



# MYGARIS PANDUAN

## #ReopeningSafely Guidelines Indoor Work Spaces

1 April 2022



## Living and working safely with COVID-19

Malaysia is in the 'Transition to Endemic' phase and we must learn to live with COVID-19 in line with the reopening of economic sectors. Therefore, it is important to understand the risk of COVID-19 transmission, practice preventive measures, and remain vigilant as we carry out our daily activities to ensure the safety of ourselves and our families.

This Guideline is categorised into 2 sections as follows:



**Section 1:** Guidance to identify COVID-19 risks and illustrate ways to assess risks on premises and at workplaces.



**Section 2:** Infographics to help us make safer choices while carrying out daily activities or at workplaces.

### Scope of Guideline



This Guideline can be used for all forms of indoor workspaces including buildings and premises such as offices, factories, warehouses, laboratories, engineering facilities, broadcasting studios as well as any premises that may have the potential to cause people to gather in enclosed spaces.

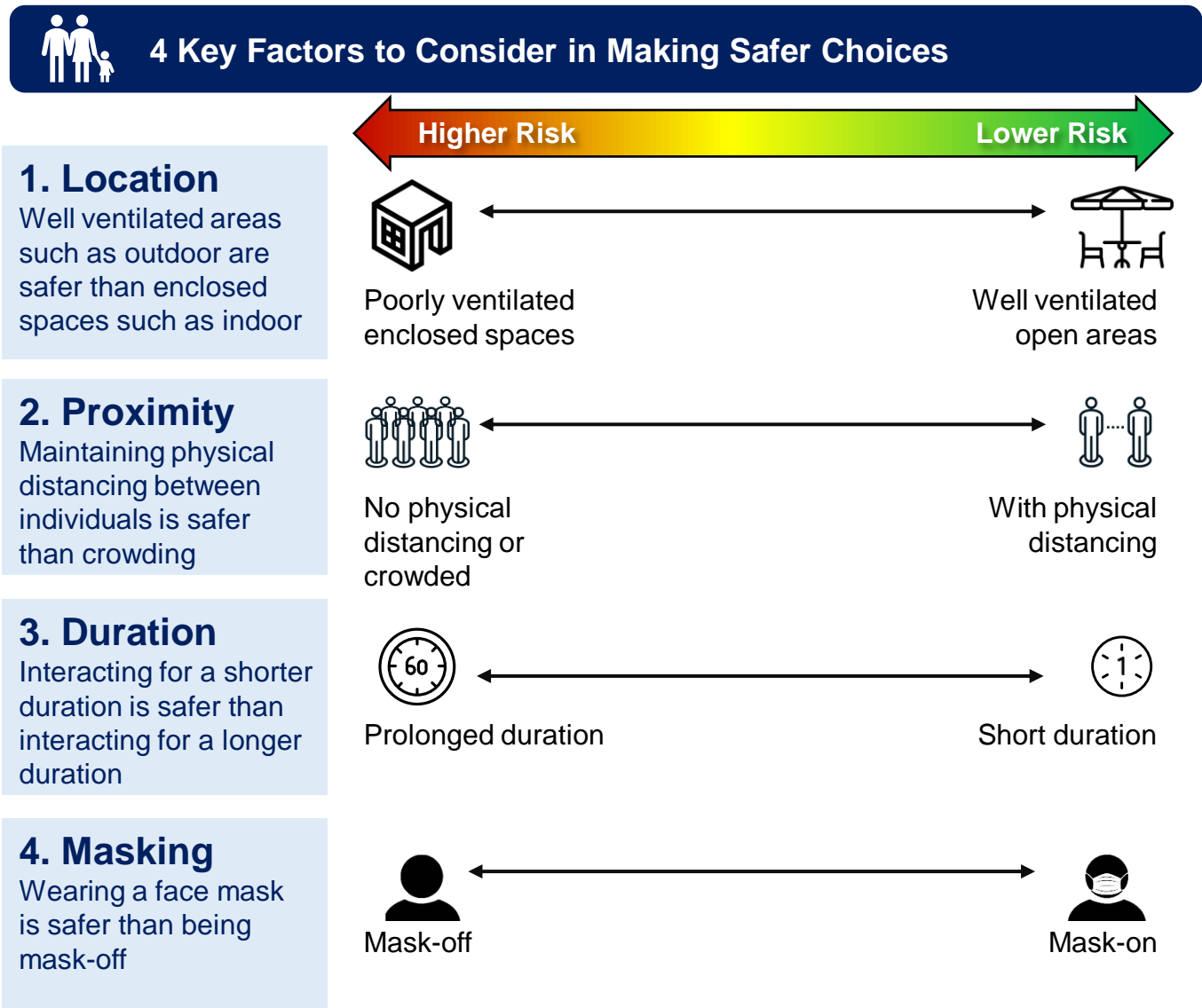
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Note: This Guideline is encouraged to be complied with and is used to illustrate requirements in the Standard Operating Procedure (SOP). SOP is prioritised if there are any contradictions.

# Assessing COVID-19 Risks to Make Safer Choices

We need to be proactive in identifying and managing COVID-19 transmission risks in our daily activities. These are the 4 key factors to consider in making safer choices.



Indoor-based work has a higher risk of infection due to spread of virus in enclosed spaces with poor ventilation. Thus, employers or premises owners should strive to improve the ventilation system and focus on improving indoor air quality. Additional attention must be paid to activities where face masks are not worn, such as in dining areas/ pantries/ cafes as well as in workers' accommodation.

Source: Department of Occupational Safety And Health (DOSH), World Health Organization (WHO)

## Assessing COVID-19 Risks to Make Safer Choices

When planning our daily activities, the following questions should be taken into consideration as part of the risk assessment.

