



# POST MCO UTILITIES STANDARD OPERATING PROCEDURES (English Version)

**MINISTRY OF UTILITIES SARAWAK**

**8 May 2020**

## Table of Contents:

1. Utilities - Customer Services and Retailing
2. Utilities - Operation and Maintenance
3. Utilities - Construction of Rural Utility Connection Scheme
4. Utilities - Construction
5. Energy – Hydrogen Gas
6. Oil and Gas
7. Distribution of Gas



# SECTOR:

## UTILITIES

### 1. Customer Services and Retailing

<b>Time Allowed</b>	Up to 12 hours	<b>Operation Time</b>	8am – 5pm Office Hours	<b>Capacity</b>	50 %
---------------------	----------------	-----------------------	---------------------------	-----------------	------

#### Comprising

1. Payment counter operation.
2. Meter reading and billing at site.
3. Supply connection or disconnection.
4. Maintenance and repair works.
5. Complaint management.

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

- A. Take and record the temperature of every worker
- B. Face mask, hand sanitizer and glove usage
- C. Social distancing
- D. Disinfection
- E. Access to digital bill
- F. Emergency response

##### Brief Description

- 1. At least once a day (before work).
- 2. Worker who is unhealthy or with symptom is prohibited to be on duty.
- 1. Workers should use face mask.
- 2. Workers are required to wash their hands with soap / use hand sanitizer, frequently.
- 1. No contact with consumer during bill delivery / when carrying out supply connection or disconnection work / when carrying out maintenance and repair work.
- 2. Practice social distancing of at least one (1) meter.
- 3. Distance marking is to be provided on the floor, chair and table to ensure the safe distance is adhered to.
- 4. For counter service, limit the number of customers entering premises and dealing with counter. Customer with body temperature exceeding 37.5° Celsius is not allowed to enter.
- 1. Comply with disinfection SOP and procedures for company vehicles and whole office space especially the waiting area and customer service counter.
- 2. Disinfect frequently.
- 1. Access to estimated bill through portal and online application or contact supplier's hotline.
- 1. Prepare / update the Emergency Response Plan to deal with COVID-19 cases in the company premises.



# SECTOR:

## UTILITY

### 2. Operation and Maintenance

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	Up to 24 hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	----------------	-----------------	-------

#### Comprising

Operation, maintenance and repairing of system, installation of utility and consumer needs by Agencies, Contractors and Suppliers

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

A. Disease Prevention & Restriction Protocol

B. Health Screening

C. Health reports (in the premises and accommodation provided by the company)

D. Emergency Response

##### Brief Description

1. Employers provide protocols in the workplace that include surveillance of disease and prevention of infection transmission in accordance with the MOH standard.
2. If there is a need to approach any individual due to work process, the employee is required to wear face mask all the time and comply with MOH instructions
3. Allow online meetings / discussions through video-conferencing

1. Provide body temperature screening or thermal scanner
2. Perform daily screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath.
3. Screening should be done daily at the entrance of the premises

1. Report to the nearest Health Office in the event of a worker suspected of having Covid-19 symptoms;
2. Employees who have a body temperature above 37.5 ° Celsius or show any symptoms should be referred to the Company Panel Clinic or nearby Health Clinic;
3. Such employees are not allowed into the company's premises.

1. Prepare / update Emergency Response Plan to deal with COVID-19 cases at the company's premises.
2. Such employees are not allowed into the company's premises.



# SECTOR:

## UTILITES

### 3. Construction of Rural Utility Connection Scheme

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

The connection under Rural Utility Connection Scheme

1. Utilities connection to houses/rooms
2. Connection of main wiring

#### Activities Not Approved

Follow the order from the *State Disaster Management Committee (SDMC)*

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

A. Post MCO Protocol

B. Health screening

C. Preventive measure

##### Brief Description

1. Employers are required to prepare Post MCO protocol in the workplace which comprises of important steps to be followed by employees, contractors and customers by following the standards set by Ministry of Health Malaysia.

1. Thermal scanner are to be prepared.
2. Screening need to be done daily to employees and customers before the start of any utilities connection or connection of main wirings
3. Employees with body temperature of 37.5° Celcius and above will be prohibited to be on duty
4. For customers with body temperature of 37.5° Celcius and above, the utilities connection to the premise will be postponed until all the customers in the premise are proven healthy.

1. The use of face mask is mandatory for all employees, contractors and customers in the premises / construction sites and during any interaction with anyone, except;
  - a) During the use of PPE for a specific job
  - b) While working outdoor when the use of PPE is not suitable
2. Contractors are encouraged to prepare face mask to customers.



