



**Malaysian Iron & Steel Industry Federation**  
Co. Reg. No. 76350P GST Reg. No. 001781899264

## **MISIF Members' Standard Operating Procedure on Resumption of Company's Operations During Movement Control Order**

### **1. Objective**

This Standard Operating Procedure (SOP) has been formulated to serve as a guide to MISIF members on the recommended health safety precautions and measures that should be adopted to mitigate or to minimize the impact of Covid-19 on employees and visitors within the premises. The SOP is primarily intended for compliance and application during the current Movement Control Order ("MCO") enforced in Malaysia and immediately thereafter till the end of the Covid-19 pandemic as determined by the authorities.

### **2. General**

- a. The focus of this SOP is on the operation of MISIF member-company's core manufacturing or business activities.
- b. The company should establish a dedicated committee (COVID-19 Action Group) tasked with the development, implementation, monitoring and undertaking of follow-up actions to ensure the safety, health and well-being of employees/visitors at all times from the risk of exposure and infection to COVID-19 at the company's premises.
- c. The responsibilities of this COVID-19 Action Group would be but not limited to as follows:
  - To ensure all preventative and recovery actions are being executed.
  - To advise actions to be taken by employees and other concerned parties.
  - To report and follow up with the Ministry of Health (MOH) and other relevant ministries/agencies on any COVID-19 related cases.

### **3. Company/COVID-19 Action Group – Roles and Responsibilities**

- a. Separating staff by off-setting shift hours or days and/or social distancing.
- b. Reduce the number of employees to operate the business activities (direct operation) to minimal or any number of employees as regulated by the authorities.
- c. Provide comprehensive body temperature check and observation of employees' daily health status with data to be filed as a record. (Data template attached as Daily Health Monitoring Record – Appendix 1)
- d. Mandatory self-declaration by all employees on duty on the presence of fever, cough, sore throat and shortness of breath and filed in the record before entering the workplace.
- e. Work closely with MOH and health officers to manage any circumstances of infection.
- f. Fully comply with MOH's guidelines and stipulations on COVID-19 issue, including social distancing of employees.
- g. Provide hand sanitizer at the main entrance and appropriate places within the company's premise; and provide face masks for employees.



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- h. Ensure compliance by employees to put on the face mask appropriately throughout their working hours.
- i. Undertake sanitising and cleaning routine at least three (3) times a day throughout the workplace, especially in common spaces, such as lobby, lift, cafeteria, meeting rooms, company vehicles such as cars and buses, and operation line. Cleaning activities should be recorded for reference purpose and to be submitted to the action group.
- j. Ensure no mass gathering in any area/common spaces, such as lobby, lift, cafeteria, meeting rooms and operation line.
- k. Provide social distancing mark/factory zoning at the workplace to ensure employees are working on the spot of at least one (1) meter apart.
- l. Disinfect all vehicles entering and leaving the workplace/premise
- m. Discourage visitors except for urgent cases and essential dealings with service providers, contractors and suppliers. All visitors have to undergo same screening process as imposed on company employees.
- n. Bear all medical and disinfection costs in the event of any COVID-19 related cases among the employees and to fully cooperate with MOH's representatives to furnish vital information to trace the chain of transmission.

#### **4. Employees – Roles and Responsibilities**

- a. Before Reporting for Duty (Daily)
  - Employees must record their body temperature, and self-declare if any fever, cough, sore throat, runny nose and shortness of breath in the Daily Health Monitoring Record before entering the workplace. The record is copied to the superior in-charge.
  - Employees to immediately inform their superior and to be self-isolated if they are not feeling well.
  - Superior in-charge/supervisor on duty has to assess the condition of symptomatic employees for an appropriate course of action. If the situation is severe, company management has to immediately contact the hospital/ MOH to deal with the situation.
  - Security officers have to tally the name of the employees with their approval letter from the management and provide preliminary health status screening prior to allowing employees to enter the premise. The security officers have the right to restrict any suspected employees with COVID-19 syndrome to enter the premise.
  - Employees to proceed to face mask issuance and sanitizer station to sanitize before entering the workplace. Employees are also required to apply appropriate PPE to perform their task (e.g. safety helmet safety boots and face masks at all times).
  - Wear face mask at all times and keep at least one (1) meter social distance.
  - Face mask is strictly non-recyclable.
- b. During Work Operation and Tea/Lunch Break
  - Make sure that the PPEs provided are in use at all times during work.
  - Maintain at least one (1) meter social distance from other employees wherever possible. Specifically:
    - i. Training will be cancelled.



