YTL GROUP
Building The Right Thing

EMPLOYEE GUIDELINES

COVID-19

EMPLOYEE GUIDELINES

INTRODUCTION

These guidelines are designed to provide employees with information about working conditions and policies affecting employees upon returning to work after any Movement Control Order (MCO) imposed by the Government arising from the COVID-19 pandemic or other infectious diseases.

The objective of these Guidelines is to provide all employees with guidance to create a safe working environment that is in compliance with the directives issued by the National Security Council and the Ministry of Health Malaysia.

The information contained in these Guidelines apply to all YTL Group employees. Employees are responsible for reading, understanding, and complying with the provisions of these Guidelines.

However, employees should also refer to the guidelines issued by the companies that they work in as they will be more relevant to their specific circumstances and in event of inconsistencies, please adhere to those guidelines.

TABLE OF CONTENTS

	PAGE
1. UNDERSTANDING COVID-19	
1.1 Definition and symptoms of COVID-19	4
1.2 How COVID-19 spreads?	4
1.3 Definitions of close contact and Response	5
2. PREVENTION OF COVID-19	
2.1 Personal hygiene tips	6
2.2 Social distancing	7
2.3 Disinfection of workspace	7
3. RESUMING WORK	
3.1 The required documents and procedures	8
3.2 Travelling to work tips	9
3.3 Safety tips when returning home	9
4. PRECAUTIONS IN OFFICE	
4.1 Personal Protective Equipment (PPE) requirements	10
4.2 Social distancing zones	11
4.3 Entering premises	12
4.4 Changes on working & lunch break period	13
4.5 Policy on meetings & no hand-shake	13
5. IMPORTANT CONTACTS	
5.1 Official Hotlines	14
5.2 List of hospital available for COVID-19 test	15

1. UNDERSTANDING COVID-19

1.1 Definition And Symptoms Of COVID-19

COVID-19 is an infectious disease caused by a new strain of Coronavirus that has never been previously identified. Infection of COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

Symptoms typically include:

Fever

Cough

Sore Throat

Shortness of Breath

Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

1.2 How COVID-19 Spreads?

The virus spreads mainly from person-to-person, including:

i. Between people who are in close contact with one another (within 1 meter).
ii. Through respiratory droplets produced when an infected person coughs or sneezes.
iii. Touching a surface or object contaminated with the virus.

1.3 Definitions Of Close Contact And Response

F0

WHO?

CONFIRMED CASE
Person confirmed COVID-19 positive through laboratory test

WHAT TO DO?

HOSPITAL
IMMEDIATE MEDICAL TREATMENT

F1

WHO?

PUI / CLOSE CONTACT
Living in the same house; travelled in the same vehicle; been in 1m close proximity for more than 15 mins with the person; provided care for a confirmed COVID-19 case

WHAT TO DO?

COMPULSORY
- COVID-19 Screening
- Follow Quarantine Order by MOH

F2

WHO?

CLOSE CONTACT
1st Contact: One who had face-to-face contact or was in closed environment with F1

WHAT TO DO?

SELF QUARANTINE
- Work From Home until F1 is confirmed negative COVID-19 OR up to 7 days
- Seek medical attention if F1 is confirmed OR show symptoms of COVID-19

F3

WHO?

CLOSE CONTACT
2nd Contact: One who had face-to-face contact or was in closed environment with F2

WHAT TO DO?

SUPPORT AND MONITOR
- Advised to monitor personal health and to take all precautionary measures suggested by the authorities
- Report to work as scheduled if not unwell

2. PREVENTION OF COVID-19

There is currently no vaccine to prevent infection with COVID-19. The best way to prevent illness is to avoid being exposed to the virus. Here are some simple precautions that can reduce your chances of being infected or spreading COVID-19.

2.1 Personal Hygiene Tips

Wash hands frequently with water and soap according to the 6 steps below:

STEP 1

Rub hands palm to palm

STEP 2

Right palm over left dorsum with interlaced fingers and vice versa

STEP 3

Palm to palm with fingers interlaced

STEP 4

Back of fingers to opposing palms with fingers interlocked

STEP 5

Rotational rubbing of left thumb clasped in right palm and vice versa

STEP 6

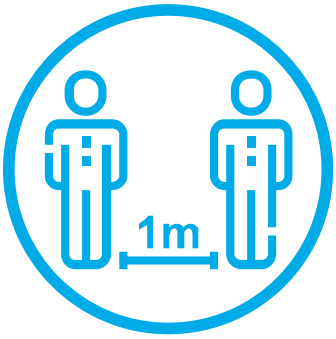
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

- Encouraged to wear face mask

- Avoid handshakes

- Cough or sneeze into tissue or elbow

2.2 Social Distancing



WHAT IS SOCIAL DISTANCING?