# SECTOR:

## UTILITES

### 3. Construction of Rural Utility Connection Scheme

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

The connection under Rural Utility Connection Scheme

1. Utilities connection to houses/rooms
2. Connection of main wiring

#### Activities Not Approved

Follow the order from the *State Disaster Management Committee (SDMC)*

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

D. Ethics in Public Areas within construction site/Premises

##### Brief Description

1. The number of workers on site / premises has to be limited to comply with social distancing
2. One metre physical distancing must be practiced at the site / premises with the use of face mask
3. Ensure that no close contact between workers and customers during any connection of electricity on site / premises
4. Meals time must be carried out in stages accordingly depending on the company's suitable schedule.

E. Disinfection

1. Prepare and comply with SOP and the procedure of the diinfection of company's car.
2. Disinfections are carried out daily after every task.

F. Emergency Response Plan

1. Prepare / update Emergency Response Plan to deal with COVID-19 cases in the company premises.
2. Employees with any COVID-19 symptoms are prohibited to be on duty until proven healthy.

G. Records

1. Manage, supervise and keep employees records regarding their attendance, health screening, movement and personal information.





# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

A. Provision of information and documents

##### Brief Description

1. Submit the following information through CIMS CIDB on the CIDB Portal:
  - a) Name and value of project
  - b) Project location (GPS coordinates)
  - c) Details of officers responsible
    - i. Director of the Company in charge.
    - ii. Chief coordinator
    - iii. CLQ Management (If applicable)
  - d) List of workers involved
    - i. Director of the Company in charge.
    - ii. Chief coordinator
    - iii. CLQ Management (If applicable)
2. Prepare and store the following documents at the site / premises for review by the appropriate authorities
  - a) Name and value of project
  - b) Project location (GPS coordinates)
  - c) Details of officers responsible



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

A. Provision of information and documents

##### Brief Description

- d) Project Implementation Schedule
- e) Number and list of key Contractor / company workers
- f) Number and list of subcontractors and employees according to the trades involved
- g) List of suppliers of building materials and materials to be used
- h) List of heavy machinery suppliers, operators' names, licences and machineries to be used
- i) List of consultants and workers involved
- j) Records of workers' movement and screening of workers' symptoms / health, cleanliness and management of construction site / premises
- k) CIDB Pledge/Undertaking

3. Display the responsibilities stated in this SOP in a visible place





# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

B. Workers

##### Brief Description

1. The number of workers at the site / premises should be appropriate to enable social distancing to be complied with.
  - a) Risk management, work scheduling and distribution of workers in sequence or staggered distribution are to be implemented;
  - b) Establish an appropriate work from home system for workers not involved in activities at site / premises;
  - c) Have virtual meetings.
2. Foreigners (workers and employers) must undergo Covid-19 Laboratory Test and be Covid-19 free before being allowed to start work



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

C. Employee transport vehicles

##### Brief Description

1. Providing transportation vehicles, where applicable, for the movement of workers incorporating the practice of social distancing.
2. Carry out the disinfection process each time after usage and to be recorded for inspection purpose.
3. Ensure social distancing is complied with during vehicle use.

D. Workers' movement

1. Workers who have just returned from abroad, are not allowed to work and enter the site within fourteen (14) days from the date of arrival in Malaysia.
2. Monitor the movement of workers so that their movements are restricted from accommodation to construction site / premises only.



# SECTOR:

## UTILITY

### 4. Construction

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

- 1.Any construction work specified in Act 520
- 2.Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

E. Movement of building materials / supplies

F. SOP on alerts and announcements

##### Brief Description

1. The movement of materials / supplies to the site / premises should be recorded.
  2. Drivers / carriers / supplies should have their body temperatures taken and recorded. Hand sanitizers should be provided and used.
- 
1. Regularly provide reminders on COVID-19 infection prevention practices, such as, through public broadcasts, display awareness posters and warnings to workers.



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

G. Emergency management and response

##### Brief Description

1. Appoint one or more coordinators to coordinate the prevention of Covid-19 outbreaks in the workplace.
2. Coordinators can include:
  - a) Safety and Health Officer (“SHO”).
  - b) Safety and Health Coordinator (“OSH-C”).
  - c) Site Supervisor (“SSS”).
  - d) Secretary of the Safety and Health Committee.
  - e) Owner of the company.
3. Establish an Emergency Response Protocol for the preparation and implementation of procedures for managing emergency cases (in the event of Covid-19 infection or investigation of infection).



