

PERAK CORPORATION BERHAD (210915-U)  
COVID-19 MANAGEMENT AT WORKPLACE SOP

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## 1. INTRODUCTION

In conjunction with safe work practice regarding the widespread of Coronavirus COVID-19 in the country; the Board, the management and employees of Perak Corporation Berhad and its subsidiaries are required to follow the Standard Operating Procedure (SOP) for COVID-19 Management At Workplace to reduce and prevent the impact of COVID-19 outbreak conditions throughout our business operations.

## 2. TERMS AND DEFINITION

2.1. CoV	Coronaviruses
2.2. COVID-19	2019 Coronavirus disease
2.3. HR	Human Resources Department
2.4. MOH	Ministry of Health
2.5. nCoV	Novel Coronavirus
2.6. PCB	Perak Corporation Berhad
2.7. PPE	Personal Protective Equipment
2.8. Symptomatic	Showing symptom of a particular disease
2.9. WHO	World Health Organization

## 3. PURPOSE

- 3.1. To reduce and prevent the impact of COVID-19 outbreak conditions on businesses, workers, customers and the public.
- 3.2. To ensure awareness and compliance with legal obligations by identifying all the factors that may cause harm to employees and others.

## 4. LEGISLATION

It is one of the general duties as prescribed under the Occupational Safety and Health Act 1994 (Act 514) for the employer to provide safe workplaces to their employees and other related people.

## **5. SCOPE**

This SOP applies to management, employees, contractors and visitors. The user of this SOP should adapt the requirements based on activities and associated risk.

## **6. INTRODUCTION TO COVID-19**

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated that there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world. Coronaviruses (Cov) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

## **7. SYPTOMS OF COVID-19**

Common symptoms include fever, dry cough and tiredness. Other symptoms include aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

## **8. TRANSMISSION OF COVID-19**

8.1. The virus is spread through:

8.1.1. Droplets from someone with COVID-19 who coughs or sneezes within a distance of 1 meter.

8.1.2. Droplet contaminated surfaces and objects: by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

8.2. A person can suspect to have coronavirus, only if

8.2.1. Have symptoms (fever, cough, shortness of breath) + any out of these:

8.2.1.1. Travel history to a coronavirus-affected area (e.g. China, Iran, Italy, Republic of Korea etc).

8.2.1.2. Close contact with such a person.

8.2.1.3. Visiting a healthcare facility/lab where Coronavirus patients are being taken care of.

8.3. Close contacts of confirmed case were those as below:

8.3.1. Health care associated exposure, including providing direct care for COVID-19 patients without using appropriate PPE, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.

8.3.2. Working together in close proximity or sharing the same environment with a COVID-19 patient.

8.3.3. Traveling together with COVID-19 patient in any kind of conveyance.

8.3.4. Living in the same household as a COVID-19 patient.

8.4. Incubation period is currently estimated to range between 1-14 days.

8.5. Vulnerable employees to COVID-19 are older persons and those with pre-existing medical conditions e.g. high blood pressure, heart disease, lung disease, cancer or diabetes.

## **9. PREVENTION OF COVID-19**

As appropriate, management should implement good hygiene and infection control practices, including:

9.1. Promote frequent and thorough hand washing to clean hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash hands with soap and water for at least 20 seconds. Hand sanitizer will be placed at multiple locations to encourage hand hygiene.

9.2. Encourage workers to stay home if they are sick.

9.3. Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.

9.4. Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

9.5. Maintain at least one meter distance between staff at the work station.

9.6. All employees who have contact with an infected person COVID-19 or have travel history to the coronavirus-affected area (e.g. China, Iran, Italy, Republic of Korea, etc) must declare to Human Resource Department.

9.7. Staff should wear face mask if have respiratory symptoms such as cough or runny nose.

- 9.8 Encourage staff to cover the mouth with a tissue paper when coughing or sneezing and dispose of the soiled tissue paper in the rubbish bin immediately.
- 9.9 Encourage staff to seek medical attention promptly if feeling unwell.
- 9.10 Recommend staff to stay hydrated and get adequate rest.

