



**COVID-19
STANDARD OPERATING PROCEDURES
FOR RECRUITMENT
OF NON RESIDENT EMPLOYEE**

MARCH 2021

THE OPERATION OF COVID-19 STANDARD OPERATING PROCEDURES

AGENCY	STANDARD OPERATING PROCEDURES
Employer	<p><u>Application for recruitment of new Non Resident Employee:</u></p> <ul style="list-style-type: none"> ✓ AP and Licence from Jabatan Tenaga Kerja Sarawak (JTKS) ✓ VDR from Jabatan Imigresen Malaysia, Sarawak (JIMS) ✓ Prepare Quarantine Centre (QC) facilities ✓ Submit applications for inspection and approval to Jabatan Kesihatan Negeri Sarawak (JKNS) for employer’s QC facilities ✓ Train staff as warden and supervisor to administer QC by JKNS ✓ Submit original Bank Guarantee to Jabatan Ketua Menteri (JKM) ✓ Register to enterSarawak and submit application and Letter of Undertaking at https://sarawakdisastermc.com for approval of SDMC with the following documents: <ul style="list-style-type: none"> • Licence from JTKS • VDR Sticker • Bank Guarantee (BG) • QC Approval Form from JKNS
	<p><u>Pre-Entry SOP Stage:</u></p> <ul style="list-style-type: none"> ▪ MyTravelPass via https://mtp.imi.gov.my/myTravelPass/main for Non Resident Employee (from outside Malaysia only) ▪ enterSarawak via https://sarawakdisastermc.com for Non Resident Employee with the following documents: <ul style="list-style-type: none"> ✓ Non Resident Employee rT-PCR test result (negative) 3 days prior to arrival
	<p><u>Pre-Entry SOP Stage:</u></p> <ul style="list-style-type: none"> ▪ Arrange two (2) rT-PCR Tests from authorized clinic / hospital / labs (by way of outreach) ▪ Notify SDMC date of arrival, detail list of Non Resident Employee and request to provide escort during transit from entry point to approved employer’s premises/QC ▪ Borne all cost for transportation, QC facilities and two (2) rT-PCR Tests

AGENCY	STANDARD OPERATING PROCEDURES
Employer	<u>Entry SOP Stage:</u>
	<ul style="list-style-type: none"> ▪ Present at entry point to receive Non Resident Employee ▪ Non Resident Employee to present documents: <ul style="list-style-type: none"> ✓ Prior rT-PCR Test result (negative) ✓ MyTravelPass ✓ SDMC approval letter (Approved With Mandatory Quarantine Order) ✓ Health screening certificate (fit to work) from source country ▪ To submit list of Non Resident Employee to JKNS ▪ Apply PLKS from JIMS
	<u>Transit SOP Stage:</u> <ul style="list-style-type: none"> ▪ To ready transportation at entry point ▪ To escort Non Resident Employee from entry point to employer's premises / QC
	<u>Approved Employer's Premises / QC SOP Stage</u> <ul style="list-style-type: none"> ▪ Non Resident Employee to be quarantined 14 days ▪ Non Resident Employee to undergo two (2) rT-PCR Tests at authorized clinics / hospital / labs ▪ To monitor the operations of employer's premises / QC
<u>COVID-19 Positive Case SOP Stage</u> <ul style="list-style-type: none"> ▪ Admission and treatment in government hospital ▪ If discharged, employer to arrange for the discharge and return to employer's premises ▪ If death occurred, notify relevant Foreign Embassy and coordinate the funeral arrangement. 	

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Employer (Labour Recalibration Program)	<ul style="list-style-type: none"> ▪ Illegal immigrant undergo <ul style="list-style-type: none"> ✓ rT-PCR Test result (negative); and ✓ Health screening (Fit to Work). ▪ Register via online for appointment with JIMS ▪ Pay deposit via e-payment

AGENCY	STANDARD OPERATING PROCEDURES
JABATAN TENAGA KERJA SARAWAK (JTKS)	<ul style="list-style-type: none"> ▪ Monitor / check employer's premises / QC ▪ Receive and process application for recruitment of new Non Resident Employee ▪ To table the applications to One Stop Committee (OSC) / Localisation Committee for Non-Resident Workers (MJLPBP) ▪ To issue AP and Licence under Section 119 Labour Ordinance to employer ▪ To extend a copy of approved Licence under Section 119 Labour Ordinance to JIMS and SDMC ▪ To check information details on employers and employees application in enterSarawak system.

AGENCY	STANDARD OPERATING PROCEDURES
JABATAN KETUA MENTERI (JKM)	<ul style="list-style-type: none"> ▪ One Stop Committee (OSC) / Localisation Committee for Non-Resident Workers (MJLPBP) ▪ Consider approval for AP application ▪ To verify on employers application in enterSarawak system.

