



Construction Site Health & Safety Best Practices in the time of COVID-19 – a guide

1 May 2020

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BASIC PROTECTIVE MEASURES AGAINST COVID-19

A. PURPOSE OF DOCUMENT

While the practice of remote working has sufficed for the short run, physical offices and construction sites will need to begin operating again in larger and smaller cities. Various entities at federal, provincial and municipal level have already prepared extensive post-quarantine COVID-19 Guidelines, SOP's and Response Plans. These have now been made available online and can be used as a reference for companies and organisations to create documents of their own tailored to their specific needs.

This Health & Safety guide is intended as a tool for **quick implementation** meant to **re-start office activities** and **worksite operations**. It contains key principles and to-do lists for site managers to create healthy and safe work environments for their staff and visitors as soon as there is a green light to start working again, either during the current MCO or immediately after.

This framework is only meant as a guideline for best practice and is not to be intended as an official regulation. Office and site managers should adapt it to the nature of their work by adhering as much as possible to the key principles outlined in this document.

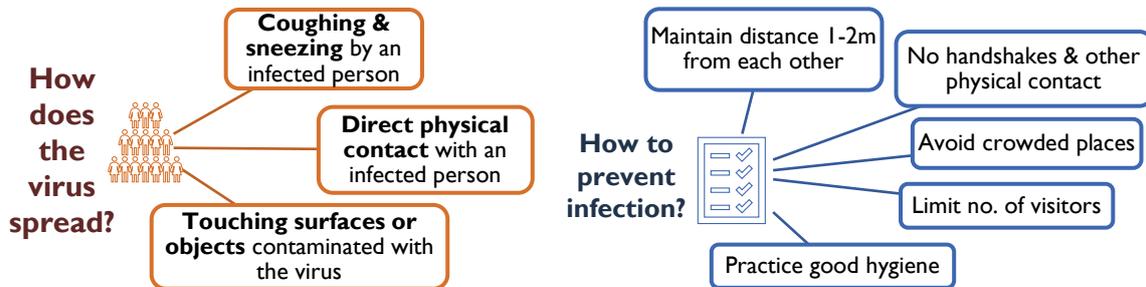
The document will be updated as more information and evidence becomes available. Employers and employees should in any case keep abreast of the the latest developments and advice issued by the Ministry of Health (MOH), National Security Council (NSC) and Department of Occupational Safety and Health. (DOSH)

View and download the latest version of this guide at www.thinkcity.com.my.

BASIC PROTECTIVE MEASURES AGAINST COVID-19

B. THE IMPORTANCE OF A HEALTHY & SAFE WORKPLACE

The Novel Coronavirus (2019-nCoV) is a new strain of the coronavirus that has never been previously identified. It is a respiratory disease caused by the SARS-CoV-2 virus and human-to-human transmission of 2019-nCoV is via respiratory droplets or direct contact.



A COVID-19 outbreak could result in:

1. Absenteeism – workers could be absent because they are sick or are caregivers, have at-risk people at home or are afraid to come to work because of fear of possible exposure;
2. Change in patterns of commerce – consumer demand for goods and services unrelated to infection prevention may decline and reduce business significantly;
3. Interrupted supply/delivery of goods – Shipments of items from geographic areas severely affected by the virus may be delayed or cancelled with or without notification.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact of the virus on their workplace. This may include actions in one or more of the following areas:

- **reduce transmission** among employees,
- maintain **healthy business operations**, and
- Maintain a **healthy work environment**.

It is therefore important that managers take protective actions to establish a healthy and safe workplace so that business and activities can continue safely in ways that respond to the impact of COVID-19 on business operations, employees, workers, customers and the general public.

On 16th March when the Prime Minister announced the imposition of Phase I MCO nationwide, offices and construction sites had one day to prepare for a 14-day lockdown. This proved troublesome for managers who had to immediately prepare the office for shutdown, employees who had to bring home essential documents and files to work remotely, and foreign workers who were out of work (and income) for weeks or longer.

Bearing this in mind, working individuals should start to adjust and adapt their work habits to prepare for shifts in working locations and limited accessibility to their workplace.

