



MYSOP

Standard Operating Procedure (SOP) #ReopeningSafely

3 August 2022



Standing Orders

- Prevention And Control of Infectious Diseases Act 1988 [Act 342]
- Prevention And Control Of Infectious Diseases (Measures Within Infected Local Areas) (Declaration of Infected Local Areas) (Extension of Operation) Regulations 2022 [P.U.(A) 214/2022]
- Prevention And Control Of Infectious Diseases (Measures Within Infected Local Areas) (National Recovery Plan) (Transition Phase to Endemic) Regulations 2022 [P.U.(A) 83/2022]
- Subject to rulings issued by the Government from time to time

1. This Standard Operating Procedure (SOP) has been prescribed by the Director General of Health pursuant to Regulation 17 of Prevention And Control Of Infectious Diseases (Measures Within Infected Local Areas) (National Recovery Plan) (Transition Phase to Endemic) Regulations 2022 [P.U.(A) 83/2022]. This SOP applies to all individuals throughout Malaysia and is effective as of 3 August 2022.
2. This SOP prescribes the mandatory measures to be carried out during daily activities. Party Responsible for the Premises, Employee and Individual must always comply to the SOP when carrying out or participating in activities on premises including outdoor areas, indoor spaces or in vehicles. The definition are as follows:

A) Party Responsible for the Premises	<ul style="list-style-type: none"> • The party responsible for the management of premises including vehicles² or activities carried out within the premises including owner/ landlord/ occupier, registration/ operating license/ operating permit holder, operators, companies, businesses, employers, organisations, associations, management of places of worships (including mosque and <i>surau</i>), event organisers or hosts of private residences. <hr/> <p>Note: ¹ Definition of “premises” under Act 342 “includes any structure, permanent or otherwise, the land on which the structure is situated, and any adjoining land used in connection therewith, and also includes any street, open space or vehicle”.</p> <p>² Definition of “vehicle” under Act 342 “includes ships, aircraft, trains, road vehicles and any other means of transportation”.</p>
B) Employee	<ul style="list-style-type: none"> • The party employed or assigned by Party Responsible for the Premises to carry out tasks including workers, teaching staff, volunteers, third party service providers, marshal/ steward/ crew at sporting or entertainment events.
C) Individual	<ul style="list-style-type: none"> • The party present on premises or carrying out activities including customers, visitors, spectators, worshippers, parents, pupils, students, trainees or participants; • Parents or guardians shall be responsible for their respective dependents (example: individuals under 18 years old, elderly, individuals with disabilities and special needs); • Direct employer or primary employer or both; and • Travellers from abroad whether Malaysian citizens or non-Malaysian citizens who enter Malaysia by air, land and sea travel. Travellers must also comply with all travel-related acts, regulations and SOPs before departing, on-arrival and while in Malaysia.

Standing Orders

3. The General Measures must be complied by the relevant Party Responsible for the Premises, Employee and Individual except for special exceptions granted by the Director General of Health.
4. Any person who contravenes any provision of this SOP or any directions of the Director General of Health or an authorised officer under Act 342, on conviction, could be liable to a fine or imprisonment or to both. Any person who falsely declares information commits an offence under Section 22(d) of the Prevention and Infectious Diseases Act 1988 [Act 342] and if convicted, can be punished under Section 24 of the same Act.
5. Where any person who commits an offence under this SOP is a corporate body (company, limited liability partnership, firm, organisation or other body of persons), a person who at the time of the commission of the offence is a director, compliance officer, partner, manager, company secretary or other similar officer of the corporate body or was purporting to act in the capacity or was in any manner or to any extent responsible for the management of any of the affairs of the corporate body or was assisting in its management:
 - a. May be charged severally or jointly in the same proceedings with the corporate body; and
 - b. If the corporate body is found guilty of the offence, shall be deemed to be guilty of that offence unless, having regard to the nature of his functions in that capacity and to all circumstances, he proves:
 - i. that the offence was committed without knowledge, consent, connivance; and
 - ii. that he has taken all reasonable precautions and exercised all due diligence to prevent the commission of the offence.
6. Any Employee and Individual must generally understand the conditions for attendance on premises or participation in specific activities and comply with directions from Party Responsible for the Premises when on premises where the activities are carried out.
7. For areas/ localities where Enhanced Movement Control Order (EMCO) is enforced, the EMCO SOP in those areas/ localities are enforced and effective until the end date of the respective EMCO.
8. In any situation/condition, the relevant Ministry, Department or Agency have the authority to issue special protocols for the purpose of explaining the procedure of any specific activity or situation based on the requirements decided by the Government at any given time.

