



MYGARIS PANDUAN

#ReopeningSafely Guidelines Education and Care Facilities

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 Guideline¹



This Guideline can be used at the following institutions:

- i. All public (IPA) and private (IPS) educational institutions of school or centre categories;
- ii. All skills and professional training institutes, tahfiz centres and other educational institutions;
- iii. All public (IPTA) and private (IPTS) institutes of higher education
- iv. Day care centres and residential care centres;
- v. Kindergartens, nurseries, mind development centres; and
- vi. Rehabilitation centers for children, the disabled (OKU), the elderly, women and various care centres.

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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.¹This document should be read together *Garis Panduan Pengurusan Dan Pengoperasian Sekolah* by [MOE](#).



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.



4 Key Factors to Consider in Making Safer Choices

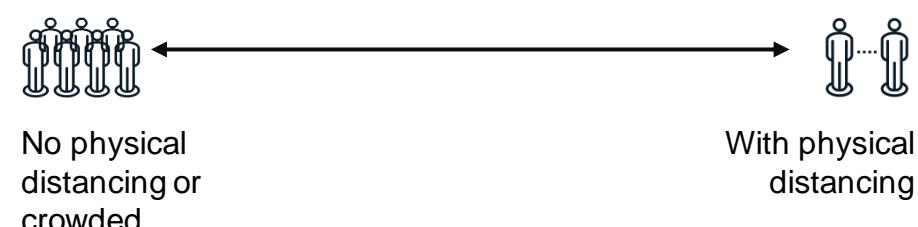
1. Location

Well ventilated areas such as outdoor are safer than enclosed spaces such as indoor



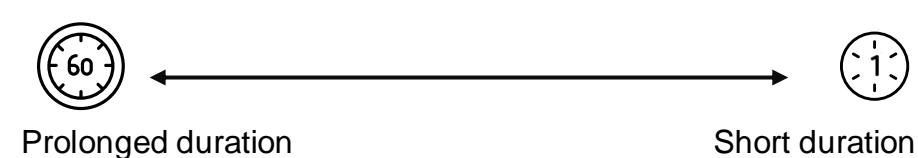
2. Proximity

Maintaining physical distancing between individuals is safer than crowding



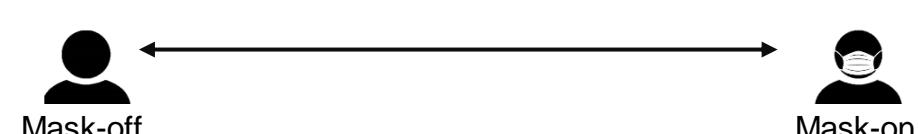
3. Duration

Interacting for a shorter duration is safer than interacting for a longer duration



4. Masking

Wearing a face mask is safer than being mask-off



The reopening of the education and care sector must be prioritised for the continued learning and social development of children, students, trainees and residents alike.

Management must be empowered to assess the risks and implement appropriate actions to maintain a conducive and safe environment.



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



Duration:
Prolonged



Distancing:
No physical distancing/crowded



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:

What are the type of risks?		
 	 Poorly ventilated enclosed spaces	 Prolonged duration
 Close proximity between students and staff		
What are the actions to mitigate the risk?		
 Wear face mask at all times, except for activities that require it to be removed	 Regularly wash your hands with water and soap/ hand sanitiser	
 Ensure good ventilation	 Test if symptomatic	
 Avoid close conversations	 Avoid crowded areas	
What are the type of risks?		
 	 Prolonged duration	 Close proximity among students
What are the actions to mitigate the risk?		
 Wear face mask at all times, except for activities that require it to be removed	 Practice proper etiquette while coughing and sneezing	
 Ensure good ventilation	 Regularly wash your hands with water and soap/ hand sanitiser	
 Avoid close conversations	 Avoid crowded areas	

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 HSO¹ 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 HAT² on MySejahtera. Virtual CAC³ will monitor your health status and contact you if necessary.



