

COVID-19

POST MOVEMENT CONTROL

ORDER PREPARATION

HUMAN CAPITAL DEPARTMENT

Version 3.0

Release Date: 23rd October 2020

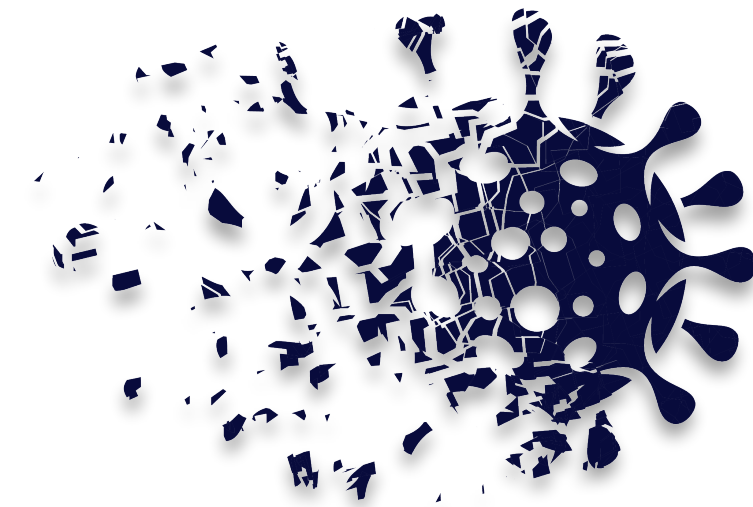


A Member of

DRB-HICOM

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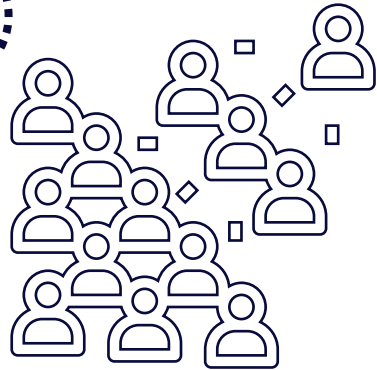


“Asking the question 'are we doing enough' regularly and repeatedly is critical.”

–Dr. Maria Van Kerkhove, Technical Lead, WHO.

Restart Of Operations

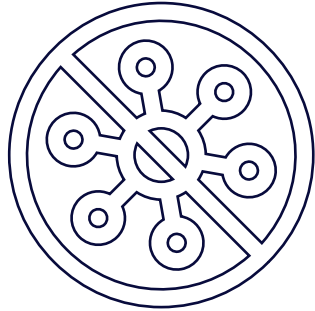
1



Gradual Restart

Initial-minimal effective level (50% headcount).


2



Only Healthy and Screened Covid-19 Employees Are Allowed

Body temperature below 37.5 celsius and no Covid-19 symptoms such as dry cough, fever, tiredness & difficulty breathing.

3



Sick Employees to Stay at Home Until They Are Well

Employee with body temperature more than 37.5 celsius.

4



Daily Health Recording

Compulsory

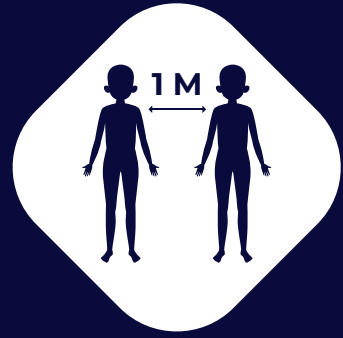
1. E-Profile by DRB
2. My Sejahtera App by KKM
3. Temperature Log Book for DOSH.
4. Vendor Health Declaration & Registration

