Professional Services Sector

Operational Hours: 24 hours
Visiting Hours: 9am till 6pm
Workforce: 100%
Note: Companies located in EMCO are not allowed to operate.

Activity and Protocol SOP

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
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<tbody>
<tr>
<td>Disease prevention &amp; restrictions protocols</td>
<td>Employers need to provide protocols at the workplace that include disease monitoring and prevention of infection transmission according to standards set by the Ministry of Health Malaysia.</td>
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</tbody>
</table>
| Health Screening                                                            | • Providing body temperature or thermal scanner;  
• Performing screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath on daily basis;  
• Screening should be done daily at the entrance of the premises. |
| Health reports (on-premises and staff accommodation provided by company).  | • Employers are required to contact the nearest Health Office if there an employee is suspected of having symptoms of COVID-19;  
• Employees with a body temperature of 37.5 ° Celsius or above or indicating any symptoms should immediately be referred to the Panel Clinic or a nearby Health Clinic;  
• The employee is not allowed to enter the company’s premises. |
| Disinfection of premises | • The sanitation and cleaning process should be carried out three (3) times a day;  
• Especially in common spaces such as:  
  ➢ lobbies, elevators, cafeterias, meeting rooms, prayer rooms, bus / staff transportation, indoor recreation, toilets and garbage / trash cans;  
• Company must carry out the disinfection/sanitation process at factory / premises each time before shift or operation begins;  
• The company should provide hand sanitizer at the entrance, common areas and other places inside factory / premises. |
| Social distancing and employee health safety procedure | • The usage of face mask by every employee is encouraged;  
• Ensuring guidelines for best practices of social distancing are provided such as 1m mark on floor, desk and chairs and implemented;  
• Specifically, at areas such as the cafeteria / cafeteria, meeting room, prayer room, multipurpose hall and other public areas. |
| General ethics in the premise’s area | • On-premises prayer facilities and places of worship need to be controlled by the practice of social distancing at all times;  
• Canteen / cafeteria operations are allowed with distance of 2 meters between desks;  
• Mealtime should be implemented in stages depending on the suitability of the company. |
| Company vehicle | • Office vehicles must undergo the disinfection process every time after use; |
Private vehicles are encouraged to be disinfected for personal hygiene by employees according to the appropriate procedure.

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<th>Emergency Response</th>
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| Company needs to establish an Emergency Response Protocol Committee for the preparation and implementation of procedures in managing emergency case (Covid-19 infection or investigation);
| The company is responsible for the full cost of employees’ screening, if deemed necessary.
| The cost of disinfection and sanitation should be borne by the company. |

*Note: Companies may improvise this protocol as deemed necessary but any relaxation is not allowed at all.*

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