



**STANDARD OPERATING PROCEDURE
(SOP) AT CONSTRUCTION SITE
(DURING DISEASE OUTBREAK)**



**MINISTRY OF LOCAL GOVERNMENT AND HOUSING
SARAWAK**

**STANDARD OPERATING PROCEDURE (SOP) AT CONSTRUCTION
SITE (DURING DISEASE OUTBREAK)**

ENDORSEMENT

This is hereby approved and endorsed that the contents in the **Standard Operating Procedure (SOP) at Construction Site (During Disease Outbreak)** are appropriate and shall be followed in carrying out their duties.


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Permanent Secretary

Ministry of Local Government and Housing
Sarawak

Date: **14 MAY 2020**

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1.0 OBJECTIVE

The objective of the procedure is to ensure the compliance of contractors and consultants to follow Majlis Keselamatan Negara (MKN), Ministry of International Trade and Industry (MITI) dan Sarawak Disaster Management Committee (SDMC) requirements at construction sites.

2.0 SCOPE

The implementation and compliance of contractors and consultants at construction site.

3.0 REFERENCES

- a) <https://www.bharian.com.my/berita/nasional/2020/04/672483/covid-19-individu-pus-perlu-asingkan-diri>
- b) <https://www.hmetro.com.my/utama/2020/03/554686/paling-mencabar-berdepan-orang-panik>
- c) <https://sarawakvoice.com/2020/05/09/185-kes-pesakit-covid-19-dirawat-di-hospital-di-sarawak/>
- d) SOP for CONSTRUCTION SITE (JKR/QMS-HSE/Infra/Pandemic/SOP/01) [JKR_QMS_HSE_Infra_Pandemic_SOP_01.pdf](#)
- e) <https://www.mkn.gov.my/web/wp-content/uploads/sites/3/2020/05/20-KKR-Pembinaan.pdf>
- f) [https://www.miti.gov.my/miti/resources/Prosedur_Operasi_Standard_Am_dan_Garis_Panduan_Am_Kebenaran_Beroperasi_serta_Pergerakan_Pekerja_bagi_Projek_Pembinaan_dalam_Tempoh_Perintah_Kawalan_Pergerakan_\(Dokumen_1\).pdf](https://www.miti.gov.my/miti/resources/Prosedur_Operasi_Standard_Am_dan_Garis_Panduan_Am_Kebenaran_Beroperasi_serta_Pergerakan_Pekerja_bagi_Projek_Pembinaan_dalam_Tempoh_Perintah_Kawalan_Pergerakan_(Dokumen_1).pdf)
- g) [https://www.miti.gov.my/miti/resources/Garis_Panduan_Amalan_Langkah_Pencegahan_Covid19_di_Tapak_Bina_\(Dokumen_2\).pdf](https://www.miti.gov.my/miti/resources/Garis_Panduan_Amalan_Langkah_Pencegahan_Covid19_di_Tapak_Bina_(Dokumen_2).pdf)
- h) https://www.miti.gov.my/miti/resources/Prosedur_Operasi_Standard_Am_dan_Garis_Panduan_Am_Kebenaran_Beroperasi_serta_Pergerakan_Pekerja_bagi_Syarikat-Syarikat_dalam_Tempoh_Perintah_Kawalan_Pergerakan.pdf
- i) http://www.cidb.gov.my/images/content/pdf/PKP-Kebenaran_Beroperasi/Senarai-Dokumen-yang-perlu-disediakan-di-Tapak-Bina_V2_24042020.pdf
- j) http://www.cidb.gov.my/images/content/pdf/PKP-Kebenaran_Beroperasi/Prosedur-Standard-Operasi-SOP-dan-Garis-Panduan-Sektor-Pembinaan-Dalam-Tempoh-PKP-Fasa-ke-4--FINAL.pdf
- k) <https://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-guidelines>

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4.0 DEFINITION

4.1 Person Under Investigation (PUI) & Person Under Surveillance (PUS)

Acute respiratory infection (sudden onset of respiratory infection with at least one of: shortness of breath, cough or sore throat) with or without Fever AND Travelled to / resided in foreign country within 14 days before the onset of illness OR Close contact in 14 days before illness onset with a confirmed case of COVID-19 OR attended an event associated with known COVID-19 outbreak.