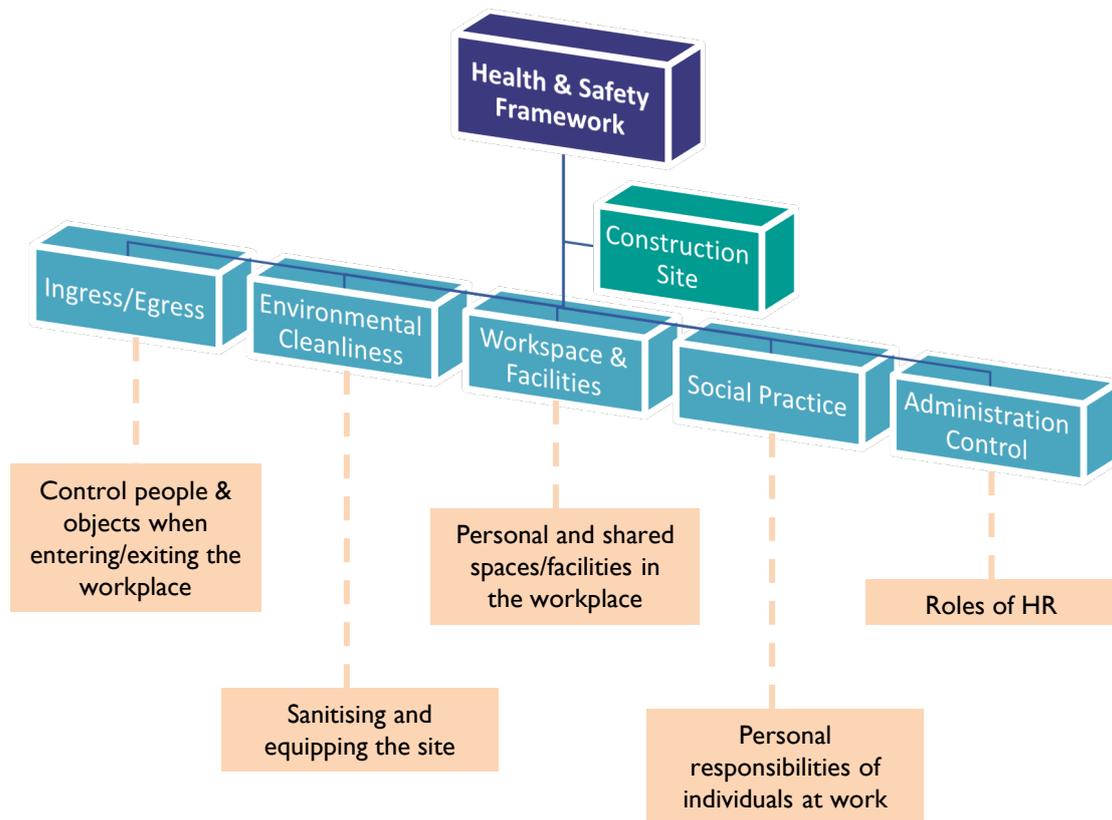
BASIC PROTECTIVE MEASURES AGAINST COVID-19

C. HEALTH & SAFETY FRAMEWORK

The following guidance contains the suggested safety measures and practices for **quick and immediate action at the workplace** upon the lifting of the Movement Control Order that took effect from 18th Mac 2020 – 14th April 2020 (now extended to 12th May 2020) to **ensure staff and visitor safety and wellness** as well as to **minimise risk of infection or spreading of the Coronavirus**. It is also aimed at preparing workplaces for start-stop work cycles as a result of future developments in the current pandemic.

Risk level of a workplace can be assessed based on identified key attributes. According to OSHA's Occupational Risk Pyramid which classifies the exposure risk levels of a workplace, construction sites other than those related to the medical field are categorised as Medium Exposure - Lower Exposure Risk jobs.

This guide is divided into 5 aspects of the workplace for ease of implementation:

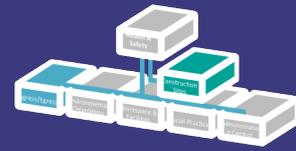


This document is a compilation of key points from various COVID-19 Post-Lockdown guidelines and Preparedness Plans at the national, regional and municipal level which are made available online. It should be read and put into practice as soon as the MCO restrictions are lifted.

For additional details and further reading, users may visit the links listed on page 21.

D. CONSTRUCTION SITES

INGRESS / EGRESS



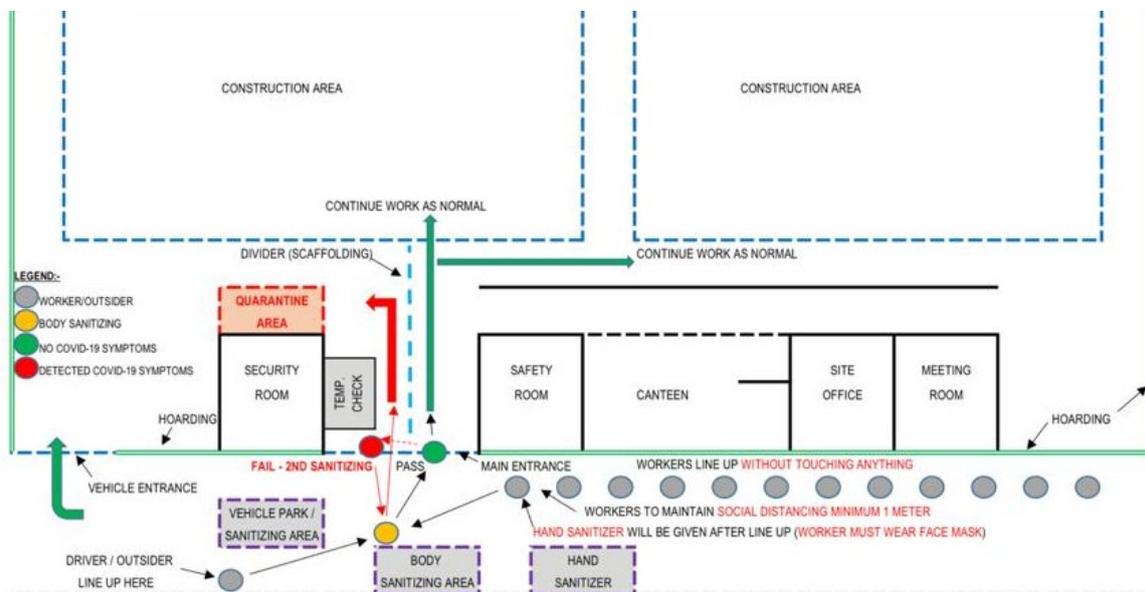
- Example of a checklist form for daily health screening:

DAILY CLQ / KONGSI WORKERS HEALTH MONITORING CHECKLIST

DATE	NAME (WORKERS)	PASSPORT NO.	NATIONALITY (BANGLADESH(BL) INDONESIA(IN) OTHERS(OT)	TRADE	PERSON DECLARATION (YES OR NO)				VERIFIED BY NAME (SITE PIC OR SHO/SSS)
					TEMP. CHECK (FEBER (DEMAM) BELOW(37°C)	COUGH (BATUK)	BREATHING DIFFICULTIES (KESUKARAN BERNAFAS)	LAST VISITED STATE / COUNTRY (WITHIN 30 DAYS)	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	
			BL / IN / OT			YES / NO	YES / NO	YES / NO	

Source: Gamuda Berhad

- Example of a reconfigured site entry point:



Source: Gamuda Berhad

D. CONSTRUCTION SITES

INGRESS / EGRESS



3 Handling Deliveries/Rentals

- Clearly identify delivery zones;
- Avoid handwritten or e-signatures, use other contactless methods of verification;
- Make alcohol-based hand sanitisers available for workers (and delivery person) after physically handling deliveries;
- All supply chains must have a license/approval to operate and travel;

1. Machinery / Construction Vehicles

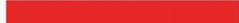
- Do health screening and record personal details of machine/vehicle operator;
- If machine/vehicle is to be handled by in-house workers, clean and disinfect frequently touched surfaces such as control buttons, handles, seating etc.;
- Immediately wash hands or use hand sanitizer after using machine/vehicle;



2. Material delivery

- Minimise number of workers attending to deliveries and contractors as much as possible – keep a record of contacts and items/materials delivered;
- Deliveries are unloaded solely by receivers wearing PPE, while deliverers remain in their vehicles;

How long COVID-19 can live on common surfaces*

SURFACE	LIFESPAN OF COVID-19
 Air	3 hours 
 Copper	4 hours 
 Cardboard	24 hours 
 Stainless Steel	2–3 days 
 Polypropylene plastic	3 days 

Source: New England Journal of Medicine

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity

D. CONSTRUCTION SITES

ENVIRONMENTAL CLEANLINESS



1 Sanitiser & PPE stations

- Put sanitizing hand rub dispensers (at least 60% alcohol content) and/or wash basins with hand soap for workers and visitors at strategic locations such as:
 - Entrance/exits
 - Site office
 - Workers rest area
 - Equipment/tool shed
- Make sure these dispensers are regularly refilled in addition to adequate hand soap and paper towels at available wash basins;
- Make available daily fresh disposable gloves and PPE.

2 Signage & Posters

- Signage should display restricted areas and specifically designated areas to control entry and movement on site;



A physical distancing sign sprayed on the road



Source: <https://qz.com/1836247/social-distancing-markers-from-around-the-world/>



Poster source: MOH

(<http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-infografik>) or (<https://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-worker/publications-and-resources>) to download ready-to-print posters.

- Visual signage or markers should be placed to remind site workers and visitors of physical-distancing practices and parameters;
- Display posters as reminders of personal hygiene standards, such as handwashing, avoiding contact, avoid cross-contamination etc., (use graphics and images rather than text for easier understanding & translation)

D. CONSTRUCTION SITES

ENVIRONMENTAL CLEANLINESS



3 Cleaning & Disinfecting surfaces

How to Make Your Own Bleach Solution to Clean Surfaces

1 Wear clothes & shoes you don't mind spilling on, pin your hair back, & wear rubber gloves

2 Mix 1 cup of bleach with 5 gallons of water

3 Carefully pour the bleach into the container first, then add the water

4 Increase the amounts of bleach & water proportionally to make a larger amount of disinfectant solution

5 Place the lid tightly on the container & gently shake it back and forth a few times to mix

6 Never add any other ingredient to the bleach solution

verywell

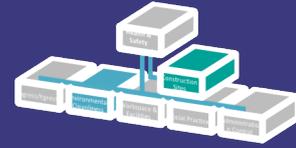
DIY Bleach solution for disinfecting non-porous surfaces

Source: Very well health (<https://www.verywellhealth.com/make-your-own-disinfectant-solution-998274>)