# SECTOR:

## UTILITY

### 4. Construction

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

- 1.Any construction work specified in Act 520
- 2.Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

G.Emergency management and response

H. Contact Detection

##### Brief Description

4. Bear the cost of disinfection at the construction site / premises.
5. Bear the cost of providing alternative accommodation for quarantine purpose of close contact working at the construction site / premises.
1. Collaborate with the Ministry of Health Malaysia (“MOH”) or authorized authorities in the implementation and management of contact tracking.
2. Encourage workers to download and use the government-recommended Covid-19 outbreak surveillance application (MySejahtera and MyTrace Malaysia).



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

- I. At entrance of construction site / premise

##### Brief Description

1. Record and declare the details of the workers at the construction site / premises for reference by the authorities.
2. Take body temperature and screen for symptoms of cough, sore throat or shortness of breath on a daily basis and keep records.
3. Prevent any person suspected of having Covid-19 symptoms from entering the construction site / premises.
4. Provide hand sanitizer or place for washing hands.





# SECTOR:

## UTILITY

### 4. Construction

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

- 1.Any construction work specified in Act 520
- 2.Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

J. While doing construction work

##### Brief Description

1. Perform risk assessment by incorporating the risk element of infection before commencing work.
2. Control incoming and outgoing movements.
3. Ensure social distancing (1 meter between workers) is practised.
4. Make sure workers do not work closely to each other for long periods of time.
5. Activities in the enclosed area should be minimized.
6. Carry out meetings in compliance with social distancing
7. Monitor all workers at all times to prevent gatherings.
8. Provide each worker with personal protective equipment such as face masks.
9. Make sure workers regularly wash their hands with water and soap and always wear face masks.
10. Implement disinfection process at the office / premises.
11. Workers suspected of having Covid-19 symptoms should be isolated immediately and taken to a nearby clinic / hospital for Covid-19 screening.



# SECTOR:

## UTILITY

### 4. Construction

<b>Time Allowed</b>	Up to 24 hours	<b>Operation Time</b>	8.30am – 5.30pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	---------------------------------	-----------------	-------

#### Comprising

- 1.Any construction work specified in Act 520
- 2.Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

<u>Actions</u>	<u>Brief Description</u>
K. Toilet management	Keep the toilets clean and carry out regular and scheduled disinfection process and keep records.
L. Time management	<ol style="list-style-type: none"> <li>1 Ensure there is no congestion in the cafeteria / dining / lounge / prayer area by:               <ol style="list-style-type: none"> <li>(a) Arrange rest times for small groups.</li> <li>(b) Provide several dining / rest / prayer areas.</li> </ol> </li> <li>2. Make sure only packaged foods are provided.</li> <li>3. Ensure food handlers wear face masks and gloves.</li> <li>4 Monitor all workers at all times to ensure that they do not eat / rest in groups and that they always practice social distancing.</li> </ol>



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

- 1.Any construction work specified in Act 520
- 2.Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

M. Management of return from work

N. Management of places of accommodation at construction site / premises

##### Brief Description

1. Remind all workers to continue to wash with soap and wash clothes when they arrive at the residence.
  2. Notify the Coordinator promptly if there are any health problems among employees after work.
1. Carry out disinfection every day and three (3) times a day in the common area.
  2. Provide hand washing and hand sanitizer facilities.
  - 3.Take body temperatures and screen for symptoms of coughing, sore throat or shortness of breath daily before entering the place of accommodation and keep records.



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

N. Management of places of accommodation at construction site / premises

##### Brief Description

4. Ensure social distancing (1 meter between workers) is practiced.
5. Provide each worker with personal protective equipment such as face mask.
6. Prohibit entry of visitors except those authorized and facility providers.
7. Prohibit group activities (sports / prayer / religion).



# SECTOR:

## UTILITY

### 4. Construction

**Time Allowed**

Up to 24 hours

**Operation Time**

8.30am – 5.30pm  
Office Hours

**Capacity**

100 %

#### Comprising

1. Any construction work specified in Act 520
2. Professional services involved in the construction industry

#### Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

#### Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

#### Activity & Protocol

##### Actions

O. Records

##### Brief Description

1. Manage, supervise and maintain workers' records in relation to:
  - a) workers' attendance.
  - b) health screening.
  - c) workers' movement.
  - d) workers' personal details.
2. Provide cleanliness management records for construction site / premises in relation to:
  - a) Disinfection process in any area infected with the Covid-19 outbreak, cafeteria / canteen and toilet.
  - b) Cleaning of other areas at the construction site / premises.
3. Provide construction site / premises management records in relation to:
  - a) risk management.
  - b) Incoming and outgoing movements by goods and services providers and any related parties.
  - c) inspection by the authorities.
  - d) announcement and awareness.