5.0 ABBREVIATIONS

EMCO	-	Enhanced Movement Control Order
PUI	-	Person Under Investigation
PUS	-	Person Under Surveillance
CIDB	-	Construction Industry Development Board
COVID-19	-	Coronavirus Disease 2019
GPS	-	Global Positioning System
HIRARC	-	Hazard Identification, Risk Assessment and Risk Control
MOH	-	Ministry of Health
MITI	-	Ministry of International Trade and Industry
MKN	-	Majlis Keselamatan Negara
OSH-C	-	Occupational Safety and Health Coordinator
SDMC	-	State Disaster Management Committee
JPBN	-	Jawatankuasa Pengurusan Bencana Negeri
SHO	-	Safety & Health Officer
SSS	-	Site Safety Supervisor
SOP	-	Standard Operating Procedure
SO	-	Superintending Officer
SOR	-	Superintending Officer Representative

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6.0 ADDITIONAL DETAILS

COMPRISING	ALLOWED ACTIVITIES	STANDING ORDER
<ul style="list-style-type: none"> Any construction works mentioned in Act 520. Professional services that are involved in the construction industry. 	<ul style="list-style-type: none"> Please refer to the items listed in the prohibited activities. 	<ul style="list-style-type: none"> Operation in Enhanced Movement Control Order (EMCO) areas is not allowed. Subjects to SDMC/ JPBN Sarawak regulations. Comply with SOPs issued by CIDB, MKN, MOH and Agency involved in the supply and service chain. Comply with the relevant laws – Act 520 and Act 342. Patient Under Investigation (PUI) & Person Under Surveillance (PUS) are not allowed to report to work and must comply with the – self quarantine period set by MOH.

Operating
Hours

7:00 AM

10:00 PM

Customers
Visiting
Hours

8:00 AM

5:00 PM

Worker
Capacity

100%

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7.0 ACTIVITIES DAN PROTOCOLS

ACTION	BRIEF EXPLANATION
A. Preparation of Information and Documentation	<ol style="list-style-type: none"> 1) Submit the following information to Superintending Officer (SO) or Superintending Officer Representative (SOR): <ol style="list-style-type: none"> a) Project Name & Project Cost b) Project Location (GPS coordinates) c) Details of officer in charge: <ol style="list-style-type: none"> i. Director of the company in charge ii. Site Agent (Contractor) & Resident Engineer d) List of employees/ workers involved. e) A detailed list of Hazard Identification, Risk Assessment and Risk Control (HIRARC) on risk of COVID-19 at construction site. 2) Provide and keep the following documents at the construction site/ premises for inspection by the relevant authorities: <ol style="list-style-type: none"> a) Project Name & Project Cost b) Project Location (GPS coordinates) c) Details of officer in charge: <ol style="list-style-type: none"> i. Director of the company in charge ii. Site Agent (Contractor) & Resident Engineer d) Project Implementation Schedule e) List and number of workers of contractors by trade f) List and number of workers of subcontractors by trade g) List of material suppliers and materials used h) List of heavy machinery suppliers, name of operators, licenses and machinery used i) List of consultants and workers involved j) Record of workers' movement, health screening for symptoms, cleanliness and construction site/ premises management k) Contractor Pledge on Permission to Operate at Construction Site (Refer Attachment 1) 3) Display the guidelines outlined in this SOP at a visible place. 4) Provide SOP on how to address employees/ workers with a COVID-19 suspicious case. 5) Provide SOP on how to address employees/ workers with a COVID-19 positive case.