### 1. What are the type of risks?

*Assess the risk of transmission based on the following factors*



**Location:**  
Poorly ventilated  
enclosed spaces



**Distancing:**  
No physical distancing/  
crowded



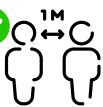
**Duration:**  
Prolonged



**Face mask:**  
Mask-off

### 2. What are the actions to mitigate the risk?

*Identify the relevant actions to mitigate risk*



Ensure physical distancing of  
at least 1 metre where possible



Maintain cleanliness of  
the premises



Wear a face mask,  
especially if physical  
distancing is not feasible



Wear Personal  
Protective Equipment  
(PPE)



Ensure good ventilation



Practice proper  
etiquette while  
coughing and sneezing



Regularly wash your  
hands with water and  
soap/ hand sanitiser



Test if symptomatic



Avoid crowded areas



Avoid narrow and  
enclosed spaces



Avoid shaking hands or  
physical contact



Avoid close  
conversations



Do not attend/ participate  
in activities if symptomatic

# Assessing COVID-19 Risks to Make Safer Choices

Examples of risks and actions to reduce the risks are illustrated as below.



**Example #1**

**Indoor workplace and accommodation**  
(Examples: office workstations, factory lines, warehouses, workers' accommodation)

## What are the type of risks?



Poorly ventilated enclosed spaces



Prolonged activities



Close proximity among workers

## What are the actions to mitigate the risk?



Wear a face mask at all times



Ensure physical distancing of at least 1 metre where possible



Ensure good ventilation



Practice proper etiquette while coughing and sneezing



Maintain cleanliness of the premises



Regularly wash your hands with water and soap/ hand sanitiser



Avoid close conversations



Avoid shaking hands or physical contact



**Example #2**

**Gatherings at common areas**  
(Examples: pantries, cafeterias, toilets, changing rooms)

## What are the type of risks?



Poorly ventilated enclosed spaces



Mask-off activities

## What are the actions to mitigate the risk?



Ensure physical distancing of at least 1 metre where possible



Maintain cleanliness of the premises



Ensure good ventilation



Regularly wash your hands with water and soap/ hand sanitiser



Avoid close conversations



Avoid narrow and enclosed spaces

Note: Compliance with SOP is important as a mandatory action to reduce the risk of COVID-19 transmission

# 1. COVID-19 Symptoms

We must recognise COVID-19 symptoms and be responsible when we are feeling unwell to ensure that the 'Transition to Endemic' phase is successful.

## COVID-19 Symptoms



Fever



Fatigue



Breathing difficulty



Body/ muscle ache



Headache



Runny nose



Cough/ sore throat



Vomiting/ diarrhoea



Loss of sense of taste or smell

## 'TRIIS' Self Assessment Method



### Test

Get tested with a self-test kit as soon as possible if you are experiencing any infection symptoms.



### Report

Report the test result (negative, positive or invalid) on your MySejahtera immediately.



### Isolate

Isolate yourself immediately with discipline if you have been tested positive for COVID-19. Adhere to the HSO<sup>1</sup> imposed by MOH.



### Inform

Inform your close contacts and immediate family members urgently if your test result is positive. List out your close contacts information and assess health through HAT<sup>2</sup> on MySejahtera. Virtual CAC<sup>3</sup> will monitor your health status and contact you if necessary.



### Seek

Seek immediate treatment at any healthcare facility nearby if you are experiencing worsening symptoms<sup>4</sup>.

Note: <sup>1</sup>Home Surveillance Order; <sup>2</sup>Health Assessment Tool; <sup>3</sup>COVID-19 Assessment Centre; <sup>4</sup>Refer to the list of COVID-19 patient condition warning signs at <https://covid-19.moh.gov.my/reopeningsafely/semasa/2022/03/fasa-peralihan-ke-endemik-langkah-6b-kenali-tanda-amaran-covid-19>

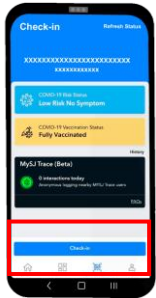
Source: MOH

## 2. Entry Check and Registration

Individuals must use MySejahtera application to scan the QR code and only Individuals with 'Low Risk' MySejahtera status are allowed to enter premises or participate in activities<sup>1,2</sup>. MySejahtera users are also encouraged to activate the MySJ Trace feature.

### What is MySJ Trace?

MySJ Trace is one the functions of mobile contract tracing.



- 1 Helps **FTTIS** (*Find, Trace, Test, Isolate & Support*) in preventing transmission of COVID-19.
- 2 Detects close contacts using **bluetooth** technology.
- 3 Uses a **community driven** approach where the users' mobile phones will exchange information when they are within a certain distance.

### Steps to activate MySJ Trace

#### Examples of recommended places to activate MySJ Trace:



Public places



Public transport



Restaurant



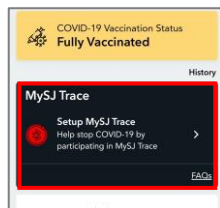
Shopping malls



Ensure the **bluetooth** feature on your mobile phone is turned on at all times.



- 1 Open MySejahtera app



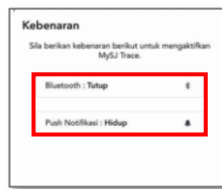
- 2 MySJ Trace feature will be displayed



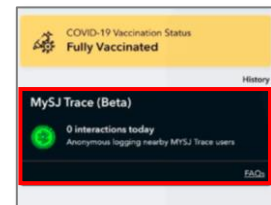
- 3 Press 'Start' button



- 4 Press 'Agree' button



- 5 Provide necessary permissions for MySJ Trace



- 6 When activated, the MySJ Trace feature will turn green

Note: <sup>1</sup>Entry check and registration is exempted for areas that fulfil the three (3) criteria: outdoor areas, areas without crowds and mass gathering (e.g., recreational areas); <sup>2</sup>MySejahtera QR Code are placed at the main entrance of airports, stations dan terminals. Stores, stalls and kiosks that are located within these premises do not need to provide MySejahtera QR code.

