYONE SICK**



KEEP YOURSELF AND OTHERS SAFE

STAY IN BUSINESS VISIT

www.ga.com.my/covid19 RESOURCES



Entrance Control



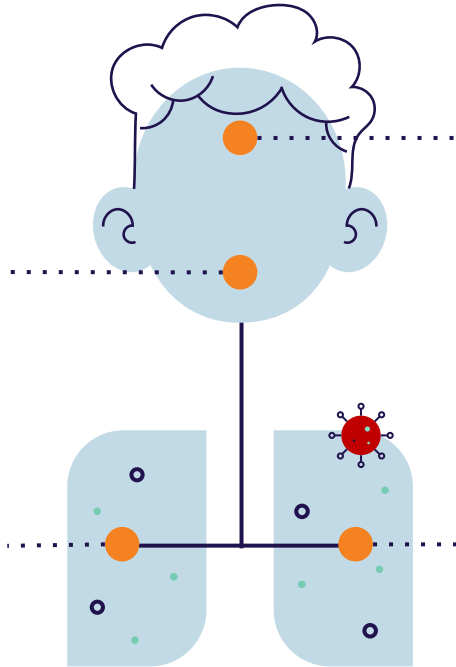
- Reception area is for collection and drop off documents only.
- For meeting, prior appointment and room booking is required to avoid overcrowded in the office.
- Visitors shall stand on the “Stop sign” display on the floor, max 6 persons at the reception area.
- A trained staff will register all visitors coming in and out of the building with log details.
- All employees and visitors are screened daily. All employees are required to sign self-declaration form. (Refer next page)
- No seating is allowed at reception area.
- Maintain 4 feet apart each persons.

SCREENING PROCESS AND LOG DETAILS



A temperature monitoring log of employees / visitors and of any symptoms is to be kept and maintained for records purposes

Personal hygiene of all employees are to be observed and safe distancing should be practiced at the work place



Everyone must be screened for body temperature twice daily. To spray everyone's hand with sanitizer upon checking in.

Employees / visitors recording body temperature of 37.5 degrees Celsius or higher, and / or are displaying respiratory symptoms are to seek immediate medical attention, and should not be allowed to work or enter into the building.

SYMPTOMS TO LOOK OUT FOR:



- **Fever**
- **Sore Throat**
- **Cough**
- **Difficulty in Breathing**

LOGS MANAGEMENT

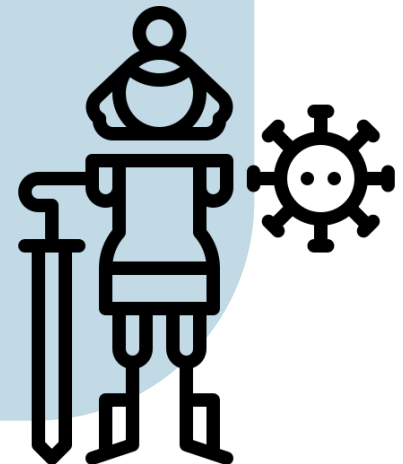
- A trained staff shall be appointed by HR for Health department to ensure implementation of the guidelines.
- Logs are to be recorded and verified by trained staff on daily basis.
- Body temperature logs are to be maintained at respective departments.
- All records are to be kept for a duration of six months for traceability and produced when required.
- To implement cleaning and disinfection processes minimum once daily, for all common areas as well as increased frequencies in accordance to traffic flow of the respective areas and should be recorded in the log book provided

Sample 3rd party log (less than 4 hours entry):

Date & Time	Company & Contact	Name & ID	Contact	Body Temperature	Been or Visited Covid-19 Affected Country in last 14 days	Remarks / Other Symptoms

EXAMPLE OF DOCUMENTATION

- Please **DECLARE** immediately if:
 - You are unwell /show any symptoms
 - You or anyone in your household has come into contact with a CONFIRMED / SUSPECTED case
 - Someone in your household / came into contact with is undergoing QUARANTINE
 - You have any other interactions which may put you at risk
 - If **unsure**, please declare immediately anyway
- If any of the situations in Point (a) to (f) has happened to you, please **DECLARE FIRST** before you come to work.
- Please see a doctor PROMPTLY if unwell.