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ACTION	BRIEF EXPLANATION
B. Employees/ Workers	<ol style="list-style-type: none"> 1) The number of employees/ workers at the construction site/ premises shall be appropriate to comply with social distancing. It is encouraged to: <ol style="list-style-type: none"> a) Carry out risk management, work scheduling and practice a sequenced and staggered workforce b) Create an appropriate home working system for employees/workers who are not involved in construction site/ premises c) Conduct virtual meeting. 2) Foreigners (employees/ workers and employers) are required to undergo the COVID-19 testing and negative from COVID-19 before being allowed to start work.
C. Employees/ Workers Transportation Vehicle	<ol style="list-style-type: none"> 1) Provide suitable transport vehicles, where applicable, with the practice of social distancing. 2) Carry out disinfection each time after usage and recorded for inspection purpose. 3) Limit the total number of workers using each vehicle. 4) Ensure the social distancing is complied while in a vehicle.
D. Employees/ Workers Movement	<ol style="list-style-type: none"> 1) Employees/ workers who have just returned from abroad, are not allowed to come to work and enter the construction site/ premises within fourteen (14) days from the date of arrival in Malaysia. 2) The movement of employees/ workers shall be monitored and restricted only from accommodation to construction site/ premises.
E. Transportation of Construction Materials/ Supplies	<ol style="list-style-type: none"> 1) The movement of materials/ supplies to the site/ premises shall be recorded. 2) The body temperature of drivers/ carriers/ supplier shall be taken and recorded. Hand sanitizer shall be provided and used.
F. Announcement and Information on SOP	<ol style="list-style-type: none"> 1) Remind regularly on COVID-19 awareness and preventive measures through announcement, poster awareness and reminder to the employees/ workers. 2) The circulation of SOP information shall be implemented to all relevant agencies and contractors.

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ACTION	BRIEF EXPLANATION
G. Emergency Management and Response	<ol style="list-style-type: none"> 1) Appoint one or more coordinators to coordinate on COVID-19 prevention measures in comprehensive manner at the workplace. 2) Coordinators can be either of the following: <ol style="list-style-type: none"> a) Safety and Health Officer (SHO) b) Occupational Safety and Health Coordinator (OSH-C) c) Site Safety Supervisor (SSS) d) Secretary of the Safety and Health Committee e) The company owner 3) Establish an Emergency Response Committee to prepare and implement procedures on managing emergency cases (in the event of COVID-19 infection or investigation). 4) Bear the costs of disinfection process at construction site/ premises. 5) Bear the costs and arrange an alternative accommodation for quarantine employees/ workers that have close contact with the infected COVID-19 patient.
H. Contact Tracing	<ol style="list-style-type: none"> 1) Collaborate with Ministry of Health (MOH) and authorities in implementing and managing contact tracing. 2) Encourage workers to download and make use of the COVID-19 tracking application endorsed by the Government (COVIDTrace Sarawak, MySejahtera and MyTrace Malaysia).
I. Construction Site/ Premises Entrance	<ol style="list-style-type: none"> 1) Record and declare the details of employees/ workers on construction site/ premises for reference of the authorities. 2) The body temperature of the employees/ workers shall be taken and the symptoms of cough, sore throat and shortness of breaths shall be screened. 3) Prevent any person that suspected of having COVID-19 symptoms from entering the construction site/ premises. 4) Provide hand sanitizer or a place for washing hands.
J. While Carrying Out Construction Works	<ol style="list-style-type: none"> 1) Conduct risk management that includes risk element of infection before commencing any work. 2) Control incoming and outgoing movement. 3) Ensure that social distancing (1 meter between employees/ workers) is practised. 4) Ensure the employees/ workers are not working closely to one another for a long period. 5) Activities in enclosed area shall be minimised. 6) Meetings held shall comply with social distancing. 7) Monitor all employees/ workers at all times to prevent gathering. 8) Provide each worker with personal protective equipment such as face masks and sanitizer. 9) Ensure the workers to wash their hands regularly with soap and water and always wear a face mask. 10) Implement disinfection process at construction site/ premises. 11) Employees/ Workers that suspected of having COVID-19 symptoms shall be isolated immediately and taken to the nearby clinic/ hospital for COVID-19 screening.

