

PROTOCOLS UNDER THE CONSTRUCTION INDUSTRY SOP (MCO PHASE 4)

No.	ITEM / ACTIVITY	PROTOCOL
1.	Operating Hours	Up to 24 hours (Client attendance limited to 8.00 A.M. - 5.30 P.M.)
2.	Workers Capacity	100%
3.	Compliance with Laws and other SOPs	At all times
4.	Activities Allowed / Restricted	<ul style="list-style-type: none"> • Construction works (as set out in the CIDB Act¹); • Professional services in relation to construction industry; and • Companies are restricted from carrying out any activities listed in the List of Prohibited Activities.
5.	Submission of information to CIDB	<ul style="list-style-type: none"> • Project name, value, and location (GPS coordinates); • Details of officer in charge; and • List of workers involved.
6.	Documents to be kept at site / premise	<ul style="list-style-type: none"> • Project name, value, and location (GPS coordinates); • Details of officer in charge; • Project implementation schedule; • List of total number of workers of main contractor, in accordance to trade; • List of total number of subcontractors and workers, in accordance to trade; • List of materials and construction material suppliers; • List of heavy machinery suppliers, names of operators, license and type of machinery used; • List of consultants and workers involved; • Record of workers' movement and health screening for symptoms; • Record of cleanliness management at site / premise; • CIDB pledge; and • The SOP (to be displayed at visible area at site / premise)
7.	Workers	<ul style="list-style-type: none"> • Adjust number of workers to comply with social distancing. • Companies encouraged to: <ul style="list-style-type: none"> ➤ Carry out risk management, work scheduling and practice "staggered and sequence workforce"

¹ 'CIDB Act' refers to the Lembaga Pembangunan Industri Pembinaan Malaysia Act 1994

No.	ITEM / ACTIVITY	PROTOCOL
		<ul style="list-style-type: none"> ➤ Create work-from-home system for employees not involved at site / premises; ➤ Conduct meetings virtually. • Foreign workers and employees to undergo COVID-19 testing and confirmed as having tested negative before they can commence work.
8.	Worker Transportation	<ul style="list-style-type: none"> • Provide transportation suitable for social distancing. • Sanitise vehicles between every use. • Record sanitisation process of vehicles. • Ensure social distancing is practised.
9.	Worker Movement	<ul style="list-style-type: none"> • Workers who have just returned from overseas are not allowed to work or enter site / premises for 14 days from their date of arrival in Malaysia. • Ensure worker movement is restricted to between home and the site / premise.
10.	Transportation of materials / supplies	<ul style="list-style-type: none"> • Record movement of materials / supplies to the site / premises. • Measure and record temperature of driver transporting materials / supplies. • Provide and ensure use of hand sanitisers.
11.	Information for Workers	Regularly remind workers of COVID-19 preventive measures through announcements, awareness posters, and reminders.
12.	Emergency Management and Response	<ul style="list-style-type: none"> • Appoint coordinator to oversee COVID-19 preventive measures². • Coordinators can be the: <ul style="list-style-type: none"> ➤ Safety and Health Officer; ➤ Occupational Safety and Health Coordinator; ➤ Secretary of Safety and Health Committee; or ➤ Company owner. • Create Emergency Response Protocol for emergency cases of COVID-19 infection or investigation³. • Bear costs of decontamination of site / premises. • Bear cost of quarantining workers who had close contact with infected patient

² The requirement for appointment of a coordinator was introduced prior to this under CIDB's Standard Operating Procedures and Guidelines for Approved Operations and Movement of Workers for Construction Projects ('CIDB SOP and Guidelines'), which applied to construction companies operating during the third phase of the Movement Control Order.

³ The requirement for an Emergency Response Protocol was introduced prior to this under the CIDB SOP and Guidelines.

No.	ITEM / ACTIVITY	PROTOCOL
		(including arranging alternative accommodation).
13.	Contact Tracing	<ul style="list-style-type: none"> • Cooperate with relevant authorities in implementing and managing contact tracing. • Encourage employees to use the MySejahtera application for contact tracing⁴.
14.	Entrance of Site / Premises	<ul style="list-style-type: none"> • Record details of workers on site / premises. • Measure and record temperature of workers on daily basis⁵. • Daily screening for COVID-19 symptoms. • Prepare hand sanitiser or place to wash hands.
15.	Execution of Construction Works	<ul style="list-style-type: none"> • Conduct risk assessment before commencing work. • Control movement of workers. • Ensure social distancing is practised. • Ensure workers do not gather closely or work in close proximity with each other for extended period of time. • Minimise activities in enclosed area. • Provide workers with personal protective equipment such as face masks. • Ensure workers wash hands regularly and are always wearing their face masks. • Decontamination of site / premises. • Immediately isolate workers showing COVID-19 symptoms and sending them for testing.
16.	Toilets	Ensure regular cleaning and decontamination of toilets.
17.	Management of Workers' Break Time	<ul style="list-style-type: none"> • Ensure canteen / rest area / prayer rooms are not crowded by: <ul style="list-style-type: none"> ➢ Dividing break times and allocating smaller groups; ➢ Providing multiple eating / resting / praying areas. • Ensure only packed food is served. • Ensure canteen operators wear face masks and gloves. • Ensure workers practise social distancing at all times.

⁴ The use of the MySejahtera application by employees was introduced as a requirement under the CIDB SOP and Guidelines.

⁵ The requirement to measure and record the temperature of workers was introduced prior to this under the CIDB SOP and Guidelines.

No.	ITEM / ACTIVITY	PROTOCOL
18.	Returning from Work	<ul style="list-style-type: none"> • Remind workers to shower with soap and wash clothes worn at site / premises as soon as they reach their accommodation. • Notify the coordinator if any worker has health problems upon returning from work.
19.	Accommodation at Site/ Premise	<ul style="list-style-type: none"> • Decontamination of common area 3 times daily. • Provide hand washing facilities and hand sanitiser. • Measure and record workers' temperature and carrying out screening of COVID-19 symptoms before they enter the accommodation. • Ensure social distancing is practised. • Provide workers with personal protective equipment such as face masks. • Prevent any mass gatherings.
20.	Record-keeping	<ul style="list-style-type: none"> • Maintain records of workers: <ul style="list-style-type: none"> ➢ Attendance; ➢ Health screening; ➢ Movement; ➢ Personal information. • Maintain records of cleanliness management of site / premises: <ul style="list-style-type: none"> ➢ Decontamination of any COVID-19 infected area, canteen, and toilets; and ➢ Cleaning of other areas. • Maintain records of management of site / premises: <ul style="list-style-type: none"> ➢ Risk management; ➢ Movement of suppliers, providers and any related party; ➢ Inspection by authorities; and ➢ Announcement and awareness.

[end of document]

This document is for general information only. Its contents do not constitute legal advice and should not be relied upon as such. Please seek legal advice about any specific circumstances.