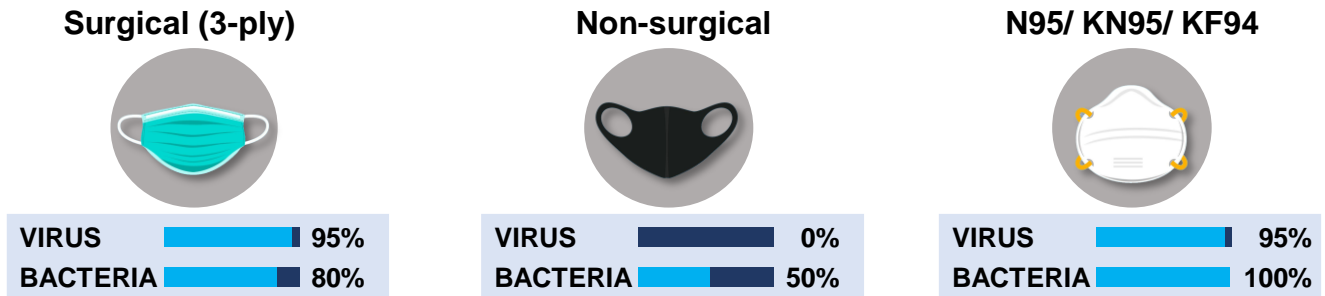
Source: MOH

### 3A. Use of Face Masks

Face masks protect us from getting infected by the COVID-19 virus, as it can be transmitted through respiratory droplets while talking, sneezing or coughing.

#### Examples of Face Mask and Its Protection Level

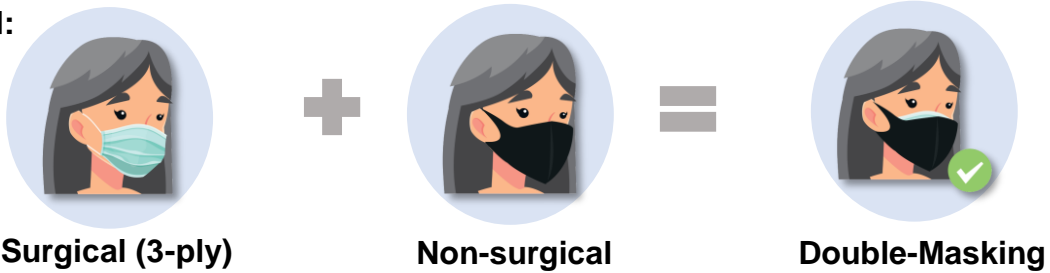
Protection levels of face masks vary by mask types as shown below:



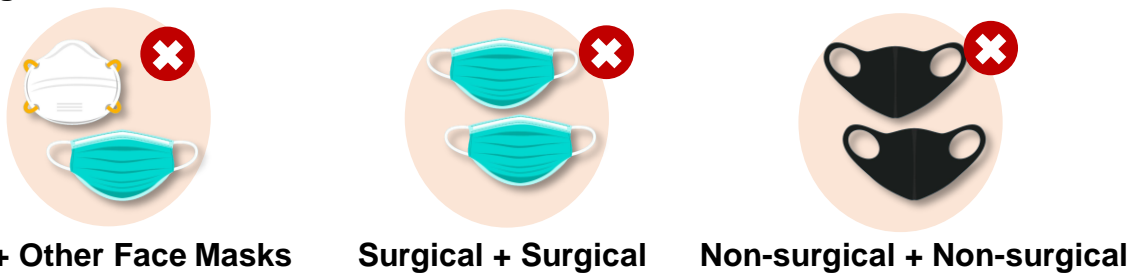
#### The Benefits of Double-Masking and How to do it Properly

Double-masking (**surgical + non-surgical face mask**) provides better protection from infectious droplets.

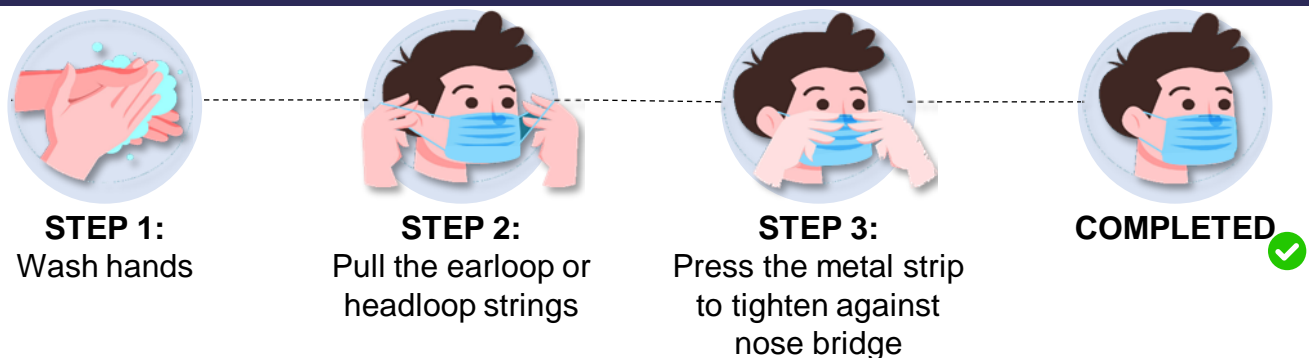
**Encouraged:**



**Not encouraged:**



#### How to Properly Wear a Face Mask in 3 Easy Steps



Source: MOH, Centre for Disease Control and Prevention (CDC)



### 3B. Mask-off Activities

Carrying out activities without wearing a mask increases the transmission risk of COVID-19 virus. The risk of infection becomes higher when the activities are carried out with people from different households in close proximity.

