

STANDARD OPERATING PROCEDURES ('SOPS') FOR NATURAL RESOURCES SECTOR

Forestry subsectors: Forest harvesting (logging) and wood-based industries

SOPs	Details
Operating hours	Up to 24 hours (for wood-based industries)
Customer attendance hours	8.00 a.m. to 5.00 p.m. (for wood-based industries)
Worker capacity	100%
Etiquette in common spaces in industrial premises and area of operation	<ul style="list-style-type: none"> • Social distancing is to be observed in the prayer room and place of worship in the premises • Canteen/ kitchen in workers accommodation is only permitted to operate for preparation of packed food and drinks • Rest time for meals should be staggered and implemented in stages
Workers transport	<ul style="list-style-type: none"> • Vehicles provided by the company to transport workers are required to undergo disinfection and sanitisation process each time after use • Social distancing (with alternating seating) is to be observed in the vehicle • Workers are encouraged to sanitise their own vehicles
Workers accommodation (if provided by employer)	<ul style="list-style-type: none"> • Ensure that social distancing is implemented in the sleeping area, washroom, bathroom, prayer room, dining area, etc. • Disinfection process must be carried out two times a day
Emergency response (in particular for wood-based industries)	<ul style="list-style-type: none"> • The company must establish an emergency response protocol committee to prepare and implement measures to manage emergency cases (if there is a Covid-19 infection or investigation of a Covid-19 infection) • The company is responsible to bear the full costs of the health screenings, if health screenings are necessary • The cost of disinfecting and sanitising the premises is to be borne by the company • Establish/ update Emergency Response Plan to manage Covid-19 cases in the company's premises
Use of hand sanitiser and face mask	<ul style="list-style-type: none"> • Compulsory to use hand sanitiser and face mask • Provide an area for washing hands with soap
Take and record body temperature of workers	<ul style="list-style-type: none"> • Take and record body temperature of workers daily at the start of each shift
Distance between workers and customers	<ul style="list-style-type: none"> • Distance of at least one metre between workers and customers
Awareness activities on containment of Covid-19	<ul style="list-style-type: none"> • The company is required to provide a briefing to all workers on the Covid-19 pandemic and containment measures
Restrict movement into industrial premises	<ul style="list-style-type: none"> • It is a requirement to register at the entrance door to the industrial premises
Application for services (application for processing extension of term of licence)	<ul style="list-style-type: none"> • To be made online

Minerals subsectors: Mining and extraction of minerals and rock materials, blasting, storage, processing and transportation of minerals, export of minerals and rock materials, exploration and excavation

SOPs	Details
Operating hours	<ul style="list-style-type: none"> 8.00 a.m. to 5.00 p.m. (if outside these hours, approval from the Department of Mineral and Geoscience Malaysia ('JMG') is required) Monday to Friday - Perlis, Pulau Pinang, Perak, Selangor, Negeri Sembilan, Melaka, Pahang, Sabah and Sarawak Sunday to Thursday - Kelantan, Kedah, Terengganu and Johor
Customer attendance hours	N/A
Worker capacity	100%
Health care compliance	<ul style="list-style-type: none"> Carry out screenings including temperature scanning and health briefing for workers on each working day. Only healthy workers are permitted to work. Provide hand sanitiser at main locations Observe social distancing that is allowed Report to the Ministry of Health Malaysia ('MOH') and the JMG if a worker is infected or suspected of having Covid-19 Provide an area for washing hands with soap
Restriction on submission of documents/ licences/ permits	<ul style="list-style-type: none"> Encouraged to submit documents digitally via electronic medium
Cafeteria facilities	<ul style="list-style-type: none"> Canteen/ kitchen in workers accommodation is only permitted to operate for preparation of packed food and drinks Use of cafeteria is required to be in accordance with SOPs prescribed by MOH
Use of personal protective equipment ('PPE')	<ul style="list-style-type: none"> Ensure that workers use PPE continuously during working hours All workers must wear a face mask
Emergency response	<ul style="list-style-type: none"> Establish/ update Emergency Response Plan to deal with Covid-19 cases in the company's premises