

# STANDARD OPERATING PROCEDURE UTILITIES POST MCO

## SECTOR: UTILITIES

### Customer and Retail Services

Time Allowed:

12 hours

Operating Time:

7 am – 7 pm

Capacity:

50%

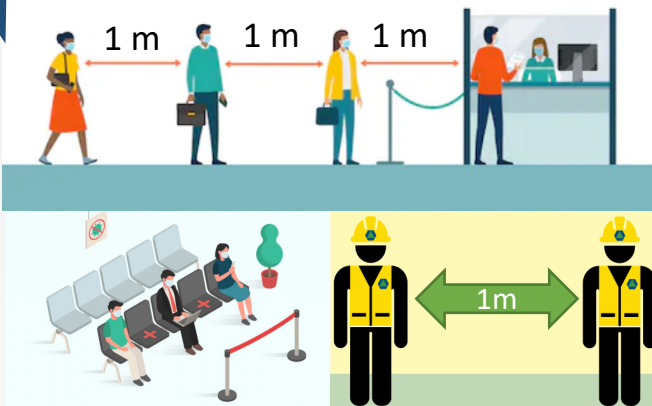
Take & record temperature of every worker and visitor



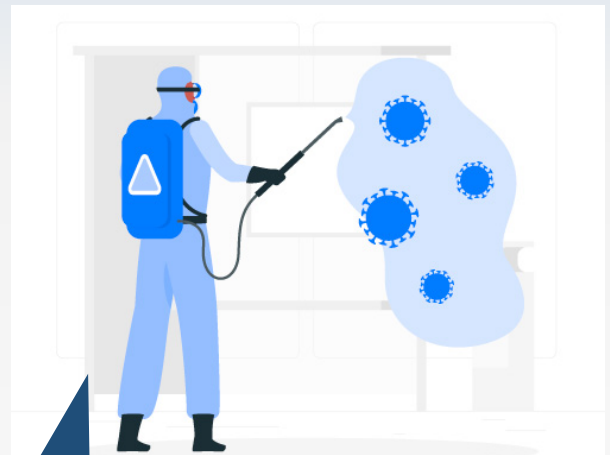
Use of face mask, hand sanitizer and glove



Practice social distancing



Frequent disinfection



Access to digital bill



EMERGENCY  
RESPONSE PLAN

Respond in Emergency

# STANDARD OPERATING PROCEDURE UTILITIES POST MCO

## SECTOR: UTILITIES

### Construction of Rural Utility Connection Scheme

Time Allowed:

12 hours

Operating Time:

7 am – 7 pm

Capacity:

100%

1



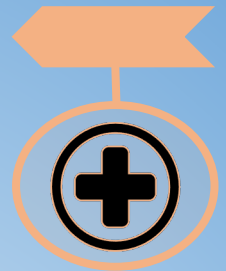
#### Post MCO Protocol

The employer to provide Post MCO Protocol

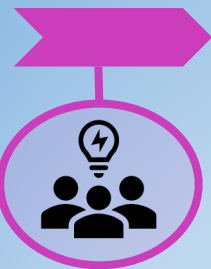
2

#### Health Screening

Take body temperature daily before starting work.



3



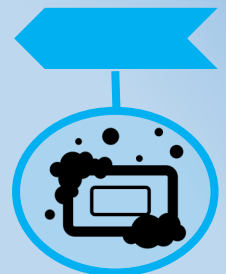
#### Practice social distancing

Avoid direct contact and individuals to maintain one meter distance apart

4

#### Prevention of Infection

Mandatory wearing of face mask



5



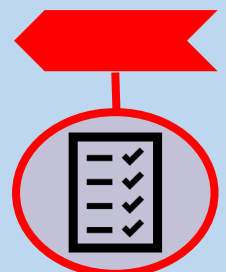
#### Emergency Response Plan

Prepare Emergency Response Plan to deal with Covid-19 case

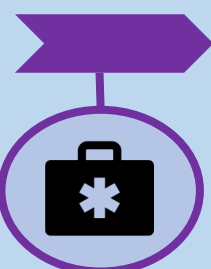
6

#### Record

Store and update health screening tests, movements and personal details of workers.



7



#### Disinfection

Carry out frequent disinfection .

# Utility Post MCO Standard Operating Procedure



SECTOR: OPERATION AND MAINTENANCE



## Disease Prevention and Control

- Workers are required to wear face mask.
- Online discussion or video-conferencing



## Health Screening

- Check body temperature is not more than 37.5°C every day before work.
- Check if any Covid-19 symptoms.



## Health report (at Premises/ Accommodation Provided)

- Report to Health Office if any worker has suspected Covid-19 symptoms.