# SECTOR:

# 5. ENERGY - HYDROGEN GAS

<b>Time Allowed</b>	Up to 12 Hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	50 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	------

## Comprising

Implementation of projects and maintenance of hydrogen gas plants

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

A. Post MCO Protocols

B. Health Screening

C. Preventive measure

### Brief Description

1. Employers are required to provide post MCO protocols at the workplace that covers important steps according to KKM standard which employees, contractors, and visitors need to adhere to.
1. Prepare the thermal body temperature scanner device.
2. Screening must be done daily at the entrance of the premises.
3. Employees with a body temperature of 37.5 °Celcius and above and with Covid-19-related symptoms are not allowed to enter the company's premises.
1. Wearing a face mask is compulsory for employees, contractors and visitors in the premise common area and when interacting with others, except:
  - (i) While using their specific job PPE.
  - (ii) While working outside, if the use of PPE is not appropriate.
2. It is compulsory for the customer to wear face mask.





# SECTOR:

# 5. ENERGY - HYDROGEN GAS

<b>Time Allowed</b>	Up to 12 Hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	50 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	------

## Comprising

Implementation of projects and maintenance of hydrogen gas plants

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

D. Social distancing and employees health safety procedures.

### Brief Description

1. To make sure the social distancing between individuals is at least one (1) meter and always wear a face mask.
2. Advised to hold meetings virtually. If there is a need for a physical meeting, the number of attendees should be minimum, meeting time to be shortened, and to comply with social distancing and compulsory to wear a face mask.
3. To implement the one (1) meter mark on the floor, table and chairs especially in dining areas, lift lobby, prayer rooms and other common area.



# SECTOR:

# 5. ENERGY - HYDROGEN GAS

<b>Time Allowed</b>	Up to 12 Hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	50 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	------

## Comprising

Implementation of projects and maintenance of hydrogen gas plants

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

E. Ethics in Public Areas within Premises

### Brief Description

1. To make sure the social distancing between individuals is at least one (1) meter from each other and always wear a face mask.
2. Break time should be carried out in stages and in accordance with company rules.

F. Premise Disinfection

1. The sanitation and cleaning process should be carried out at least twice a day especially in common areas such as the lobby, elevator, pantry, meeting room, prayer room, toilet and garbage dumping area / garbage bin.
2. The company must provide a hand sanitizer at the entrance, and all common areas and other places within the premises.



# SECTOR:

# 5. ENERGY - HYDROGEN GAS

<b>Time Allowed</b>	Up to 12 Hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	50 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	------

## Comprising

Implementation of projects and maintenance of hydrogen gas plants

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

G. Covid-19 Handling Committee

### Brief Description

1. The company should establish a Covid-19 Committee Response for the preparation and implementation of procedures and managing the cases of Covid-19 infection.
2. The premise disinfection cost is to be borne by the company.



# SECTOR:

# 6. OIL AND GAS

<b>Time Allowed</b>	Up to 24 Hours	<b>Operation Time</b>	Up to 24 Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	----------------	-----------------	-------

## Comprising

- |                   |                   |
|-------------------|-------------------|
| 1. Exploration    | 5. Liquefaction   |
| 2. Development    | 6. Oil Filtration |
| 3. Production     | 7. Petrochemical  |
| 4. Gas Processing |                   |

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

A. Post MCO Protocols

B. Health Screening

C. Preventive measure

### Brief Description

1. Employers are required to provide post MCO protocols at the workplace that covers important steps according to KKM standard which employees, contractors, and visitors need to adhere to.
1. Prepare the thermal body temperature scanner device.
2. Screening must be done daily at the entrance of the premises.
3. Employees with a body temperature of 37.5 °Celsius and above and with Covid-19-related symptoms are not allowed to enter the company's premises.
1. Wearing a face mask is compulsory for employees, contractors and visitors in the premise common area and when interacting with others, except:
  - (i) While using their specific job PPE.
  - (ii) While working outside, if the use of PPE is not appropriate.
2. It is compulsory for the customer to wear face mask



# SECTOR:

# 6. OIL AND GAS

<b>Time Allowed</b>	Up to 24 Hours	<b>Operation Time</b>	Up to 24 Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	----------------	-----------------	-------

## Comprising

- |                   |                   |
|-------------------|-------------------|
| 1. Exploration    | 5. Liquefaction   |
| 2. Development    | 6. Oil Filtration |
| 3. Production     | 7. Petrochemical  |
| 4. Gas Processing |                   |

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

D. Social distancing and workers' health safety procedures.

E. Ethics in the public areas of the premises

### Brief Description

1. Ensure social distancing between individuals at least one (1) meter with the use of face mask.
2. Encouraged to held meeting in virtual. If there is a need for a physical meeting, the number of meeting members should be reduced, meeting time shortened, and compliance with social distancing and the use of face masks.
3. Preparation of a one (1) meter mark on floors, tables and chairs implemented especially in areas such as dining area, queues for entry into the premises / elevators, prayer rooms and others.