Seek

Seek immediate treatment at any healthcare facility nearby if you are experiencing worsening symptoms⁴.

Note: ¹Home Surveillance Order; ²Health Assessment Tool; ³COVID-19 Assessment Centre; ⁴Refer 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^{1,2}. 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



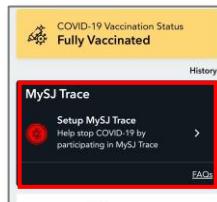
Shopping malls



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



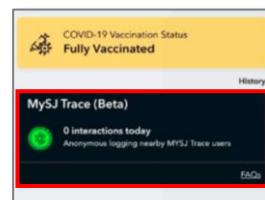
- 3 Press 'Start' button



- 4 Press 'Agree' button



- 5 Provide necessary permissions for MySJ Trace



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

Note: ¹Entry 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); ²MySejahtera QR Code are placed at the main entrance of schools, universities and care facilities. Classrooms, activity rooms and lecture halls that are located within these premises do not need to provide MySejahtera QR code.

Source: MOH



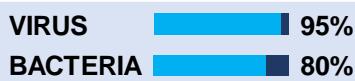
3A. Use of Face Masks

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:

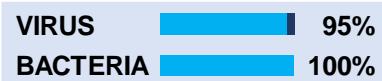
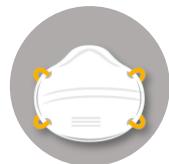
Surgical (3-ply)



Non-surgical



N95/ KN95/ KF94



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:



Surgical (3-ply)

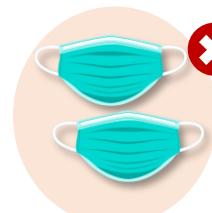
Non-surgical

Double-Masking

Not encouraged:



N95 + Other Face Masks



Surgical + Surgical



Non-surgical + Non-surgical

How to Properly Wear a Face Mask in 3 Easy Steps



STEP 1:
Wash hands



STEP 2:
Pull the earloop or
headloop strings



STEP 3:
Press the metal strip
to tighten against
nose bridge



COMPLETED

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



Sports and Recreation



Childcare
≤5 years

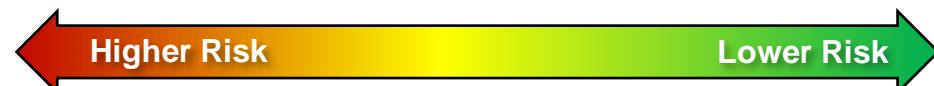


Special needs education

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.

Location

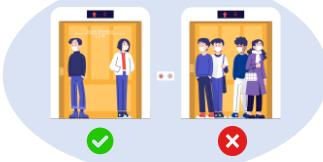


Poorly ventilated
enclosed spaces



Well ventilated
open areas

Proximity



No physical
distancing or
crowded



With physical
distancing

Duration



Prolonged duration



Short duration



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

Source: CDC



3C. Face Mask for Children and Individuals with Special Needs

The purpose of wearing face masks is to protect ourselves and others. However, additional considerations should be given to the following groups:



Children ≤5 years old

Wearing face mask is exempted considering the child's safety, developmental needs and inability to wear a face mask without assistance.



Children ≥6 years old

Wearing face masks is required based on their ability to safely and appropriately wear a mask.

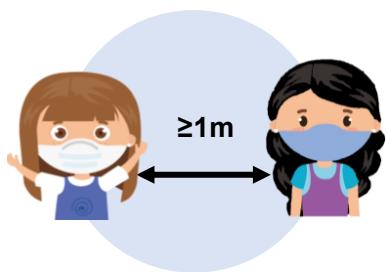


Individuals with specific special needs

Wearing face mask is exempted for individuals with specific special needs (e.g., individuals with Cerebral Palsy or Autism) or Individuals with health conditions involving breathing difficulties (a certified medical report from a registered medical practitioner is required).

