

SAFETY MEMO

To : All GAM staff
Date : 8TH OCTOBER 2021
Reference : GAM-S/ME/70/SEPT21 (Rev. 1)
Subject : RTK ANTIGEN SELF TEST KIT (MITI REQUIREMENT)

1. This is the latest Guideline for our internal immediate action. Please treat this as an instruction and reference to overcome the spread of virus in our company. Refer to **RTK ANTIGEN TEST (MITI REQUIREMENT)**. GAM chose to provide RTK SELF TEST KIT which approved by MDA and KKM for our internal use.
2. We were already achieved on more than 95% complete vaccination at this moment. We are permitted by MITI to operate with implementation of new norm SOP and additional compliance of RTK self-test in every 2 weeks for all workers as a proactive action to prevent transmission of Covid-19 among workers.
3. Each base shall be provided with stock of self-test kit prior to RTK self-test for every 2 weeks. Person In Charge is selected to control and keep record of testing. (We are using Google form which can directly access by Safety Personnel). All bases are being briefed on how to deal with test kit and how to update record. Details as per attached.
4. Any update shall be update in timely referring to government latest Safety Operation Procedure (SOP).
5. Please immediate contact with Safety Personnel if you have any doubt or question regarding Covid-19 issue.

Thank you,



Mohammad Nizam Jaafar
Safety Manager

C.C – Accountable Executive
Chief Technical Operation Officer
Quality Assurance Manager

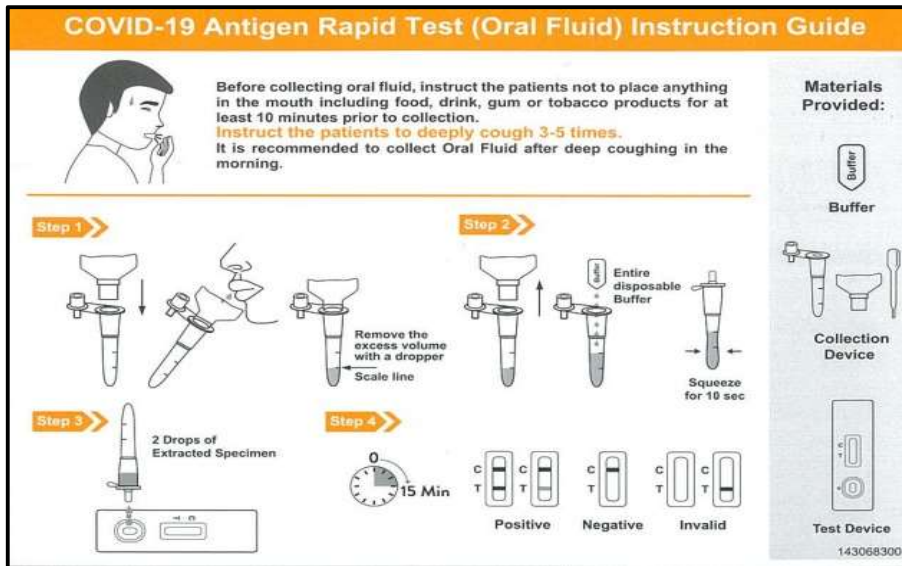
❖ MITI Requirement:

Based on MITI Media Statement endorsed by 16th August 2021, any company with completed vaccination more than 80% shall be permitted for 100% operation.

All previous SOP shall be maintained (Scan QR before entering premise, wear face mask, frequent sanitize, keep safe distance - Practice 3W, Avoid 3C).

New compulsory requirement for company is to conduct RTK test for every 2 weeks (Either by clinic or using self-test kit).

❖ Self-Test Kit Instruction Guide (Saliva)



Things - To - Do:

- 1) Preparation:** Please make sure to clean your mouth using water and wait for at least 10 minutes prior to collection. (Recommendation until 1 hour by Public Health Malaysia).
The test needs to be performed in the morning on the day before coming to workplace, at your place/ home in order to avoid risk of infection. You need to collect your test-kit from the PIC before your test schedule and to ensure it is properly stored i.e. do not freeze or exposed to high temperature more than 30°C.
- 2) Test sample:** Use sample from deep throat. Deeply cough 3-5 times. Make sure saliva is EXACTLY on 0.5 ml scale line. Use dropper to remove excess volume. Mix with 0.5 ml buffer and squeeze for 10 seconds (mixed well).
- 3) Testing:** Prepare test device. Put 2 drops of saliva sample at 'S' point. Wait until 15 minutes for final reading.
- 4) Reading:** S - Sample, C - Control, T- Test (See reading in diagram).
If your result is positive, please bring your test kit to the nearby CAC for assessment.
- 5) Disposal:** For negative & invalid reading, put all test kits material/equipment in the provided plastic. Throw it in general waste bin (As per KKM instruction).
- 6) Record for GAM:** Record using Link / QR Code provided by PIC.
- 7) Record MySejahtera:** Self reporting by Updating in COVID-19 Self-Test.

