



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

OCTOBER 2021

THE OPERATION OF COVID-19 STANDARD OPERATING PROCEDURES

AGENCY	STANDARD OPERATING PROCEDURES
Employer	<u>Application for recruitment of new Non Resident Employee:</u>
	<ul style="list-style-type: none"> ✓ AP and Licence from Jabatan Tenaga Kerja Sarawak (JTKS) ✓ Visa with Reference (VDR) from Jabatan Imigresen Malaysia, Sarawak (JIMS) ✓ Fully vaccinated for Non-Resident employee (<i>refer to World Health Organization (WHO)</i>) ✓ 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 ✓ Obtain and submit original Bank Guarantee to Jabatan Ketua Menteri (JKM) ✓ Register to enterSarawak NRE 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
	<u>Pre-Entry SOP Stage:</u>
	<ul style="list-style-type: none"> ▪ MyTravelPass via https://mtp.imi.gov.my/myTravelPass/main for Non Resident Employee (from outside Malaysia only) ▪ enterSarawak NRE via https://sarawakdisastermc.com for Non Resident Employee with the following documents: <ul style="list-style-type: none"> ✓ Fully Vaccinated Certificate for Non Resident Employee ✓ Non-Resident employees rt-PCR Test result (negative) 3 days in source country prior to arrival ▪ Arrange one (1) rt-PCR Test on day 4 from authorized medical facilities ▪ Notify SDMC date of arrival, detail list of Non Resident employees and request to provide escort (<i>if necessary</i>) during transit from entry point to approved employer's premises / QC ▪ Borne all cost including transportation, QC facilities and one (1) rt-PCR Test

AGENCY	STANDARD OPERATING PROCEDURES
Employer	<p><u>Entry SOP Stage:</u></p>
	<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"> ✓ Fully Vaccinated Certificate for Non Resident Employee ✓ Prior rt-PCR Test result (negative) ✓ <i>MyTravelPass</i> ✓ 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 ▪ To undergo health screening (fit to work) from authorized medical facilities ▪ Apply <i>Pas Lawatan Kerja Sementara</i> (PLKS) from JIMS
	<p><u>Transit SOP Stage:</u></p> <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
	<p><u>Approved Employer's Premises / QC SOP Stage</u></p> <ul style="list-style-type: none"> ▪ Non Resident Employee to be quarantined 7 days ▪ Non Resident Employee to undergo one (1) rt-PCR Tests on day 4 at authorized medical facilities ▪ To monitor the operations of employer's premises / QC
<p><u>COVID-19 Positive Case SOP Stage</u></p> <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. 	

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 ▪ To check and verify information details and requirements on employer and employee application in enterSarawak NRE.

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

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"> ✓ <i>MyTravelPass</i> ✓ Fully Vaccinated Certificate for Non Resident Employee ✓ 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) ✓ Valid travel document with valid Single Entry Visa 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 employers for intake of new Non Resident Employee to enter Sarawak (Approved With Mandatory Quarantine Order) via enterSarawak and issue Letter of Approval ▪ To request JIMS to prepare holding place while waiting for disembarkation clearance (<i>if necessary</i>) ▪ To request APM to escort to employer's premises (<i>if necessary</i>)

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 one (1) rt-PCR Tests on day 4 at authorized medical facilities ▪ To conduct surveillance on Non Resident Employee at employer's premises / QC ▪ To issue Release Order (RO) upon completion the 7 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 NRE via
<https://sarawakdisastermc.com>
[ONLY APPLICABLE to employer issued with License to employ Non Resident Employee]

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

Answer Non Resident Employee is required to be **quarantined for 7 days** and issued with **Release Order (RO)** from JKNS after completion of quarantine period

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 (QC) 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 the following:*
- *COVID-19 rt-PCR Tests;*
 - *Quarantine Centre (QC);*
 - *Transportation from entry point to employer's approved premises / Quarantine Centre (QC); and*
 - *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 two (2) rt-PCR Tests:*
- *Three (3) days prior to arrival (at source country)*
 - *At 4th day of quarantine period*

Employer shall arrange for the above one (1) rt-PCR Test during quarantine period with authorized medical facilities and submit the tests result to JKNS

No. 6 Question Type of Vaccination and Fully Vaccinated

- Answer**
- ***Pfizer / Sinovac / AstraZeneca***
COVID-19 Vaccine with two (2) Doses
- 14 days after second doses
 - ***CanSino / Janssen***
COVID-19 Vaccine with one (1) Doses
- 28 days after second doses
 - ***For any other types of vaccine, please refer to World Health Organization (WHO) whether it is recognized and approval will be case by case basis***