

## SAFETY MEMO

**To** : All GAM staff  
**Date** : 25<sup>TH</sup> JUNE 2021  
**Reference** : **GAM-S/ME/69/JUN21**  
**Subject** : COVID 19 FLOW CHART & ACTION PLAN

---

1. This is the latest Guideline for our internal immediate action. Please treat this as instruction and reference to overcome the spread of virus in our company. Refer to “**Covid 19 Flow Chart & Action Plan**”.
2. We divided into 3 categories :
  - CATEGORY 1 : POSITIVE CASE (A)
  - CATEGORY 2 : CLOSE CONTACT (B)
  - CATEGORY 3 : CLOSE CONTACT (C)
3. Your category shall be determined upon your situation. