

SAFETY MEMO

To : HOD & All Staffs
Date : 6th JANUARY 2022
Reference : GAM/SAFETY/COVID19/22-033(001)/WI
Subject : COVID-19 Management Committee Update

With regards to the recent COVID-19 Management Committee (CMC) Meeting on 16/12/2021, the Management has agreed and emphasized on the following.

1. To fully comply with the COVID-19 SOP at all times, i.e., wearing face mask, regular hand washing/ sanitizing, scan MySejahtera, social distancing including during mealtime/ break, and other SOP by KKM.
2. The SOP compliance is important to minimize losses to the company in term of monetary, time, manpower shortage and to minimize disruption of operations.

Note: Based on our record, the man-day lost due to quarantine for November 2021 is 187 days or equivalent to approx. RM28,000 (average cost per person per day is RM150).

3. If you are a COVID-19 positive or a close contact case due to external infection or SOP breached 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 Any excess will be treated as **UNPAID LEAVE** and the Work from Home (WFH) entitlement is no longer applicable (refer to HR Directive 2021-018, dated 15/10/2021 – Appendix 1).
4. 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.
5. For internal close contact case, confirmation from your HOD and Safety Department is required for the quarantine process as well as updating MySejahtera.

Stay safe and stay strong, let's fight against COVID-19 together. Attached herewith, please find the COVID-19 related document/ poster for your record and reference.

Thank you and your kind attention is greatly appreciated.

Yours sincerely,



Wan Izahan Zameree Ishak
Safety & Health Manager

c.c.

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

Appendix

App. 1 – HR Directive dated 15/10/2021.

App. 2(i, ii, ii) – KKM COVID-19 poster.

2021-018

To : **ALL GAM**
From : ADMIN & HR MANAGER
Copy to : Dato' MANAGING DIRECTOR
Date : 15-10-2021

KLANG VALLEY MOVED TO PHASE 3

Alhamdulillah with the improvements in daily statistics Covid-19, Kuala Lumpur, Putrajaya and Selangor will transition from Phase Two to Phase Three of the National Recovery Plan.

(<https://www.malaysianow.com/news/2021/09/29/klang-valley-to-move-to-phase-3/>).

This weekend will be a long weekend for some whose taking Annual Leave on Monday and planning to go somewhere with the loved one, please ensure that you always follow the SOP wherever you are.

Prior returning to work, you are required to do **Covid SELF-TEST** and can enter the office if your result is NEGATIVE. Kindly inform the result to the respective HOD for the notification. Failure to do the self test and found out positive will affect the company operations. If there are positive cases caused from your irresponsible action, any cost incurred to the following person in the company shall be borne by you.

If your self-test results turns out **positive or being close contact with someone** which refrain you to resume working and need to undergo Self Quarantine, you shall to utilise Medical Leaves, Annual Leaves and Unpaid Leaves. No more Work From Home entitlement applicable. Completed 2 doses vaccine does not guarantee that you will not affected or becoming a close contact.

Until then, take care, stay safe and always follow SOP.

Thank you.

Kindest regards,
for and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.


DATIN ZULHANI BINTI ALIAS
ADMIN & HUMAN RESOURCE MANAGER



App. 2(i): COVID-19 Awareness Poster

1

Bagaimana saya boleh melindungi diri saya dan keluarga saya daripada jangkitan VOC OMICRON?

1 Tangguhkan perjalanan ke negara yang berisiko tinggi berlaku penularan VOC Omicron. Adalah dinasihatkan untuk sentiasa merujuk laman web KKM atau WHO untuk mendapat senarai terkini.



07:30	MALAWI	CANCELLED
09:00	ANGOLA	CANCELLED
10:45	BOTSWANA	CANCELLED
11:15	ZIMBABWE	CANCELLED
12:00	MOZAMBIQUE	CANCELLED

2 Terus mengamalkan langkah-langkah kesihatan awam sendiri berikut:

- ✓ Pakai pelitup muka
- ✓ Jaga penjarakan fizikal
- ✓ Kerap cuci tangan atau menggunakan *hand sanitizer*
- ✓ Amalkan etika batuk dan bersin
- ✓ Elakkan tempat yang sesak dan sempit
- ✓ Pastikan pengudaraan yang baik

3 Dapatkan vaksin COVID-19, termasuk dos penggalak yang boleh mencegah penyakit teruk dan kematian akibat COVID-19.



Disediakan oleh: Pasukan Komunikasi Risiko CPRC Kebangsaan
Dikemaskini 13 Disember 2021



sihatmilikku



COVID-19

JARAK SOSIAL DI TEMPAT KERJA

- Polisi tidak bersalaman
- Promosi etika batuk dan bersin yang betul
- Sediakan *hand sanitizer* di pintu masuk
- Sentiasa beri peringatan penggunaan *hand sanitizer*
- Tangguh mesyuarat dan acara berskala besar
- Pekerja yang sakit mesti berada di rumah
- Sentiasa disinfeksi permukaan yang kerap disentuh



- Tingkatkan aliran udara dengan membuka tingkap
- Bekerja dari rumah atau lakukan giliran bekerja secara berjadual
- Pastikan jarak sekurang-kurangnya 1 meter semasa makan
- Elakkan berkongsi makanan di tempat kerja
- Nilai risiko perjalanan pekerja yang berurusan di luar pejabat
- Tingkatkan saringan kesihatan dan kebersihan pengendali makanan dan kontak mereka

#KitaTeguhKitaMenang

Kementerian Kesihatan Malaysia



Hentikan Penularan COVID-19 Di Tempat Kerja

Amalkan norma baharu & patuh SOP yang ditetapkan

Imbas aplikasi MySejahtera sebelum memasuki premis



Kerap mencuci tangan menggunakan air dan sabun atau hand sanitizer



Lakukan saringan suhu badan di pintu masuk premis (suhu melebihi 37.5°C tidak dibenarkan masuk)



Amalkan etika batuk dan bersin yang betul



Sentiasa memakai pelitup muka semasa di tempat kerja



Amalkan penjarakan fizikal dan elakkan kesesakan di lif, pantri, surau dan tempat rehat



Elakkan berjabat tangan dan gunakan kaedah memberi salam tanpa sentuhan



Disinfeksi permukaan yang kerap disentuh seperti tombol pintu dan meja



HADKAN PERJUMPAAN FIZIKAL

- 1 Gunakan persidangan video dan bukannya perjumpaan bersemuka
- 2 Laksanakan bekerja dari rumah seperti ditetapkan jabatan
- 3 Tangguhkan semua lawatan kerja yang kurang penting
- 4 Amalkan waktu rehat secara bergilir di tempat kerja

PENGUDARAAN YANG BAIK

- 1 Buka tingkap untuk pengudaraan semulajadi jika sesuai
- 2 Rujuk Garis Panduan* bagi penggunaan pengudaraan mekanikal

*Annex 52 Guidelines on Ventilation in Healthcare Setting To Reduce The Transmission of Respiratory Pathogens

*Guidance Note on Ventilation and Indoor Air Quality (IAQ) for Non-Residential Setting during COVID-19 Pandemic

Rujukan: Annex 21, 25 dan 36 Garis Panduan Pengurusan COVID-19 di Malaysia No.5/ 2020

SOP: Standard Operating Procedure

JANGAN KE TEMPAT KERJA JIKA...

- 1 Anda mengalami gejala COVID-19
- 2 Ahli keluarga anda disyaki kes COVID-19 dan menunggu keputusan ujian