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OPERATING AT SITE DURING DISEASE OUTBREAK

LHR-SOP-01

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REVISION HISTORY

REV NO	DATE	DESCRIPTION	REVISED BY	APPROVED BY
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APPROVAL

	DESIGNATION	SIGNATURE	DATE
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1.0 OBJECTIVE

The purpose of this procedure is to outline systematic and detail instructions, assigning responsibilities for the implementation of the Standard Operating Procedures for operating at site during disease outbreak, during or after Movement Control Order.

This procedure includes the measures LUFTER takes to mitigate the spread of any diseases declared as pandemic such as Coronavirus. This procedure is susceptible to changes with the introduction of updated or additional governmental guidelines at the time.

2.0 SCOPE

This procedure applies to all employees who physically work at assigned project site(s).

All employees who work at project (s) are responsible to supervise and implement the adherence of sub-contractors under LUFTER to the procedure.

3.0 RESPONSIBILITIES

- 3.1 Senior Management shall keep abreast of the latest government updates, official nationally published policies, procedures and guidelines for all relevant and necessary applications. Senior management is also responsible to review these policies, procedures and guidelines to adopt compulsory, relevant and practical procedures as the company procedure.
- 3.2 All managers have to observe whether the project site falls under critical zone, discuss with project owner for new project timeline if mobilization to site is not possible.
- 3.3 All managers are responsible to implement and enforce the procedure and maintains the required records of assigned project site(s).
- 3.4 All managers shall train the employee(s) assigned for tasks understood the tasks fully, and are equipped with all necessary resources such as procedure of screening body temperature, recording, disinfection, wearing and removing Personnel Protective Equipment (PPE).
- 3.5 Human Resource Department is responsible to carry out the procedures and maintain records related to employee's health and company vehicle sterilization.
- 3.6 Purchasing Department is responsible to estimate projected usage of personnel protective equipment (PPE) and related material, negotiate competitive pricing for bulk purchase, allocate storage and ensure uninterrupted supply.
- 3.7 All employees are responsible to understand the procedures, carry out the implemented procedures at project site(s) and report to direct superior and Human Resource Department should they develop any signs or symptoms of the disease.

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- 3.8 Quality Department is responsible to monitor the effectiveness of implementation at project or maintenance sites.

4.0 REFERENCE

1. Kementerian Perdagangan Antarabangsa Dan Industri. 2020. Prosedur Operasi Standard Am Dan Garis Panduan Am Kebenaran Beroperasi Serta Pergerakan Pekerja Bagi Syarikat-Syarikat Dalam Tempoh Perintah Kawalan Pergerakan.
2. Kementerian Perdagangan Antarabangsa Dan Industri. 2020. Prosedur Operasi Standard Am Dan Garis Panduan Am Kebenaran Beroperasi Serta Pergerakan Pekerja Bagi Projek Pembinaan Dalam Tempoh Perintah Kawalan Pergerakan (Dokumen 1)
3. Kementerian Perdagangan Antarabangsa Dan Industri. 2020. Garis Panduan Amalan Langkah Pencegahan Covid-19 Di Tapak Bina (Dokumen 2)
4. Perkeso 2020. Garis Panduan Pelaksanaan Program Saringan Prihatin (PSP) Perkeso Fasa Pertama.
5. Ministry of Health. Annex 25. Garis Panduan Pengurusan COVID-19 di Malaysia No.5/2020. Covid-19: Management Guidelines for Workplaces.
6. Ministry of Health. Annex 36. Garis Panduan Pengurusan COVID-19 di Malaysia No.5/2020. Garis Panduan Pembersihan Dan Disinfeksi Di Tempat Awam.

