

SAFETY MEMO

To : HOD & All Staffs
Date : 17th March 2022
Reference : GAM/SAFETY/SW/22-252(002)/WIZI
Subject : COVID-19 TESTING REQUIREMENT & SOP COMPLIANCE

With regards to the recent Management Meeting on 7/3/2021, please find the following update for your reference and action.

A. COVID-19 Testing Requirement

- GAM will continue the fortnightly COVID-19 RTK Self-test program to until further notice as per National Testing Strategy (NTS) and staff shall update the result internally and thru MySejahtera.
- The following situation are required for the **management/ staff** to perform the COVID-19 RTK Self-Test:

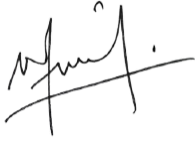
Event	COVID-19 RTK Self-Test Requirement	Remark
Management Meeting	Same day before meeting.	The fortnightly test cycle will be based on meeting date.
Event/ Meeting with Client	Same day before event.	GAM's person-in-charge also need to inform the client in advance for them to carry out the test.
Out-station Travel	Same day before travelling and after returning.	Comply to COVID-19 SOP/ requirements before, during and after travelling.

B. Importance of SOP Compliance

- Based on February 2022 record, man-day lost due to quarantine is 595 days and equal to RM89,000. As of mid-March 2022, the man-day and monetary lost is 1370 days and RM200,000 respectively (average salary per person per day is RM150).
- To avoid this non-productive situation, staff shall always comply with the all COVID-19 SOP to minimize losses to the company in term of monetary, time and manpower.
- Should you be COVID-19 positive or a close contact case and required to undergo quarantine process by KKM, your medical leave and annual leave will be utilized accordingly. Any excess will be treated as **UNPAID LEAVE** and the Work from Home (WFH) entitlement is no longer applicable. HOD shall ensure that their subordinate to apply for the quarantine leave accordingly (*GAMS – Leave Type: Special Leave*) and to update HR Department on monthly basis.

It is very challenging operating under the current situation; *insya-Allah*, we will get through this, together. Thank you and your kind attention is greatly appreciated.

Yours sincerely,



Wan Izahan Zameree Ishak
Safety & Health Manager

c.c.

MD/ Accountable Executive
Chief Operations Officer
Admin & HR Manager
Safety Manager