## **10. MEETING**

### **10.1. Before meeting:**

- 10.1.1. Consider replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- 10.1.2. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
- 10.1.3. Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- 10.1.4. Make sure all organizers, participants, caterers and visitors at the event provide contact details such as mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with suspected infectious disease.

### **10.2. During meeting:**

- 10.2.1. Provide information or a briefing on COVID-19 and the measures that organizers are taking to make this event safe for participants.
- 10.2.2. Practice ways to say hello without touching.
- 10.2.3. Encourage regular handwashing or use of hand sanitizer by all participants at the meeting or event.
- 10.2.4. Encourage participants to cover their faces with the bend of their elbow or tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- 10.2.5. If there is space, arrange seats so that participants are at least one meter apart.
- 10.2.6. The meeting will be conducted using a computer and no papers are allowed.

### **10.3. After meeting:**

- 10.3.1. Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been

exposed to COVID-19 if one or more participants become ill shortly after the event.

10.3.2. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days.

10.3.3. If they develop even a mild cough or fever (i.e. a temperature of 37.3°C or more) they should stay at home and self-isolate. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

## **11. ISOLATION OF SICK PEOPLE (IF NECESSARY)**

11.1. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

11.2. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (37.3°C). Employees should notify their supervisor and stay home if they are sick.

11.3. Sick employees should cover their noses and mouths with face masks.

## **12. CLEANING**

12.1. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment. Follow the manufacturer's for use of all cleaning and disinfection products (e.g., concentration, application method and PPE).

12.2. Routinely clean all frequently touched surfaces in the workplace, such as workstations and doorknobs.

12.3. Ensure common areas e.g. pantries, washrooms, meeting rooms are disinfected daily.

12.4. Always keep doors open where possible to minimize contact.

12.5. All staff will be given wet wipes to wipe all individual surfaces (e.g. desk, computer and stationaries).

## **13. TRAVELLING**

### **13.1. Before travelling:**

- 13.1.1. Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- 13.1.2. Management and employees need to have the latest information on areas where COVID-19 is spreading.
- 13.1.3. Ensure employees travelling are not of high risk to develop COVID-19.
- 13.1.4. Make sure all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner).

### **13.2. While travelling:**

- 13.2.1. Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing.
- 13.2.2. Ensure employees know what to do and whom to contact if they feel ill while travelling.
- 13.2.3. Always bring along surgical mask and sanitizer for usage when required.
- 13.2.4. Avoid crowded places and close contact with people showing symptoms.
- 13.2.5. Avoid visiting animal farms, market, selling live animals, slaughterhouses or touching any animal.
- 13.2.6. Avoid eating raw or undercooked meat.
- 13.2.7. Seek prompt medical treatment if developing symptoms.

### **13.3. Return from travelling:**

- 13.3.1. Ensure employees who become sick while travelling notifies their supervisor and promptly call a healthcare provider for advice if needed.
- 13.3.2. Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days.
- 13.3.3. Immediately seek medical attention if you have symptoms of respiratory tract infections such as fever, cough or difficulty breathing within 14 days after returning from the visit.

#### **14. SCREENING BEFORE ENTERING OFFICER**

- 14.1. All staff are required to be screened on their body temperature by the security officer at the lobby before entering the office building.
- 14.2. The security officer also require to conduct visual assessment for those who have symptoms (e.g. cough, sore throat and/or breathlessness) before permitting to enter.
- 14.3. If the body temperature is normal (below 38°C) and no travel history to the affected country or area, the staff may enter the office building.
- 14.4. However, if the staff has travel history to the affected area or the body temperature is high (above 38°C), the security officer is required to stop him/her from entering the office building.
- 14.5. Employees who have high body temperature (above 38°C) but have been diagnosed by a doctor as normal flu and negative for COVID-19, the staff may enter the building with precaution (e.g. wear a face mask).
- 14.6. All staff are required to use punch card for clock-in and clock-out of the building. Thus, punch card should be kept by the staff at your own workplace instead of the designated places for punch card to prevent close contact.
- 14.7. HR will provide list of staff to the security on daily basis for the security to note down condition of each staff listed based on temperature recorded and symptoms viewed. Security officer is required to handover back to HR Department the completed name list with the notes required once all staff completely assessed for the day.