- In the above infographic, 1 cup of bleach with 5 gallons of water = 1 part bleach with 80 parts of water. The WHO recommends a 1:100 bleach solution for disinfecting surfaces (read more on <https://www.who.int/ihr/publications/Annex7.pdf>)
- When the work site is reopened, conduct industrial cleaning on all site amenities including lunch rooms, site offices, changing rooms, toilets, showers, drink fountains and vending machines;
- Practice routine cleaning and disinfecting of frequently touched surfaces (frequency suggested: 3 times a day).
- Frequently touched surfaces include but not limited to:
 - Tables
 - Faucets, sinks etc.
 - Lifts/hoists
 - Doorknobs/handles
 - Equipments/tools
 - Handrails
 - Light switches
- Wear disposable gloves when cleaning & disinfecting surfaces – if reusable gloves are used, they should be dedicated for cleaning and disinfection of surfaces for COVID-19 and not for any other purposes (e.g. taking out trash);
- Ensure the kind of cleaning solution/disinfectant used is not expired and is appropriate for the type of surface it is used on;
- If surfaces are visibly dirty, clean with detergent or soap and water first before disinfection. For disinfection, use certified disinfectants/diluted household bleach solutions/alcohol solutions with 70% alcohol;
- Provide sufficient instruction and supplies to assigned workers for actions above.

D. CONSTRUCTION SITES

ENVIRONMENTAL CLEANLINESS



4 Waste Management

- Provide no-touch closed lid bins to prevent virus from spreading;
- All bins should be lined and replaced daily.



Foot operated lid bins will help avoid users from dirtying their hands when throwing trash.

5 Air Ventilation & Humidity

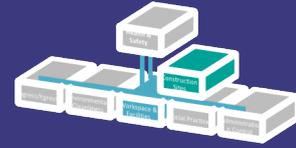


Keep tool rooms well-ventilated and well-lit.

- Keep the workplace well-ventilated especially areas that are usually locked during off hours (e.g. tool shed/storage and supplies room);
- Increase air supply and exhaust ventilation – try to supply as much outside air as possible;
- Ventilating with outdoor air is vital to diluting airborne contaminants and decreasing disease transmission rates;
- Minimise work in small enclosed spaces;

D. CONSTRUCTION SITES

WORKSPACE & FACILITIES

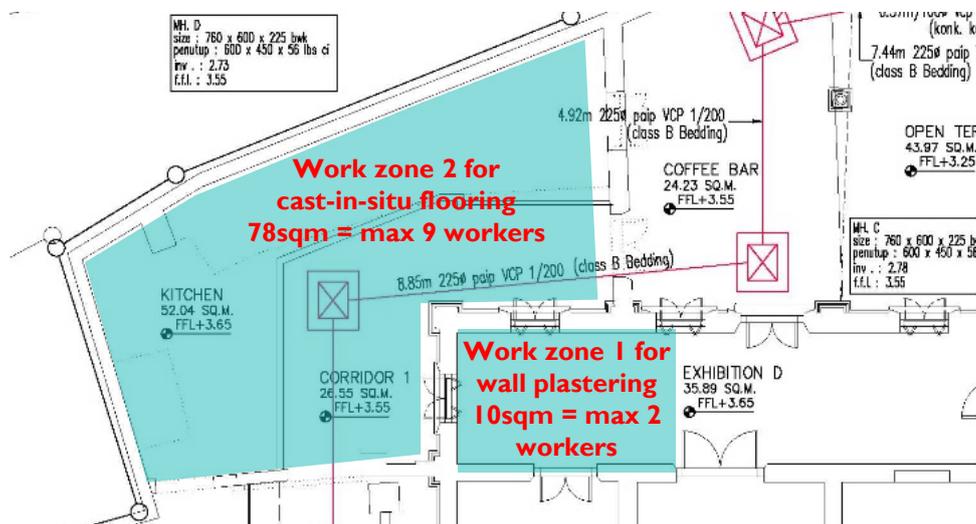


- If your site is not large enough to implement physical distancing between work zones, plan out works to not happen concurrently or reduce the size of working team to avoid overcrowding.

1 Work zones

- Based on the work programme, mark out work zones for the different kinds of work (e.g. casting flooring, wall plastering etc.);
- Divide workers and establish small teams for each work zone – the number of workers depends on the size of a work zone so that workers can maintain a physical distance of at least 1m from each other;
- Always clean and disinfect your work zone before and after working;
- Ensure that handwashing facilities or sanitizing stations are accessible in each work zone – if necessary, establish more than one station on site;
- Reduce the necessity to touch surfaces when workers are on site (e.g. leave access doors open during work hours) where appropriate – be mindful of fire safety etc.

Example of work zone division and planning



D. CONSTRUCTION SITES

WORKSPACE & FACILITIES



2 Ramps/Scaffolding/Stairs/Lifts



Image source: Disinfecting and Sanitizing Service
(<https://tscleaningpros.com>)

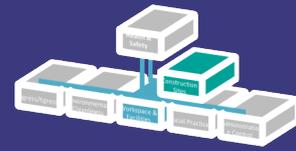
- Regular cleaning and disinfection should be carried out along ramps, stairs, lifts and scaffolding – focus on frequently-touched surfaces such as hand & balcony railings;
- Regularly clean and disinfect any vehicles or machineries that are used on site;
- Practice the 1 meter physical distancing gap when walking/passing by others;
- Avoid crowding narrow spaces (e.g. lift) or walkways by taking turns and allowing others to pass first;
- Mark the floor inside lifts to keep sufficient distance between occupants;
- Increase safety monitoring to ensure compliance.