#### Examples of Mask-off Activities



**Eating and Drinking**



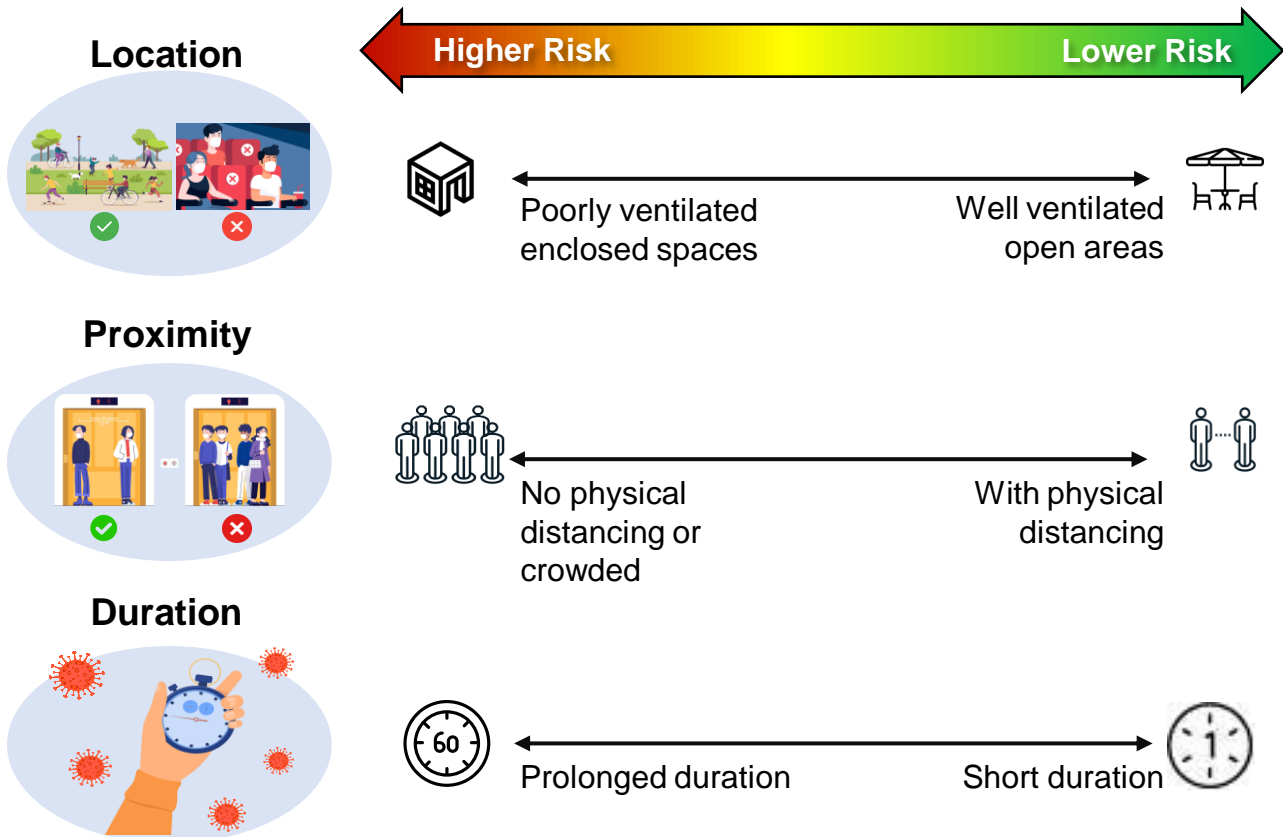
**Showering**



**Workers' accommodation**

#### 3 Key Risk Factors to Consider Before Removing Your Mask

Below are the factors to consider in situations where wearing a face mask is not possible or suitable while carrying out activities. Face mask should be re-worn immediately after these activities.

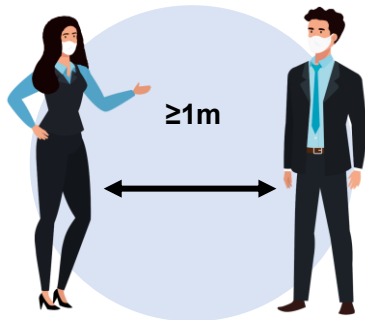


Consider these factors and make appropriate decisions before removing your face mask to protect yourself and others.

Source: CDC

## 4. Physical Distancing

Adherence to physical distancing can protect us from being infected with the COVID-19 virus that is transmitted through respiratory droplets while talking, sneezing or coughing.

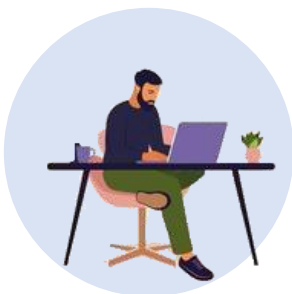


**Ensure physical distancing of at least 1m where possible.**



**Limit face-face social interactions** between employees from different households (Examples: working hours according to shifts, and staggered break times).

Avoid physical greetings such as handshake. Instead, greet by placing your hands on your chest.



**Working from home** is encouraged.

Individuals who are **symptomatic or COVID-19 positive or under HSO** are not allowed to enter premises or conduct activities.

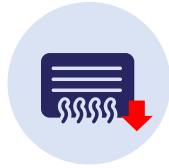
## 5. Ventilation

COVID-19 virus is more contagious indoor than outdoor. Hence, good ventilation is important to reduce risk of transmission.

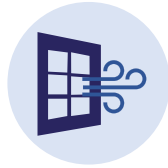
### Enclosed Air-conditioned Spaces (Examples: office buildings, factories, laboratories)



Check and ensure ventilation systems are in good working order



Set the air conditioning mode to 'fresh air' and avoid recirculation



Purge indoor air before starting operations by turning on AC and fan



Increase air circulation by placing fans facing outwards at doors or windows



Ensure that the exhaust fans are running throughout operating hours

### Naturally Ventilated Premises (Examples: cafeterias, warehouses, courtyards)



Open doors and windows as frequently as possible

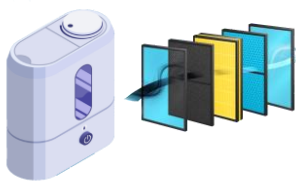


Increase air circulation by placing fans facing outwards at doors or windows



Ensure that the exhaust fans are running throughout operating hours

### Supplementary Measures to Assess and Improve Air Quality (Examples: air filter, CO<sub>2</sub> monitor)



#### Install air filter

- Install high-efficiency air filters to filter out airborne viruses and dust in the air









#### Monitor Carbon Dioxide (CO<sub>2</sub>) levels





- CO<sub>2</sub> levels can be monitored by using an Indoor Air Quality (IAQ) device
- CO<sub>2</sub> reading which exceeds 1,000ppm indicate the space is poorly ventilated

## 5A. Personal Hygiene





Practising personal hygiene is important to remove viruses and infectious droplets on our hands in order to reduce the risk of transmission.

