



PERKHIDMATAN IKHTISAS & PROFESIONAL
PROFESSIONAL SERVICES
专业服务业

Standard Operating Procedures for Economic Sectors to Reopen Starting 4th May 2020 复工标准作业程序

Operating time Until 24 hours	Customer VISIT Time 9am – 6pm	Employee Capacity: 100%
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Standing instruction 常规指示:

- Subject to the rules of the local authority.
- Operations in areas PKPD not allowed.
- Compliance with relevant professional bodies.

ACTIVITIES AND PROTOCOLS 活动和协议

Tindakan 行动 Action	Brief description	简短说明
Protokol pencegahan penyakit & sekatan Disease prevention protocols & restrictions 疾病预防协议和限制	• Employers need to provide protocols in the workplace that include disease surveillance and prevention of infection transmission according to the standard set by the Ministry of Health Malaysia.	雇主需要在工作场所提供方案, 包括 疾病监测和预防感染传播, 以马来西亚卫生部制定的标准。
Saringan kesihatan Health screening 健康检查	• Provides body temperature or thermal scanner. • Perform screening to detect Covid-19 related symptoms fever, cough, sore throat or shortness of breath daily. • Screening should be done daily at the entrance of the premises.	• 提供体温或热扫描仪。 • 每天进行筛查以检测 Covid-19 相关症状发烧, 咳嗽, 喉咙痛或呼吸急促。 • 应每天在场所入口进行筛查。
Laporan kesihatan Health reports (on-premises and staff accommodation) 健康报告 (公司场所和员工住宿)	• All employers are required to contact the health office nearby if there is a worker suspected of having symptoms COVID-19 • Employees with a body temperature of 37.5 ° Celsius or above indicates any symptoms should be referred to the Panel Clinic or a nearby Health Clinic. • The employee is not allowed to enter the company premises	• 如果怀疑有 COVID-19 症状的工人, 所有雇主都必须联系附近卫生处。 • 体温在 37.5 摄氏度或以上的员工, 指出任何症状均应转诊至专门小组专科诊所或附近的健康诊所。 • 该员工不允许进入公司场所。



Tindakan 行动 Action	Brief description	简短说明
Pembasmian & nyah kuman premis Disinfection of premises 场所的消毒	- The sanitation and cleaning process should be carried out three (3) times a day especially in common spaces such as: ❖ lobbies, elevators, cafeterias, meeting rooms, prayer rooms, bus / staff transportation, centers indoor recreation, toilets and garbage / trash cans. - The company must carry out the disinfection sanitation process at factory / premises each time before shift or operation begins. - The company should provide hand sanitizer at the entrance, everyone common areas and other places inside factory /premises.	- 每天应进行三（3）次卫生和清洁过程,特别是在诸如以下的常见空间中: ❖ 大厅, 电梯, 自助餐厅, 会议室, 祈祷室, 公共汽车/运输工人, 中心, 室内娱乐, 厕所和垃圾桶。 - 公司必须每次在轮班或运营开始之前的工厂/场所进行消毒卫生过程。 - 公司应在入口处提供洗手液, 公共区域和工厂/处所内部其他地方。
Penjarakan sosial dan tatacara keselamatan kesihatan pekerja Social distancing and employee health safety procedure 社交距离和员工健康安全程序	- The use of face masks by every employee is encouraged. - Ensure guidelines for social distance best practices are provided such as 1 meter markings on floors, desks and chairs and are implemented specifically at: Kawasan Areas such as the cafeteria / cafeteria, meeting room, prayer room, multipurpose hall and others.	- 鼓励每位员工使用口罩。 - 确保提供有关社交距离最佳做法的指南, 例如地板, 桌子和椅子上的 1 米标记, 并特别在以下地方实施: 食堂/食堂, 会议室, 祈祷室, 多用途礼堂等等的地区。
Etika di kawasan umum dalam premis Ethics in the common area of the premises 处所公共区域中的道德操守	- In-house prayer facilities and places of worship need to be controlled the practice of social distance at one time. - Canteen / cafeteria operations are allowed with 2 meters between the desk. - Mealtime should be implemented in stages depending on the suitability of the company.	- 需要控制内部祈祷设施和礼拜场所, 实行社交距离的做法。 - 允许食堂/自助餐厅操作与桌子之间距离 2 米处。 - 用餐时间应分阶段实施, 取决于公司的适用性。
Kenderaan pejabat Office vehicles 办公室车辆	- Office vehicles must undergo the disinfection and decompression process germs every time after use. - Private vehicles are encouraged for personal hygiene by employees according to the appropriate procedure.	- 每次使用后都会滋生细菌, 办公车辆必须经过消毒和减压程序。 - 鼓励员工注意私家车个人卫生, 根据适当的程序。
Tindak balas Kecemasan Emergency Response 紧急应变	The company needs to establish an Emergency Response Protocol Committee for the preparation and implementation of procedures for managing emergency cases (Covid-19 infection or infection investigations). - The company is responsible for the full cost of employee screening, if deemed necessary. - The cost of disinfection should be borne by the company.	- 公司需要建立一个应急响应协议委员会, 以准备和实施管理紧急情况的程序 (Covid-19 感染或感染调查)。 - 如果有必要, 公司负责员工筛查的全部费用。 - 消毒和细菌根除费用应由公司承担。



All activities allowed, except 所有活动被允许,除了:

Please refer to the items listed in the prohibited activity list # 请参阅被列出禁止活动的项目清单

Prohibited Activities

 https://www.miti.gov.my/miti/resources/Senarai_Aktiviti_Yang_Dilarang.pdf

Source: https://www.miti.gov.my/miti/resources/SOP_MITI_-_Perkhidmatan_Ikhtisan_Professional.pdf

Checklist:

- 1) Protocols & restrictions, according to the standard set by the Ministry of Health Malaysia
- 2) Thermal scanner
- 3) Face Mask
- 4) Sanitization – Hand sanitizer
- 5) Health declaration, screening, report
- 6) Nearby Health office and health clinic's contact and address

Free COVID-19 screening

The Care Screening Programme (PSP) is provided free of charge to all SOCSO contributors and will be conducted through service providers appointed by SOCSO

 <https://www.perkeso.gov.my/index.php/en/prihatin-screening-programme>

List of the service providers through the SOCSO PSP Portal

 <https://psp.perkeso.gov.my/psp-service-provider.html>

