

SAFETY MEMO

To : All Employees
Date : 9th December 2020
Reference : GAM-S/ME/59/DEC20
Subject : ***GUIDELINE FOR CONDUCTING FACE-TO-FACE TRAINING DURING THE COVID-19 PANDEMIC***

1. PURPOSE OF THE GUIDELINE

The purpose of this guideline is to inform Galaxy Aerospace (M) Sdn. Bhd. staff on the procedures and requirements for any training arrangement, planning and to be conducted in GAM training facility during the COVID-19 pandemic will be refer to this guideline.

2. OBJECTIVES

Training plays a vital role as a catalyst to organisation growth and significantly contribute to the rebound and growth of the nation. Training that is conducted face-to-face has the risk of exposing the participants to infection by the Covid19 virus in view of the delivery mechanism. Hence, it is important to ensure that any face-to-face training that occurs is done so according to a guideline that ensures safety and health aspects are prioritised in the implementation of the training. The objectives of this guideline are to:

- Serve as a comprehensive guideline for face-to-face training to be conducted during the COVID-19 pandemic in GAM training facility; and
- Ensure safety and health aspects are prioritised during any training activity.

3. SCOPE OF GUIDELINE

This guideline will specify the requirements for training to be conducted during the COVID-19 pandemic. This guideline will be guided by all Standard Operating Procedures (SOP) from the National Security Council (MKN) related to the COVID-19 pandemic. This is to ensure compliance to all (MKN) SOP.

4. IMPLEMENTATION MECHANISM

This guideline must always be read together with the approved Standard Operating Procedures (SOP) from (MKN) related to the COVID-19 pandemic. The approved SOP is attached for reference.

All GAM training activities must always comply to the approved SOP. It is the responsibility of the company training organisers, employees, and other participants to ensure compliance to this guideline and all related (MKN) SOP throughout the implementation of any training conduct, arrange or plan by GAM.

5. AMENDMENTS

GAM management may change or amend this guideline from time to time. Employees and training organizers will be notified of the changes being made to strengthen due to ensure the effectiveness of this guidelines.

6. IMPORTANT REMINDER

No face-to-face training will be allowed in areas under Enhanced Movement Control Order (PKPD).

7. REQUIREMENTS

It is imperative to ensure the health and safety of all participants in any GAM training including trainers, trainees, and others. In view of this, all training that is conducted must comply to all requirements highlighted in this guideline.

8. GENERAL REQUIREMENTS

Temperature Scan and Safety Briefing

- All participants in a training must be screened before being allowed to enter any training facilities. This is to be done using QR codes through the *MySejahtera* application screening will be in the form of temperature scanning.
- Training safety briefing must be conducted in every session of a training.
- Any participant with high body temperature (*more than 37.5 degrees Celsius*) or showing other symptoms of Covid-19 should not be allowed access to the training facilities.

Face Mask

All participants in a training are highly encouraged to wear face masks throughout the duration of the training. If a participant does not have a mask, one must be provided to them by the training organiser.

Hand Sanitiser

Hand sanitiser must be made available at the entrance to the training facilities. Participants must also sanitise their hands every time they enter the facilities.

Consumables

To reduce the risk of contamination, any consumables that is used during the training should be prepared for everyone with no sharing allowed. This includes but not limited to training material, markers, pens, and paper.

Social Distancing

Social distancing is the practice of purposefully reducing close contact between people. Social distancing must always be maintained. All participants must maintain 1 meter from each other at all time throughout the training sessions.

9. TRAINING FACILITY SETUP

Training Venue

Training can be conducted at all dedicated GAM training facility. The training organiser must ensure that all the requirements in this guideline are met when choosing a venue for any training.

Maximum Number Of Participants

The maximum number of trainees allowed in a face-to-face training session is depending on the size of the training space to 1-meter social distancing.