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 1 metre where possible

Place markers as physical distancing guides.



Limit face-to-face social interaction with students/pupils or individuals from different classrooms or care centres.

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



Individuals who are **symptomatic or COVID-19 positive or under HSO** are not allowed to attend or visit schools and care facilities.



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: libraries, day care centres, clinics, simulators)



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: classrooms, canteens)



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, CO₂ monitor)



Install air filter

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



Monitor Carbon Dioxide (CO₂) levels

- CO₂ levels can be monitored by using an Indoor Air Quality (IAQ) device
- CO₂ reading which exceeds 1,000ppm indicate the space is poorly ventilated



6A. 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

Encouraged



Wash your hands regularly



Use soap and water or hand sanitiser



Replace with a new face mask after coughing or sneezing while wearing a face mask



Avoid



Avoid touching your eyes, nose and mouth with unwashed hands



Wearing gloves is generally not required in most situations. If worn, wash your hands immediately after disposing your gloves



Avoid wearing the same face mask for a long period of time especially if you have coughed or sneezed into it

How to Practise Proper Hand Hygiene?

Timing

When?

- ✓ Before eating or preparing food
- ✓ Before touching your face
- ✓ After using the restroom
- ✓ After leaving a public place
- ✓ After coughing or sneezing
- ✓ After touching a used or contaminated face mask
- ✓ After handling any shared equipment or frequently touched surfaces
- ✓ Before and after wearing gloves

How long?



Regularly wash hands with soap and water for **more than 20 seconds**



If soap and water are not available, use hand sanitiser for **20-30 seconds**



Technique

1



Wet hands with water and apply soap

2



Rub hands palm to palm with soap

3



Rub every finger and the gaps in between

4



Rub fingernails against palms

5



Rub the backs of hands

6



Rinse with clean water

Source: MOH, CDC, WHO



6B. 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 classrooms, dining areas, toilets, changing room and others



Frequently touched surfaces such as door handles, light switches, stair rails 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



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



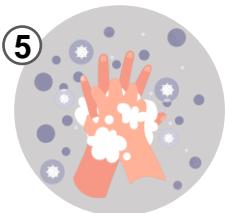
Clean frequently touched surfaces using soap and water