AGENCY	STANDARD OPERATING PROCEDURES
JABATAN IMIGRESEN MALAYSIA NEGERI SARAWAK (JIMS)	<ul style="list-style-type: none"> ▪ Receive and consider application for VDR from employer ▪ To check the following documents at entry point: <ul style="list-style-type: none"> ✓ rT-PCR Test result (negative) from source country ✓ Health Screening Certificate (fit to work) from source country ✓ SDMC approval letter (Approved With Mandatory Quarantine Order) ✓ MyTravelPass ✓ Valid travel document with valid VDR sticker ▪ Issue 30 Days Special Pass to employee at entry point ▪ Health screening (Fit to work) in Sarawak ▪ Issue PLKS

AGENCY	STANDARD OPERATING PROCEDURES
Jawatankuasa Pengurusan Bencana Negeri Sarawak (SDMC)	<ul style="list-style-type: none"> ▪ Consider and approved application by Non Resident Employee to enter Sarawak (Approved With Mandatory Quarantine Order) via enterSarawak https://sarawakdisastermc.com ▪ Consider application by employers for intake of new Non Resident Employee and issue Letter of Approval ▪ To request APM to escort to employer's premises ▪ To request JIMS to prepare holding place while waiting for disembarkation clearance

AGENCY	STANDARD OPERATING PROCEDURES
Jabatan Kesihatan Negeri Sarawak (JKNS)	<ul style="list-style-type: none"> ▪ Receive application from employer to inspect and approve employer's premises / QC ▪ Inspect employer's premises / QC ▪ Issue QC Approval Form ▪ Train staff as warden and supervisor to administer QC ▪ To check detail list of Non Resident Employee in the QC ▪ To issue Quarantine Order (QO) and issue wrist band to Non Resident Employee ▪ Non Resident Employee to undergo two (2) rT-PCR Tests at authorized clinics / hospital / labs ▪ To conduct surveillance on Non Resident Employee at employer's premises / QC ▪ To issue Release Order (RO) upon completion the 14 days quarantine period ▪ To discharge Non Resident Employee (post COVID-19) and return to employer's premises

FREQUENTLY ASKED QUESTIONS

No. 1 Question **How to apply for intake of Non Resident Employee to enter Sarawak during COVID-19 pandemic period?**

Answer *Employer need to apply to:*
MyTravelPass via
<https://mtp.imi.gov.my/myTravelPass/main>
(for outside Malaysia only)
and
enterSarawak via
<https://sarawakdisastermc.com>

No. 2 Question **How long is the quarantine period for Non Resident Employee?**

Answer *Non Resident Employee is required to be quarantined for 14 days and issued with Release Order (RO) from JKNS*

No. 3 Question **How to provide quarantine facilities for Non Resident Employee before deployed to worksites?**

Answer *1. Employer may use designated hotel as Quarantine Centre or Employer's premise.*
2. In the case of Employer's premise,
▪ Employer is required to obtain approval from Jabatan Kesihatan Negeri Sarawak (JKNS) two (2) weeks before entry of Non Resident Employee.
▪ Employer shall arrange their staff to be trained as warden and supervisor to administer the Quarantine Centre by JKNS at the following contact:
Telephone: 082- 473 200
Address:
Jabatan Kesihatan Negeri Sarawak
Jalan Diplomatik,
Off Jalan Bako,
93050, Kuching
Contact person: Encik Simon Emang

FREQUENTLY ASKED QUESTIONS

No. 4 Question **What types of cost are borne by employer?**

Answer

Employer is required to pay for COVID-19 rT-PCR Tests, Quarantine Centre and Transportation from entry point to employer's approved premises / Quarantine Centre, Levy, Pass Fee, Processing Fee and Visa.

In event of COVID-19 positive case of Non Resident Employee, employer is also required to pay all expenses relating to admission and treatment in hospital and funeral arrangement.

No. 5 Question **How to undergo COVID-19 test for Non Resident Employee?**

Answer

All Non Resident Employee is required to undergo three (3) rT-PCR Tests:

- *Three (3) days prior to arrival (at source country)*
- *At 2nd day of quarantine period*
- *At 10th day of quarantine period*

Employer shall arrange for the above two (2) rT-PCR Tests during quarantine period with recognised clinic/hospital/lab

No. 6 Question **How to arrange for escorts for transportation between entry point and employer's premise/QC?**

Answer

Employer shall request SDMC to provide escorts by Angkatan Pertahanan Awam Malaysia (APM) by submitting request form three (3) days before arrival of foreign workers to SDMC at the following:

*Chairman
State Disaster Management Committee (SDMC)
Bilik Gerakan Negeri,
Ground Floor,
Wisma Bapa Malaysia
Petra Jaya,
93502 Kuching
Sarawak*

*Angkatan Pertahanan Awam Malaysia (APM)
Tel. No.: 082 – 256 685
Fax No.: 082 – 239 455*