

PROTOCOLS UNDER MINISTRY OF WORKS FAQs (CMCO)

No.	ITEM / ACTIVITY	PROTOCOL
1.	Testing and Health Screening of Workers	<ul style="list-style-type: none"> Foreign citizens (both workers and employer) to undergo COVID-19 testing and confirmed as having tested negative before they can commence work. 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.
2.	Worker Transportation	<ul style="list-style-type: none"> Provision of transportation for movement of workers (if applicable). Sanitise vehicles between every use. Record sanitisation process of vehicles. Ensure social distancing is practised.
3.	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.
4.	Management of Covid-19 Symptoms and Cases	<ul style="list-style-type: none"> Workers showing symptoms of Covid-19 must be isolated immediately and brought to a nearby clinic/ hospital for Covid-19 screening. If a worker in Centralised Labour Quarters tests positive for Covid-19, workers in close contact must be quarantined at employer's cost. Employer must arrange for alternative accommodation.
5.	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 basis. Daily screening for COVID-19 symptoms. Refuse entry to site/ premise to any person with a body temperature of above 37.5 degrees Celsius. Refuse entry to any person suspected of having Covid-19. Any person found to have Covid-19 during a health examination prior to entry must be quarantined and sent for treatment. Provide hand sanitisers or a place to wash hands.
6.	Execution of Construction Works	<ul style="list-style-type: none"> Conduct risk assessment, taking into account infection risk, before commencing work. Control movement of workers going in and out. Ensure social distancing (1 metre between each worker) is practised.

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		<ul style="list-style-type: none"> • Ensure workers are not/ do not work in close proximity with each other for extended period of time. • Minimise activities in enclosed area. • Conduct meetings in compliance with social distancing. • Ensure at all times that workers do not gather together. • Provide workers with personal protective equipment such as face masks. • Ensure workers wash hands regularly and wear face masks at all times. • Decontaminate site/ premises. • Immediately isolate workers suspected of having Covid-19 and bring them to nearby clinic/ hospital for Covid-19 screening.
7.	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 do not eat or rest in groups and are practising social distancing at all times.
8.	Cleanliness of Toilets and Construction Site/ Premises	<ul style="list-style-type: none"> • Ensure toilets are clean by carrying out regular and scheduled decontamination of toilets. • Ensure cleanliness of construction site/ premises.
9.	Workers' Accommodation on Site/ Premise	<ul style="list-style-type: none"> • Decontamination on daily basis, and at least 3 times a day for common areas. • 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 (1 metre between each worker) is practised. • Provide workers with personal protective equipment such as face masks. • No visitors except for parties with the relevant authority and providing facilities. • Prevent any group activities (including sports and religious activities).
10.	Reminders to Workers	Remind workers to immediately bathe with soap and to clean the clothes that have been used once they arrive at their accommodation.
11.	Maintenance of Records	<ul style="list-style-type: none"> • Maintain records of workers: <ul style="list-style-type: none"> ➢ Attendance;

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		<ul style="list-style-type: none"> ➤ 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; ➤ In and out movement of suppliers, providers and any related party; ➤ Inspection by authorities; and ➤ Announcement and awareness.

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