Personal Hygiene	
<b>Encouraged</b>	<b>Avoid</b>
 <p>Wash your hands regularly</p>	 <p>Avoid touching your eyes, nose and mouth with unwashed hands</p>
 <p>Use soap and water or hand sanitiser</p>	 <p>Wearing gloves is generally not required in most situations. If worn, wash your hands immediately after disposing your gloves</p>
 <p>Replace with a new face mask after coughing or sneezing while wearing a face mask</p>	 <p>Avoid wearing the same face mask for a long period of time especially if you have coughed or sneezed into it</p>

### How to Practise Proper Hand Hygiene?

Timing	
<b>When?</b>	<b>How long?</b>
<ul style="list-style-type: none"> <li>✓ Before eating or preparing food</li> <li>✓ Before touching your face</li> <li>✓ After using the restroom</li> <li>✓ After leaving a public place</li> <li>✓ After coughing or sneezing</li> <li>✓ After touching a used or contaminated face mask</li> <li>✓ After handling any shared equipment or frequently touched surfaces</li> <li>✓ Before and after wearing gloves</li> </ul>	 <p>Regularly wash hands with soap and water for <b>more than 20 seconds</b>  <b>&gt;20s</b></p>  <p>If soap and water are not available, use hand sanitiser for <b>20-30 seconds</b>  <b>20-30s</b></p>

### Technique

<b>1</b>  <p>Wet hands with water and apply soap</p>	<b>2</b>  <p>Rub hands palm to palm with soap</p>	<b>3</b>  <p>Rub every finger and the gaps in between</p>
<b>4</b>  <p>Rub fingernails against palms</p>	<b>5</b>  <p>Rub the backs of hands</p>	<b>6</b>  <p>Rinse with clean water</p>

Source: MOH, CDC, WHO

## 5B. Cleaning and Disinfection

Common areas and shared equipment may be contaminated with infectious respiratory droplets. Therefore, regular cleaning can reduce the risk of COVID-19 transmission. Disinfection is only required when there are positive cases occurring on the premises.

### Cleaning and Disinfecting



**Cleaning**



**Disinfecting**

#### What is the difference?



Removes dirt and impurities from surfaces or objects



Kills viruses and germs on surfaces or objects

#### Where is it required?



Public areas such as dining areas, lobbies, lifts, meeting rooms, and others



Frequently touched surfaces and shared equipment such as tables, chairs, door handles and others

#### What are used?



Mixture of soap or detergent with water



Liquid bleach or disinfectant with 70% alcohol

#### How often should I do it?



Periodically, at least once a day



After being exposed to a positive case. Clean surfaces first before disinfecting to increase effectiveness

### Steps to Clean and Disinfect Frequently Touched Surfaces



1 Wear personal protective equipment to protect yourself from harmful or irritable chemicals



2 Clean frequently touched surfaces using soap and water



3 Wipe surfaces with liquid bleach or disinfectant where suitable



4 Carefully remove and dispose used personal protective equipment



5 Wash hands with soap and water for at least 20 seconds


Source: MOH, CDC

## 6C. Cleanliness of Workers' Accommodation

Poor management of workers' accommodation can lead to COVID-19 transmission if face masks and physical distancing are not complied. Employers must comply with the minimum standards stated by the Minimum Standards of Housing, Accommodation and Employee Facilities Act 1990 [Act 446] in addition to the actions stated below:


### Additional Measures to Stay Safe during COVID-19

- 1**




**Cleaning & Disinfection**

- ✓ Frequent cleaning in communal areas and high-touch surfaces after breaks.
  - ✓ Provide and regularly empty rubbish bins with cover/ lid.
  - ✓ Provide hand washing facilities with soap and water or hand sanitiser.
  - ✓ Disinfect common touch surfaces at workers' accommodation using liquid bleach or disinfectant containing at least 70% alcohol if positive case is detected.
  
- 2**



**Worker Movement**

- ✓ Workers are to remain within the accommodation compound and are encouraged to stay in their respective rooms.
  - ✓ Provide direct transportation between workers' accommodation and workplace.
  - ✓ Staggered breaks for each group of workers to reduce crowding in resting areas.
  
- 3**



**Health Monitoring**

- ✓ Perform self-test if employee is symptomatic and upload test results on MySejahtera application.

*If negative:*

  - ✓ Employees can return to work by wearing a surgical mask (3-ply) and maintaining physical distancing.

*If positive:*

  - ✓ Employees must isolate in the designated isolating room and perform daily health assessment through the Health Assessment Tool (HAT) in MySejahtera application.
  - ✓ Management to immediately trace close contacts of positive patients.

### Minimum Requirements for Housing Standards under Act 446



#### Area per worker

- 3m<sup>2</sup> (dormitory)
- 3.6m<sup>2</sup> (other than dormitory)



#### Toilets per worker

- 1:15 (dormitory)
- 1:6 (other than dormitory)



