

SAFETY MEMO

To : All Employees
Date : 16th December 2020
Reference : GAM-S/ME/60/DEC20
Subject : ***GUIDELINE OF MANAGEMENT OF CLOSE CONTACT PERSON (PUS) AT GALAXY AEROSPACE (M) SDN. BHD.***

1. PURPOSE OF THE GUIDELINE

The purpose of this guideline is to inform Galaxy Aerospace (M) Sdn. Bhd. staff to understand what action should be taken if they are in close contact or Person Under Surveillance (PUS) with Covid-19 patient.

The rapid escalation of the COVID-19 outbreak in Malaysia will give the significant effect of the health risk to Galaxy's employees and the organization. It also will give impact to Galaxy's daily operation and business. Therefore, we must ensure that we committed to perform and comply with all the rules and guidelines set by KKM. This afford can help to reduce the risk of Covid-19 virus spread in GAM and public.

2. GUIDELINE TO FOLLOW

- Identify if you are PUS / in close contact with a Covid-19 case.
- Conduct self-health assessments if there are symptoms of Covid -19.
- Consult the relevant clinic (Pejabat Kesihatan) if symptoms become worst.
- Make sure you download and register MySejahtera application.
- Follow all the GAM's previous memo published by Safety & HR related Covid-19 as reference.
- Comply with Home Surveillance Order (HSO) and make sure you wear the wristband during the observation period.
- Perform **mandatory quarantine for 10 days** at home.
- Make a daily self-assessment through the Home Assessment Tool in the MySejahtera application and this activity should continue for 14 days (Annex10)
- Understand the risks of Covid-19 to self and the public

*References: Director General of Health Malaysia
KKM.600-29/4/146 Jld. 8 (85)*

Thank you,



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Safety Manager

C.C – Managing Director
Chief Technical Operation Officer
Quality Assurance Manager