Apart from this SOP, it is the responsibility of all parties to always comply with the laws, regulations and other directions enforced or issued by the Government or any authority.

Activity Categories

Activities in the categories below are subjected to the jurisdiction of the relevant Ministries, departments and agencies at the federal and state level.

No.	Activity Categories
1	Transport and Movement
2	Education and Care Institutions
3	Retail Activities, Food and Beverage
4	Indoor Work Spaces
5	Outdoor Work Areas
6	Events, Gatherings, Entertainment and Tourist Attractions
7	Hotel and Guest Accommodations
8	Religious Activities, Weddings and Funerals
9	Sports, Recreational and Leisure Activities and Facilities

GENERAL REQUIREMENTS

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Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
1. Operating Hours	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Operate according to the license or permit by the Local Authority (PBT).</p>
2. Face Mask^{1,2,3}	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Ensure Employee and Individual wear face mask at all times in indoor settings².</p> <hr/> <p><u>B) Employee and C) Individual:</u></p> <p>i. Wear a face mask at all times when in indoor settings².</p> <hr/> <p>Note: ¹ Wearing face mask outdoor (outside of building and in an open area) is optional but encouraged especially in the following situations:</p> <ul style="list-style-type: none"> - Crowded outdoor areas like ramadan bazaars, night markets and stadiums; - Individuals who are symptomatic (fever, coughing, runny nose); - High-risk individuals; - Conducting activities with high-risk individuals such as the elderly and children; <p>² Wearing face mask is required for indoor setting such as shopping mall and public transport including e-hailing.</p> <p>³ Wearing of face mask is exempted in the following situation:</p> <ul style="list-style-type: none"> - Occupants in own residences, hotel rooms, rooms in accommodation, in public places and facilities that do not involve interaction with other individuals; - Individual workspaces; - Sports, recreational and leisure activities but masks should be worn immediately after completing the activity; - While eating and drinking; - Performances (singing, dancing, acting); - While giving a speech or presentation; - Children aged five (5) years and below; - Individual with special needs (People with specific disabilities such as individuals with Cerebral Palsy or Autism); or - Individual with health condition which may result in breathing difficulties (a certified medical report from a registered medical practitioner is required).

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
3. Ventilation	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Ensure good air flow and ventilation systems on premises especially in indoor spaces based on the Guidance Note On Ventilation And Indoor Air Quality, Department of Occupational Safety and Health (DOSH)¹. <hr/> <p>Note: ¹ Please refer to <u>Guidance Note on Ventilation And Indoor Air Quality DOSH</u> at https://www.dosh.gov.my/index.php/guidance-note-on-indoor-air-quality-iaq-during-covid-19-pandemic/3938-guidance-note-on-ventilation-and-indoor-air-quality-iaq-for-non-residential-setting-during-covid-19-pandemic/file</p>
4. Hand Hygiene	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Provide soap and clean water for hand washing or hand sanitiser at appropriate and strategic places.
5. Premises Cleanliness	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Perform frequent cleaning as per schedule (at least once a day) especially for public areas or frequently touched equipment and surfaces; and ii. Ensure cleaning is recorded for inspection.
6. COVID-19 Screening Test	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Adhere to COVID-19 testing requirements for Employee and Individual if symptomatic. ii. Medical practitioners who conduct COVID-19 test for any individual, either physically or virtually must enter the result into eCOVID system. <hr/> <p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Adhere to COVID-19 testing requirements if symptomatic; and ii. Report test result on MySejahtera application.

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
7A. Case Management of Symptomatic Individuals, Confirmed Cases Of COVID-19 and Close Contacts	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Prepare health and safety protocol based on COVID-19 Management Guidelines for Workplaces, MOH (Annex 25)¹ for symptomatic individuals, confirmed cases of COVID-19 and close contacts; ii. Ensure that Employees with 'High Risk' status on MySejahtera (COVID-19 positive and those under Home Surveillance Order (HSO)) are not allowed into premises or location of activity; iii. Carry out cleaning and disinfecting process based on <i>Garis Panduan Pembersihan Dan Disinfeksi Di Tempat Awam</i>, MOH (Annex 36)¹; iv. Employers are required to bear the cost for: <ul style="list-style-type: none"> a. Testing a symptomatic Employee detected in workplace. b. Cleaning and disinfection of premises. c. Isolation for confirmed cases and quarantine for close contacts, if required (for civil servants its subjected to Government policy). v. Accept digital HSO as proof of isolation for Employee with COVID-19. vi. If a COVID-19 cluster occurs at any premises, report to the nearest District Health Office immediately².
	<p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Report COVID-19 test result into the MySejahtera application. ii. Undergo isolation for seven (7) days if positive for COVID-19. iii. Individuals can be released from isolation if the result of the RTK Ag test on day 4, or day 5, or day 6 is found to be negative. The RTK-Ag test can be performed physically at a health facility or virtually supervise by a registered medical practitioner. iv. If the test results are still positive, the isolation should continue until the 7th day. No tests need to be done after the 7 day isolation is completed. v. Prohibited from entering premises or conducting activities if MySejahtera status is "High Risk", indicating a person with positive COVID-19 or a person under Home Surveillance Order (HSO). <p>Note: ¹ Please refer to <u>MOH guidelines (Annex 25 and Annex 36)</u></p> <p>² A cluster is defined as two (2) or more cases of COVID-19 in one locality and are epidemiologically linked (exposure during the incubation period and when the case is in the infectious phase)</p>