- Keeping space between yourself and other people outside of your home.

PRACTISE SOCIAL DISTANCING BY:

- Staying at least 1 meter apart from other people.
- Not gathering in groups .
- Staying away from crowded places.

2.3 Disinfection Of Workspace

While the company's cleaners will clean and disinfect all common areas such as the lobby, lifts, and washrooms, it is the responsibility of each employee to disinfect their own workspace.

Please disinfect electronics, stationeries and frequently touched areas at your workstation at least twice daily, before starting work and prior to leaving the office.

HOW TO USE IT:

Step 1 - Spray the areas and let disinfectant solution sit for 30 seconds.

Step 2 - Use tissue to wipe dry. Alternatively, allow solution to air-dry, if suitable.

IMPORTANT NOTES

- It is not advisable to air-dry disinfectant on fabric, instead wipe dry.
- For electronics, follow manufacturer's instruction for cleaning and disinfecting. If no guidance, wipe dry surface thoroughly.

3. RESUMING WORK

3.1 Essential Documents And Procedures

i. FOLLOW WORK SCHEDULE

- Adhere to working hours prescribed by your respective Human Resource Departments or Heads of Department.

ii. POLICY AND GUIDELINE ON COVID-19

- Strictly follow the published policies and guidelines on COVID-19.

iii. CLOSE CONTACT

- If before or after resuming work you fall under any of the definitions of Close Contact described in section 1.3 of these Guidelines, please immediately report this to your Human Resource Department and Head of Department and take the actions described in that section.

3.2 Travelling To Work Tips

- Practise safe distancing – eg. while standing in queues, sitting in vehicles, etc.
- Bring along and use face mask while in public areas.
- Carry a small bottle of hand sanitiser (with min. 70% alcohol content).
- Carry a pack of wet tissues, which can be used to wipe surfaces before touching them.
- As much as possible, avoid paying by cash and use alternative methods such as debit or credit cards or e-wallets.

3.3 Safety Tips When Returning Home

- During the MCO period, avoid travelling to other places when you leave the workplace.
- Practise safe distancing when using public transportation.
- Upon returning home, avoid immediate physical contact with household members. Shower as soon as possible and put used clothes aside for washing.
- Always maintain good hand hygiene.

4. PRECAUTIONS IN OFFICE

4.1 Personal Protective Equipment (PPE) Requirements

The use of face mask and hand gloves are mandatory when you are assisting an unwell person. Reusable face masks shall be kept in a sealable plastic bag when not in use.

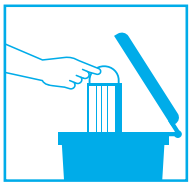
HOW TO PUT ON, REMOVE AND DISCARD DISPOSABLE FACE MASK

Step 1 - Wash hand thoroughly with soap and water or hand sanitiser.

Step 2 -Cover mouth and nose with mask: metal strip over nose and coloured side face outwards. Make sure there are no gaps between face and the mask.

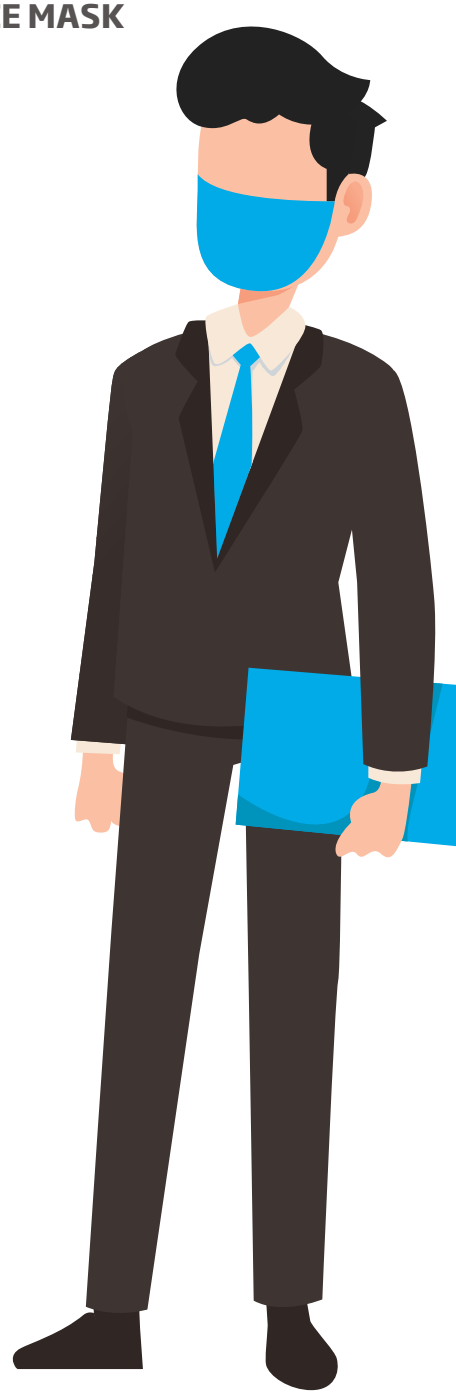
Step 3 - Pinch the metal strip so it takes the shape of your nose bridge. Pull the bottom of the mask to cover your mouth and chin.