❖ **Self-Test Result Record:**

All office and bases are entitled to do RTK self-test kit. Test shall be done on every 2 weeks according to selected group. Check with Person in Charge (PIC) to re-confirm your turn to do self-test kit if there are any changes. *Base operation group testing shall be referring to scheduled available shift.

Record needs to be updated via link/ QR code given or will be provided by Person in Charge.

Kindly remark in “Comment” if there are any reason of your delay. Result of test will be either Positive, Negative, or Invalid.

- ◆ If your result is negative, update via link/QR code and you may resume work.
- ◆ If result Invalid, you still need to update link/QR code. However, you need to get another test kit and re-test. Record the result accordingly.
- ◆ If your record is Positive, you must bring the test kit and go to nearby Covid-19 Assessment Centre (CAC) to be further assessed.
- ◆ Any positive case shall be referred to our latest COVID-19 FLOW CHART Procedure. Assessment for Close Contact Tracing will be done accordingly.

❖ **Link/ QR Code(according to bases)**

ITEM	AREA / BASE	LINK GOOGLE FORM
RTK TEST KIT REQUIREMENT (EVERY 2 WEEKS) PROACTIVE ACTION COMMITTED BY GAM TO PREVENT C19 SPREADNESS	GAM HQ, BERTAM, MIRI, KK, LUMUT	https://docs.google.com/forms/d/e/1FAIpQLSeXuteeo5SiUHTbBTVw_s9k3Q2G_Y096-YRNiVsvrl1NhSGaow/viewform
	GAM SIERRA	https://docs.google.com/forms/d/e/1FAIpQLSfQRxvby-DBFm5rWKZd5D7J9aSuxkw4W9Z3O8KGkXK7IHjXfg/viewform
	MIAT	https://docs.google.com/forms/d/e/1FAIpQLSfwXFbn1Yozij6bZyC6bchs18sKQhhZKWTAljjjQFEnT_5BCA/viewform
	PGU KA	https://docs.google.com/forms/d/1Ti3DOA9zevyVBOqmqfa91yW0pFDYH8lvZpKC9qNznDU/viewform
	PGU AW139	https://docs.google.com/forms/d/e/1FAIpQLSfpOIK2SGcwVVkSTzNZUmfJ2e1Jc0aetIjceQ_2KAFYFYiEw/viewform
	APMM	https://docs.google.com/forms/d/e/1FAIpQLSd00TP1aQ7LJ8gjCCZpCaYdMrX4GvRel_1MDRQ26MzyW03zXA/viewform?vc=0&c=0&w=1&flr=0

❖ **List of Person in Charge (PIC):**

No.	Area / Bases / Fleet	Person In Charge (PIC)
1	GAM HQ	Fazlili
2	GAM SIERRA	Akmal
3	MIAT	Hj Hasnan
4	PGU KA	Laila Mazlin
5	PGU AW139	Ibrahim
6	APMM	Suhaimi
7	FENNEC (LUMUT)	Moradi
8	BOMBA (BERTAM)	Razif
9	PGU (KK)	Harry
10	BOMBA (MIRI)	Mohammad

❖ **Schedule Testing List (Example):**

For more random detection coverage, each base is recommended to split into 2 groups (A & B).
Group A will do test on week 1, Group B will do test on week 2.

Then, Group A will do test on week 3, Group B will do test on week 4. (Intermittent)

This process will continue until there is amendment on MITI latest Guidelines.

Example: September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Group A

Group B

SELF TEST KIT MANAGEMENT FLOW

CARTA ALIR PENGURUSAN PENGGUNAAN KIT UJIAN KENDIRI COVID-19



Individu yang menjalani ujian saringan sendiri COVID-19



Ikuti langkah-langkah menggunakan kit ujian seperti berikut:-
a) **Prosedur sebelum menjalankan ujian**
b) **Prosedur ujian**
c) **Prosedur selepas menjalankan ujian**



Membuat *Self-reporting* melalui **MySejahtera**



Positif

Negatif

Keputusan Kit Kendiri

- Hadir sendiri (*self referral*) ke fasiliti kesihatan swasta, COVID-19 Assesment Centre (CAC) atau Klinik Kesihatan
- Bagi pesakit tidak bergejala di kawasan Greater Klang Valley adalah menerusi *Virtual CAC*

Sekiranya bergejala, sila ke fasiliti kesihatan swasta atau ke Klinik Kesihatan untuk penilaian kesihatan.

- Nota:
1. **MySejahtera** akan memuatnaik semua keputusan ke dalam SIMKA.
 2. PKD mendapat maklumat keputusan melalui aplikasi **MySejahtera/SIMKA** untuk tindakan kawalan.
 3. Sekiranya **keputusan ujian *invalid***, ujian perlu diulang.