3 Site Office

- Physical site meetings with internal and external parties to be held only if necessary;
- Keep meetings short and limited to 5-8 attendees max., (depending on room size);
- Create an e-log book for each meeting space/room with date, time, meeting purpose as well as names and contact details of all participants;
- Arrange chairs at least 1 meter apart;
- Increase physical space between attendees in the room if standing (at least 1 meter apart);
- Keep the room clean and well-ventilated;
- Encourage short open-air meetings where distancing is easier or at a place separated from colleagues to reduce risk of transmission.

D. CONSTRUCTION SITES

WORKSPACE & FACILITIES



4 Telecommunication/Internet

- To encourage contactless meetings and discussions, ensure the site has adequate and accessible internet for staff and visitors to use;
- Ensure network coverage is adequate for phone calls or if unstable, help identify areas at the site with clear network and is quiet;
- Remember to always sanitize the company telephone or other shared appliances – encourage phone calls using personal mobile phone;

5 Equipment/Tool Shed

- Always clean and disinfect frequently touched surfaces such as tabletops, containers, cabinet handles, doorknobs etc;
- Provide sanitizers and disinfectant tools for workers to clean themselves and their tools before and after use;
- Have workers take ownership of their own regular tools to reduce chances of tool sharing (e.g. if a worker is specialized in plastering, he takes care of his own trowel);
- Ensure adequate ventilation in enclosed equipment/tool sheds;
- If possible, create a contactless record system for all equipment and tools to keep track of which worker has used which tool.

6 Cafeteria/Rest areas

- Work sites with its own cafeteria must provide only packed food that was prepared by caterers wearing gloves and masks;
- Remind workers to avoid sharing water bottles, utensils, food and snacks;
- Always clean and disinfect frequently touched surfaces such as tabletops, cabinet handles, refrigerators, drawers etc.;
- Keep sharing amenities clean, such as microwaves, refrigerators, sinks, etc.;
- Avoid proximity of tables/chairs in eating areas and practice physical distancing during lunch hours or breaks.
- Provide sanitizers and disinfectant tools for workers to clean themselves and tools before and after use, as well as at other times during the working day;

D. CONSTRUCTION SITES

WORKSPACE & FACILITIES



7 Toilets/Washrooms/Washing Facilities



Source: Saxapahaw farm custom Hand Washing Station (<https://useyerfoot.com>)

- Suitable and sufficient washing facilities, including showers (if required) must be provided or made available at readily accessible places;
 - Washing facilities must include:
 - i. A steady supply of clean water;
 - ii. Hand soap;
 - iii. Disposable paper towels or other suitable means of drying;
 - If possible, switch faucet handles from screw types to hands-free or swinging lever designs for contactless accessibility;
 - Provide enough toilets on site with proper washing facilities such as water pipes or bidets and sufficient toilet paper, paper towels or other means of drying;
 - Provide no-touch closed lid bins that are lined and replaced frequently for trash disposal;
-
- Use clean paper towel when flushing or touching faucet to avoid direct hand contact;
 - Encourage users to close toilet lid before flushing to avoid toilet plume effect;
 - Wait 1-2 minutes before using the toilet after someone else has finished;
 - Always wash hands before leaving the toilet;
 - Educate and train workers to follow the preventive measures above and take care of cleanliness;
 - Ensure toilets/washrooms are well ventilated;



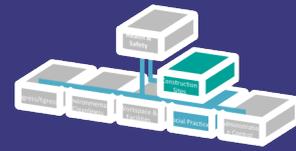
Hands-free shoe brushing device
Source: woodworkingtime.org

8 Changing Areas

- Designate areas for changing with physical distancing rules applied using visual markers;
- Provide individual lockers/storage boxes to avoid cross contamination of personal belongings;
- Ensure workers clean their work clothes and shoes before storing them on site for next use or returning home.

D. CONSTRUCTION SITES

SOCIAL PRACTICE



- It is the responsibility of each worker as an individual to be aware and adhere to guidelines provided by the site manager;
- Below are suggested steps to reduce risk of transmission and to prepare the site for inactivity should there be another phase of MCO imposed:

1 Physical Distancing

- Physical distancing is to maintain space between yourself and other people.
- To practice this:
 - i. Stay at least 1 – 2 meters from others;
 - ii. Do not gather in groups;
 - iii. Avoid large gatherings;
 - iv. Avoid congregating in work and common areas i.e. workspace, pantries, office lounge, lifts, and prayer rooms;
 - v. Encourage no handshaking policy and any other physical contact;
 - vi. Be conscious of keeping your distance especially during breaks;
 - vii. Limit number of workers in an enclosed area;
 - viii. Conduct toolbox or other meetings online or remotely if possible. If not, it should be held in wide open air spaces;