1. The distance between individuals should be at least one (1) meter away from each other with the use of a face mask.
2. Meal breaks should be implemented in stages depending on the suitability of the company.



# SECTOR:

# 6. OIL AND GAS

<b>Time Allowed</b>	Up to 24 Hours	<b>Operation Time</b>	Up to 24 Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	----------------	-----------------	-------

## Comprising

- |                   |                   |
|-------------------|-------------------|
| 1. Exploration    | 5. Liquefaction   |
| 2. Development    | 6. Oil Filtration |
| 3. Production     | 7. Petrochemical  |
| 4. Gas Processing |                   |

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

F. Employee Accommodation (if provided by the employer)

### Brief Description

1. Social distancing should be implemented in prayer room, dining area and other concerned.
2. The disinfection process must be carried out on a daily basis according to the time specified by the employer.

G. Disinfection & Disinfecting Premises

1. The sanitation and cleaning process should be carried out at least two (2) times a day especially in common spaces such as lobby, elevator, pantry, meeting room, prayer room, toilet and garbage / trash can.
2. Companies must provide hand sanitizer at the entrance, all common areas (common area) and other places in the factory / premise.





# SECTOR:

# 6. OIL AND GAS

<b>Time Allowed</b>	Up to 24 Hours	<b>Operation Time</b>	Up to 24 Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	----------------	-----------------	-------

## Comprising

- |                   |                   |
|-------------------|-------------------|
| 1. Exploration    | 5. Liquefaction   |
| 2. Development    | 6. Oil Filtration |
| 3. Production     | 7. Petrochemical  |
| 4. Gas Processing |                   |

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

<u>Actions</u>	<u>Brief Description</u>
H. COVID-19 Handling Committee	<ol style="list-style-type: none"> <li>1. Social distancing should be implemented in prayer room, dining area and other concerned.</li> <li>2. The disinfection process must be carried out on a daily basis according to the time specified by the employer.</li> </ol>



# SECTOR:

# 7. DISTRIBUTION OF GAS

<b>Time Allowed</b>	Up to 12 hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	-------

## Comprising

All gas distribution activities as outlined in the Distribution of Gas Ordinance, 2016 (DGO 2016); especially supplies and delivery of gas, installing and maintaining gas piping systems

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

A. Protocol of Disease Prevention & Restrictions

B. Health Screening

### Brief Description

1. Employers must provide a protocol at workplace that include surveillance of the disease and prevention of the spread of infections in according to the standards provided by the Ministry of Health (MOH).
  2. If there is a need to reach out to any individual due to work processes, the employee is required to wear face masks all the time and comply with MOH instructions.
- 
1. Provides a body temperature scanner or thermal scanner
  2. Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily.
  3. Screening should be done daily at the factory / premises entrance.



# SECTOR:

# 7. DISTRIBUTION OF GAS

<b>Time Allowed</b>	Up to 12 hours	<b>Operation Time</b>	9 am – 5 pm Office Hours	<b>Capacity</b>	100 %
---------------------	----------------	-----------------------	-----------------------------	-----------------	-------

## Comprising

All gas distribution activities as outlined in the Distribution of Gas Ordinance, 2016 (DGO 2016); especially supplies and delivery of gas, installing and maintaining gas piping systems

## Activities Not Approved

Follow the Order from the State Disaster Management Committee (SDMC)

## Standing Order

- Subject to the directives of the State Disaster Management Committee of Sarawak and regulations of local Authorities
- Compliance to Ordinance and local Regulations for water, electricity and gas

## Activity & Protocol

### Actions

C. Health reports (on the premises and accommodation provided by the company)

D. Emergency response plan

### Brief Description

1. Report to the nearest Health Office if the employee is suspected to have Covid-19 symptoms.
  2. Employees who have a body temperature of 37.5 ° Celsius and above or show any symptoms should be referred to the nearest Company Panel Clinic or Health Clinic.
  3. Such employees are not allowed to enter the company's premises.
- 
1. Prepared / updated Emergency Response Plan to handle COVID-19 cases at company premises.