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5.0 PROCEDURE

5.1 Disease Screening

- a) Upon receiving approval to operate during Movement Control Order, all employees who are allowed to work shall register with *Pertubuhan Keselamatan Sosial* (PERKESO) to apply for the disease screening.
- b) Once applied, employees shall make an appointment at the nearest SOCSO paneled clinic for disease screening. The results shall be communicated with direct superior and Human Resource as soon as it is released.
- c) The screening result will be available online. A copy of the screening results shall be kept in respective personnel file by Human Resource, and a copy made available at Project or maintenance site.
- d) All employees should register themselves at *MySejahtera* App and complete the risk assessment. A copy of the results shall be kept in respective personnel file by Human Resource.
- e) Only employees under the list of approved employees to start work. The employee is allowed to enter site and/or assigned for disinfecting tasks if he or she
 - i. free from any signs and symptoms;
 - ii. did not have close contact with any positive cases;
 - iii. did not travel to other countries with outbreak without self-quarantined for at least 14 days.
 - iv. Completed the health declaration form.

5.2 Personnel Protective Equipment (PPE) and related Material

- a) Both Purchasing Department and Project managers shall determine the buffer levels of PPE such as 3-ply surgical masks, hand sanitizer and disinfectant. The buffer level shall be determined from projected usage and lead time of the supplies.
- b) Purchasing Department shall check the level of Personnel Protective Equipment and related Material periodically, and order when the balance reaches buffer level.
- c) All project managers shall monitor each site usage of Personnel Protective Equipment and related material on site and request to purchase once the balance reaches buffer level.
- d) The items that shall be available at all times at project site(s) include:
 - i. 3-ply surgical masks
 - ii. Hand sanitizer
 - iii. Gloves (If required)
 - iv. Hand Soap (if not provided)
 - v. Trash can and garbage bags for used PPE
 - vi. Disinfectant for cabin (if any) and vehicles
 - vii. Cleaning tools for cabin (if any) i.e. table cloths, mops, wipes

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- e) In the event the supply is interrupted, all alternatives must be exhausted, and senior management must be notified immediately.

5.3 Project Site Requirement- Employees

- a) Project Manager must appoint at least 1 staff to monitor and to take necessary precaution moves of Covid-19 at project site, preferably a registered Safety and Health Officer (SHO), Occupational Health and Safety Coordinator (OSH-C), Site Safety Supervisor (SSS).
- b) The Project Manager or appointed officer must prepare and submit a compliance report to MITI and Department of Occupational Health and Safety (DOSH), if required.

Link- <https://notification.miti.gov.my/home>

- c) For sites where such recommended officers are not available, relevant project staff(s) can be appointed by Project Manager for the one or more of the following tasks:
- Conduct daily toolbox meetings before operations, ensure all COVID19 SOPs, protocols and findings are briefed during these meetings
 - Body Temperature screenings at entrances and record maintenance
 - Ensure signages and markings are available at all times
 - Ensure PPEs levels are sufficient
 - Ensure all employees, workers or visitors wears PPEs
 - Housekeeping, cleaning, disinfection, waste management, and maintain the records
 - Monitor the implementation of the procedure and report non-compliances to procedure to management
 - Report any positive COVID19 case to Ministry of Health
- d) Project Manager shall ensure all procedures and records are as per company SOP and client's requirement, update employees and workers whenever there're changes to the SOPs and requirements.
- e) The employees or workers or visitors shall disinfect themselves with the disinfectants before entering the site.
- f) All employees or workers or visitors will be checked for
- body temperature using a non-touch infrared thermometer;
 - symptoms
- These sign and symptoms (if any) are recorded, along with information such as full name and contact number, traveling history (for visitor), purpose of visit (for visitors). This record must be kept for a minimum of 3 months for reference.
- g) If the employee's body temperature is 37.5° Celsius or more, or has symptoms, he or she is not allowed to enter the site. Refer to Procedure 5.10 for Signs and Symptoms Detection.

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- h) Lunch hours of employees and workers are allowed to be staggered over a few hours, whenever possible. If lunch hour is fixed, ensure that no employee or worker are eating within 1 meter from each other. Carpooling to have lunch together is not permitted.
- i) Project manager to analyze if any employee has to be present at site or office for work, they can be assigned to work from home whenever possible.