Entry and Exit

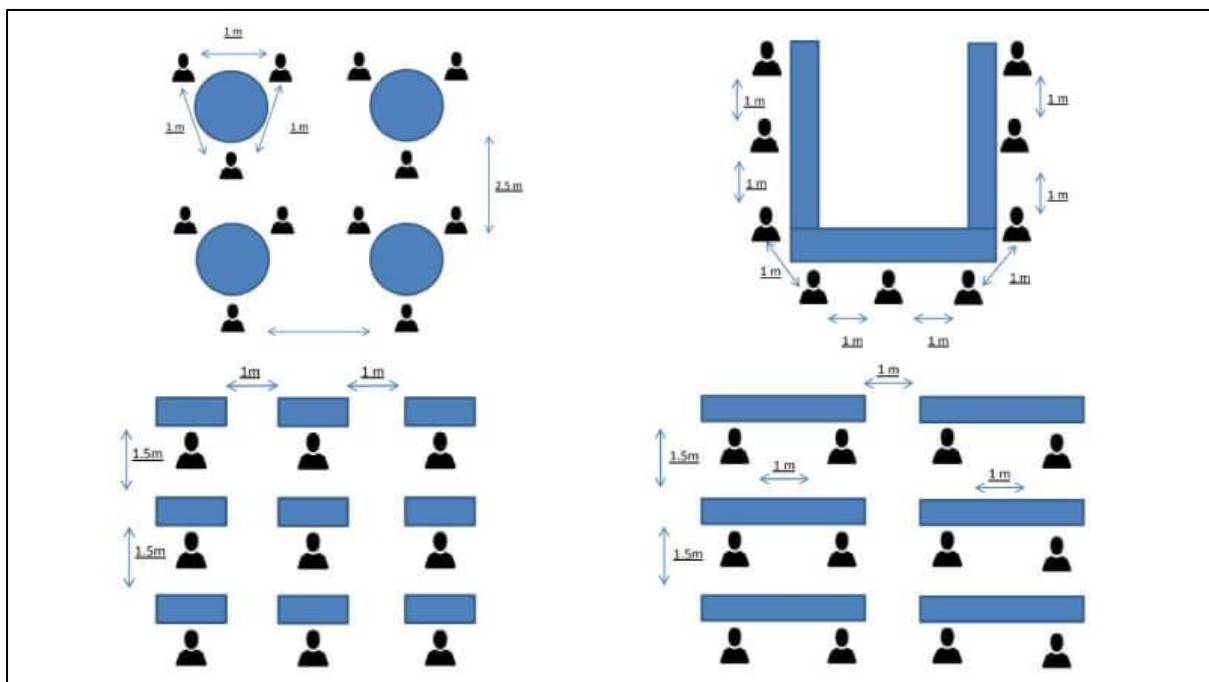
Entry and exit points to a training space should be limited. Ideally, there should be 1 dedicated entry and 1 dedicated exit point. For training spaces with only one access, the training organiser must do close monitoring of the access to ensure that all entry and exit to the room is done in an orderly manner.

Disinfection and Cleaning

The proper selection of the right application tools and ideal disinfectant is the most important process to meet your training facilities requirements. The training space must be disinfected accordingly, with refer to facility periodic disinfecting programme was organized by the company.

Seating Arrangement

The training organiser must ensure there is ample space between trainees in line with social distancing. To achieve this, the seating arrangement must be adequately spaced (4 square meters). Please refer to diagram shown below for some recommended seating arrangements.



10. TRAINING ACTIVITIES

All activities involving physical contact or close grouping of trainees will not be allowed. Non-physical group activities such as group discussions can be conducted. However, the training organiser and trainers must ensure that the trainees are adequately spaced for social distancing. Practical and hands-on activities can be conducted. However, the training organiser and trainers must ensure that the trainees are adequately spaced for social distancing.

11. MEAL ARRANGEMENTS

Meals including refreshments (if any), must be pre-packed and consumed at the participants individual seating in the training facility. Participants can take their meals in a separate space. However, those spaces must meet the same requirements as for a training space Only bottled drinks can be provided during the training session.

12. COMPLIANCE

This guideline shall form the terms and conditions for conducting face-to face training during the COVID19 pandemic in GAM training facility, an appropriate action will be taken by Galaxy Aerospace (M) Sdn. Bhd. management wherein any breach of such terms and conditions.

Failure to comply with the related SOPs the company reserves the right to cancel or defer immediately the training sessions. These SOPs are enforced by the Government through collaborations between the National Security Council (MKN), Ministry of Health (KKM), Royal Malaysia Police (PDRM) and other enforcement agencies.

*References: National Security Council (MKN) Guidelines.
HRDF Training Guidelines.*

Thank you,



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