## Emergency Response

- Update Emergency Response Plan to handle Covid-19 case.

# Utility Post MCO Standard Operating Procedure

SECTOR: UTILITY (ON SITE)

## WHAT TO BE PREPARED BY THE EMPLOYER?

### POST MCO PROTOCOL

- ✓ Important steps to be followed by the workers.
- ✓ Contractor & visitors should follow the standards provide by MOH & CIDB.

## Screening at CLQ/ Accommodation

01

Ensure **healthy** and **without Covid-19 symptoms**.



- ✗ FEVER
- ✗ COUGH
- ✗ SORE THROAT
- ✗ BREATHING DIFFICULTIES

02



Install **MOH MySejahtera Phone App** for contact tracing purpose.

03

**Check body temperature** not more than 37.5°C every day.



04



**Free from any Covid-19 symptoms.**

# Utility Post MCO Standard Operating Procedure

## Screening at CLQ/ Accommodation

05

Immediately refer to the company panel clinic or any suitable clinic if having **high body temperature** (37.5°C or above) or **any symptoms**.



06



**Immediate quarantine and not allowed to work** if suspected to have Covid-19 symptoms.

07

Compliance with **Operation Guidelines of Centralised Labour Quarters (CLQ)** and Worker's Quarters During MCO.



08



**Cleaning** of premises and monitoring of **workers' movements** should be carried out continuously.

**Entry/Exit movement** of workers should be restricted.

# Utility Post MCO Standard Operating Procedure

## Transportation of Workers and Materials

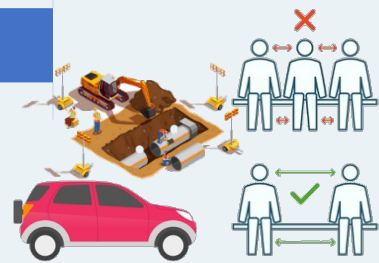
### TRANSPORTATION OF WORKERS

What contractors/ companies need to do?



### Process of Transporting Workers to the Site

- ✔ Provide transportation by applying social distancing.



- ✔ Make sure the vehicle has been disinfected before and after transporting.

- ✔ Vehicles transporting workers within the allowed division/zone only.



- ✔ Workers who live nearby are encouraged to walk.

- ✘ Using public transport is not allowed.



- ✘ Transport vehicles are not allowed to cross different divisions/ zones.

# Utility Post MCO

## Standard Operating Procedure

### Transportation of Workers and Materials

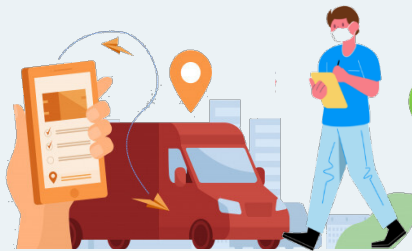
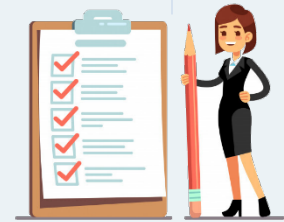
#### TRANSPORTATION OF CONSTRUCTION MATERIALS

What contractors/ companies need to do?



#### Process of Transporting Construction Materials to the Site

- ✔ All goods and services suppliers shall have operation approval and adhere to Covid-19 precautionary measures.



- ✔ Record in detail the materials delivered to the site.

- ✔ Drivers and workers should be screened and use hand sanitizer.



# Utility Post MCO Standard Operating Procedure

## On Site

### AT SITE ENTRANCE

#### THINGS TO TAKE INTO CONSIDERATION BY THE CONTRACTOR



**Operation Permit** must be displayed.



**Declare all workers** on duty at site.



Only workers using the **provided vehicles** are allowed to enter.



Visitors to undergo **healthy screening** before entering.



**Hand sanitizer** to be provided at the entrance.



Contractor to **assist authorized MOH personnel** in conducting **site inspection** and workers' **health check**.





# Utility Post MCO

## Standard Operating Procedure

### On Site

#### WORK ACTIVITIES

01



Number of workers should be **based on current needs/ site's condition**.

02



Contractor allowed to bring **few teams of workers** for pipe laying works at **different location**.

03



**Appoint coordinator** in implementing **Prevention Procedure of Covid-19**.

04



Provide **controlled entrance**.

05



Plan on **number of workers**.

06



Perform **Covid-19 infection risk assessment** before work.

07



Practise **social distancing (1 metre)**.

08



Practise **social distancing in meeting (if necessary)**.

09



**No gathering**.

10



Practise **high level of personal hygiene**.