5.4 Project Site Requirement- Facility

- a) A copy of MITI letter, list of workers and other required documents shall be available and visible at site at all times i.e. laminated copy on a notice board displayed publicly.
- b) If a project cabin is available, it must be well ventilated if any personnel is present inside the cabin.
- c) The following signages and markings shall be available at project site at all times:
 - i. *Hand washing steps* where sinks are available
 - ii. *Sanitize hands* where crowds are usually present i.e. worktops, resting area
 - iii. *Wear Mask* where crowds are usually present i.e. worktops, resting area
 - iv. *1- meter social distance marking* at all locations where crowds are usually present i.e. cabin, resting area, waiting area, in front of every entrances.
- d) Posters and news regarding COVID19 may be shown at notice board as well, if permitted by project site main contractor or owner.
- e) All employees or workers or visitors shall follow the directive signages and markings available.
- f) All PPE shall be available at all times in cabin. Once the supply drops to buffer level, assigned project team member shall inform Purchasing Department, and follow up with the supply. If supply has unpredictable disruption, Project manager may source for supplies or other alternatives to ensure all employees or sub-contractor workers have PPE.
- g) All employees or workers or visitors shall wear at least 3-ply surgical masks at all times, unless a higher-grade mask i.e. industrial grade N95 is required for the project.
- h) The cabin shall be cleaned and disinfected daily at least after work ends, and locked. A record of cleaning and disinfection must be available and retained for at least 3 months from the first day of operation.

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- i) Housekeeping shall be done daily after site work:
 - i. Materials are stored according to its category or use without mixing with others (for other trades).
 - ii. Wherever possible, materials of different category or use stored at least 1 meter apart from one another.
 - iii. All PPE and cabin wastes must be contained and removed from cabin or site into specified waste bin. Employee assigned to remove waste must wash hands thoroughly with soap after completing the task.

Pictures and records of housekeeping must be available and retained for at least 3 months from the first day of operation.

- j) Project manager shall check with main contractor or project site owner on the sanitation and disinfection schedule of common areas such as lobby, canteens, toilets, prayer room and others. Project manager shall identify other locations for employees or workers to rest or pray, communicate with main contractor and site owner to improve the sanitation and disinfection efforts until they meet requirement.

5.5 Management of sub-contractors

- a) Sub-contractors shall be advised by project manager to obtain all necessary approvals and documentation from relevant Government Ministry or Agency to start operations.
- b) Project manager shall check their documents, understanding of this procedure, and have adequate supply such as personnel protective equipment to continue operations at site.
- c) Project manager shall assign staff to monitor the subcontractors' adherence to procedure at all times.

5.6 Entry of Visitors

- a) Visitors are not encouraged during and even after the Movement Control Order (MCO). However, if there are specific requirements that are important, the visitor must obtain approval from relevant manager(s) before arriving at project site. Drivers who transport equipment or material to site are considered visitors.
- b) The visitor must declare and report their latest overseas travel history through *Health Declaration Form* and must obtain appointment to visit.
- c) Visitors upon arrival at site should disinfect themselves with the disinfectant provided, wear a 3-ply surgical masks and undergo a body temperature check at the site entrance by whoever answers the door for the visitor.
- d) If visitor's body temperature reading is 37.5° Celsius or more, or has symptoms, the visitor is not allowed to enter the premise and must be advised to visit a nearby Health Clinic. Refer to Procedure 5.10 for Signs and Symptoms Detection.
- e) A 3-ply surgical masks must be provided for every visitor on the office/ project site, if the visitor does not have one.

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- f) The 'no-touch' policy must be adhered to and handshake between employees or workers and visitors are not allowed at all.

