

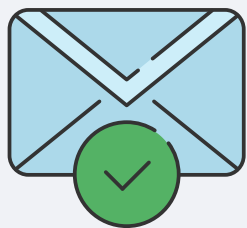
Standard Operating Procedure for Construction Industry to Operate During Movement Control Period (MCO)

by The Ministry of International Trade and Industry (MITI) and
Construction Industry Development Board (CIDB)



Letter of Approval to Operate

This letter has to be displayed clearly at the construction site/premise.



Zone System Set by National Security Council

This approval to operate will be following the zone system set by the National Security Council and subject to latest changes.



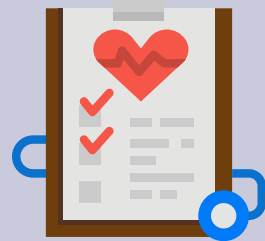
Repair and Maintenance Service

For work which require the use of heavy machinery, repair and maintenance service is allowed.



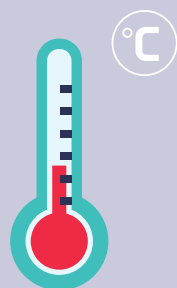
Screening Before Getting Back to Work

The Contractor/Company has to make sure that before resuming operation of work during this MCO period, all the workers have undergone COVID-19 screening and they are free from the virus.



Temperature Measure and Symptoms Screening

Occupational Health and Safety Committees have to make sure the trained members perform the temperature measuring and workers screening everyday. The reading for each worker has to be recorded and kept for a period of at least 3 months for reference.



Possible Result of Covid-19

If the body temperate reading is 37.5°C or more, or if there is any symptom, the worker is not allowed to enter the premise and the worker shall be referred to the Company Panel Clinic or Health Centers nearby.



Reducing Number of Workers

Contractor/Company shall reduce the number of workers to the minimum level or at least 50% from the current number needed. Contractor/ company shall realize a work from home system which is suitable for workers who are not involved with the activity at construction site/premise.

Note:
a) Has to limit the number of visitors to premise
b) Company is encouraged to conduct virtual meeting



Operating Hours

Construction site/premise working hour starts from 8.00am to 5.30pm, 5 days a week and no extension of time is allowed.

Note:
a) Working Day (Monday – Friday) for Federal Territory, Perlis, Pulau Pinang, Perak, Selangor, Negeri Sembilan, Melaka, Pahang, Sabah and Sarawak.
b) Working Day (Sunday – Thursday) for Kedah, Kelantan, Terengganu and Johor.



Foreign Workers/Workers Returning from Travels

- The foreign workers which do not reside in Malaysia are not allowed to work.
- Workers who just came back from a 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.



Movement of Workers

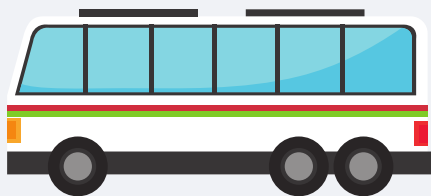
Limitation must be set

Contractor/Company must make sure that the movement of the worker involved is only limited from home to the construction site/premise only.



Transport Arrangement

Contractor/Company must provide vehicle(s) to facilitate the movement of the employee by practicing social distancing/safe distancing and vehicles used must be disinfected after each use.



The transport vehicle prepared for the workers by the contractor/company is not allowed to cross the district/zone border and are 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 undergo disinfection and sanitisation process everytime before use.



Centralised Labour Quarter and Accommodation of Workers

Contractor/Company shall ensure to follow the Guideline on Construction Workers Accommodation and Centralised Labour Quarters Operation During MCO issued by CIDB and any related agency.



Management

Contractor/Company has to conduct risk management, job scheduling and distribution of workers according to the scope which will be conducted.



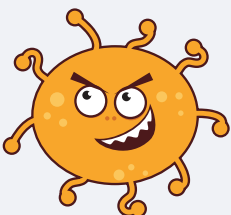
Coordinator Appointment

Contractor/Company shall appoint one or more coordinators to perform coordination of Covid-19 outbreak prevention measures at the workplace. The coordinator shall consist of the Safety and Health Official (SHO), Occupational Safety and Health Coordinator (OSH-C) or Site Safety Supervisor (SSS) who have registered or is listed in the record of Department of Occupational Safety and Health (DOSH) or Secretary of the Safety and Health Committee at the workplace except for contractor G1 to G5 and the consulting company in which the company owner will act as the coordinator. Appointed coordinator must report the compliance status on the approval conditions to operate as provided by MITI and DOSH.