#### Basic amenities

- Single bed
- 4 inch mattress
- Pillow, blanket
- Locked cupboard



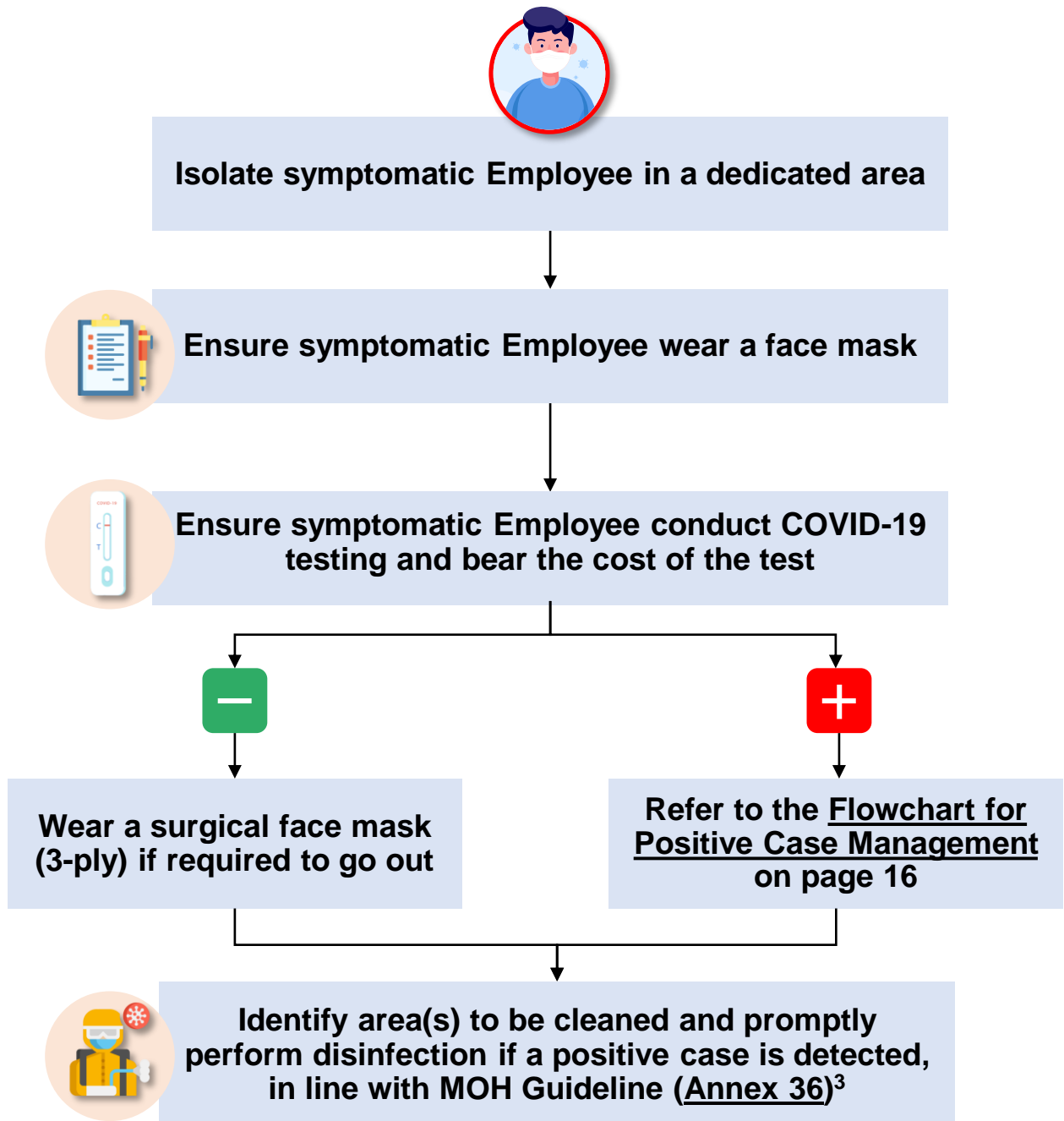
#### Shared facilities

- Living room, dining room
- Kitchen
- Lights, fan
- Bin

Source: Department of Labour Peninsular Malaysia (JTKSM), Construction Industry Development Board (CIDB), Act 446

## 7A. Management of Symptomatic Individuals, Confirmed COVID-19 Cases and Close Contact

Flowchart for Party Responsible for the Premises  
in the event of Symptomatic Employees<sup>1,2</sup>