#### **15. PANTRY**

- 15.1. Before preparing or eating food, it is important to wash hands with clean water and soap for a minimum of 20 seconds.
- 15.2. Only one person is allowed to be at the pantry at any one time.
- 15.3. All staff should keep their own cutleries and prevent sharing of cutleries.
- 15.4. Employees are encouraged to take their meals at their own desk.
- 15.5. Limit food handling and prevent sharing of food in the workplace.

## **16. LIFT**

- 16.1. Only four people are allowed in the lift at any one time and the body must be facing the lift's wall.
- 16.2. All staff needs to stand based on the "X" mark installed in the lift.
- 16.3. All staff needs to maintain at least 1 meter while waiting for the lift.
- 16.4. To protect staff from touching possibly contaminated lift buttons, the toothpicks system introduced.
- 16.5. The staff is required to take a toothpick, press the lift button using the toothpick, and dispose the toothpick in a designated container.
- 16.6. Sanitizers are provided near the lifts.

## **17. SOCIAL DISTANCING**

- 17.1. Maintain at least one meter distance between all staff.
- 17.2. Avoid crowded places and close contact with people who are unwell or showing symptoms of illness.
- 17.3. Increase physical space between workers at the worksite (1-metre apart).
- 17.4. Limit in-person meetings. If unavoidable, meeting should be short.
- 17.5. Avoid large work-related gatherings (e.g., staff meetings, after-work functions).
- 17.6. Avoid non-essential work travel.

## **18. GUIDELINES ON WEARING SURGICAL MASKS**

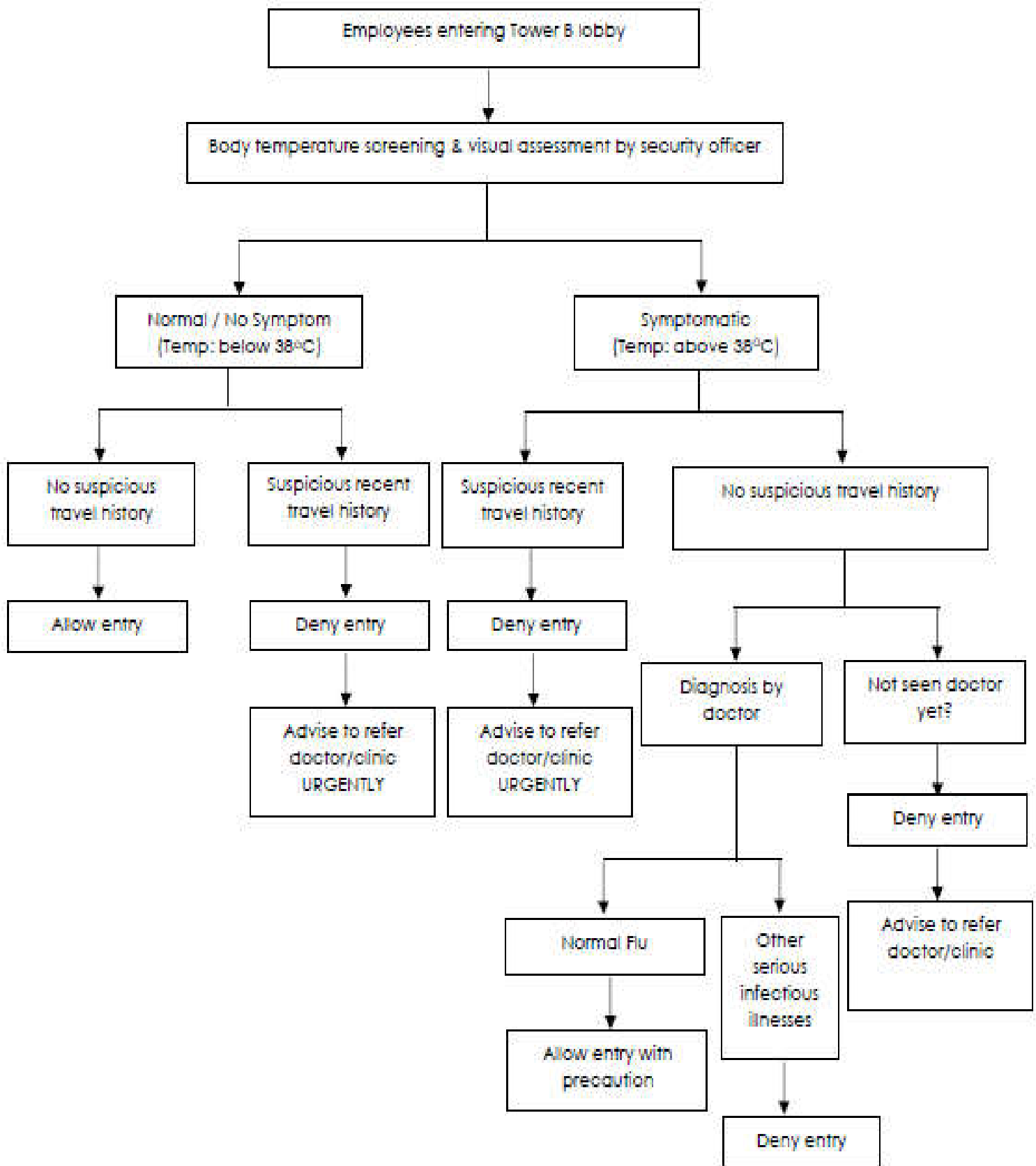
- 18.1. When wearing surgical mask, the following should be noted:
  - 18.1.1. The facemask should fit comfortably over the face.
  - 18.1.2. The coloured sided of the mask should be faced outside.
  - 18.1.3. Tie all the strings to keep the mask fit in place.
  - 18.1.4. The mask should fully cover the nose, mouth as well as the chin.
  - 18.1.5. The metallic wire part of the mask should be fixed securely over the bridge of the nose to prevent leakage.
  - 18.1.6. The surgical mask should not be used more than a day and if it is wet, damaged or soiled by secretions or body fluid at any one time, please change the mask immediately.
  - 18.1.7. Discard all used surgical masks into a plastic bag which should then be tied up properly before disposing it into a rubbish bin.