Wipe surfaces with liquid bleach or disinfectant where suitable



Carefully remove and dispose used personal protective equipment



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

- 3m² (dormitory)
- 3.6m² (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

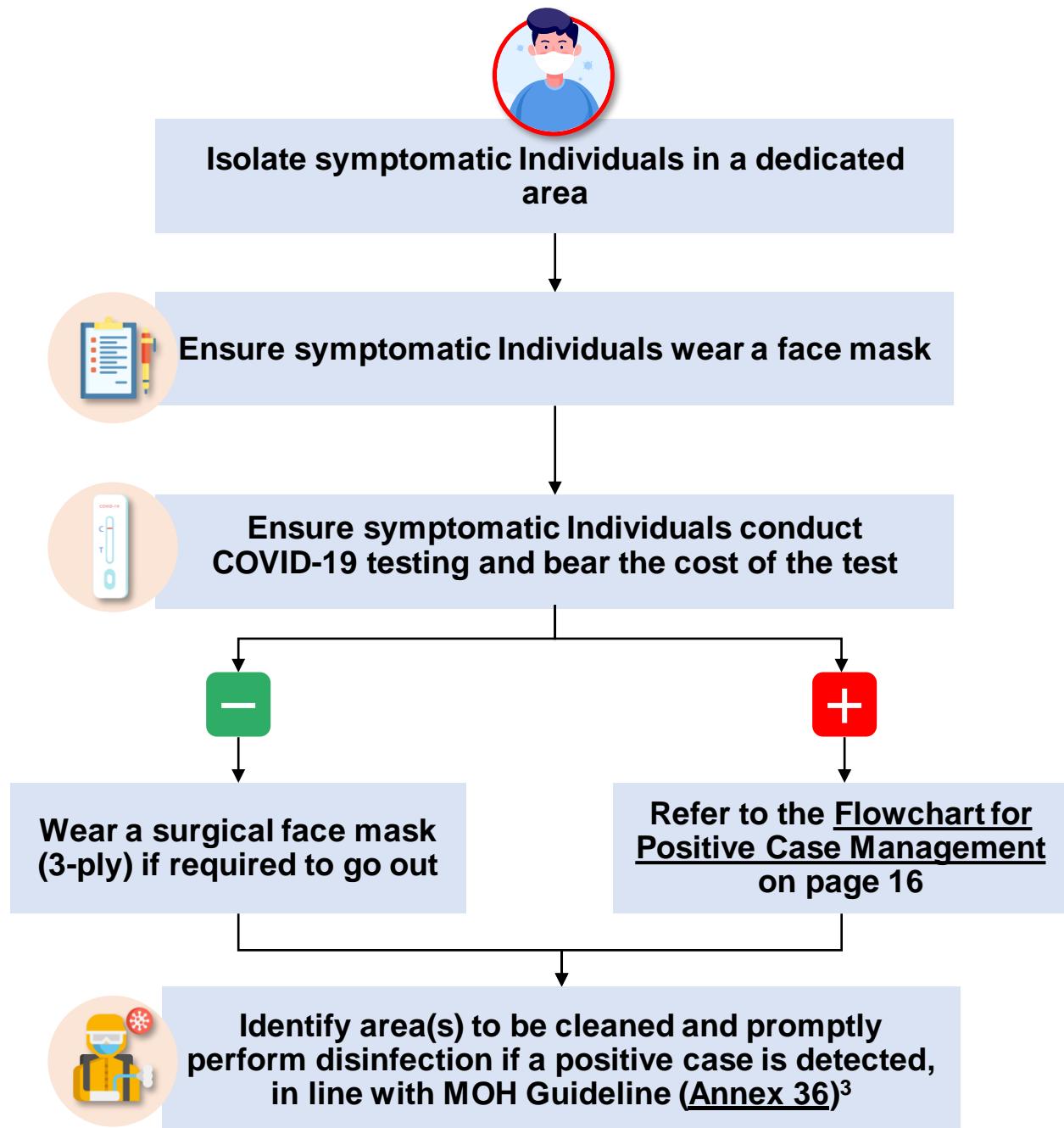
- Living room, dining room
- Kitchen
- Lights, fan
- Bin