5.7 Compulsory Disease Prevention Practices

- a) Avoid wearing jewelries on hands, keep fingernails short.
- b) Practice proper and regular hand washing techniques with soap and water of minimum 20 seconds whenever a sink is available.
- c) Wears 3-ply surgical mask with proper technique at all times. If mask is removed, replaced with a new mask. Do not use the same mask when it's soiled or more than a day. Do not share mask with anyone.
- d) If washing safety vest every day after work is not possible, disinfect safety vest thoroughly and hang neatly at site.
- e) Cover mouth and nose with elbow when cough or sneeze. Wash hands straight after.
- f) Avoiding touching eyes, nose, or mouth with unwashed hands or gloves.
- g) "No touch" policy- no handshaking, hugging, high-five, or *bersalam* at all times.
- h) No sharing of personal use items such as prayer mat, stationaries, utensils, laptops.
- i) Analyze if any task can be carried out while practice social distancing. Practice social distancing whenever possible- no close contact (Less than 1 meter) with one another.
- j) No unnecessary gatherings such as birthday or farewell celebrations, lunch or dinner in a group are allowed. Meal and utensil sharing are not permitted.
- k) All meetings are high encouraged to be teleconference based. If meetings at site cannot be avoided, then social distance of 1 meter from one another in a well-ventilated room is permitted.
- l) After work, employees are encouraged to change out of their uniform and seal them into bags before entering vehicles to travel home. Upon reaching home, employees must head straight to the shower before contact any housemate or family members under the same roof. The working clothes must be soaked in soap and water.
- m) Any employee's application to travel overseas or to other states for personal reasons can only be approved by Senior Management.
- n) If any employee or worker is feeling unwell, report immediately to safety officer, direct superior and seek medical attention at the nearest clinic.

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5.8 Company Vehicle and Equipment

- a) Employees who travels in company vehicle must ensure that all company vehicles and equipment undergo a sanitation and disinfection process before and after use.
- b) Company vehicles are not allowed to travel to other locations besides assigned project site, office, main store and appointed hardware shop only. If additional location is required, approval from senior management is required.
- c) The transportation vehicle used by the company must display the confirmation letter of operation.
- d) Information of every vehicle entering site including for equipment or material delivery must be recorded, with the information below:
 - i. Vehicle model and number plate
 - ii. Driver's name
 - iii. Driver's contact number
 - iv. Purpose of being at site
 This record must be retained for at least 3 months from the first day of operation.
- e) The employee will use their own tools. If there is a need to use team tools or equipment, the employee will ensure they are cleaned and sanitized both before and after use.

5.9 Traveling and Commuting

- a) Employees are not allowed to travel using public transport to site.
- b) Employees are not allowed to carpool for social distance purpose. If carpool cannot be avoided with strong justification, then it must be with the same group and reported to project manager, HR and/or Safety officer appointed at site.
- c) A copy of MITI letter, list of approved workers and I.C must always be in the possession of the employee at all times traveling to and from work. If the employee is assigned to travel out of state for work, ensure all documentation required are complete.
- d) All employees must check-in using company's location tracking app to record all locations travelled on working days. This record can be retrieved from the location tracking system.
- e) If employee is required to travel overseas for work, ensure the employee(s) is not at high risk to develop COVID19.
- f) Employee shall always bring along 3-ply surgical masks and hand sanitizer for use.
- g) Upon returning from overseas traveling, observe the government's latest updates on quarantine and screening.

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5.10 Signs and/ or Symptom Detection

- a) Any employee who experiences signs or symptoms of the disease at any point shall declare to safety officer, direct superior and Human Resource. He/she must don a 3-ply surgical mask if he/she hasn't done so.
- b) He or she shall not be permitted to enter work- either the office or project site. Instead, he or she shall visit the nearest General Practitioner (GP) immediately and request a referral letter from the General Practitioner (GP).
- c) With the referral letter, he or she shall make an appointment at the nearest SOCSO paneled clinic for disease screening. The results shall be communicated with direct superior and Human Resource as soon as it is released.
- d) The employee shall self-quarantine at home from the moment they present with signs or symptoms until they receive the screening results.
- e) Any *Person under Investigation* or *Person under Surveillance* shall self-quarantine according to Ministry of Health requirement until advised by medical officer.

5.11 Disease Detection

- a) If any employee or sub-contractor worker worked closely with any employee tested positive from disease screening, he or she shall report to safety officer, project manager in-charge and Human Resource Department immediately.
- b) He or she shall admit to Hospital Sungai Buloh immediately. The company Emergency Response Protocol shall be activated.

5.12 Attachment

- Health Declaration Form