



MNS SAFE WORKING PROCEDURES – PREVENTION OF COVID-19 AT WORKPLACE

1. Purpose of this document

This document serves as a guide for MNS employees especially those based at HQ. This document (where relevant) is also applicable and is to be used for those based at MNS centres. This is a living document and will be updated accordingly as pre advised by relevant government agencies. All employees of MNS are required to adhere to the procedures as stated in this document. It is also compulsory for Board of Trustees (BOT), Council Members of MNS and members of MNS to follow the same procedures when visiting MNS HQ.

2. Scope of this document

The scope of this document is meant for :-

- a) Employees/Research Assistants/Interns who are based in MNS HQ. **No visitors will be allowed to enter the main office building.**
Note – for convenience, any reference to employees from this point onwards is also inclusive of Research Assistants/Interns
- b) When employees are performing their routine/non routine tasks (this is inclusive of new workplace etiquette as indicated under point 5)
- c) Employees when entering and leaving the main office building

3. Responsibilities of the Employer

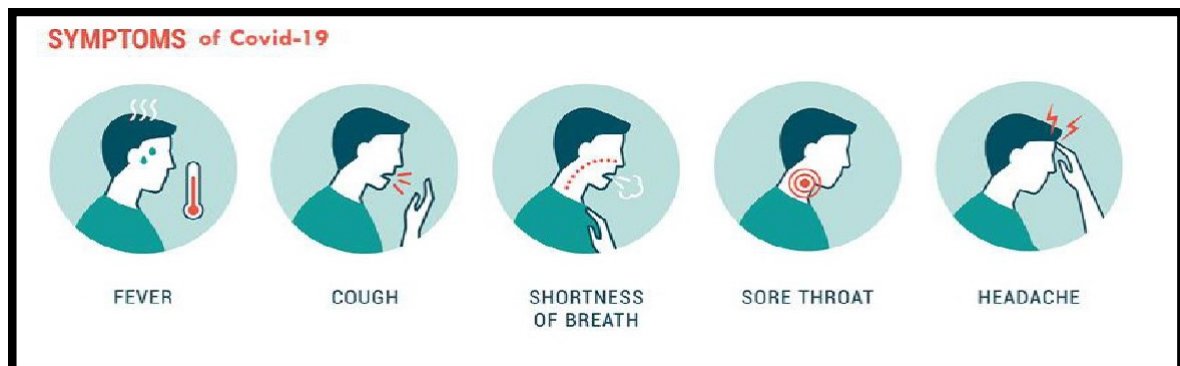
- a) Ensuring the legal requirement and the safe working procedures related to the prevention of COVID-19 infection are complied with by employees of MNS.

- b) Ensuring as practical as possible the workplace is safe and without any risk of COVID-19 infection to employees and visitors who may be in contact with those employees.
- c) Ensuring as practical as possible the method of entering and exiting the workplace is safe and without any risk of COVID-19 infection.
- d) Ensuring there is a record of all individuals entering MNS premises either the main office building or the other buildings .

4. Responsibilities of the Employees

Each employee

- a) **Is responsible for their own health and safety, that of their colleagues and any other persons that could have been affected while they are performing their tasks at work. This is inclusive of making self-declaration with regards to your health status.**
- b) **should follow these safe working procedures and wear a face mask whilst in the workplace; this is essential when dealing with visitors.**
- c) Will be required to adhere to all rules and instructions indicated by the employer pertaining to COVID-19 and the guidelines as set by Malaysian Ministry of Health (MOH), World Health Organisation (WHO) and any other relevant government agencies.
- d) Employees with COVID-19 symptoms are required to inform their immediate supervisor as soon as possible for relevant follow-up action.



5. Workplace Etiquette COVID-19 until further notice

a) Safety Briefing

This documents acts as MNS safety briefing tool. It is disseminated to all employees via email. Face to face briefing will not be conducted to avoid crowd gathering and to reduce the risk of spreading COVID-19 virus. If required, this document will also be shared with BOT and Council members accordingly.

b) Transportation to and from office

For employees who drive to office, they will be allowed to enter MNS HQ provided they travel directly from their home to the office without making any detour on the way, that is not stopping to purchase petrol or packed food for breakfast/lunch/dinner.

Employees who normally use public transportation, are advised to continue working from home until the situation is more stabilised or until they can come up with an alternative plan that reduces or minimises their interaction with general public .

The above is necessary for the well-being of all employees of MNS and to prevent the spread of COVID-19 as much as possible.

c) Actions to be taken by employees before entering/leaving the main office building

Note – no visitors will be allowed to enter the main office building

All employees should be observant of their own health and should not come to work if they feel unwell. All will be required to use the hand sanitizer provided at the designated place i.e. outside the main door of the office building.

Any employees found with a body temperature 37.5 Celsius or above will not be allowed to enter the office building .

The body temperature reading will be taken before an employee starts his/her day and another reading taken before the employee leaves the office building. The readings will be recorded in Employees Body Temperature Record (Appendix 1) and kept for the next 3 months. **This will be used as substitute of the attendance logbook.**

Once inside the building, employees will be required to wash their hands at designated area and practicing good hand hygiene.