Step 4 - Once the mask is soiled/damp, remove it by holding the ear loops (do not touch the front of mask).



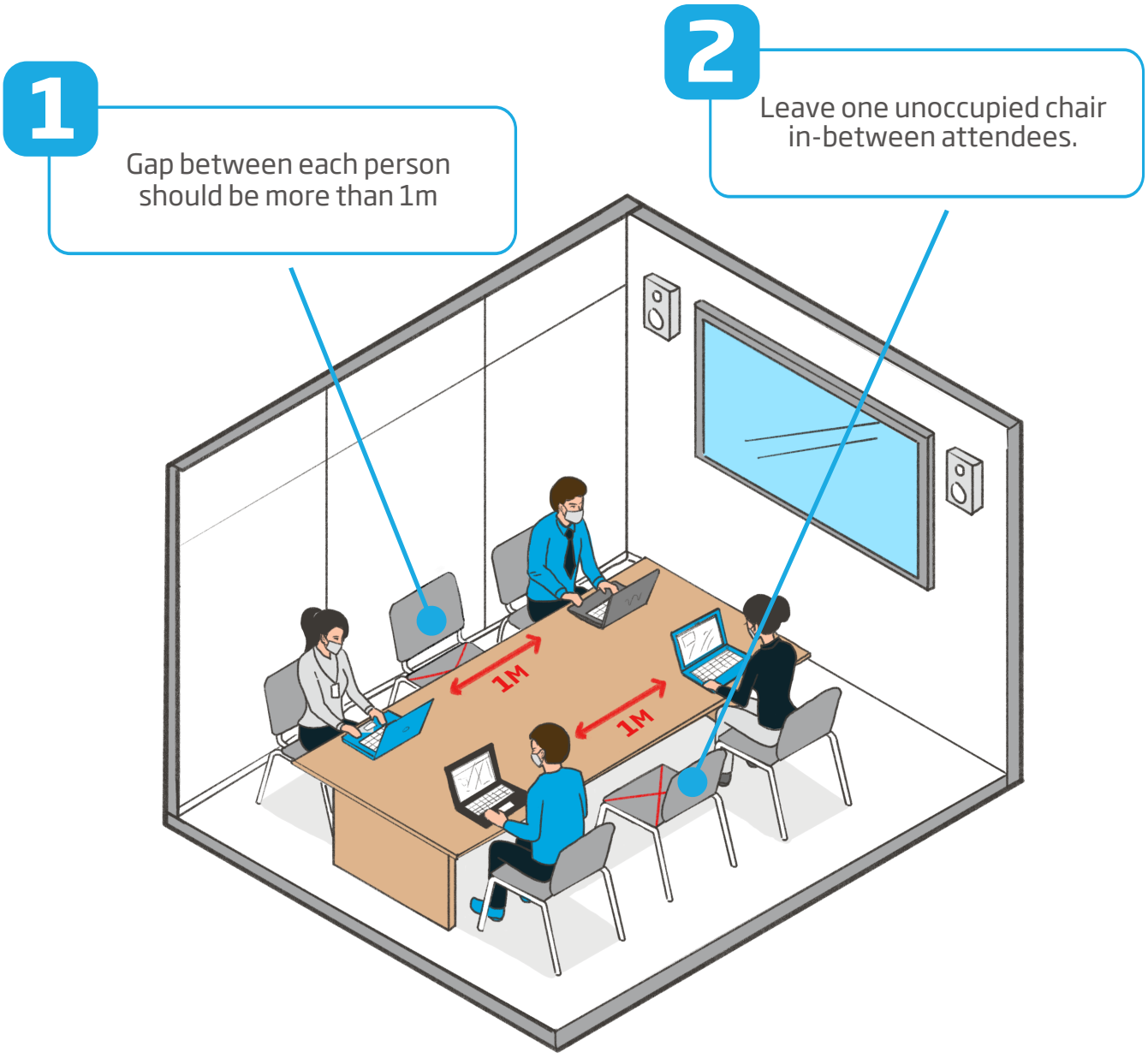
Step 5 – Immediately dispose soiled/damp mask into bin. Do not reuse single-use masks.

Step 6 - Wash hand thoroughly with soap and water or hand sanitiser.