2 Respiratory Etiquette

- As COVID-19 is a respiratory disease that can be spread through droplets, follow these rules in case you are asymptomatic:
 - i. Cover nose and mouth with a tissue when sneezing or coughing – immediately dispose of the used tissue in a closed-lid bin;
 - ii. If no tissue is available, sneeze or cough into your upper sleeve or elbow instead of hands;
 - iii. Wash/sanitize hands immediately;
 - iv. Maintain distance (at least 1 meter) between yourself and others or go out of the enclosed space if you need to cough or sneeze;
 - v. Wear a mask if you are constantly sneezing/coughing (e.g. due to allergies) or ask to leave work;
 - vi. Avoid using personal, non-disposable handkerchiefs;

D. CONSTRUCTION SITES

SOCIAL PRACTICE



3 Personal Hygiene



- Observe good personal hygiene at all times;
- Regularly wash hands with soap and water or use hand sanitizer;
- Encourage workers to always wear PPEs on site;
- Do not recycle disposable PPEs – replace with new if becomes completely unusable;
- Avoid touching eyes, nose and mouth;
- Regularly wear clean clothes – avoid recycling same pieces of clothing for days without cleaning them. Limit personal accessories/jewelry;
- Train workers to clean themselves before entering/leaving the site and after returning home;
- Regularly clean and sanitize your personal electronics (mobile phones, tablets, laptops);
- Wear a face covering if you are within 1 m distance of anyone else to protect yourself and others. The type of face covering used offer different levels of protection and benefits – but any kind of face covering is better than none;



DIY cloth face covering.

Source: cnet ([cnet.com/how-to/make-a-coronavirus-face-mask-or-covering-at-home-what-to-know/](https://www.cnet.com/how-to/make-a-coronavirus-face-mask-or-covering-at-home-what-to-know/))

- Reusable masks are typically more affordable and environmentally-friendly in the long run but must be properly cleaned after each use. They may also be designed for better comfort when wearing for long periods of time. Train workers on proper cleaning procedures for reusable masks.

4 Site Reports

- Immediately digitize all paperwork/reports/ plans/blueprints/important documents by using a scanner or taking photographs if possible;
- Regularly update all work programs and site memos on an online sharing platform.
- Back-up all files online in a cloud system and/or use a designated portable hard disk;
- Prepare a large box/container (properly labelled!) next to your workspace to keep and file important hardcopy documents or other essentials/materials. **This will keep your filing organized and easy to move should another MCO be announced at the last minute.**

D. CONSTRUCTION SITES

ADMINISTRATION CONTROL



- Administration control refers to what the employer/main contractor can do for its workers to prepare for and mitigate the effects of the COVID-19 pandemic.

1 COVID-19 Response Plan

- Site managers should prepare a response plan that can be put into action immediately should a worker/visitor develops symptoms – ensure each head worker is informed and has a copy of the plan;
- Conduct a risk assessment including threats of COVID-19 infection/contamination on site;
- Encourage all staff/workers to download and register the MySejahtera and MyTrace App for latest COVID-19 information and to facilitate contact tracing;
- Consider obtaining travel declaration from employees on travel history;
- Form a special COVID-19 task force on site;
- Communicate to workers about cases of COVID-19 to keep the site informed and calm, without necessarily revealing personal information;
- Regularly advise and remind workers on preventive methods, hygiene and the implemented guidelines at the site;
- Mandatory COVID-19 induction: provide education and training to workers on risk factors and preventive measures such as hygiene, physical distancing etc.;
- Communicate clearly with workers about control measures;
- Identify leaders among workers to exert controls and ensure that guidelines are met.

2 Contingency Plan

- Should the company be advised to limit/reduce working capacity for a few months post-MCO, a contingency plan should be prepared for:

1. Human Resource



- Consider rotating worker schedules to avoid overcrowding the site;
- Identify all vulnerable workers based on medical records – take extra precaution by grouping them together for specific tasks or allocate separate work zones for vulnerable workers.

2. Building Resource



- Budget for rent and utility bills such as water and electricity even if the site is closed (e.g. if another MCO is imposed);



- Have a security and maintenance plan in place for periods of MCO and protocols for staff that need to be present or need to stop by the site;