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 Individuals^{1,2}

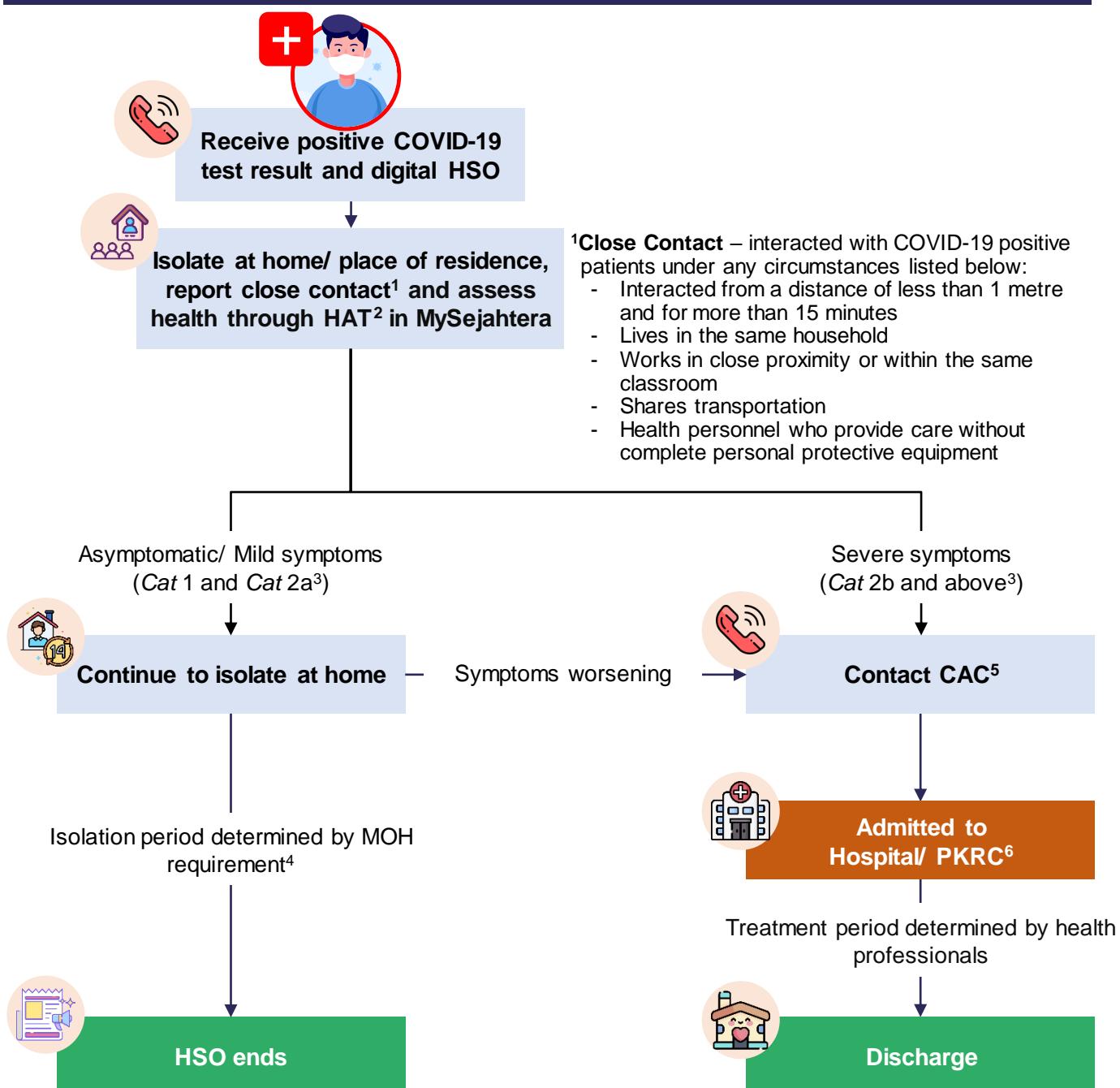


Note: ¹Symptomatic individuals are not allowed enter premise or participating in any activities; ²All parties involved in the handling of individuals with COVID-19 symptoms must comply with established procedures and wear personal protective equipment (e.g., face masks, face shield, surgical gown, and gloves); ³Refer 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