4.2 Social Distancing Zones

ii. MEETING ROOM:



IMPORTANT NOTES

- Face-to-face meetings are highly discouraged. If needed, comply strictly with social distancing guides
- Avoid Handshakes
- Disinfect common areas when meeting finishes

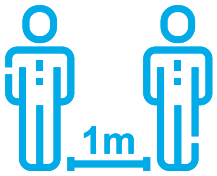
4.3 Entering Premises

i. DECLARATION FORM

In some office premises, you will be required to fill up COVID-19 self-declaration forms.

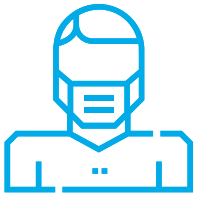
ii. TEMPERATURE SCREENING

Temperature reading and recording should be conducted at the entrance of your office premises. Any person with a body temperature that exceeds 37.5°C will be barred from entering and will be required to seek medical assistance.



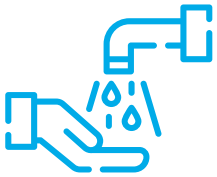
iii. SOCIAL DISTANCING

1 metre separation at entrances, corridors, common areas and workstations. While on the premises, it is compulsory to practise 1 metre social distancing.



iv. PPE

You are encouraged to use PPE where required in accordance with your workplace policy.



v. WASH HANDS

Wash hands using soap and water or sanitiser before you enter the premises.

4.4 Changes On Working & Lunch Break Period

- During or post-MCO, YTL Group employees may be asked to practise staggered working hours and lunch breaks to prevent crowding at common areas.
- Seek advice from your Head of Department to determine your working hours

4.5 Policy On Meetings & No Hand-Shake

- Whenever possible, face to face meetings (internal and external) are to be avoided. Employees are encouraged to use virtual platforms for meetings.
- When virtual meetings are not possible, employees must comply with safe distancing measures at the workplace.
  i. Observe social distancing measures
  ii. Avoid handshakes
  iii. Encouraged to wear face masks
  iv. Sanitise area after every use

5. IMPORTANT CONTACTS

5.1 Official Hotlines

EXTERNAL HOTLINES

CRISIS PREPAREDNESS AND RESPONSE CENTER (CPRC) COVID-19 INFO HOTLINE	PSYCHOLOGICAL FIRSTAID HOTLINE MERCY & MINISTRY OF HEALTH (MOH)
• 03-88810200	• 011 - 63996482
• 03-88810600	• 011 - 63994236
• 03-88810700	• 03 - 29359935

Daily operating hours: 8:00 AM – 5:00 PM

5.2 List Of Hospital Available For COVID-19 Test

MINISTRY OF HEALTH MALAYSIA

Selangor
Hospital Tengku Ampuan Rahimah, Klang
Hospital Ampang
Hospital Selayang
Hospital Serdang
Hospital Sungai Buloh
Hospital Shah Alam
Hospital Kajang
Hospital Banting

Kuala Lumpur & Putrajaya
Hospital Kuala Lumpur
Hospital Putrajaya

NEGERI SEMBILAN
Hospital Tuanku Jaafar, Seremban

MELAKA
Hospital Melaka

Kedah
Hospital Kulim
Hospital Sultana Maliha, Langkawi

Penang
Hospital Pulau Pinang
Hospital Seberang Jaya

Perak
Hospital Raja Permaisuri Bainun, Ipoh
Hospital Taiping

Pahang
Hospital Tengku Ampuan Afzan, Kuantan

Johor
Hospital Sultan Ismail, Johor Bahru
Hospital Sultanah Aminah, Johor Bahru
Hospital Enche' Besar Hajjah Kalsom, Kluang
Hospital Segamat

UNIVERSITIES

Pusat Perubatan Universiti Kebangsaan Malaysia
UKM Medical Molecular Biology Institute
Pusat Perubatan Universiti Malaya
Universiti Islam Antarabangsa Malaysia
Universiti Sains Malaysia, Kubang Kerian
UiTM Sungai Buloh
Universiti Putra Malaysia
University Malaysia Sabah
Management & Science University
UCSI University
British Malaysia Institute
University Malaysia Sarawak
Tropical Infectious Diseases Research & Education Centre
Universiti Sains Malaysia, Kepala Batas
Universiti Tuanku Abdul Rahman
Manipal International University
International Medical University
Monash University Malaysia
Newcastle University Medicine Malaysia

MALAYSIAN ARMED FORCES

Hospital Angkatan Tentera Malaysia Tengku Mizan

MOSTI

Malaysia Genome Institute

PRIVATE LABORATORIES

• Pantai Premier • Neogenix • Gribbles • Lablink • BP Healthcare • Clinipath • Sunway Medical Center

These Guidelines may be amended from time to time.

Employees are requested to check with their immediate Supervisor/Manager or the Human Resource Department if they have questions or require clarifications.

We wish to thank YTL Cement for their assistance in producing these Guidelines.

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