



## CT SABAH'S COVID-19 POLICY

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## DEFINITION OF COVID 19

A person who meets the clinical and epidemiological criteria as per below:

## CLINICAL CRITERIA

A person must have at least two of the following symptoms:

- Fever
- Chills
- Rigors (A sudden feeling of cold with shivering accompanied by rise in temperature and sweating)
- Myalgia (Muscles aches & Pain)
- Headaches
- Diarrhea
- Fatigue (Overall feeling of tiredness and lack of energy)
- Acute or onset Nasal congestion or runny nose

**OR**

Any one of the following symptoms:

- Cough
- Shortness of Breath
- Difficulty in Breathing
- Sudden new onset of anosmia (Loss of smell)
- Sudden new onset of ageusia (Loss of taste)

**OR**

Severe respiratory illness with at least one of the following:

- Clinical evidence of pneumonia
- Acute respiratory distress syndrome (ARDS)

*(The above as per Guideline given by Ministry of Health, Annex 1.)*

## EPIDEMIOLOGICAL CRITERIA

- Attended an event OR areas associated with know COVID-19 cluster **OR** red zones.
- Close contact to a confirmed case of COVID-19, within 14 days before onset of illness.

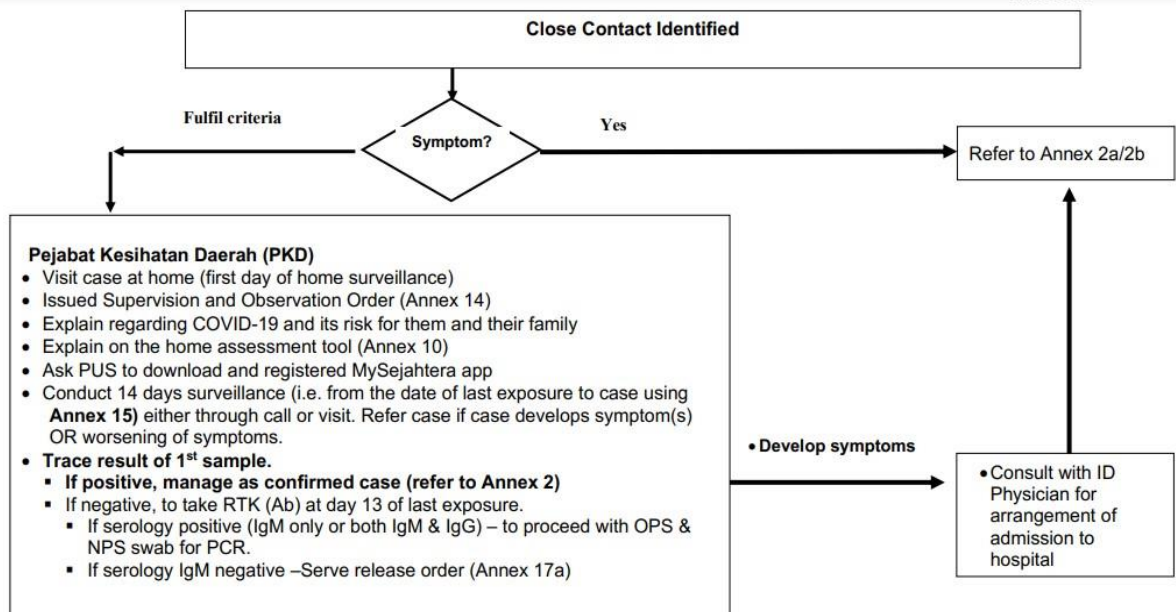
## CLOSE CONTACT DEFINITION

- Any person associated exposure without appropriate PPE (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 environment with a with COVID-19 patient.
- Traveling together with COVID-19 patient in any kind of conveyance.
- Living in the same household as a COVID-19 patient.

*(The Above Guideline taken from MOH Annex 1 2020)*

## MANAGEMENT OF ASYMPTOMATIC CLOSE CONTACT

- All asymptomatic close contact identified should be tested for COVID-19 using RT-PCR.
- All asymptomatic close contact will be assigned as Person Under Surveillance. They will be required to undergo 10 days home surveillance under supervision and observation order.
- If RT-PCR positive, this person will be admitted to hospital upon availability of bed and treated as confirmed COVID-19 case (Annex 2e).
- If RT-PCR negative, continue home surveillance. At any point, this person developed symptom, this person will be managed as suspected case (refer Annex 2, 2a and 2b).
- At Day 13, RTK (Ab) will be conducted to this person, and if the result of RTK (Ab) is negative, no symptoms developed, the release order will be issued at Day 14 (Annex 17).



*(The Above Guideline taken from MOH Annex 12, 2020)*

## MANAGEMENT OF CONFIRMED COVID-19 CASE

### Notify

- The employee will need to notify HRA if any of the above symptoms are present.
- Wear a face mask.
- It is encouraged to stay home if you have any sickness.
- Avoid contact with any employees.
- Employees are encouraged not to enter the office if the above symptoms are present. If symptoms do persist, we recommend the employee to go to any nearest Private Clinic or Government Hospital to get tested.

### Identify

- If the employee's result is positive, HRA will need to trace and identify the close contact persons.
- KKM will be alerted if there is a case and therefore further action will be taken.

### Isolate

- All Close Contact Employees will have to do self-isolation (at home) until there is a result of the Suspected Employee.
- If the result of the Suspected Employee is Positive, then all employees who have had close contact will have to undergo further testing by KKM.