Protection of Employees

How to #staysafe



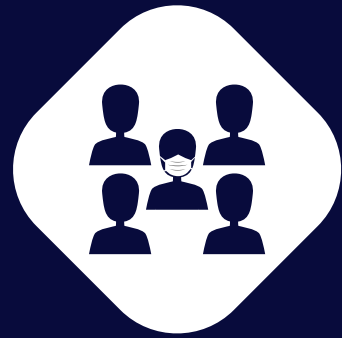
WEAR A PROTECTIVE MASKS



KEEP DISTANCE SOCIAL DISTANCING



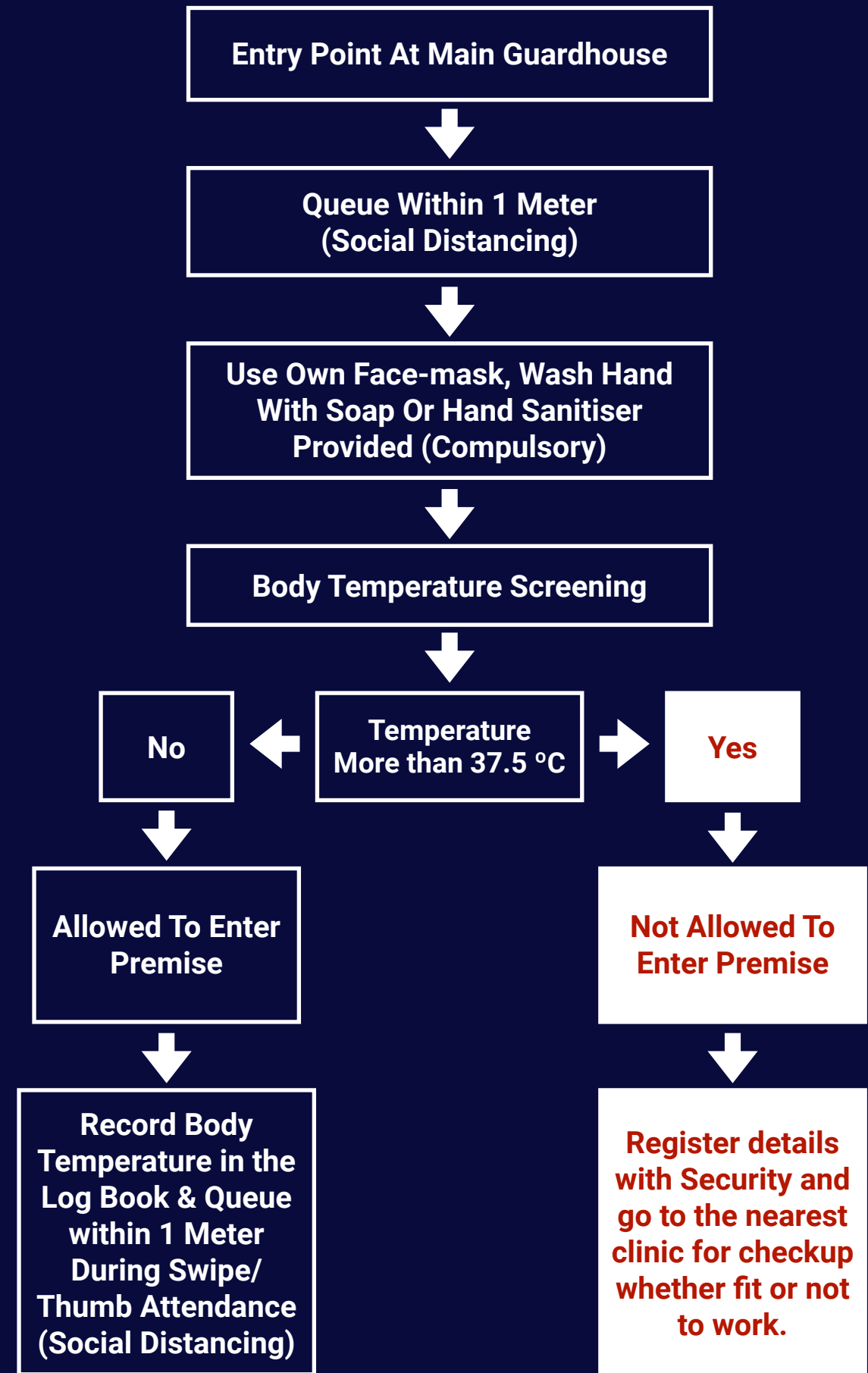
WASH HANDS/SANITIZE FREQUENTLY



AVOID CROWDED PLACES

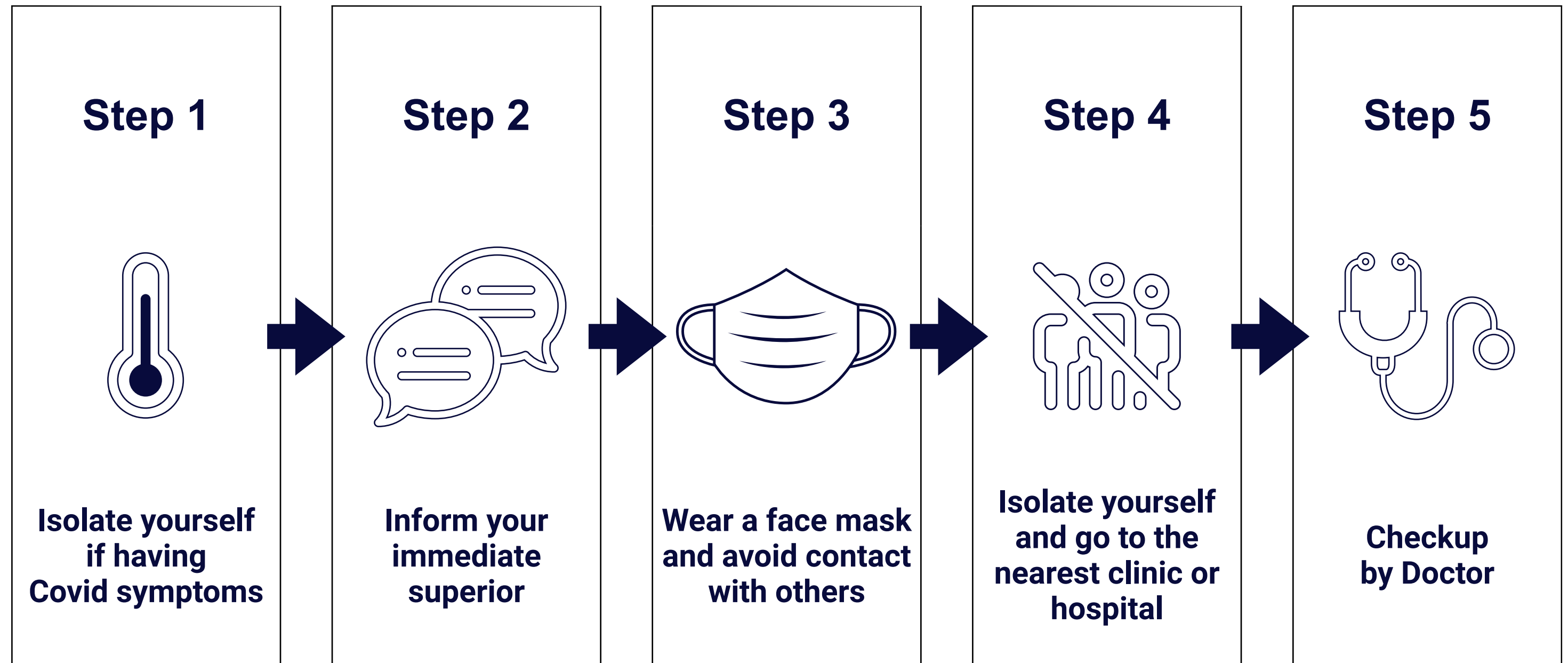


Staff Entering Premise Flow Chart



Protection of Employees

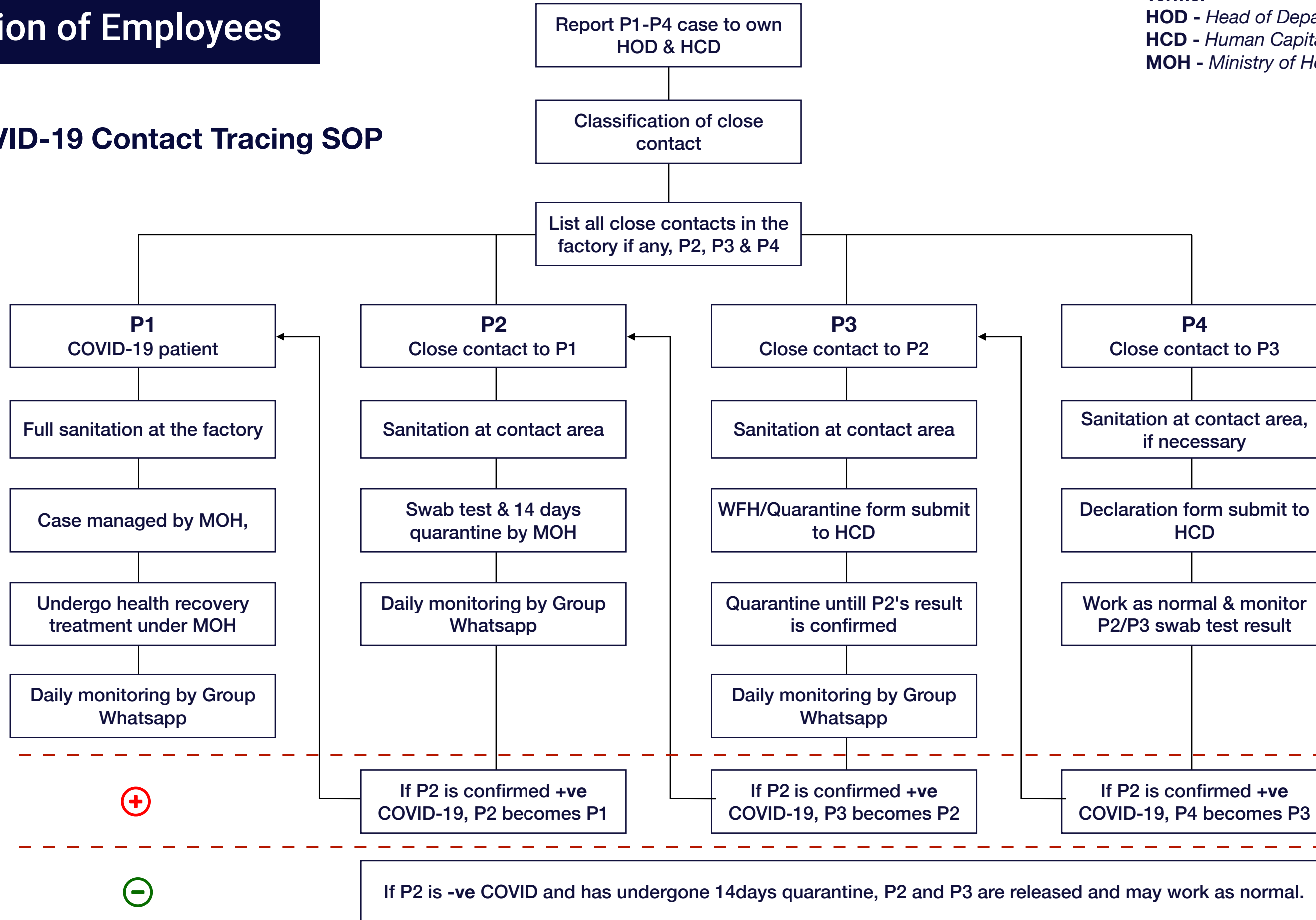
5 Steps Managing Sick Employee at Workplace



Protection of Employees

Terms:
HOD - Head of Department
HCD - Human Capital Department
MOH - Ministry of Health

COVID-19 Contact Tracing SOP



Protection of Employees



Disinfecting Kits

- Wash hand regularly by using Anti-bacterial soap provided.
- Hand sanitizer provided at designated place (i.e. guardhouse, lobby, meeting room & office).
- Routinely clean all frequently touched surfaces in the workplace.
- Use the cleaning agents and follow the label's directions.
- No additional disinfection beyond routine cleaning is recommended at this time.