# Utility Post MCO Standard Operating Procedure

## On Site

### Work Activities

11



Sufficient **Personal Protective Equipment (PPE)** to be provided.

12



**Face mask** must be worn at work.

13



Provide **hand washing facilities**.

14



**Awareness on Covid-19** at site such as putting up Covid-19 posters.

15



Carry out immediate **disinfection process** if there is any Covid-19 infection.

16



**Report to KKM** and follow instructions if worker suspected to be infected.

17



**Keep toilet clean** and in good condition.

18



Carry out **scheduled and frequent disinfection process** at toilet.

# Utility Post MCO Standard Operating Procedure

## On Site

### RESTING TIME

WHAT SHOULD THE  
CONTRACTOR DO?



- ✓ Scheduled resting time for **MINIMAL WORKERS** only at one time.

**KEEP DISTANCE**



**REST AREA**

- ✓ Practise **SOCIAL DISTANCING** with others



- ✓ Ensure cafeteria/ canteen provides **TAKE AWAY** food.

### BACK FROM WORK



- ✓ **WASH USED CLOTHES and SHOWER** immediately.



- ✓ Workers to use **PROVIDED VEHICLES** to return to their residence.



- ✓ Immediately **INFORM** the Coordinator of Special Task Force if feeling unwell after returning from work.

# Utility Post MCO Standard Operating Procedure

## On Site

### RECORDS



## CONTRACTOR'S RECORD MANAGEMENT



### WORKERS' RECORDS

- Attendance record
- Medical record
- Movement record
- Personal details record

### SITE CLEANING MANAGEMENT RECORDS

- Restroom area disinfection record
- Site cleaning record



### SITE MANAGEMENT RECORDS

- Risk management record
- Goods delivery and receiving records & services record
- Inspection record by authorities



# STANDARD OPERATING PROCEDURE POST MCO

## SECTOR: ENERGY - HYDROGEN GAS

Time Allowed:

12 hours

Operating Time:

7 am – 7 pm

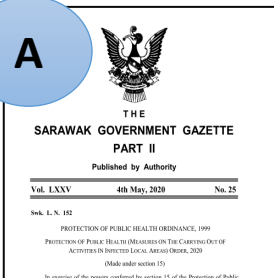
Capacity:

50%

### Activity & Protocol



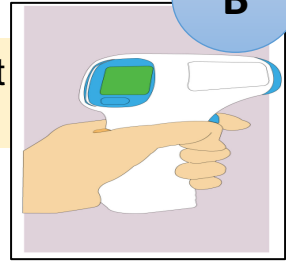
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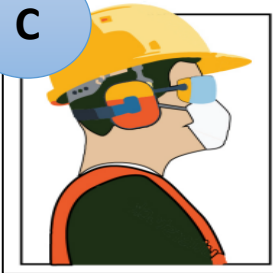
Post MCO – Employers must have an infection control protocol as per Health Ministry standards

A health screening must be done daily at the entrance

B



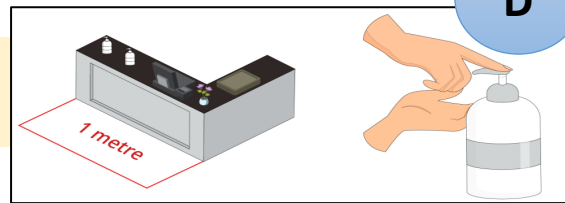
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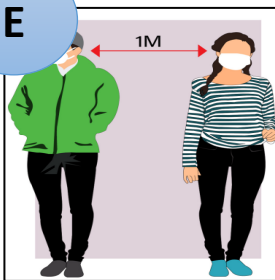
Make sure there is an infection prevention & surveillance protocol in place

To comply with health & safety guidelines

D

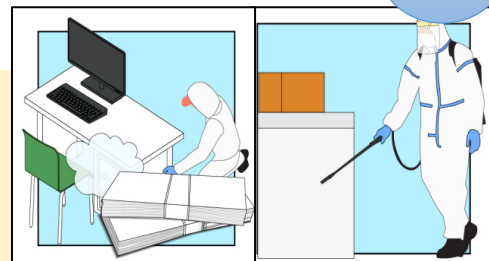


E



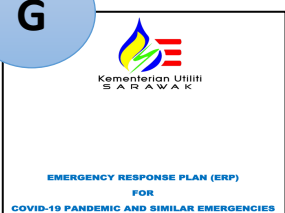
Social distancing & the use of face mask must be enforced and always adhere to the Movement Control Order (MCO)

F



Common areas must be disinfected and companies to bear expenses for the disinfection procedure