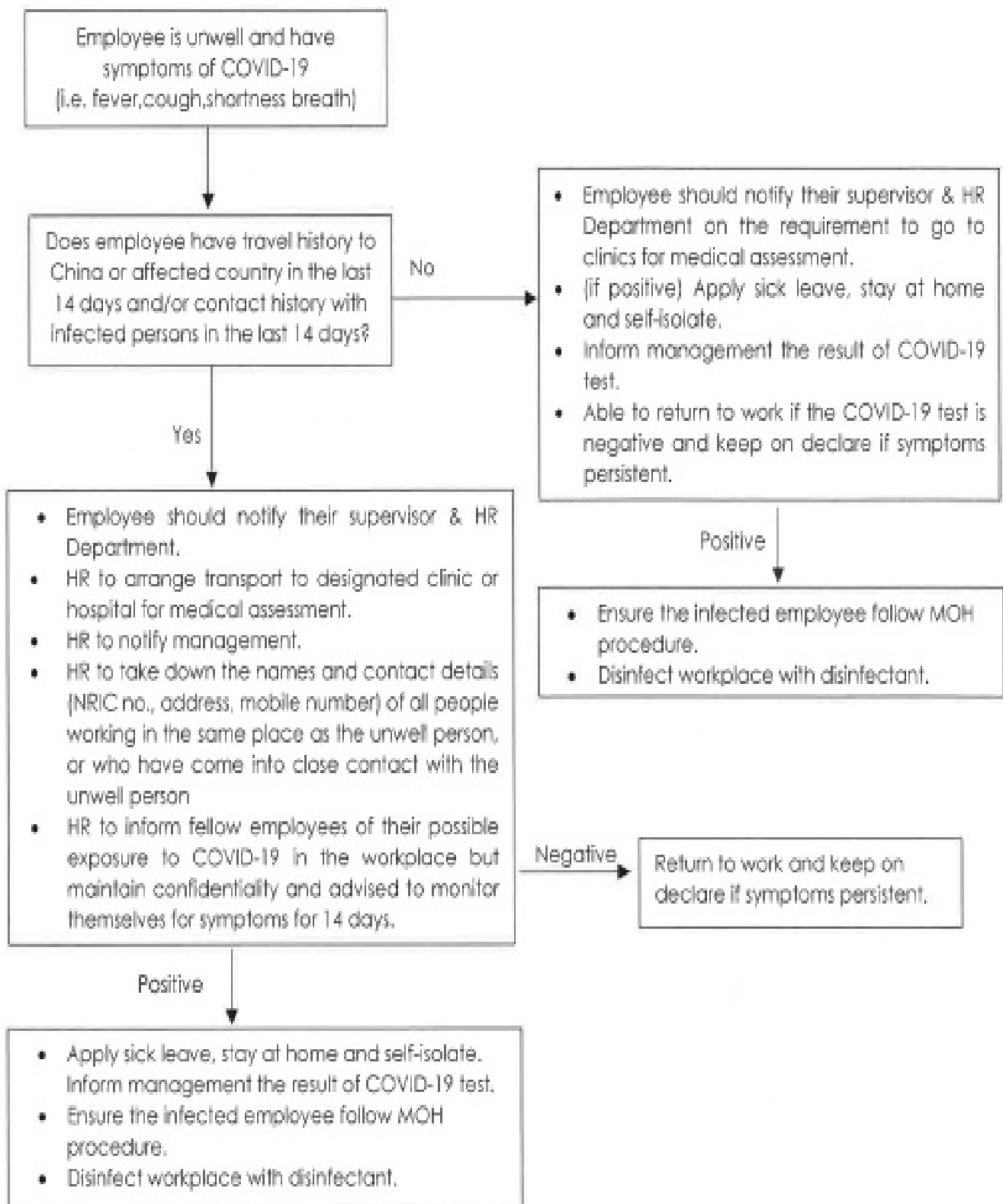
## **19. PROCEDURE IF STAFF WITH SUSPECTED OR CONFIRMED TO HAVE COVID-19 HAS BEEN IN THE WORKPLACE**