Mask & Temperature

- Staff body temperature screening by PHN Security at designated place.
- Record staff body temperature.
- Wear a face-mask to prevent large droplets of bodily fluids.

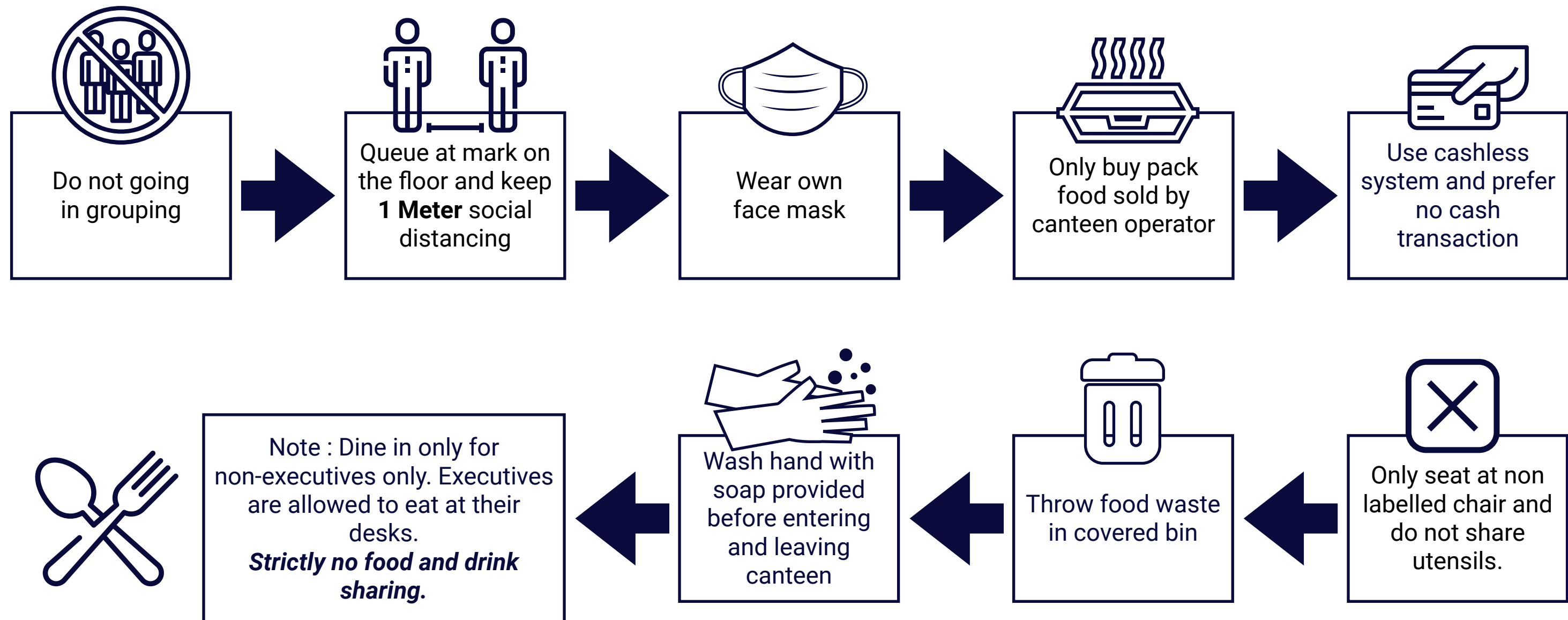


Rest Staggered Shifts & Break & Habit

- Staggered shifts and break times
- Break times divided into group.
- Always maintain good personal hygiene.
- Frequent hand washing with soap and water or hand sanitizer
- Practice respiratory etiquette
- No touch policy among staff
- Prevent handshakes

Protection of Employees

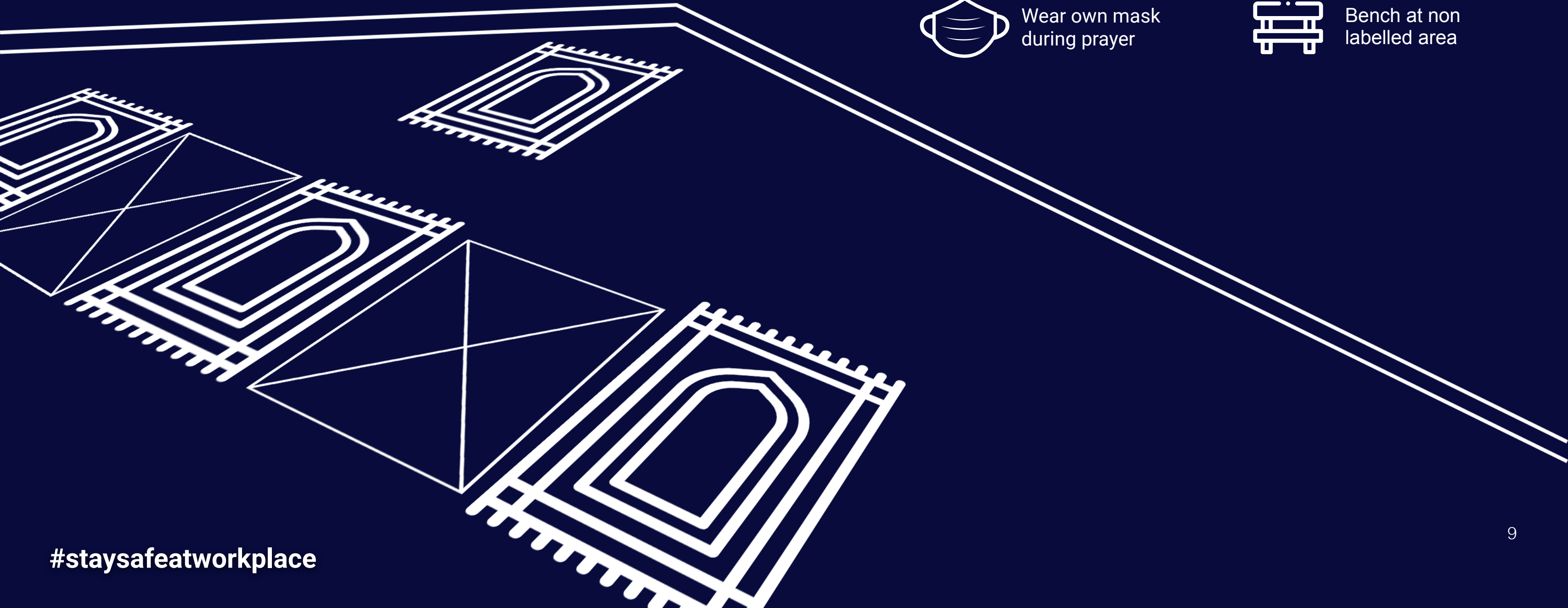
Entering Canteen Flow Chart



Canteen Seat Capacity After 1 Meter Social Distancing	
Plant	Seats Capacity
PHNSA	108
PHNBB	60
PHN PGH	87
OSISA	155
OSITM	51