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

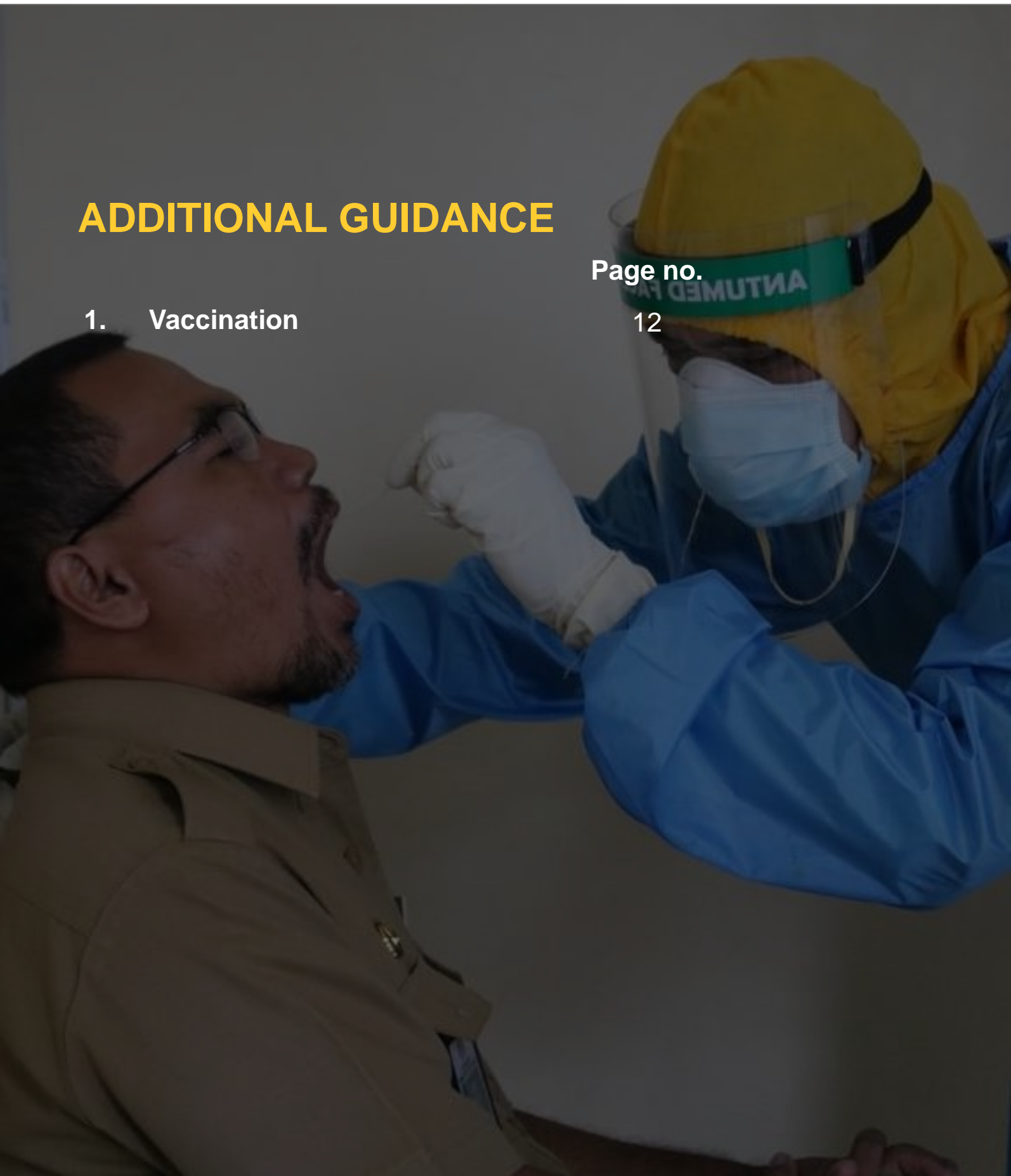
Requirements	Enforced conditions
7B. Management of Travellers to Malaysia^{1,2,3}	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Inform requirements for travellers through appropriate communication channels.
	<p><u>B) Employee:</u></p> <ul style="list-style-type: none"> i. Refer symptomatic travelers for health assessment.
	<p><u>C) Individual:</u></p> <ul style="list-style-type: none"> i. All travellers are allowed to enter Malaysia regardless of their COVID-19 vaccination status and do not require a pre-departure or on-arrival COVID-19 test. There are no quarantine orders related to COVID-19 enforced by the Malaysian Government upon arrival. ii. Travellers can download and activate the MySejahtera application before or upon arrival in Malaysia to indicate their COVID-19 risk status while staying in Malaysia. iii. In case of symptoms upon arrival in Malaysia, travellers should make a self-referral to the health screening counter/to a health facility. iv. Travellers who test positive for COVID-19 must undergo isolation through a Surveillance and Observation Order (HSO) for seven (7) days. Individuals can be released from isolation at the 4th, 5th or 6th day when they are asymptomatic and the result of an RTK Ag test supervised by a registered medical practitioner is negative. Discharge on the 7th day does not require any COVID-19 detection test. v. Travelers who are positive for COVID-19 are prohibited from entering any premises or carrying out activities in public places throughout the period under the Surveillance and Observation Order (HSO). vi. The same protocol is applied to all categories of travellers including Umrah, Hajj, foreign workers, seafarers, and oil rig workers.