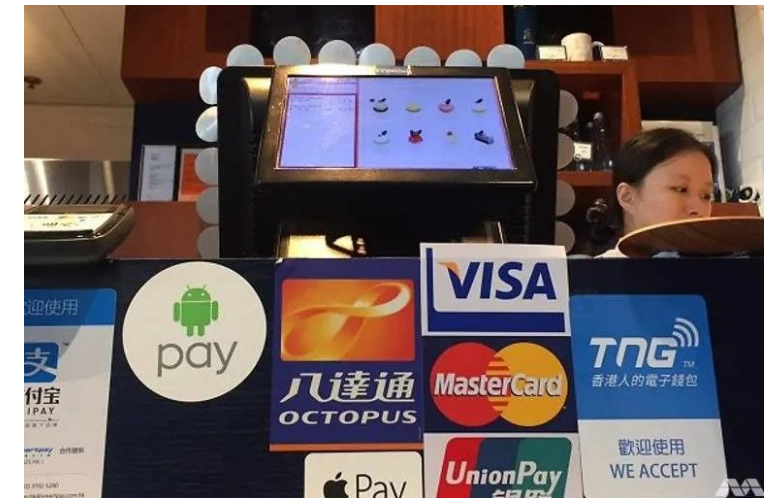
Small parcels, letters and documents

- Document/food delivery must be put in a designated holding area (e.g. a table by the entrance).
- Receivers should wash their hands after receiving and opening the parcel.
- Daily cleaning at reception area.
- Encourage e-documents through email.
- All documents or packages at the reception area shall be cleared daily or move to temporary storage area.



E-PAYMENTS

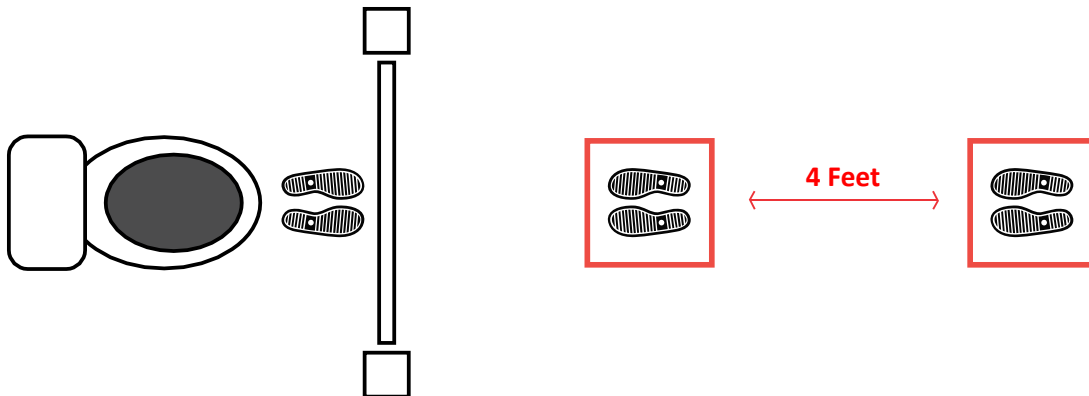
- Encourage cashless or digital payments via online
- E-Banking
- Boost digital payments



TOILET



- Separate toilet facilities between employees and visitors
- Use no-touch closed lid rubbish bin.
- Use clean tissue paper when flushing or touching, close toilet lid before flushing.
- Wait one minute before use the toilet.
- Wash your hands with soap before and after use the toilet.
- Stand at the STOP sign when queue up, maintain a 4 feet distancing.
- Use tissue paper to open the doorknobs.
- Alternatively, use body to push open door.