Protection of Employees

Prayer Room



6 Steps Entering Prayer Room



Use own items
(sejadah, telekung &
kain)



Take turn and check
the available slot



Take "Wuduk" using
non labelled faucet



Pray at non-labelled
area



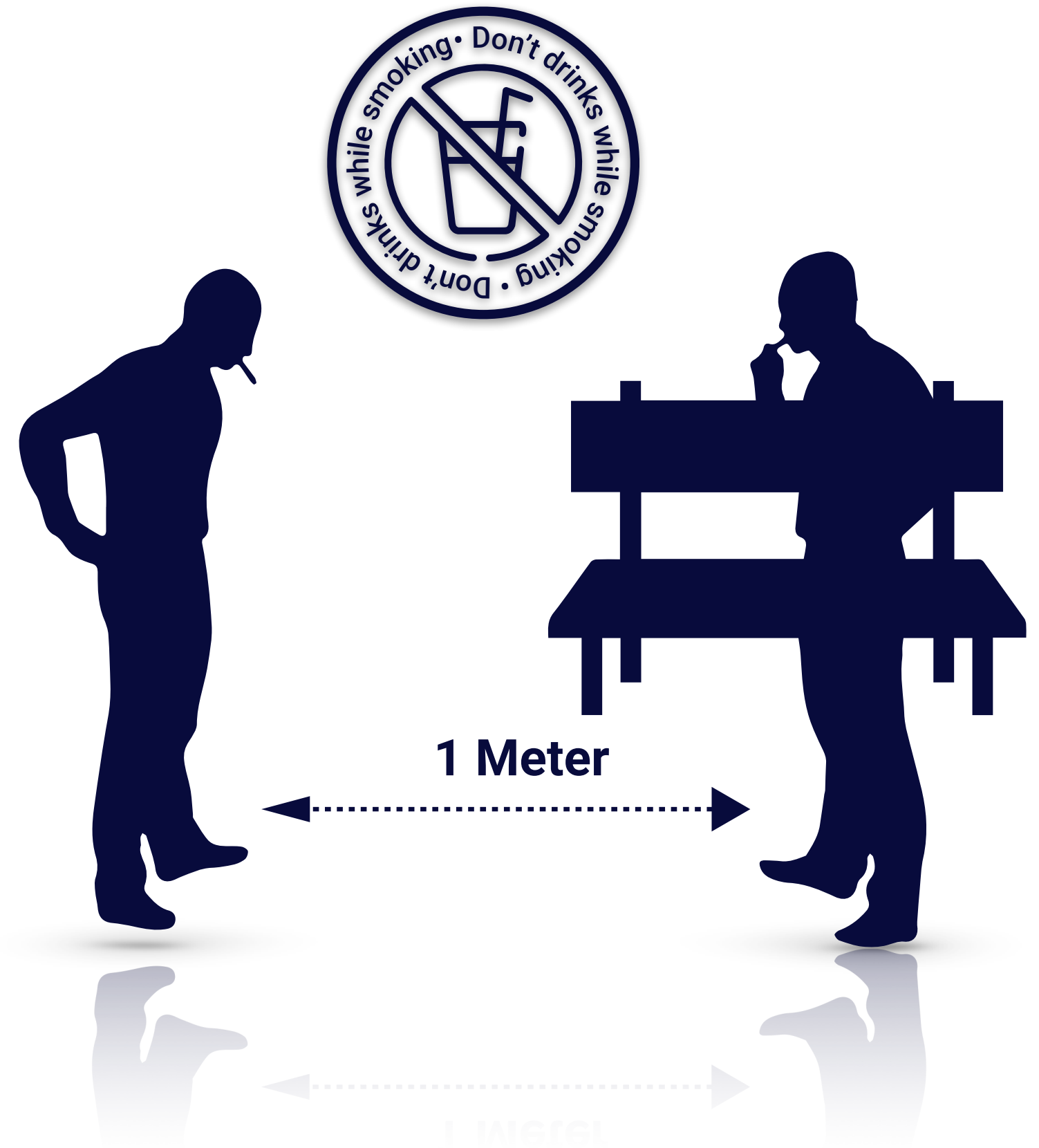
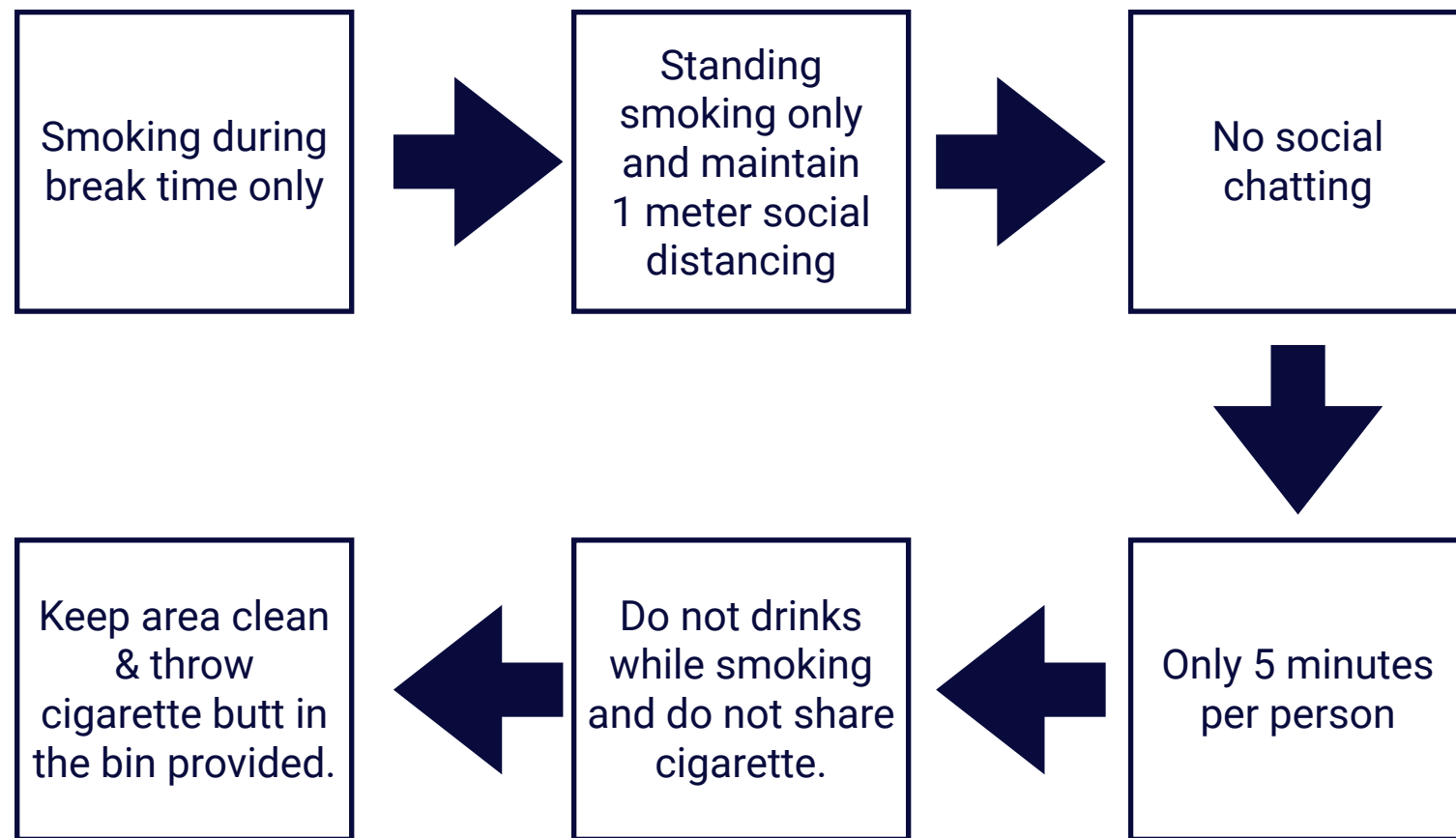
Wear own mask
during prayer