G



Companies must set up an Emergency Response Plan Committee

# STANDARD OPERATING PROCEDURE POST MCO

## SECTOR: OIL AND GAS

**Time Allowed:**

**Operating Time:**

**Worker Capacity:**

24 hours

24 hours

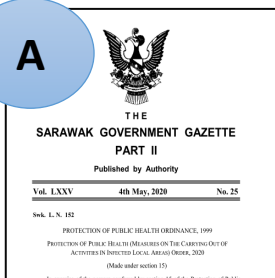
100%

### Activity & Protocol



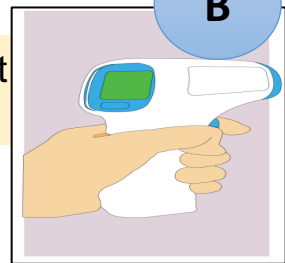
**A**

Post MCO – Employers must have an infection control protocol as per Health Ministry standards



A health screening must be done daily at the entrance

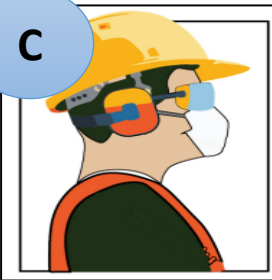
**B**



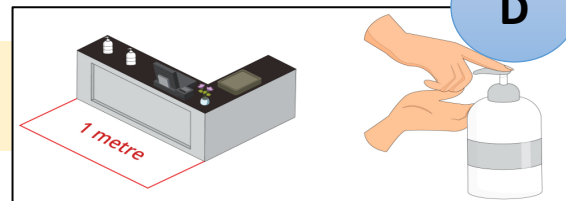
**C**



Make sure there is an infection prevention & surveillance protocol in place

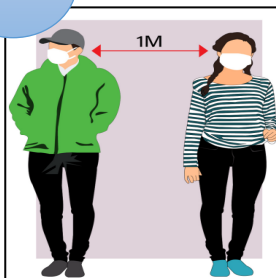


**D**



To comply with health & safety guidelines

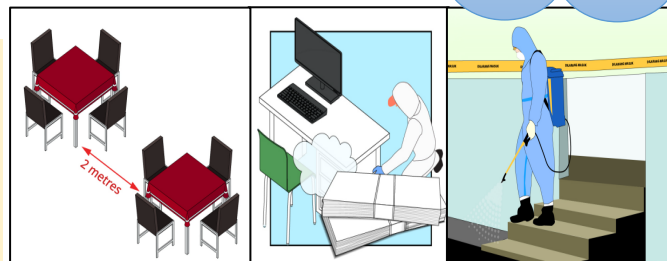
**E**



Social distancing & the use of face mask must be enforced and always adhere to the Movement Control Order (MCO)

**F**

**G**



Social distancing & daily worker common space/ accommodation/ Surau disinfection must be practice. Companies to bear expenses for the disinfection procedure

**H**



Companies must set up an Emergency Response Plan Committee and permitted to improve protocols, but a relaxation is not allowed

EMERGENCY RESPONSE PLAN (ERP)  
FOR  
COVID-19 PANDEMIC AND SIMILAR EMERGENCIES



# STANDARD OPERATING PROCEDURE POST MCO

## SECTOR: DISTRIBUTION OF GAS

Time Allowed:

Operating Time:

Worker Capacity:

12 hours

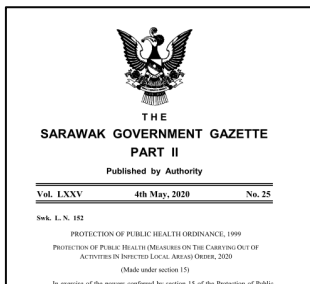
7 am – 7 pm

100%

## Activity & Protocol

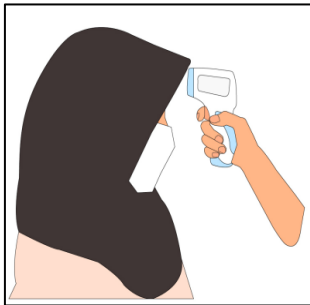


A



Post MCO – Employers must have an infection control protocol as per Health Ministry standards

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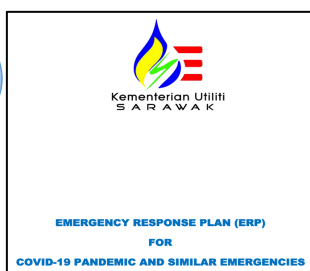
A health screening must be done daily at the entrance

C



An accommodation/ premises for workers health report must be submitted

D



Companies must set up an Emergency Response Plan Committee