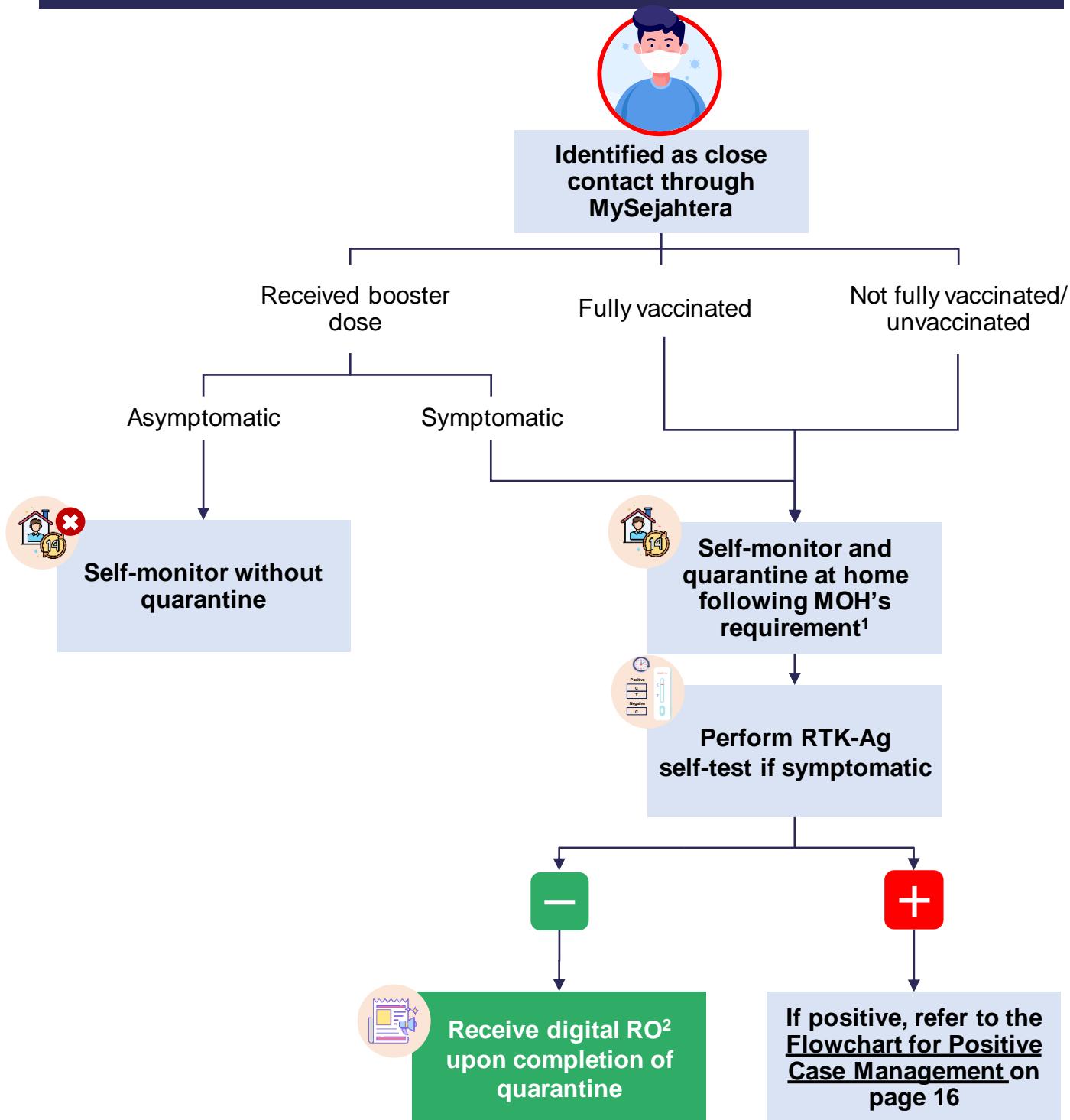


Note: This flowchart will be updated periodically based on MOH's evaluation; ²Health Assessment Tool; ³For the list of COVID-19 patient categories, refer to MOH guideline, Annex 2e at <https://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm>; ⁴Refer to COVID-19 Health Protocol Portal at <https://covidprotocol.moh.gov.my/>;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



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; ¹Refer MOH COVID-19 Health Protocol Portal at <https://covidprotocol.moh.gov.my/>; ²Release 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 1 metre 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^{1,2}

TYPE OF VACCINE	COMPLETE PRIMARY DOSE	INDIVIDUALS		TRAVELLERS ³	
		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.

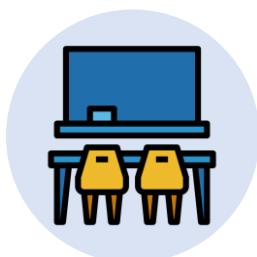
Note: ¹Definition of fully vaccinated for vaccines above are subject to MOH's current recommendations. For other vaccines that are recognized by WHO's Emergency Use Listing (EUL), definition of fully vaccinated is subject to the recognition of WHO, International Authorities and producing countries (lists of types and brands of vaccines will be updated from time to time); ²The 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; ³Travellers from abroad.