- 19.1. If someone becomes unwell in the workplace and there is reason to suspect they may have come into contact with COVID-19 (e.g. has travelled to China or other affected countries), the unwell person should be removed to an area which is at least two meters away from other people.
- 19.2. The HR Department should be informed and will call the designated public health service for immediate action to be taken. Whilst waiting for advice from the designated public health or emergency service, the affected person should be distanced at least two meters apart from other staff. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a face mask.
- 19.3. For staff who have contacts with the suspected COVID-19 patient at the workplace, is required to report to HR administration and will be advised on any actions or precautions that should be taken.
- 19.4. The designated public health services will also be in contact by HR for appropriate advice on isolation and identifying of other contacts.
- 19.5. If an employee is confirmed to have COVID-19, the management should inform fellow staff of the possible exposure to COVID-19 in the workplace and require immediate health assessment.
- 19.6. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- 19.7. Those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and to follow up with the designated public health services on further advice.
- 19.8. If the staff develop new symptoms or their existing symptoms worsen within the 14-day observation period, the staff should call the designated public health services for reassessment.
- 19.9. Staff who do not have close contact with the original confirmed case do not need to take any precautions other than monitoring their health for flu-like symptoms and can continue to attend work.
- 19.10. All surfaces that the suspected or confirmed cases of COVID-19 have come into contact must be cleaned with disinfectant including surfaces and objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets, door handles, and telephones.
- 19.11. All waste that has been in contact with the individual, including the used tissues and faces masks should be put in a plastic rubbish bag and tied up when full. The plastic bag should then be placed in a second bin bag and tied up properly.

# FLOWCHART FOR SCREENING BEFORE ENTERING OFFICE



## FLOWCHART FOR UNWELL EMPLOYEES



## TOOTHPICK SYSTEM

Step 1: Take a toothpick



Step 2: Press the lift button using the toothpick



Step 3: Dispose of toothpick in container