If there is any Positive Covid-19 case:

- The Contractor/Company shall bear all medical cost of the worker concerned and disinfection cost at the construction site/premise.
- The Contractor/Company shall give full cooperation to the Ministry of Health to conduct contact tracing.



Application to Operate



Where?

Application for Approval to Operate at construction site/premise can be made by the contractor/company and has to be submitted via the MITI Portal.

Self-Declaration and Pledge

- Application made is in the form of self-declaration and has to be attached along with the *Aku Janji* pledge.
- The *Aku Janji* pledge has to be attached with a pledging that the Contractor/Company will perform all the function and responsibility set in the SOP and will follow any order from the Ministry of Health and other related enforcement agencies.

Result and Appeal

- The result for the application can be checked at the MITI Portal system.
- Any appeal will be considered on a case-by-case basis and the result of the appeal can be reached in 5 working days.

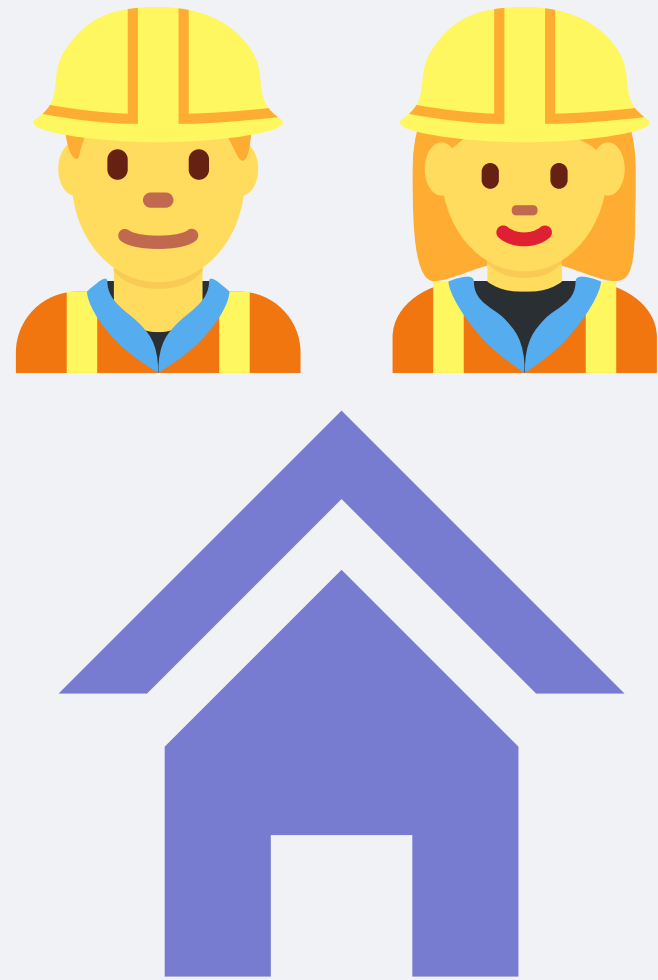


Types of Allowed Construction Project

The processing of the application will involve cross-referencing with many relevant database at the ministry and agency level.



1. Project in which G1 and G2 company is the major company;
2. Project which had been verified that it has achieved physical progress of 90% and above;
3. Work - tunnel work;
4. Work - maintenance and operation work;
5. Work - slope work;
6. Work - bridge and viaduct work;
7. Work - land investigation work;
8. Building project with 70 IBS score and above;
9. Construction project with facilities or accommodation for workers such as Centralized Workers Quarters or workers' camp;
10. Emergency work as provided in the contractual agreement;
11. Maintenance, cleaning and drying of stagnant water, insecticide spraying works at construction site which serve to avoid mosquitoes and other pests breeding;
12. Works which are not completed that will result in danger; and
13. All professional services that involve the construction industry including architectural, engineering, urban planning, land survey work, material survey work, project management, facility project and others.



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 the 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.



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.

ISOLATION PROCEDURE

- The employee/worker must be isolated/quarantined in a special area in the said CLQ and must be monitored closely.
- If the employee/worker recovered after the monitoring period prescribed by the doctor, that person may return to the CLQ.
- If the condition remains the same, that person must be sent for further checkup.

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.

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.

SAFETY AND HEALTH MANAGEMENT

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

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 organised and conducted by CLQ Operator.

QUARANTINE AREA

- Government Quarantine Station
CLQ Operator can seek the advice from MOH or Klinik Kesihatan to quarantine employees/workers that have been identified to have close contact with Covid-19 patient.
- Isolation or Quarantine Area
Suitable area must be identified by CLQ Operator as temporary isolation or quarantine area that is set during Covid-19 pandemic period.

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