Bench at non
labelled area

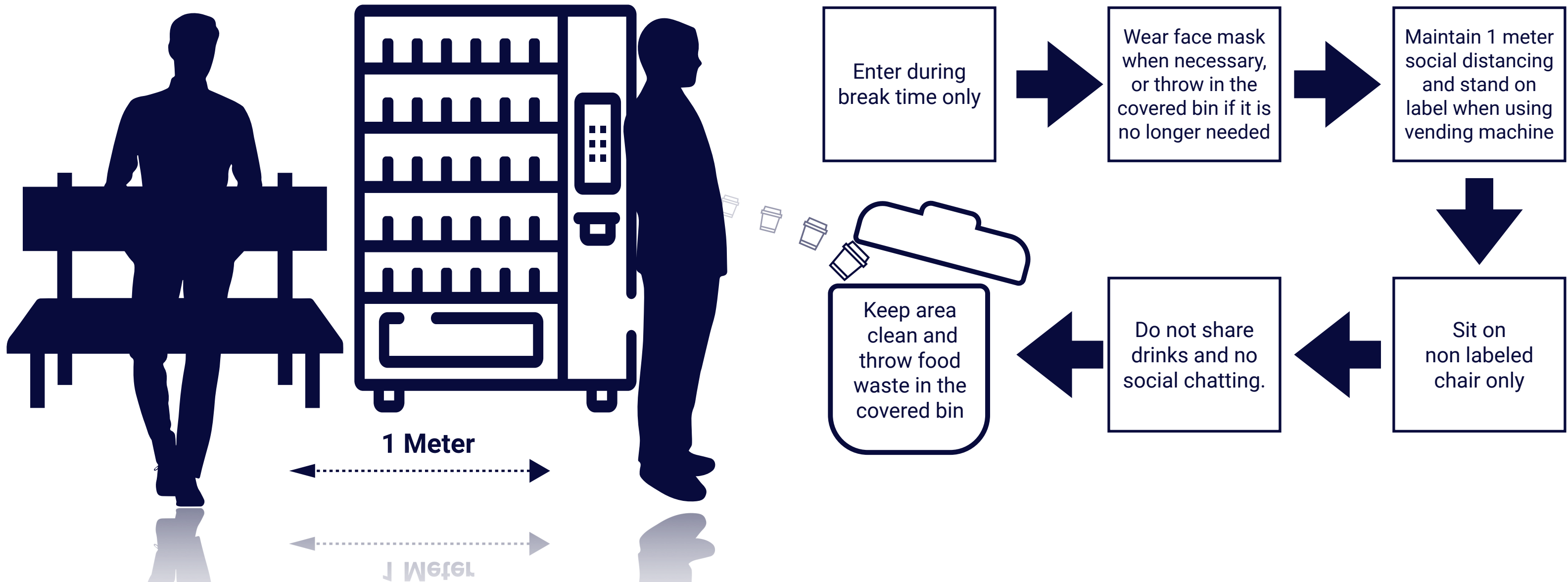
Protection of Employees

Entering Smoking Area Flow Chart





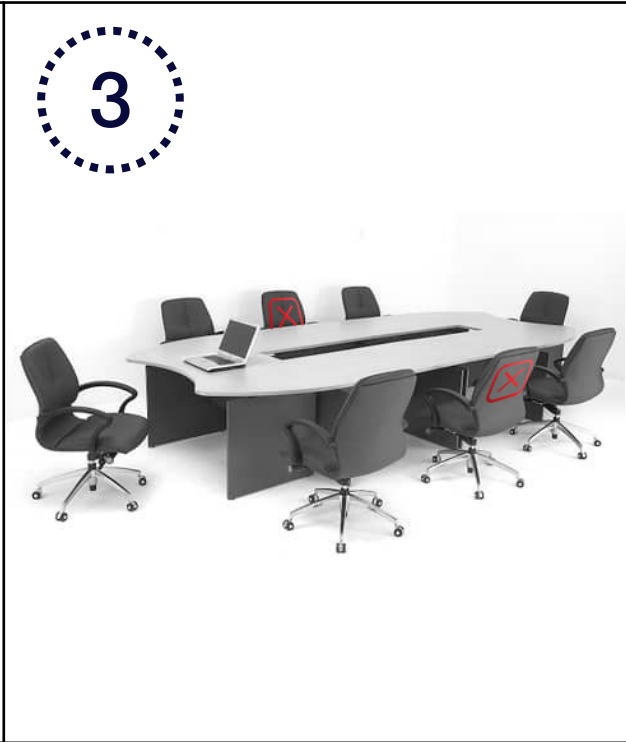
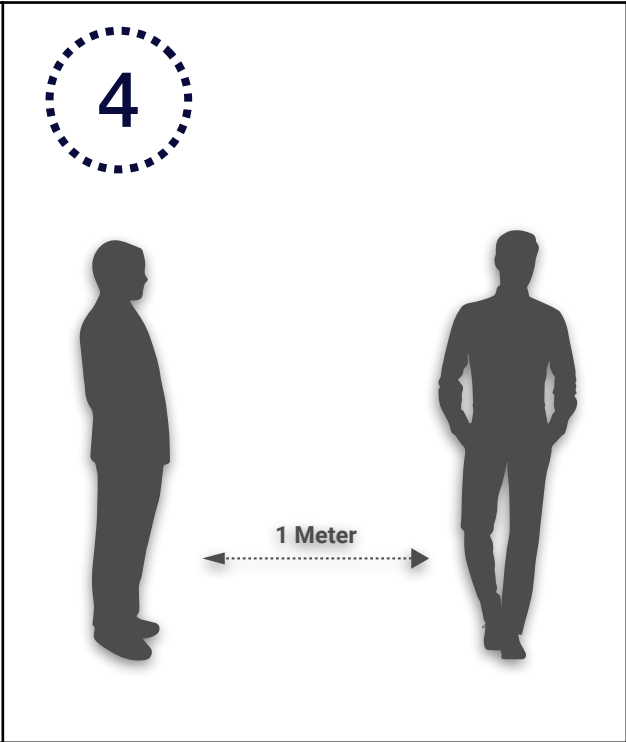