9. Implementation of Teaching and Learning (PdP)

Preventing transmission while conducting activities smoothly

Implementation of teaching and learning activities, industrial training and work-based learning, lifelong learning, examinations and research must be conducted safely.



Physical

Conducted at school premises, campuses or institutions on a regular basis in compliance with SOPs and regulations set by the relevant Ministry/ Department/ Agency.



Online

Using virtual learning platforms through internet access and appropriate devices such as computers, tablets or smartphones.



Offline

Instructors to download teaching and learning materials in the form of videos, slides, notes and exercises and give to students through appropriate communication channels.



Off-Site

Performed at locations outside the school grounds such as community centres and temporary evacuation centres privately or with the guidance of the Academic Support Team (AST).



10A. Personal Protective Equipment

For employees of care centres, all Personal Protective Equipment (PPE) including face masks, gloves, face shields and gowns should be removed and disposed properly to prevent contamination.

How to Remove and Dispose Masks and Gloves

Masks



Wash hands with soap or hand sanitiser



Untie strings behind your head or stretch ear loops



Handle only by ear loops or ties



Fold outside corners inwards



Dispose mask immediately in bag/closed bin



Wash hands immediately before touching eyes, nose and mouth

Gloves



Pinch the glove from the wrist without touching skin



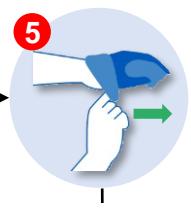
Peel the glove away towards the fingertips and flip inside-out



Hold the inside-out glove in the other hand



Slide your fingers under the wrist of the other glove



Repeat Step 2, fold the second glove over the first glove



Dispose the gloves safely in a closed bin



Wash your hands immediately

Disposal of non-clinical PPE

During/ after daily activities

With suspected/
diagnosed COVID-19
cases

First sealed plastic/
paper bag

Second sealed
plastic/ paper bag

Closed bin¹

Wash
hands

¹Do not dispose PPE in a recycling bin.



10B. Personal Protective Equipment

While removing PPE, avoid touching the exposed surface to avoid contamination.

How to Remove Face Shields and Apron/ Plastic Gowns

Face Shields



- 1 Take off other PPE (example: gloves) first and wash hands
- 2 Tilt your head forward, grab the strap and pull forward and over your head

Single-use Reusable

- 3a Dispose into general waste bin
 - 3b Place into a bag/ container before cleaning or disinfecting
- Or
- 4 Wash hands

Apron/ Plastic Gowns



- 1 Unfasten neck and waist ties
- 2 Pull the gown down from both shoulders using the same hand and fold inside out
- 3 Hold removed gown away from body, roll into a bundle
- 4 Discard into sealed bag
- 5 Wash hands

How to Clean Reusable Face Shields

Face shield can be reused if there is frequent cleaning and disinfecting after daily use.

- 1 Wipe inside, followed by straps and outside with a wipe or clean cloth soaked with soap solution
 - Wear PPE if using disinfectant
- 2 Wipe with clean water to remove residue
- 3 Dry and store in clean and dry location





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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Ministry of Transport

aduan@mot.gov.my | 1800 887 723 |
www mot.gov.my

Ministry of Higher Education

aduankpt@mohe.gov.my | 03-8870 6777 / 6949 / 6623 / 6628 | www.mohe.gov.my

Ministry of Women, Family and Community Development

15999 | 03-8000 8000 |
www.kpwkm.gov.my

Ministry of National Unity

pro@perpaduan.gov.my | 03-8883 7151 |
www.kpwkm.gov.my

Department of Islamic Development Malaysia

ukkjakim@islam.gov.my | 03-8870 7000 | www.islam.gov.my

Ministry of Rural Development

info@rurallink.gov.my | 03-8000 8000 |
www.rurallink.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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