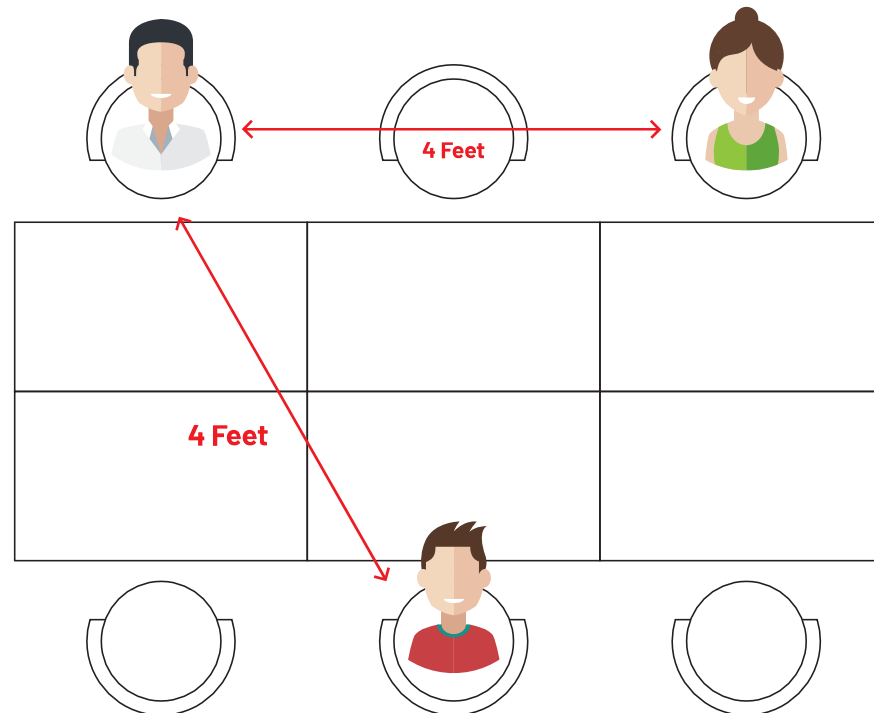
Hand Sanitizers and Soap





Desk Space Distancing

- Staff is required to wear face mask and keep physical workspaces at least 4 feet apart by:
 - i. Keeping one desk empty between staff members.
 - ii. Once work space is fixed, it is not allow to change.
 - iii. Use online or meeting room to minimise face to face communication between desks.



- Clean after use the items below:
 - Desk
 - Laptop
 - Chairs
 - Shared Stationery
 - Filing cabinet handle
 - Doors handle
 - Equipemnt

Small Meeting Room



ONLINE/OFFLINE

- Use your own laptop for online Meeting.
- Room is available to meet customer, booking at reception is required.
- Encourage contact-less meeting.
- Limited to 2-6 attendees in small to medium size room (depending on room size).
- Maintain 4 feet apart at all time.
- Wear face mask during meeting.
- Clean the table and chair after use.