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- ii. Gathering and Toolbox meeting will be cancelled.
  - iii. Canteen only run in a “take-away” basis.
  - iv. Business Travel and company visits will be cancelled.
  - v. Meetings, if possible, will be held by video-conference (“Hangout”, meet...).
  - vi. For Muslims employees using the Prayer Room should avoid crowding and to follow all the preventative measures as stated in “MOH Covid-19 Social Distance Guidelines for Workplace, Home and Individuals”.
- Before having tea/lunch break, employees should wash hands with soap.
  - Employees should not share food or drink. They should use disposable cups and plates where possible and discard them after use.
  - Before returning or continuation of work, employees should again sanitize hands or wash with soap.
  - Employees must take good care of cleanliness at the common areas, such as rest area, walkway and staircases.
  - No mass gathering in common areas and the use of washroom is limited to maximum 3 persons at one time.
  - If any employee shows any symptom of sickness during work, he/she must immediately report to his/her superior. He/She has to be self-isolated until clearance from medical authorities is obtained.
- c. Leaving the Workplace
- After completing work for the day, employees should sanitize hands or wash with soap and dispose the used face mask in the correct way into a designated closed bin.
  - Designated employees to ensure that sanitising work have been fully performed at all areas of workplace and the PPE gears immediately after the end of the company’s operation for the day (where applicable).

**5. Management Protocol to Report a Contracted/Suspicious Case to MOH**

Reactive Measurements (If an employee is suspected of having COVID-19)

- a. If an employee display any sign of fever, cough, sore throat, fatigue, breathing difficulty and have gone overseas over the past fourteen (14) days or in close contact with COVID-19 patient or suspect, the employee should be advised to immediately go for screening at appropriate health-related institutions/hospitals. (Refer flow chart on Direct/Indirect Contact with Someone who is Tested Positive shown in Appendix 2).
- b. In the event of a confirmed case or an employee suspected with the COVID-19 syndrome, the relevant department in the company is required to prepare and submit the COVID-19 Direct Contact Logbook (refer Appendix 3) for the reference of the MOH health and medical personnel to trace the transmission line.