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ACTION	BRIEF EXPLANATION
K. Toilet Management	<ol style="list-style-type: none"> 1) Keep the toilet clean, carry out regularly with scheduled disinfection process and recorded. 2) Provide toilet facilities such as disposable cover/ lining (tissue paper) to reduce the risk of spreading the virus through contact in certain areas (toilet door knobs, plumbing heads, flush holders and so on).
L. Break Time Management	<ol style="list-style-type: none"> 1) Ensure that the canteen/ rest area/ prayer room are not crowded by: <ol style="list-style-type: none"> a) Arranging rest time into smaller groups b) Provide several dining/ rest/ prayer area 2) Ensure only packed foods are provided. 3) Ensure the food handler wearing face masks and gloves. 4) Monitor all employees/ workers at all time from not eating/ resting in group and practicing social distancing.
M. Return Management from Workplace	<ol style="list-style-type: none"> 1) Remind all employees/ workers to shower with soap immediately and wash cloth worn as they arrive at the accommodation. 2) Notify the coordinator promptly if there are any health problems among employees/ workers after work.
N. Accommodation management at at construction site/ premises	<ol style="list-style-type: none"> 1) Carry out disinfection every day and three (3) times daily at a common area. 2) Provide hand wash and hand sanitizer facilities. 3) Take body temperature and screening for symptoms of coughing, sore throat or shortness of breath daily before entering their accommodation. 4) Ensure/limit number of employees/ workers in a room to avoid crowded and apply social distancing efficiency. 5) Ensure social distancing (1 meter between employees/ workers) is practised. 6) Provide workers with personal protective equipment such as face masks. 7) Prohibit the entry of visitor except those authorized and facility providers. 8) Prohibit group gathering activities (sports/ prayer/ religion).

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ACTION	BRIEF EXPLANATION
O. Records	<ol style="list-style-type: none"> 1) Manage, supervise and keep records of workers on: <ol style="list-style-type: none"> a) Workers' attendance b) Health screening c) Workers' movement d) Workers' personal information 2) Provide cleanliness management records for construction site/ premises in relation to: <ol style="list-style-type: none"> a) Disinfection process at any COVID-19 infected area, such as cafeteria/canteen, toilet and other common areas. b) Cleaning of other construction site/premises 3) Provide construction site/premises records in relation to: <ol style="list-style-type: none"> a) Risk management. b) Incoming and outgoing movement of suppliers, services and any related parties. c) Inspection by authorities. d) Announcement and awareness 4) Provide compilation records as stated above for specific patient if the site is infected including medical record.

8.0 RECORD

NO.	TYPES OF RECORDS	RETENTION PERIOD	STORAGE LOCATION
1	Employees/ Workers Record	7 Years	Contractor/ Consultant Office
2	Cleanliness of construction site/ premise record	7 Years	Contractor/ Consultant Office
3	Construction site/ premises management record	7 Years	Contractor/ Consultant Office
4	Patient Record	7 Years	Contractor/ Consultant Office

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9.0 ATTACHMENT

**Attachment 1 - Contractor Pledge on Permission to Operate
at Construction Site**

AGENCY LOGO

CONTRACTOR PLEDGE ON PERMISSION TO OPERATE AT CONSTRUCTION SITE

NAME OF CONTACTOR : _____
COMPANY NO. : _____
CIDB/PKK/UPK REGISTERED NO. : _____
PROJECT TITLE : _____

We as the above name pledge to abide by the terms of the Standard Operating Procedure (SOP). We will also comply with all of the conditions in the guidelines for operating permission and this consent is also subject to compliance with the requirements set by the Ministry of Health (MOH) along with guidelines of other relevant enforcement agencies from time to time. Our failure to do so, may result in revocation of the right of operation and immediate legal action under the current act.

Yours sincerely,

(Signature)

Name of Applicant :
 (Managing Director of the
 Company / any officer duly
 authorized by the Board of
 Directors of the Company)

Identity Card No. :

Designation :

Company Chop :

Date :

(Signature)

Name of Witness :
 (SO/SOR)

Identity Card No. :

Designation :

Agency Chop :

Date :