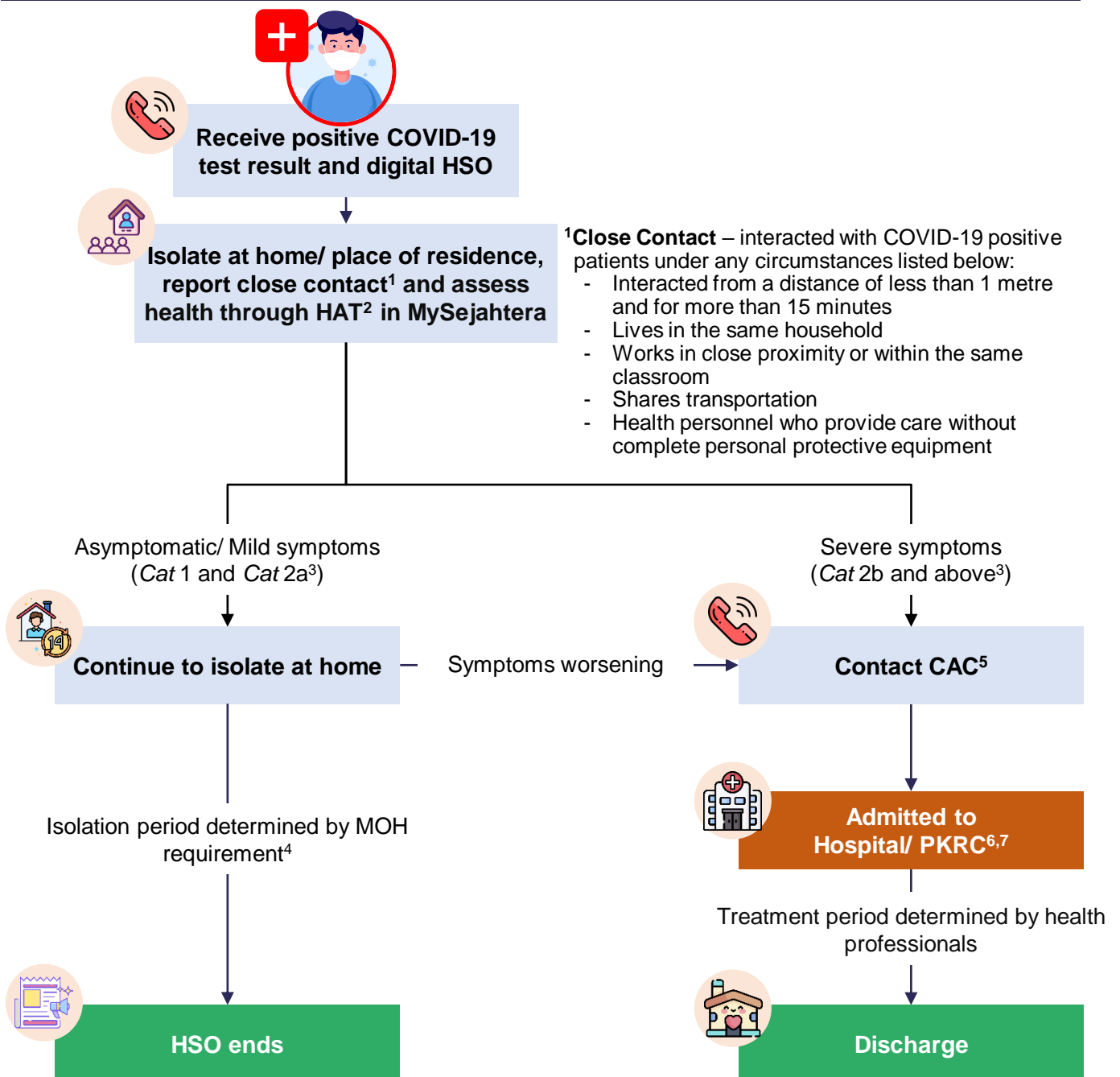


Note: <sup>1</sup>Symptomatic individuals are not allowed enter premise or participating in any activities; <sup>2</sup>All parties involved in the handling of employees with COVID-19 symptoms must comply with established procedures and wear personal protective equipment (e.g., face masks, face shield, surgical gown, and gloves); <sup>3</sup>Refer to MOH Guideline (Annex 25 and Annex 36) at <https://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm>.

Source: MOH, DOSH

## 7B. Management of Symptomatic Individuals, Confirmed COVID-19 Cases and Close Contact

### Flowchart for Positive Case Management



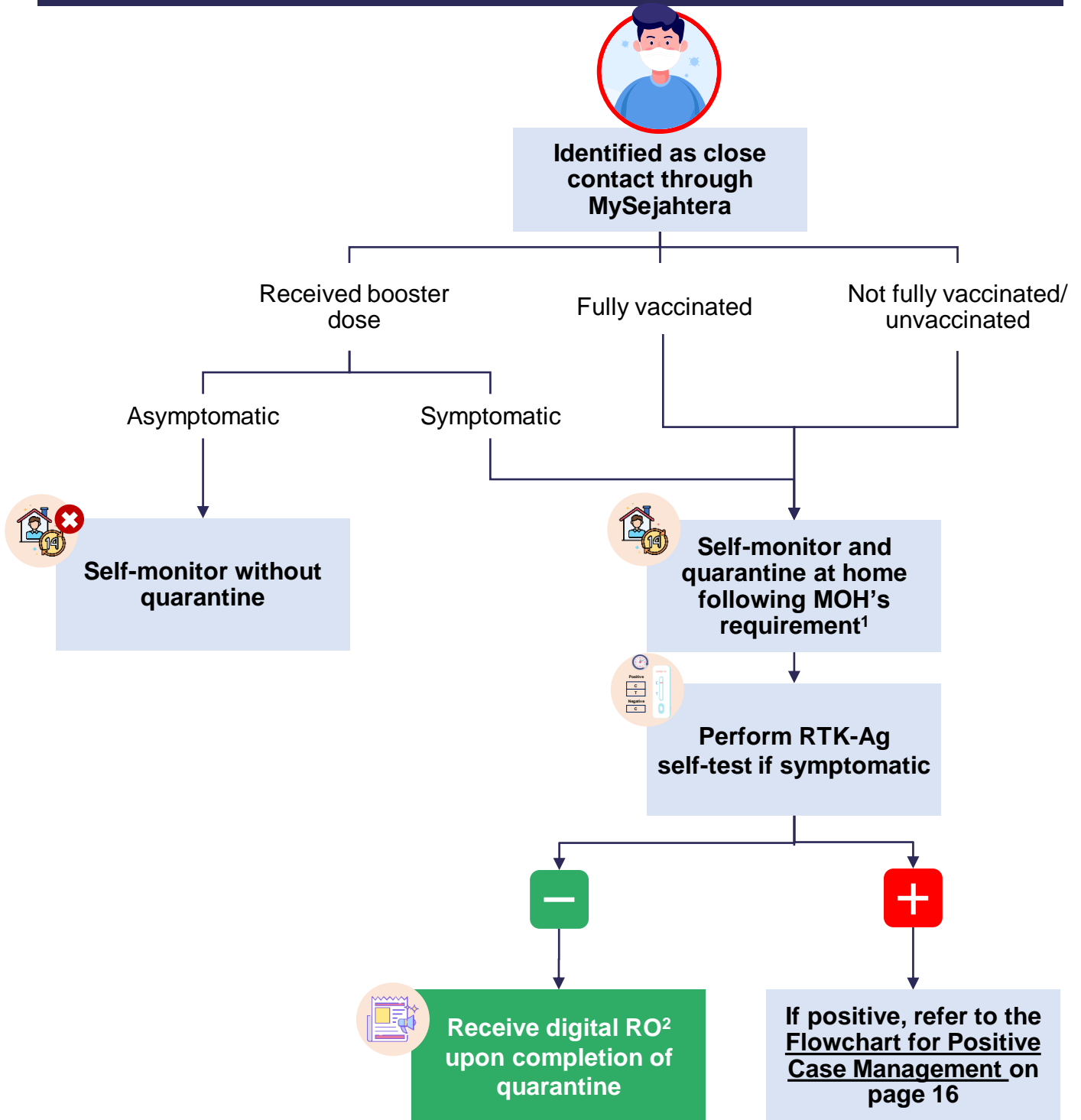
Note: This flowchart will be updated periodically based on MOH's evaluation; <sup>2</sup>Health Assessment Tool; <sup>3</sup>For the list of COVID-19 patient categories, refer to MOH guideline, Annex 2e at <https://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm>; <sup>4</sup>Refer to COVID-19 Health Protocol Portal at <https://covidprotocol.moh.gov.my/>; <sup>5</sup>COVID-19 Assessment Centre; <sup>6</sup>Employers should cover the cost of isolation and treatment.