## CLOSURE AND OFFICE SANITIZATION

### Office Closure

- Office closure will need to take place for Cleaning and Sanitization if there is a positive case.
- Office can be opened once cleaning and sanitization is completed.

### Sanitization

- HRA Department will arrange for sanitization of the Office/Areas affected immediately.
- No one is allowed in the office 24 hours after there is a positive case.
- Staff who are not close contact are allowed back into the office after sanitization and cleaning.

## EMPLOYEES WHO HAS FAMILY MEMBERS WHO ARE HEALTH CARE WORKERS

- Any Employee who has a family member who are Health Care Workers (Doctors, Nurses, Paramedics) need to notify the HRA Department via email/whatsapp.
- The Employee should inform the HRA Department immediately if any of their family members who are Person Under Investigation (PUI), Close Contact or Infected with Covid-19.

## EMPLOYEES WHO HAVE FAMILY MEMBERS WHO ARE INFECTED AND HAVE CLOSE CONTACT

- The Employee shall immediately inform his or her superior and HRA Department.
- The Employee will not be allowed to work until his or her result is Negative.
- The Employee should also self-isolate until:
  - I. Close Contact has a Negative resultAND
  - II. his or her result is Negative

## SOP FOR EMPLOYEES & VISITORS IN THE OFFICE

### Office Entrance

- Temperature screening.
- Fill in the Health Declaration Form for Visitor/Contractor.
- Enforce hand sanitization at entrance for employees/visitors.
- Provide notice to encourage frequent hand washing.
- Encourage a No Hand Shaking Policy.
- Maintain a 1-Meter Physical Distance.
- Ensure that all employees/visitors have their face mask on.

### Work Schedule

- To have a staggered work schedule and organize different teams for different days of the week to minimize direct contact.
- To encourage a flexible working arrangement such as Work From Home on specified days to minimize direct contact.

### Meetings

- Encourage a No Hand Shaking Policy .
- Consider alternative communication channels for Meetings, i.e. Virtual meetings.
- Consider deferring large meetings or events.
- Consider having meetings outside in open air, if possible.
- In case of indoor meetings or events, ensure all precautions are taken.
- Informing participants not to attend if they are unwell and to join the meeting using a virtual platform.
- Ensuring all participants use face masks and practice hand hygiene.

### Hygiene

- Maintain good personal hygiene with frequent hand washing and sanitization.
- Practice respiratory etiquette:
  - I. Cover your mouth and nose with a tissue when coughing or sneezing.
  - II. Use in the nearest waste receptacle to dispose of the tissue after use.
  - III. Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.
- Office should provide tissues and no-touch bins for used tissue disposal.
- Provide conveniently located dispensers of alcohol-based hand rub; where sinks are available, ensure that supplies for hand washing (i.e., soap, disposable towels) are consistently available.
- Consider opening windows for natural lighting and better ventilation.

*(Respiratory Etiquette 3.3 MOH Resources (2020))*

### Lunch Time and Breaks

- To have staggered lunch breaks to limit the amount of contact between employees during lunch and breaks.
- All employees are discouraged from gathering in the pantry area.
- Maintain a 1-meter distance at all times.
- Employees are encouraged to take their meals at their desk.
- Limit food handling and sharing of food in the workplace.

### TRAVEL ADVISORY

#### Before travelling

- Ensure all employees have the latest advisory on travelling from the Ministry Of Health (MOH).
- All travelling employees will have to use the Surat Pengecualian sent out by the Legal Manager as and when the need arises.
- All departments should assess the benefits and risks related to upcoming travel plans.
- Administration Department to ensure that hand sanitizers and face masks are distributed and enough for all travelling employees.

#### While Travelling

- Always bring along face mask and sanitizer for use when required.
- Avoid crowded places and close contact with people showing symptoms.
- Avoid visiting animal farms, market, selling lives animals, slaughterhouses or touching any animal.
- Avoid eating raw or undercooked meat.
- Seek prompt medical treatment if developing symptoms.

#### Employees Returning from Travelling

- Observe home surveillance if necessary as per MOH advice.
- Immediately seek medical attention if you have symptoms of respiratory tract infections such as fever, cough or difficulty breathing within 14 days after returning from the visit.
- Alert and Notify HRA if you have been in contact with any suspected person.

*(MOH Annex 25(2020, March 24))*

## References

MOH Annex 1 (2020)

[http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex%201%20Case%20definition%20COVID-19\\_28092020.pdf](http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex%201%20Case%20definition%20COVID-19_28092020.pdf)

MOH Annex 12 (2020)

[http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex\\_12\\_Management\\_of\\_Close\\_Contacts\\_of\\_Confirmed\\_Case.pdf](http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex_12_Management_of_Close_Contacts_of_Confirmed_Case.pdf)

MOH Annex 25(2020, March 24)

[https://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex\\_25\\_COVID\\_guide\\_for\\_workplaces\\_22032020.pdf](https://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex_25_COVID_guide_for_workplaces_22032020.pdf)

Respiratory Etiquette 3.3 MOH Resources (2020)

<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>

MOH Annex 2 (2020, July 7) Annex 2 Management of Suspected, Probable, Confirmed Cases

[http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex\\_2\\_Management\\_of\\_Suspected,\\_Probable\\_and\\_Confirmed\\_COVID\\_07102020.pdf](http://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm/Annex_2_Management_of_Suspected,_Probable_and_Confirmed_COVID_07102020.pdf)

Covid 19 Physical Distancing (2020)

<https://www.who.int/westernpacific/emergencies/covid-19/information/physical-distancing>