Room Management

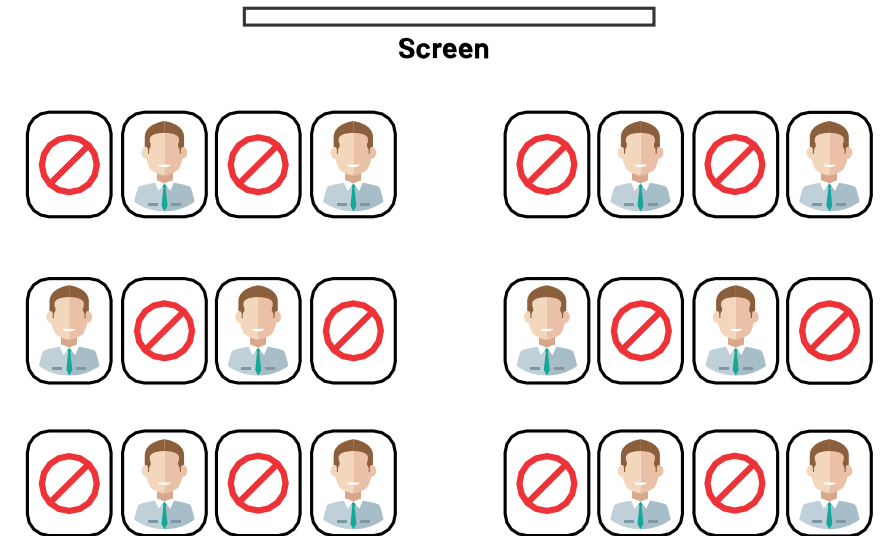


Seminar Room



Seminar Hall

- Laptop and projector are available in the seminar room with wifi ready.
- Unless physical meetings are needed to speed up decision making, Zoom meeting shall take priority.
- Each meeting should not more than 45 minutes.
- Limited to 10 attendees in a room (depending on room size).
- Maintain 4 feet apart at all time.
- A meeting chair will normally do the speaking, raise hand if a person want to speak.
- A “No Sit” sign is display for physical distancing.
- Ensure the room is cleaned before and after each meeting.
- Keep the room well-ventilated.
- Retain the names and contact details of all participants.
- Encourage contactless registration system.



Door Access

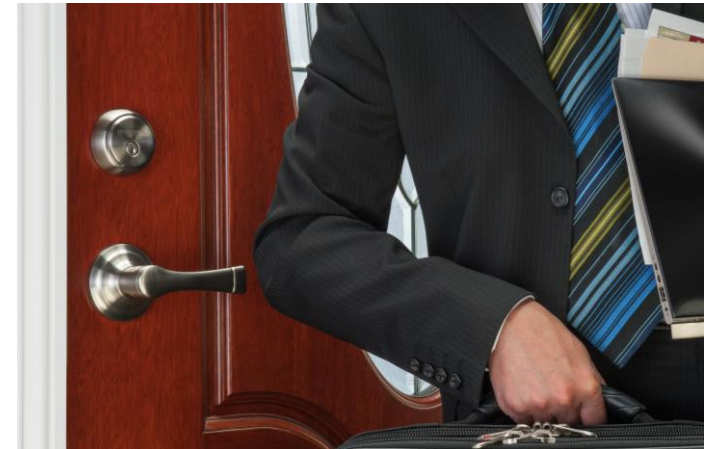
- Avoid using hand without any protection to open any doors.
- Use tissue paper to cover the handle when open.
- Clean your hands regularly.
- Use body to push the open door.



Sanitize after use



Clean and wipe after use



Avoid body contact

Waste Management

- Use no-touch closed lid rubbish bins
- All rubbish bins should be lined with plastic bag
- All rubbish bag replace daily



Air Ventilation

- Avoid small and confined space
- Ensure workplace well ventilated
- Fan to increase the air circulation.
- Air purifier diluting airborne bacteria.



Air Purifier

Pantry

- Bring your own utensils
- Avoid sharing of foods, outside foods are NOT allowed (unless the foods container is carefully cleaned), safer if bring your own food from home.
- Clean the table, microwave, washing area and utensil after use.
- Refrigerator is not allowed to use.
- Maintain 4 feet distancing.
- Pantry area is restricted for social gathering.
- Keep lunch short at 10-15 minute time.
- Avoid eating the food at common areas to avoid exposure for risk of cross- contamination.
- Only the receptionist should handle the food delivered.