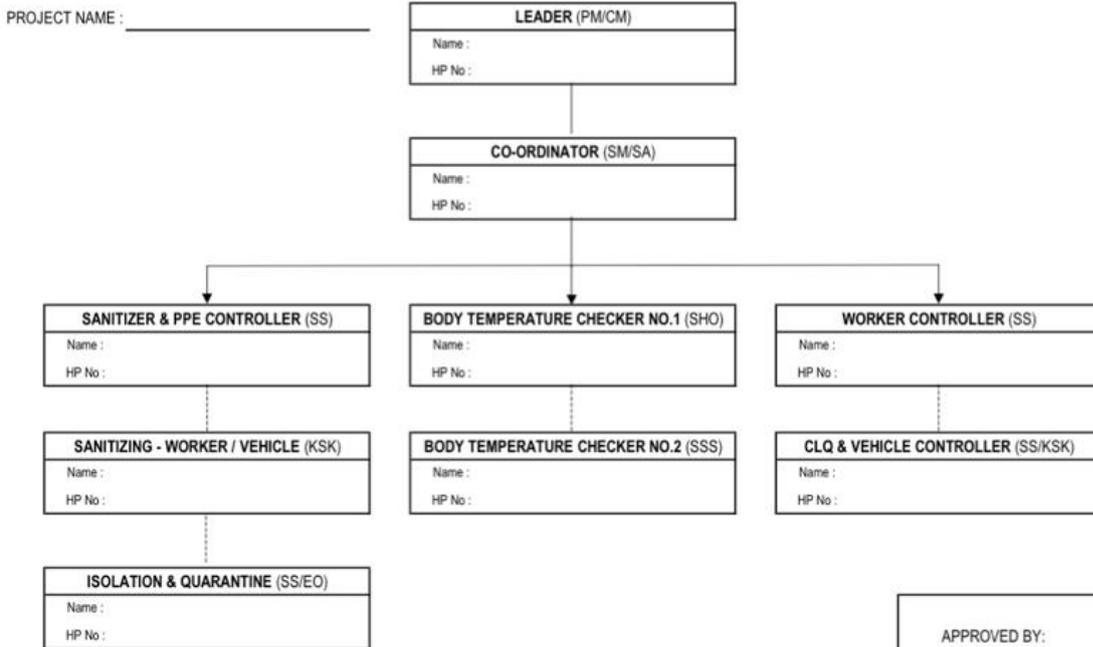
D. CONSTRUCTION SITES

ADMINISTRATION CONTROL



- Example of a COVID-19 response team chart:

COVID-19 PREPAREDNESS AND RESPONSE TEAM (CPRT)



APPROVED BY:

(PM/CM)

Name : _____

Date : _____

Source: Gamuda Berhad

COVID-19 HEALTH DECLARATION FORM - EMPLOYEE / OUTSIDER

NAME: _____ DATE: _____
 DEPT / COMPANY: _____ HP NO: _____

NO.	DESCRIPTION	STATUS / REMARK
1.	Please provide your last place of stay over the past 14 days.	
2.	Date of Departure from the above said place of stay.	
3.	Mode of Transportation to Workplace & Vehicle Registration Number.	
4.	Traveling to workplace: <input type="checkbox"/> Alone <input type="checkbox"/> Share transportation If your answer is not alone, please provide the details and particulars of the person you are sharing transportation:	Name: _____ Relation: _____
5.	a) Have you had any of the following symptoms over the past 14 days? Please tick if Yes. a) Fever <input type="checkbox"/> b) Cough <input type="checkbox"/> c) Difficulty in Breathing <input type="checkbox"/> d) Sore Throat <input type="checkbox"/> e) Other symptoms (Please specify) _____ b) Have you been in CLOSE CONTACT with person suspected to have COVID-19? NOTE: If the answer is YES to either of the question above, the person is NOT ALLOWED to enter the office and PIC shall immediately report to the HR Manager for further instructions.	YES <input type="checkbox"/> NO <input type="checkbox"/>

I hereby declare that all the above information provided is, to the best of my knowledge, complete and true. I also declare that I am physically fit to work, implying that I have no medical or physical conditions that could interfere with my safety and health, or if I do, I have consulted a doctor in advance, and I am willing to assume and bear the consequential costs of any risks that may be created, directly or indirectly, by any such condition.

Checked by: _____ (Authorized PIC) Name: _____ Date: _____
 Acknowledged by: _____ (HR Manager) Name: _____ Date: _____

The information submitted above will only be used to ensure the safety and health of the employees, and will not be distributed to third parties except for medical institutions in emergency.

NOTE: Definition of * CLOSE CONTACT :

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a with COVID19 patient
- Traveling together with COVID-19 patient in any kind of transportation & Living in the same household as a COVID-19 patient

Source: Gamuda Berhad

- Site managers can prepare a COVID-19 declaration form for collecting worker or visitor information before allowing entry to site.

D. CONSTRUCTION SITES

ADMINISTRATION CONTROL



3 Provide Support

- Foster open communication to achieve a respectful and well-informed work environment;
- Provide clear direction and guidance about what is expected of workers;
- Workers should know:
 - i. When to stay away from the workplace and when they can return;
 - ii. What action to take if they become unwell;
 - iii. What symptoms to be concerned about;
- Provide workers with a point of contact to discuss their concerns, and access to support service, including employee assistance programs;
- Encourage sick workers to stay home;
- Budget a compensation fee/subsidized paid leave for workers that are unable to work due to COVID-19 or MCO;

4 Daily Records & Planning

- Letter of approval to operate issued by Ministry of International Trade and Industry (MITI) must be displayed on site;
- Prepare a central e-system to record all meetings, visitors, leaves and travels, and any other relevant information. These records should be accessible to all key personnel and ready for checking by relevant authorities;
- Monitor sick leave and absenteeism among workers – check up on workers regularly even when they are under self-isolation;
- Adopt a coordinated approach to reduce the number of workers utilizing the common areas at any given time (e.g. staggering meal breaks, start/end times, coordinating work and planning to avoid overcrowding);
- Have a meeting on safety and health issues at the beginning of each week so that each worker is informed of general issues and their teams and tasks for the week, including precautions to take.

5 Isolation room / area

- Should someone become ill with suspected COVID-19 during working hours on site:
 - i. The ill person should be placed in a designated isolation room or area where they can be comfortably separated from others;
 - ii. Contact the nearest District Health Office or hospital for further instructions.