Protection of Employees

Entering Rest Area Flow Chart



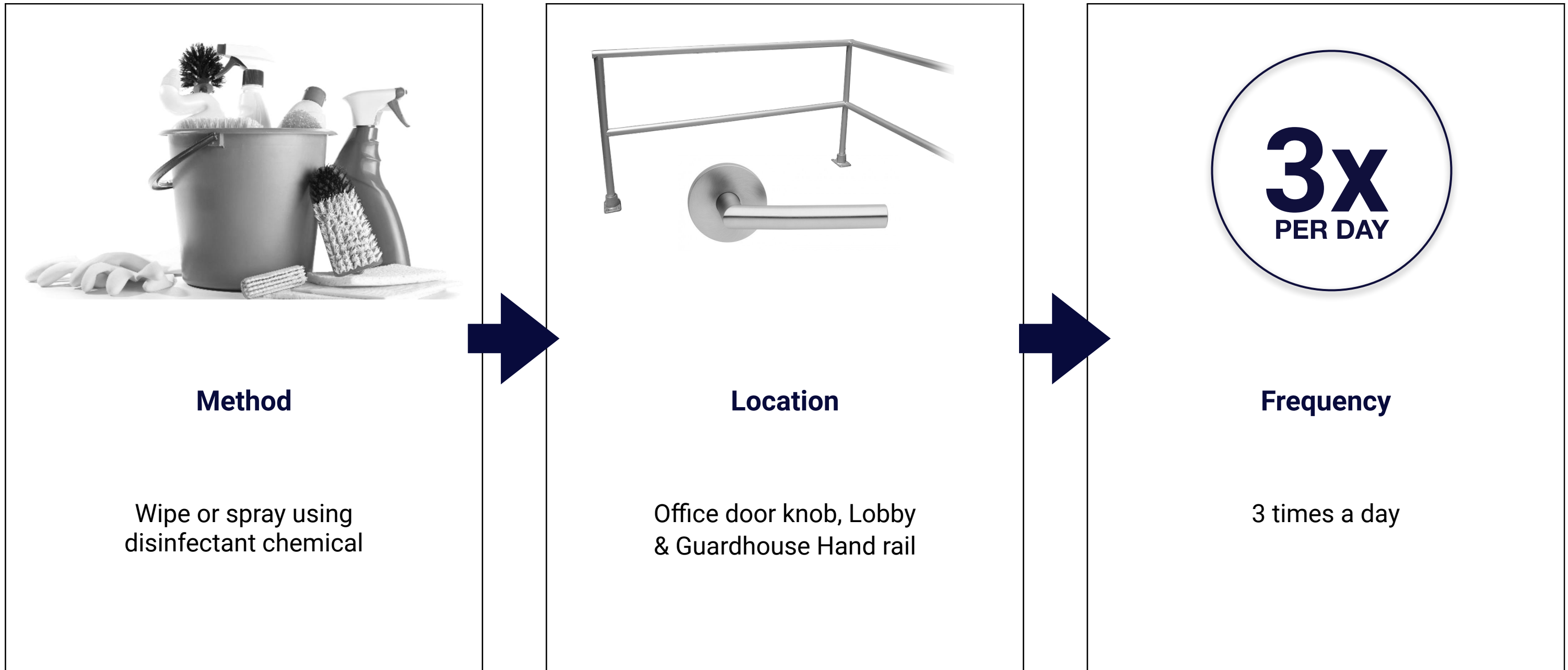
Protection of Employees

Entering Office, Meeting and Training Room Flow Chart

				
<p>Sanitise your working space such as desk, chair, computer, telephone and etc. before and after work.</p>	<p>Sit at own working area and do not share stationeries except for office equipment</p>	<p>Sit on the non labelled chair only in the meeting and training room. No food allowed and do not share drinks with others.</p>	<p>Maintain 1 meter social distancing at all areas.</p>	<p>Throw your face mask into the bin provided if no longer use or needed.</p>

Protection of Employees

Extra Cleaning By Cleaning Contractor



Protection of Employees

Emergency Response for Covid-19

Administration Department



hcd@phn.com.my



013-436 3474 - Muhaimin
013-428 3201 - Azlina
011-1245 6361 - Rahime



08.00 - 17.30
Monday to Friday

Urgent Calls
24 hours

Latest Information And Education Materials From Ministry of Health Malaysia About Covid-19

Visit Official Website For Genuine Information
Resources on Covid-19



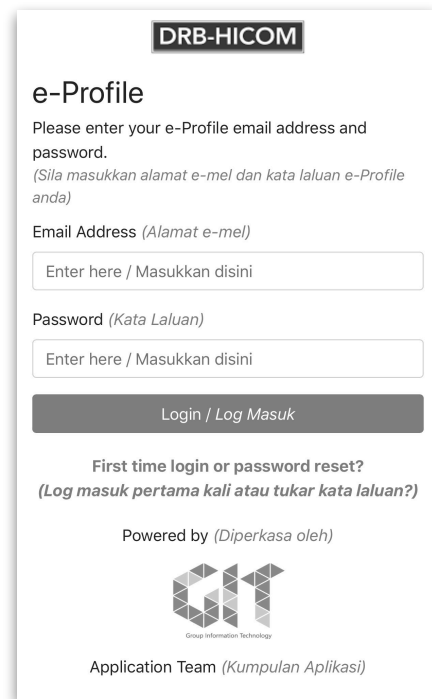
[http://www.moh.gov.my/
index.php/pages/view/
2019-ncov-wuhan](http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan)

Or Scan
Qr Code Provided.



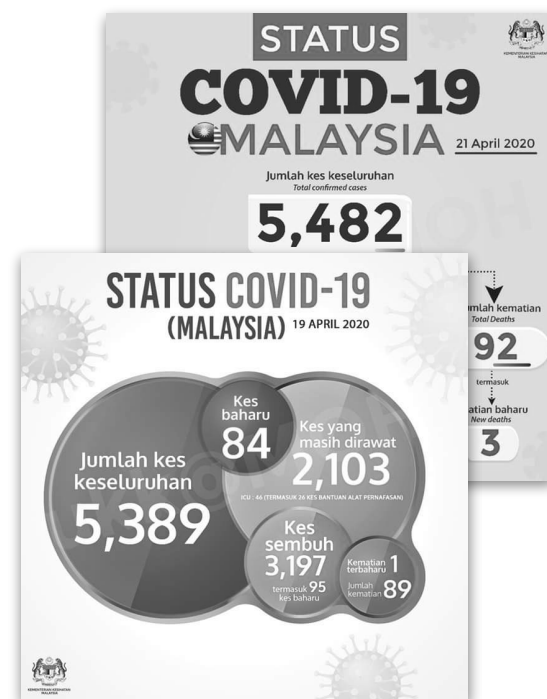
Employee Communication

Communication



Full explanations of company health measures to staff

Monitoring staff health and whereabouts status (DRB E-profile).



Posters, video & messaging

Email and 'WhatsApp' Group



Channels to raise concerns

To respond within few hours by PHN Group Human Capital Department person in charge Noor Azlina Abd Ghulam at 013-428 3201



Safety Briefing Before start to work or take two (rest)

Active roles from the Management and Leaders to brief safety precautions to all of the workers.