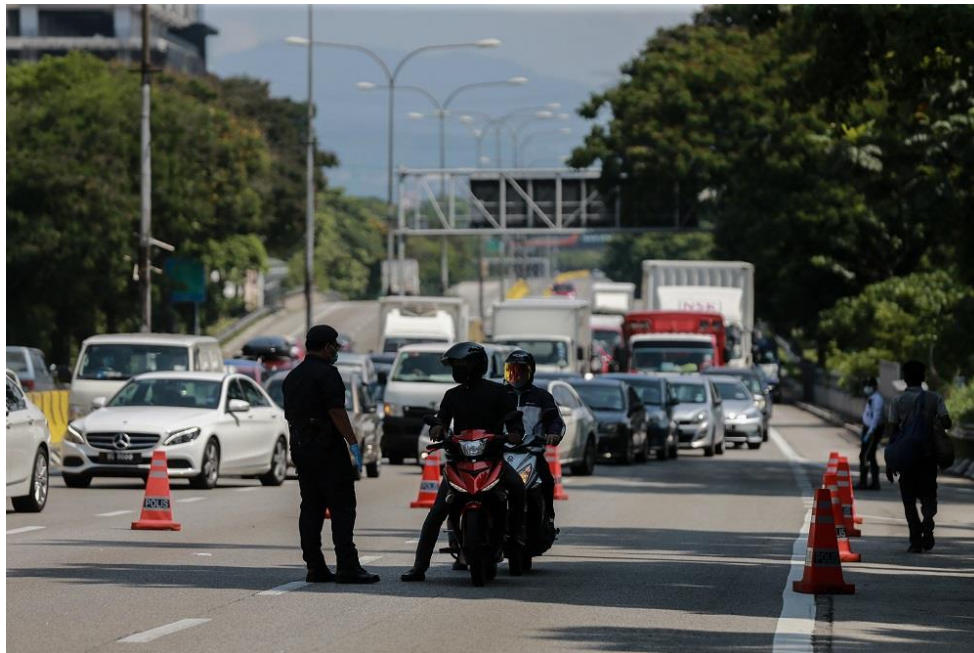
From Home to Work & Work to Home

- Avoid Public Transport
- Car pooling with immediate family only
- Drive your own car
- Wear face mask



No Unauthorised Travelling

- Authorise travelling from Home to office and from office to home only.
- Travelling outside of office premises must obtain approval from immediate manager.
- Air flight travelling is restricted unless is authorised for work purposes.



23 Activities restricted by CMCO

- Restricted activities announced by National Security Council effective on 4th May 2020
- Prohibited employees to join any of these restricted activities during work and after work.

Coronavirus restrictions

**Details of business activities
and travel that is restricted
due to COVID-19**



ROLE OF HR FOR HEALTH RISK MANAGEMENT



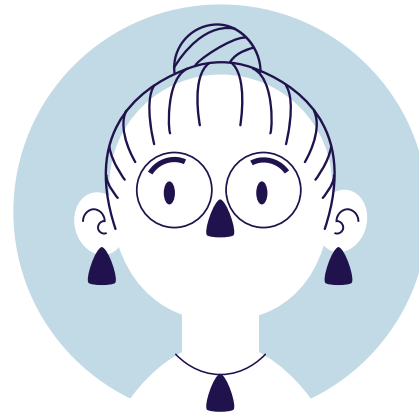
- Assist in implementing and monitoring the implementation of the co Health & Safety SOP Program.
- Advise on the steps to be taken to prevent the risk of COVID-19 infection.
- Carry out any COVID-19 infection risk measures recommended by Government authorities.
- Investigate and notify the Emergency Response Team (ERT) if someone has COVID-19 symptoms at work.
- Ensure that body temperature measurement equipment is functioning and sufficient PPE at work.
- Analyzing co Health & Safety data and reporting to relevant Government authorities.

1. Monitor and check the compliance of co Health and Safety SOP and Government regulations.
2. Supervise and review the frontline workers if any of them show symptoms of COVID-19 infection.
3. Notify Emergency Response Team immediately if employees suddenly show symptoms.
4. Monitoring and control the prevention measures for workers with COVID-19 symptoms.
5. Assist the Emergency Response Team in preparing documents and maintaining records regarding the attendance of employees, visitors and their health status.



BE REMINEDED

Keep reminding each others, do not take these precautions for granted



BE RESPONSIBLE

Practice it for everyone's safety & for all our loved ones



BE CALM

Don't spread rumours.
Don't panic.

TOGETHER WE OVERCOME COVID-19