ADDITIONAL GUIDANCE

1. Vaccination

Page no.

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1. Vaccination Guide

Individual need to meet the following requirements to be considered as fully vaccinated:

Fully Vaccinated Status ^{1,2}						
Vaccine Type	Number of Doses Required According to Vaccination Status					Effective Period of Vaccination Status After Last Injection
	Complete Primary Dose	Individual		Traveller		
		Fully Vaccinated (based on age)		Fully Vaccinated (based on age)		
		18-<60 years old	60 years old and above	18-<60 years old	60 years old and above	
<ul style="list-style-type: none"> • CoronaVac (Sinovac) • Covilo (Sinopharm) 	2 doses	3 doses	3 doses	3 doses	3 doses	Primary dose injection: 14 days Booster dose injection: Immediate after
<ul style="list-style-type: none"> • Comirnaty (Pfizer- BioNTech) • COVID-19 AstraZeneca (Oxford-AstraZeneca) • Spikevax (Moderna) 	2 doses	2 doses	3 doses	2 doses	3 doses	
<ul style="list-style-type: none"> • COVID-19 Janssen (Johnson & Johnson) • Convidecia (CanSino) 	1 doses	1 doses	2 doses	1 doses	2 doses	
• Other vaccines	According to authorities of manufacturing countries' approval					

Nota: ¹ The vaccines type, vaccines brand and definition of fully vaccinated above is subject to current MOH's recommendations and will be updated from time to time. For other vaccines recognized by World Health Organisation's Emergency Use Listing, definition of fully vaccinated is subject to the approval of the authorities of the producing country (lists of types and brands of vaccines will be updated from time to time).

² All recipients of Sinovac and Sinopharm vaccines aged 18 years and above as well as recipients of all primary dose vaccine types aged 60 years and above will lose their Fully Vaccinated Status in their MySejahtera application if they have not received their booster dose starting 1 April 2022. However, primary dose vaccine history will remain available in the MySejahtera application³.

³ For the group of Individual described above ⁽²⁾, they are still allowed to perform activities that are permitted for Individual who have received complete primary dose vaccination.

⁴ Booster dose requirements for *Umrah* and *Hajj* pilgrims have been set by the Malaysian Government due to the high risk of infection at public gatherings in the Holy Land. Pilgrims under the age of 18 are not subjected to this requirement if performing *umrah* with family members who are fully vaccinated and received booster dose.



VERSION CONTROL

DATE	VERSION	UPDATE	SECTION
01.04.22	1.0	N/A	N/A
01.05.22	1.1	Definition of Party Responsible for the Premises	Standing Orders
		Enforced conditions for Party Responsible for the Premises and Individual	Case Management of Travellers from Abroad
03.08.22	1.2	Activity categories are not allowed to be carried out was dropped.	Activity Categories and Management of Travelers From Abroad
		Amendment on complete vaccination requirements for travelers. The requirement for pre-departure form and testing for COVID-19 for travellers was dropped.	



MYSOP

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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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