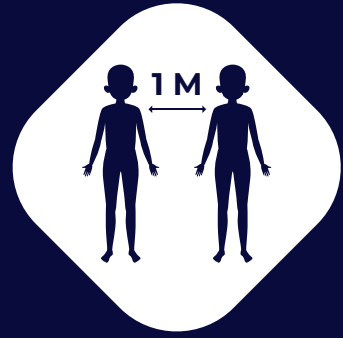
Customers, Visitors, Contractors & Lorry Drivers

Outsiders Entering Premise Flow Chart

How to #staysafe



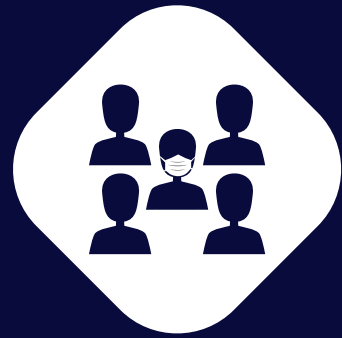
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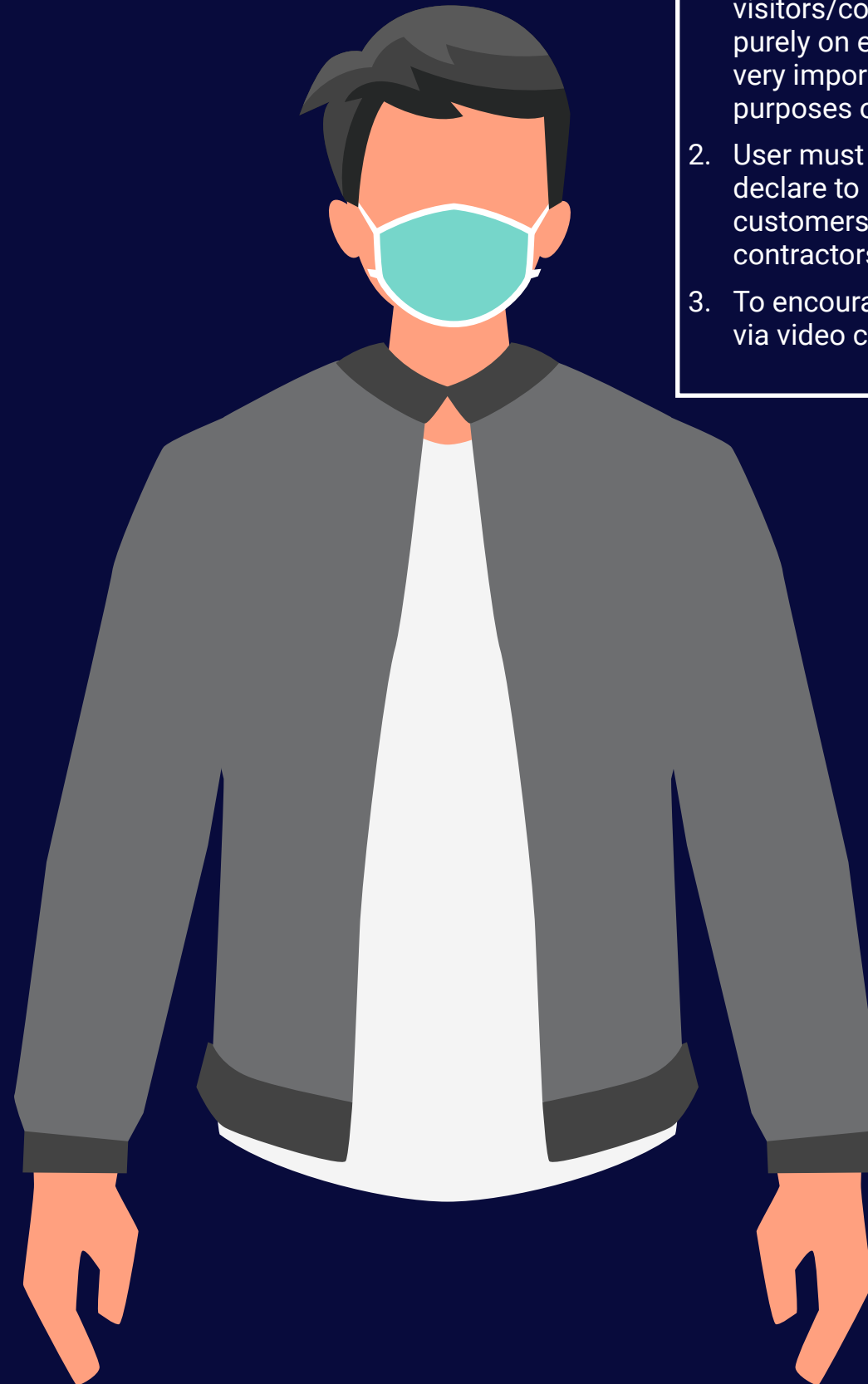
KEEP DISTANCE SOCIAL DISTANCING



WASH HANDS/SANITIZE FREQUENTLY



AVOID CROWDED PLACES



Important Note

1. Visit by customers/visitors/contractors are purely on emergency or very important purposes only.
2. User must request and declare to HCD to invite customers/visitors/contractors.
3. To encourage meeting via video conferencing

Entry Point At Main Guardhouse

Queue Within 1 Meter (Social Distancing)

Use Own Face-mask, Wash Hand With Soap Or Hand Sanitiser Provided (Compulsory)

