



MYSOP

Standard Operating Procedure (SOP) #ReopeningSafely

5 July 2023



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 2023 [P.U.(A) 195/2023]
- 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 5 July 2023.
2. This SOP prescribes the current health 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> <ul style="list-style-type: none"> i. Operate according to the license or permit by the Local Authority (PBT).
2. Face Mask	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Determine whether employees or individuals need to wear a face mask or otherwise while in the premise. <hr/> <p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. The use of face masks is no longer mandatory starting from 5 July 2023. ii. Workers and individuals are REQUIRED to wear a face mask in the following situations: <ul style="list-style-type: none"> a. Positive COVID-19 case that needs to go to a CAC or health facility for treatment and health assessment or to a premise that has been authorized by the Director General of Health Malaysia; and b. While in a health facility (such as a hospital, clinic, care center for elderly and other premises providing health services) which will be facing patients, or interact with patients or treating patients; in accordance to infection prevention and control practices. ii. The use of face masks is HIGHLY ENCOURAGED based on self-assessment of: <ul style="list-style-type: none"> a. Individuals at high risk such as the elderly, individuals with chronic diseases, individuals with low immunity or pregnant mothers especially when they are in crowded places and where ventilation is poor; b. Individuals with respiratory symptoms to avoid infection to people other; and c. While in public transport services such as buses, cars fire, airplanes, taxis including e-hailing services, employee buses/vans and school buses/vans.

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 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</u></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. Encourage to perform cleaning as per schedule (at least once a day) especially for public areas or frequently touched equipment and surfaces.
6. COVID-19 Screening Test	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Advice Employee and Individual to do COVID-19 testing if has symptoms. ii. Medical practitioners who conduct COVID-19 test for any individual, using RTK-Ag rapid test (either physically or virtually) or do molecular test, must enter the result into eCOVID system. <hr/> <p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Highly recommended to do COVID-19 testing 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
7. Case Management of Symptomatic Individuals and Confirmed Cases Of COVID-19	<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 and confirmed cases of COVID-19; 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. Encourage to 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 of isolation of an Employee confirmed COVID-19 at a quarantine station, if ordered by the authorized officer. Isolation of civil servants with positive COVID-19 is subjected to the current 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 five (5) days if positive for COVID-19. iii. Individuals can be released from isolation at day 6 after completing five (5) days isolation period. iv. A positive COVID-19 case who needs to go to a CAC or a health facility to undergo a health examination and assessment or to a premise authorized by the Director General of Health Malaysia, is required to wear must and must immediately leave the premise once the matter is finished and continue HSO. v. Prohibited from using public transport or conducting activities in public 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>

ADDITIONAL GUIDANCE

Page no.

1. COVID-19 Vaccination

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1.COVID-9 Vaccination Guideline

- Individuals aged 5 year and above are encouraged to take a complete primary series of COVID-19 vaccination based on the availability of vaccine supply.
- Additional doses are recommended especially to the following groups:
 1. Individuals at high risk for severe complications from COVID-19 which include:
 - senior citizens aged 60 years and above;
 - individuals with multiple comorbidities (chronic illness) or obesity with BMI more than 40; and
 - senior citizens with comorbidities.
 2. Special groups which includes adults, teenagers and children with moderate to severe immunocompromising conditions; pregnant women and frontliner healthcare workers.
- The administering the COVID-19 vaccine depends on the vaccines availability in the country and follows the current guidelines issued by the Ministry of Health, from time to time.
- Malaysians who want to go abroad are encouraged to take a booster dose. However, the requirement for COVID-19 vaccination for travelling purpose is subjected to regulations set by the visiting country.
- International visitors who have just arrived in Malaysia are not required to show their COVID-19 vaccination status at the international point of entry (POE).
- Malaysia acknowledges all types of COVID-19 vaccines recognized by the World Health Organization (WHO), international authorities and drug authorities (regulatory authorities) of the respective countries.

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. Amendment on complete vaccination requirements for travelers. The requirement for pre-departure form and testing for COVID-19 for travellers was dropped.	Activity Categories and Management of Travelers From Abroad
08.09.22	1.3	Requirement for wearing face mask were reviewed i.e.mandatory only in health facilities and public transport.	Standard Operating Procedure (SOP) on Subject 2: Face mask
29.09.22	1.4	Exemption from wearing face mask in airplanes.	Standard Operating Procedure (SOP) on Subject 2: Face mask
04.11.22	1.5	The permission of positive COVID-19 cases to leave the HSO premises to premises authorized by the Director General of Health Malaysia.	Management of COVID-19 Individual
05.07.23	1.6	General Requirements and Guidelines for COVID-19 Vaccination.	Standard Operating Procedures (SOP) in General Requirements and Guidelines for COVID-19 Vaccination.



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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