These are some additional points that employees need to adhered to :-

i) Those entering the building will be recommended to wear a face mask

ii) All employees must practice social distancing with 1 meter gap, no hand shaking. An alternative is placing your right hand palm on the left side of your chest and a little bow of your head.

ii) For those not wearing a face mask in the office and the event you want to cough or sneeze, please cover your mouth/nose with tissue and dispose the tissue properly. If there no tissue, cough or sneeze into the bend of elbow (not your hand). If you accidentally, sneeze or cough into your hands, wash them properly as soon as possible.

d)Actions points for all visitors

i) All visitors, including BOT members, Council members, any MNS members coming to the office either related to membership queries or attending face to face meetings will be required to use the hand sanitizer. It is compulsory for all visitors to complete the Visitor's Health Declaration Form (Appendix 3), and submit it to the member of staff hosting the meeting at least three(3) days in advance, and to fill up the Visitor Body Temperature Record (Appendix 2) on arrival.

Any visitors found with a body temperature 37.5 Celsius or above will be requested to leave the office premises .

Note – Online meetings should be held as much as possible and face to face meetings should be the last option. There are only two designated place for meeting with visitors i.e. auditorium and UCF (Urban Community Forest) room and prior booking is required . Any walks in WILL NOT be entertained.

ii) No visitors are allowed into the main office building until further notice. This is inclusive of BOT members, Council members, any MNS members, deliverymen, etc. Please refer to point (f) - (Actions to be taken when conducting meeting) for next course of action.

iii) A designated place with relevant boxes will be placed on the table at the front porch meant for courier, mail and delivery of food (of any kind).

iv) A designated place will also be assigned for membership related queries at the front porch of the office. The relevant staff will be expected to entertained members at this place and using the relevant PPE.

e) Actions to be taken by employees during working hours

i) Adhere to the safe working procedures and instructions given at workplace

ii) Recommended to use facemask at all time and use the hand sanitizer as provided

iii) Have lunch and break time separately. It is advisable for employees to bring food from home and not eat food from outside, especially at Red Zone area. Employees are also advised not to share meals during this time.

iv) Muslim employees are advised to use their own personal prayers equipment/material i.e. *sejadah, kain telekong* dan restrain from sharing with other colleagues.

v) Avoid un-necessary travelling or postpone field trips if possible. Discussion to be held between relevant staff and his/her HOD, and can only be participate upon prior and written approval of the HOD.

f) Actions to be taken when conducting meetings

i) Conduct all meetings online as much as possible.

ii) As indicated above – under action points for all visitors, no meetings will be allowed to be held in the main office building. Only meetings arranged by prior appointment will be allowed to be held in auditorium or Urban Community Forest (UCF) room.

The action points below to be adhered to :-

- ❖ The room must be disinfected as per advice given by MOH and having good air ventilation. It is advised not to use the air-conditioner(s). Host of meeting will be responsible of this action.
- ❖ Safety briefing must be given to all attendees by the host of the meeting.
- ❖ Attendees must wear face mask at all time during the meeting.
- ❖ Seating arrangement must adhere to social distancing.
- ❖ Not more than 10 attendees per meeting.
- ❖ The meeting record will be kept for a period of 3 months.
- ❖ Employer via the host of the meeting must notify all attendees in the event one or more of the attendees showing symptoms of COVID-19.

g) Actions to be taken by Employer/Employees – after working hours

i) Employer to ensure common general work area i.e. meeting areas, pantry and *surau*, to be disinfected following the method recommended by MOH.

ii) All employees will be responsible to ensure the toilets they used will be kept in clean condition at all times (as the service of the cleaner will not be available during this time) . All used materials i.e. tissues, face mask, gloves, etc. to be disposed of by each employee accordingly .

iii) All employees will be expected to disinfect their own work station twice daily before they start their work and before they leave their work station for the day i.e. the surface of their desk, chair, keyboard, telephone, mouse, etc.

7.Others

Attendance Record

The attendance log-book will be not used this time as there is a risk of sharing the same material by all employees

For any other usage of the logbook such as recording of time off, medical leave, fieldwork , etc. please email your supervisor accordingly with a cc copy to HR.

Employees Body Temperature Record will be used as attendance log during this time until further notice.

Appendices

Appendix 1 – Employee Body Temperature Record

Appendix 2 – Visitor Body Temperature Record

Appendix 3 – Visitor’s Health Declaration Form

Reference

Prosedur Kerja Selamat – Pencegahan Covid-19 di Tempat Kerja, Jabatan Keselamatan dan Kesihatan Pekerjaan, Kementerian Sumber Manusia

<https://www.dosh.gov.my/index.php/prosedur-kerja-selamat-pencegahan-covid-19>

Prepared by Safety Manager on 7th May 2020

Inputs given by Management team & document revised on 15th May 2020

Edited by Human Resources personnel on 8th May, 19th May & final edit on 26th May 2020



Appendix 3 – Health Declaration Form

Notes - a) All visitors to MNS will be required to fill up this form

b) Filled up form to be submitted to your host at least 3 days in advance prior to your meeting date

1. Date of Meeting:
2. Name of MNS staff/Host of your meeting :
3. Full name:
4. Gender: Male Female
5. Identity Card No :

6: Contact Details :-

Mobile no : Email Address :

7 Have you been to any area or countries of COVID-19 as indicated by WHO over the past 14 days?

Yes No

8. Date of departure from the said country:

9. Have you had any of the following symptoms over the past 14 days? Please tick if yes

Fever	<input type="checkbox"/>
Cough	<input type="checkbox"/>
Difficulty in breathing	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>

Other symptoms (please specify) :

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10. Have you been in ¹close contact with person suspected to have COVID-19?

Yes No

If the answer is yes to either of the question above, you will NOT be allowed to enter the office premises. You are advised to go to the nearest hospital for COVID-19 Screening Test.

¹Definition close contact :

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient
- Traveling together with COVID-19 patient in any kind of conveyance
- Living in the same household as a COVID-19 patient

Signature:

Date :