Body Temperature Screening

Register Details and Fill Up Declaration Form at Guardhouse

No

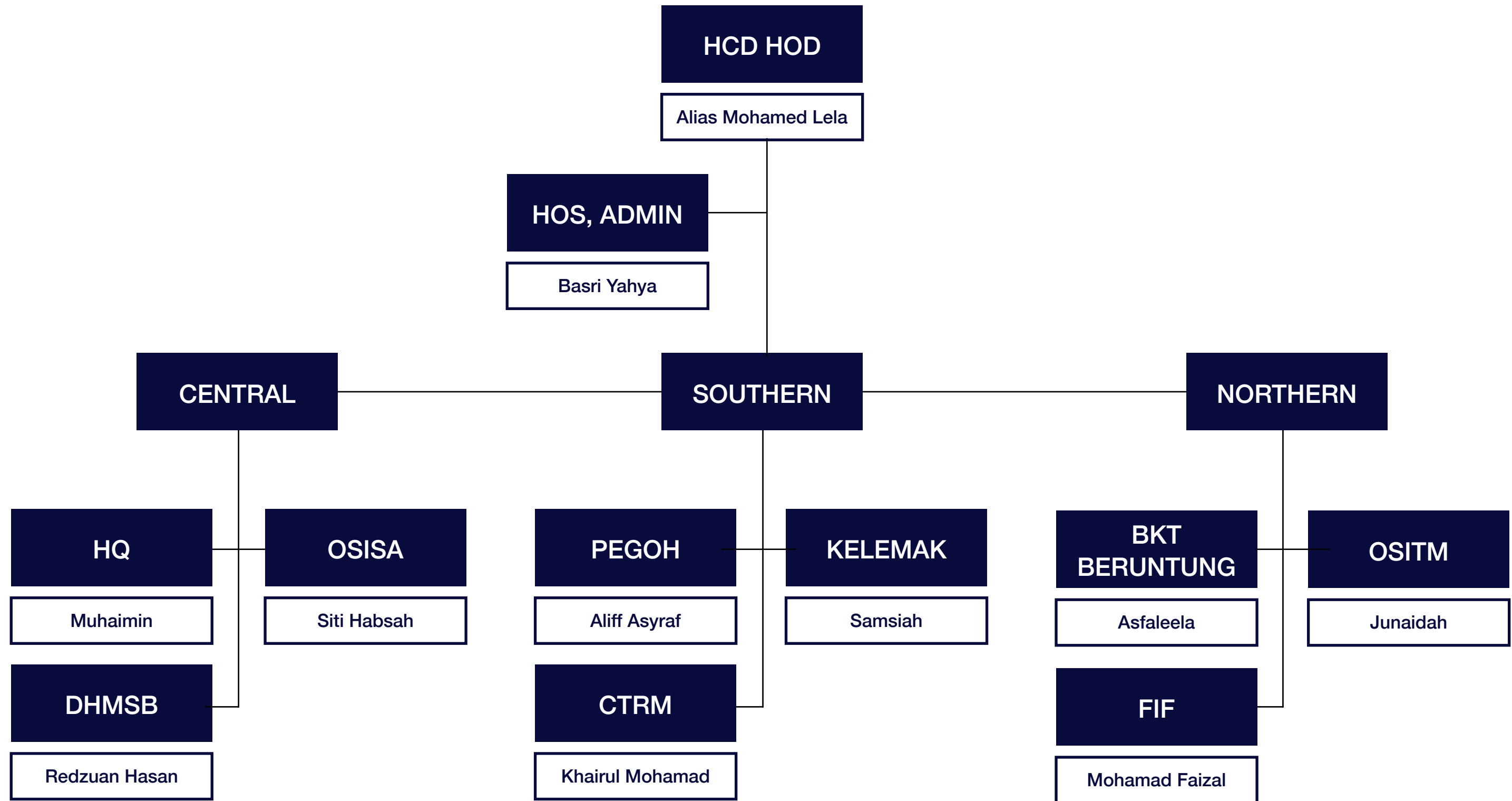
Temperature More than 37.5 °C

Yes

Allowed to Enter Premise. Only Two (2) Authorised Visitors or Contractors

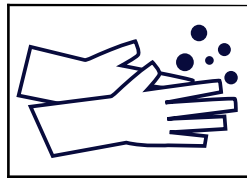
Not Allowed To Enter Premise

Emergency Response For COVID-19

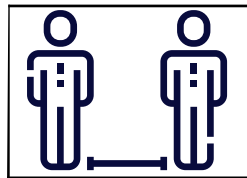


Transportation

Entering Transport Flow Chart



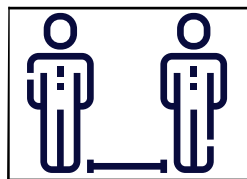
Wash Hand with Soap or Hand Sanitizer Provided



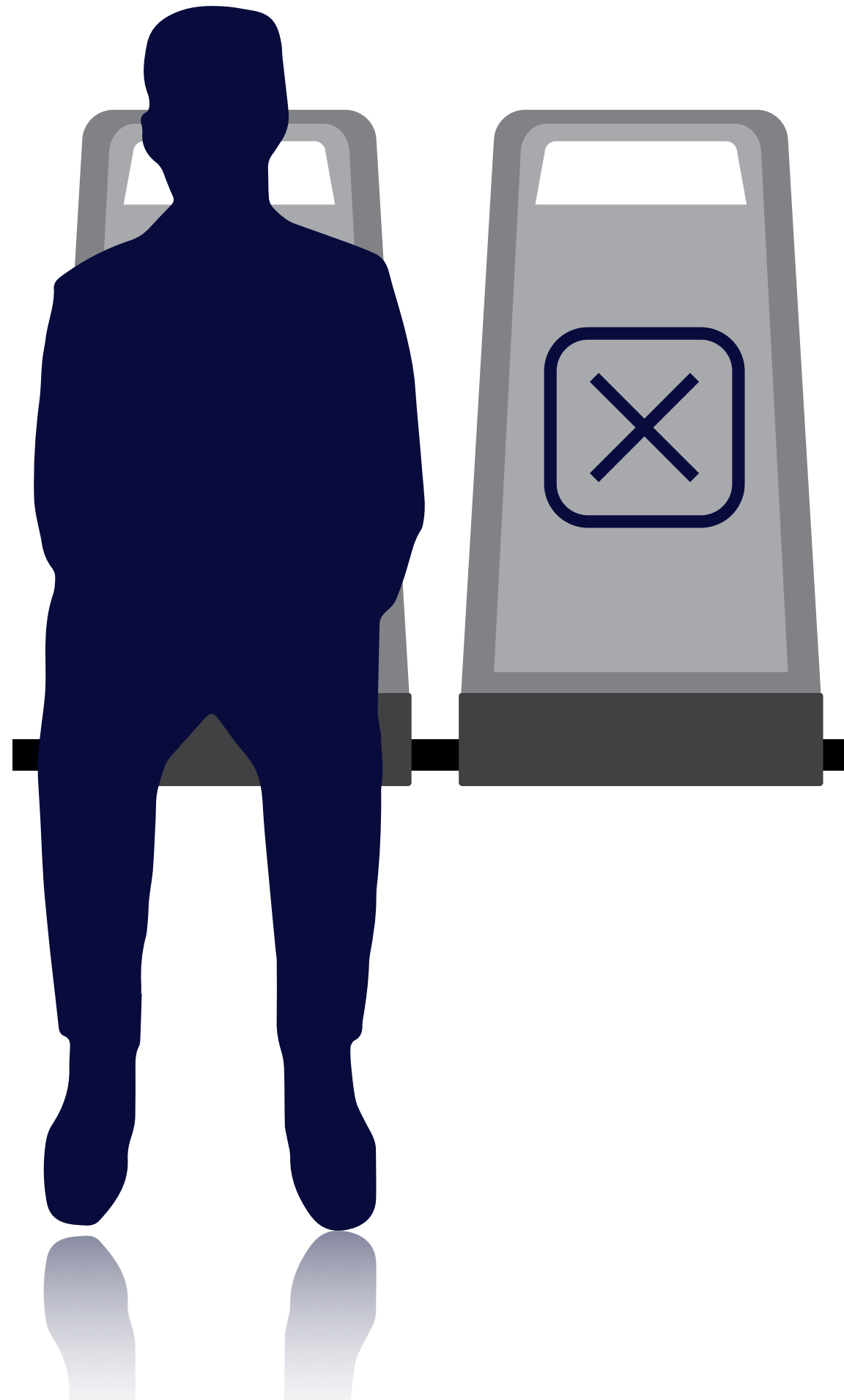
Queue Within 1 Meter (Social Distancing) Before Taking Bus



Sit on Non Labeled Chair Only



Maintain Queue Within 1 Meter (Social Distancing) During Arrival

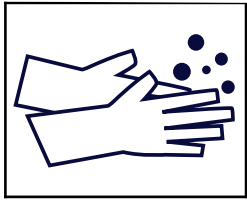


Bus Infection Control:

- The bus fleet is sanitised after each trip
- Capacity of the bus is to be reduced to 50%
- To let the window opened for ventilation
- To disinfectant the handrails and seats daily
- High-touch areas that to be regularly cleaned
- Workers are being encouraged to use good hygiene practices

Transportation

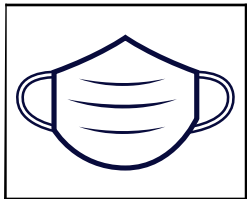
Entering Company Car Flow Chart



Wash hands with soap or sanitise hands before enter vehicle



Disinfection using sanitise spray on: Door Handle, Steering Wheel, Dashboard, Gear Knob, Hand break, Car Key, Seat Belts, Rear Trunk Lid



Wear face mask & maintain social distancing inside the car

Note:

Max 2 person :1 Driver & 1 Passenger

Disinfection of incoming vehicles and transports

Disinfection using sanitise spray on:

1. Car - Door Handle
2. Motorcycle - Throttle Grip & Pedal
3. Bicycle - Handle Grip & Pedal





Address:

Lot PT 75-77, Jalan 26/6,
Kawasan Perindustrian HICOM Seksyen 26, Peti Surat 7306, 40710 Shah Alam, Selangor Darul Ehsan, MALAYSIA.

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