Source: MOH



## 7C. Management of Symptomatic Individuals, Confirmed COVID-19 Cases and Close Contact

### Flowchart for Close Contact Management



Note: This flowchart will be updated periodically based on MOH's evaluation; <sup>1</sup>Refer MOH COVID-19 Health Protocol Portal at <https://covidprotocol.moh.gov.my/>; <sup>2</sup>Release Order.

Source: MOH

## 7D. Management of Symptomatic Individuals, Confirmed COVID-19 Cases and Close Contact

### Quarantine Guidelines

#### As a positive case/ close contact



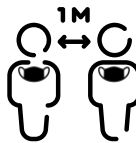
Do not leave your home during the quarantine period set by MOH



Do not share a room with family members



Self-monitor daily for symptoms and report through MySejahtera app

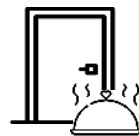


Wear a face mask and maintain physical distancing of at least 1m if interacting with family members

#### As a family member of the same household



Wear gloves when handling the utensils used by the patient



Place food and drinks outside the room for patient to pick up themselves



Wear a face mask when interacting with the patient



Wash your hands regularly with soap and water or use hand sanitiser

**What should you do if the house/ place of residence is not suitable to safely isolate or quarantine?**
















Isolate or quarantine at any accommodation such as hotels and homestays to ensure that the isolation/ quarantine requirements can be implemented properly. All costs will have to be self-borne.

## 8. Vaccination

Vaccination is effective to protect ourselves and reduce the transmission of COVID-19. Booster doses are also needed to obtain the most optimal level of protection against the virus and to protect society as a whole.

### COVID-19 Vaccination Guide

#### Definition of Fully Vaccinated<sup>1,2</sup>

TYPE OF VACCINE	COMPLETE PRIMARY DOSE	INDIVIDUALS		TRAVELLERS <sup>3</sup>	
		FULLY VACCINATED		FULLY VACCINATED	
		18-59 YEARS	≥ 60 YEARS	18-59 YEARS	≥ 60 YEARS
Sinovac, Sinopharm	 2 doses	 3 doses	 3 doses	 3 doses	 3 doses
Pfizer, Moderna, AstraZeneca,	 2 doses	 2 doses	 3 doses	 2 doses	 3 doses
CanSino, Johnson & Johnson	 1 dose	 1 dose	 2 doses	 1 dose	 2 doses



Recipients of Sinovac and Sinopharm vaccines as well as individuals aged 60 years and above who have not received their booster dose are allowed to perform activities that are permitted for individuals who are fully vaccinated.



Proof of fully vaccinated status such as card or digital certificate is required to participate in activities with vaccination requirements.



Individuals who are not eligible for vaccination (due to health reasons and has been verified by registered medical practitioners) must refer to the latest applicable guidelines.

Note: <sup>1</sup>Definition of fully vaccinated for vaccines above are subject to MOH's current recommendations. For other vaccines that are recognized by WHO's Emergency Use Listing (EUL), definition of fully vaccinated is subject to the recognition of WHO, International Authorities and producing countries (lists of types and brands of vaccines will be updated from time to time); <sup>2</sup>The effective vaccination status period after the last injection is 14 days for primary dose injection, and for booster dose injections is immediate after the booster dose injection was received; <sup>3</sup>Travellers from abroad.

## 9. Staggered Working Hours and Breaks

Implementing staggered working and break hours can reduce crowding at common areas such as canteens, pantries, toilets and *suraus*. This can reduce gathering of employees and the risk of COVID-19 transmission, especially when carrying out activities without a face mask.



### Staggered Start Times

Employers are encouraged to stagger the start time for all employees (example: one group of employees arrive before 10am and the others arrive after 10am).

This allows employees to plan their commute and avoid rush-hour crowding, especially when using public transport.

### Example of Staggered Breaks

Different breaks to limit contact between groups

**Team A**  
(11.00 am)



**Team B**  
(12.00 pm)



**Team C**  
(1.00 pm)





# MYGARIS PANDUAN

This Guideline is prepared by the Majlis Keselamatan Negara (MKN) and Ministry of Health Malaysia (MOH) with the full cooperation from the Ministries and agencies listed below as well as various industry and health experts.

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## CONTACT US

### Majlis Keselamatan Negara

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### Ministry of Health

cprc@moh.gov.my | 03-7723 9300 | covid-19.moh.gov.my

### Ministry of International Trade and Industry

covid19hotline@miti.gov.my | 03-6208 4949 |  
www.miti.gov.my

### Ministry of Transport

aduan@mot.gov.my | 1800-88-7723 |  
www.mot.gov.my

### Ministry of Environment And Water

aduan\_k@doe.gov.my | 1800-88-2727 |  
www.kasa.gov.my

### Ministry of Communications and Multimedia

mco.compliance@mcmc.gov.my | 03-8911  
5351 | www.mcmc.gov.my

### Ministry of Science, Technology and Innovation

covid19@mosti.gov.my | 03-8885 8721 |  
www.mosti.gov.my

### Legal Affairs Division

rayuan.pkpguaman@bheuu.gov.my | 03-8885  
1234 | www.bheuu.gov.my

### Ministry of Defence

03-4019 9999 | www.mod.gov.my

### Ministry of Agriculture and Food Industries

bilikgerakan@mafi.gov.my | 03-8870  
1491 | www.mafi.gov.my

### Ministry of Energy and Natural Resources

03-8000 8000 | www.ketsa.gov.my

### Ministry of Housing and Local Government

pro@kpkt.gov.my | 03-8891 3974 |  
www.kpkt.gov.my

### Ministry of Foreign Affairs

covid19taskforce@kln.gov.my | 03-8887  
4588 | www.kln.gov.my

### Central Bank of Malaysia

1-300-88-5465 | www.bnm.gov.my

For more information please visit:

MKN Portal: <https://www.mkn.gov.my/>

MySOP Portal: <https://www.mysop.gov.my/>

MOH COVID-19 Health Protocol Portal: <https://covidprotocol.moh.gov.my/>

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## #ReopeningSafely