

STANDARD OPERATING PROCEDURES ('SOPS') FOR AGRICOMMODITY SECTOR

Subsectors: All agricommodity sectors - agricommodity produce (oil palm, rubber, cocoa, pepper, kenaf and timber including forest plantation) and its supply chain (harvesting, collection, transportation and maintenance) for plantations and smallholders; agricommodity trade (sale, purchase, grading, transportation and collection); and agricultural input (seedling, fertiliser, pesticide, equipment, machinery and spare parts for machinery)

SOPs	Details
Operating hours	3 a.m. to 7 p.m.
Customer attendance hours	8 a.m. to 6 p.m.
Worker capacity	100%
Disease prevention and control protocol	<ul style="list-style-type: none"> Employer is required to put in place protocols in the workplace to cover disease monitoring and prevention of outbreak of infection in accordance with the standards prescribed by the Ministry of Health Malaysia.
Health screening	<p>Inspecting and monitoring health before operations</p> <ul style="list-style-type: none"> All workers must be subject to a health check before entering the operations area by using a non-contact thermometer and checking for Covid-19 symptoms; Information on the state of health of each worker must be recorded and kept by the plantation owner/ smallholder; All workers must maintain personal hygiene and practise social distancing by maintaining a distance of at least one metre from other workers; and Any worker who has been identified to have displayed Covid-19 symptoms must be given access to medical care on an urgent basis and quarantine measures must be undertaken. Thus, the plantation owner/ smallholder must prepare an appropriate quarantine area in the event such incident occurs. <p>Preventive measures during operations</p> <ul style="list-style-type: none"> Transportation of workers to the place of operations in large groups is not permitted. A plantation owner/ smallholder must minimise the number of workers required to carry out the operations to reduce the risk of infection among the workers; All workers are required to always maintain personal hygiene and practise social distancing by maintaining a distance of at least one metre between one worker and another throughout the period of operations; A plantation owner/ smallholder must minimise situations which require workers to gather in large numbers. For example, implement staggered rest times to avoid such situation; A plantation owner/ smallholder must prepare equipment to prevent transmission of infectious diseases such as hand sanitisers and face masks and place the same at strategic locations in common spaces such as the entrance to the operations area, prayer room, canteen and workers transport; and

SOPs	Details
	<ul style="list-style-type: none"> • A plantation owner/ smallholder must carry out periodic disinfection of the common spaces where workers gather. <p>Health checks on visitors/ suppliers</p> <ul style="list-style-type: none"> • The number of visitors and suppliers entering the operations area should be limited and they should only be allowed to enter the operations area for essential purposes only; • All visitors and suppliers should be subject to a health check using a non-contact thermometer and checking for Covid-19 symptoms; and • Any visitors and suppliers who have been identified as displaying Covid-19 symptoms are not allowed to enter the operations area.
Health report (at premises and accommodation provided by the company for employees)	<ul style="list-style-type: none"> • Report to a nearby Health Office if the number of employees absent from work exceeds 5% of the total number of employees due to fever or are symptomatic. • Employees with a body temperature reading exceeding 37.5°C or displaying any symptoms should be referred to the company's panel clinic or a nearby Health Clinic. • The said employee is not permitted to enter the company's premises.

Subsectors: All agricommodity sectors - processing plants for agricommodity (palm oil, rubber, timber and furniture, cocoa, pepper, kenaf and biodiesel)

SOPs	Details
Operating hours	24 hours
Customer attendance hours	8 a.m. to 6 p.m.
Worker capacity	100%
Disease prevention and control protocol	<ul style="list-style-type: none"> Employer is required to put in place protocols in the workplace to cover disease monitoring and prevention of outbreak of infection in accordance with the standards prescribed by the Ministry of Health Malaysia.
Health screening	<ul style="list-style-type: none"> Prepare body temperature monitoring equipment or thermal scanner. Carry out daily screenings to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath. Screenings are required to be carried out daily at the entrance to the factory/ premises.
Health report (at premises and accommodation provided by the company for employees)	<ul style="list-style-type: none"> Report to a nearby Health Office if the number of employees absent from work exceeds 5% of the total number of employees due to fever or are symptomatic. Employees with a body temperature reading exceeding 37.5°C or displaying any symptoms should be referred to the company's panel clinic or a nearby Health Clinic. The said employee is not permitted to enter the company's premises.