**6. Useful References**

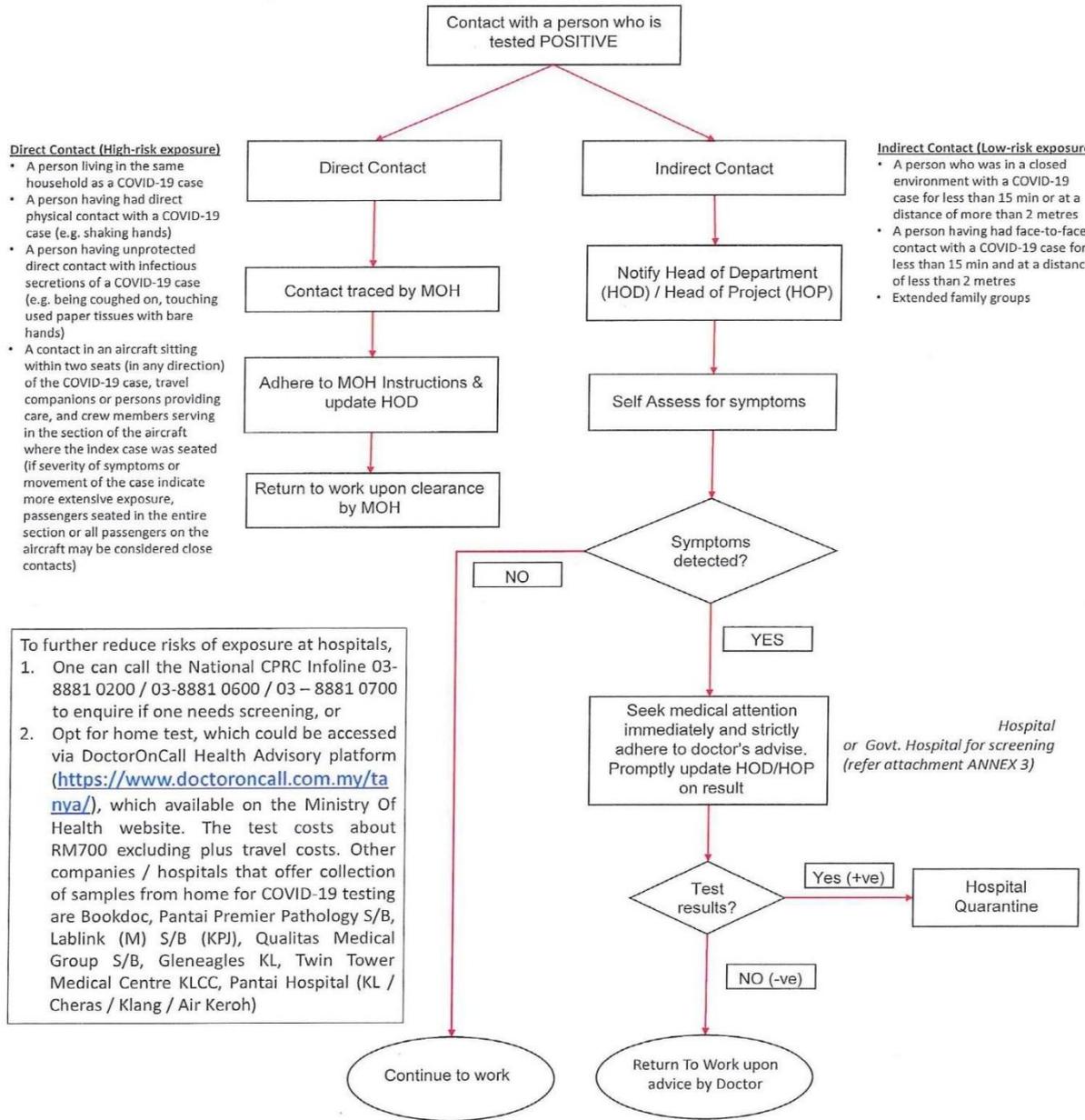
Refer Appendix 4.





**Appendix 2**

**DIRECT & INDIRECT CONTACT with someone who is tested positive**





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**Appendix 3**

Sample of daily health record of the employee

*Procedure : Each employee need to report to his superior on any close contact occurrence in daily basis*

The definition of Direct contacts are as following guidelines :

Case 1: A person living in the same household as Covid 19 case  
 Case 2: A person having had direct physical contact with a Covid 19 case (For example shaking hands)  
 Case 3: A person having unprotected direct contact with infectious secretions of a Covid 19 case (cough, sharing food...)  
 Case 4: A contact in an aircraft, bus, taxi, train or any transport sitting within 2 seats ( in any direction) of a Covid 19 case

Work Station: \_\_\_\_\_

*Supervisor need to fill-up this log on when any direct contact case detected and reported to Safety & Health Department immediately.*

Date	Employee Name	Emp I.C	Department	No case reported	Case 1	Case 2	Case 3	Case 4	Others (Please specify)	Reported by	Signature

**Appendix 4: Useful References**

1. Employees to strictly adhere to the COVID-19 preventive measures as issued and updated by the Ministry of Health from time to time.  
<http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-guidelines>  
 “MOH Covid-19 guide for workplace”  
 “MOH Covid-19 Social distance guidelines for workplace, home and individuals”
  
2. Annex 1 and 2. Case definition of COVID-19 and Management of Patient Under Investigation (PUI)  
  
 INFORMATION -  
 Case Definition of CO
  
3. COVID-19 Management Guidelines for Workplaces  
  
 COVID 19  
 Management Guidelin
  
4. COVID-19 Social Distancing Guidelines For Workplace, Homes and Individuals



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COVID 19 Social  
Distancing Guidelines

**MISIF SOP Dated: 16 April 2020**