BASIC PROTECTIVE MEASURES AGAINST COVID-19

E. REFERENCES

- https://www.csuchico.edu/coronavirus/_assets/documents/social-distancing.shtml
- https://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex_25_COVID_guide_for_workplaces_22032020.pdf
- http://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex_26_COVID_guide_for_Social_Distancing_24032020.pdf
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- <https://www.connexionfrance.com/French-news/Advice-for-receiving-parcels-during-Covid-19-crisis>
- <https://www.straitstimes.com/business/companies-markets/companies-complying-with-social-distancing-guidelines>
- <https://www.cibsejournal.com/technical/preventing-covid-19-spreading-in-buildings/>
- <https://centerforactivedesign.org/5-ways-to-optimize-buildings>
- https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6
- <https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>
- <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/preparing-workplaces-covid-19/building-and-construction-minimising>
- <https://www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-04-08-20.pdf>
- <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.bernama.com/en/features/news.php?id=1825080>
- <https://qz.com/1836247/social-distancing-markers-from-around-the-world/>
- <https://www.canr.msu.edu/news/covid-19-disinfecting-with-bleach>
- <https://www.who.int/ihr/publications/Annex7.pdf>
- <https://www.cnet.com/how-to/make-a-coronavirus-face-mask-or-covering-at-home-what-to-know/>

GUIDELINES BY JABATAN KERJA RAYA (JKR) AND CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB):

- http://www.cidb.gov.my/images/1._PROSEDUR_STANDARD_OPERASI_Pembinaan_Dokumen_1.pdf
- http://www.cidb.gov.my/images/2._GARIS_PANDUAN_AMALAN_LANGKAH_PENCEGAHAN_DI_TAPAK_BINA_DOKUMEN_2.pdf
- http://www.cidb.gov.my/images/3._GARIS_PANDUAN_OPERASI_CENTRALISED_LABOUR_QUARTERS_DAN_PENGINAPAN_PEKERJA_DOKUMEN_3.pdf

BASIC PROTECTIVE MEASURES AGAINST COVID-19

F. HOTLINES

For questions on **COVID-19**:

- **CRISIS PREPAREDNESS AND RESPONSE CENTRE (CPRC) KEBANGSAAN KKM**

HOTLINE	03 -8881 0200 / 03-8881 0600 / 03-8881 0700 (Available from 8.00 am – 5.00 pm)
or/atau Whatsapp	010-9699435 / 010-8608949 / 013-9279454 / 013-9360454

To speak to a **KKM doctor online** for suspected **COVID-19** symptoms:

https://www.doctoroncall.com.my/coronavirus (service available from 8.30 am – 5.00 pm everyday)
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For assistance on **social issues or mental health**:

- **TALIAN KASIH – ADUAN KRISIS MASYARAKAT (KEMENTERIAN PEMBANGUNAN WANITA, KELUARGA DAN MASYARAKAT)**

HOTLINE	15999 (AVAILABLE 24 HOURS)
or/atau Whatsapp	019-2615999

- **TALIAN SOKONGAN PSIKOSOSIAL COVID-19 (MERCY MALAYSIA)**

HOTLINE	011-6399 6482 / 011-6399 4236 / 03-2935 9935 (Available 8.00 am – 5.00 pm)
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For questions on **human resource issues** due to COVID-19:

- **JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA (JTKSM)**

HOTLINE	03-8889 2359 / 03-8886 2409 / 03-8890 3404
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To enquire on **financial assistance** for **COVID-19 positive working individuals**:

- **BANTUAN KHAS COVID-19 (AGENSI PENGURUSAN BENCANA NEGARA – NADMA)**

HOTLINE	03-8064 2400 (AVAILABLE 24 HOURS) / 03-8870 4800
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For **Emergency situations**:

- **MALAYSIAN EMERGENCY RESPONSE SERVICES (MERS)**

Fire & Rescue Dept., Police, Civil Defence Dept., Hospital, Maritime Enforcement Agency	999 or/atau 112
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BASIC PROTECTIVE MEASURES AGAINST COVID-19

F. HOTLINES

For **non-Malaysians living/working in Malaysia** as a refugee or asylum seeker under **UNHCR** who may require **medical help for COVID-19**:

- **UNITED NATIONS HIGH COMMISSION FOR REFUGEES (UNHCR)**

LANGUAGE	7.00 AM – 12.00 PM	12.00 PM – 5.00 PM	5.00 PM – 10.00 PM
Burmese/Chin	012-221 6397	017-614 3557 017-614 3490	017-614 3725
Rohingya	017-614 3767	017-614 3902 012-213 2520	017-614 3534 012-213 2520
Persian	017-614 3756	017-614 3884	017-614 3800
Tamil	017-614 3782	017-614 3847	017-614 3847
Urdu	0016-614 3784	017-614 3861	017-614 3742
Arabic/Somali	017-614 3790	017-614 3860	012-697 1011

Hotline available from 7.00 am – 10.00 pm

Screening and Treatment is FREE if you have any Coronavirus signs/symptoms*



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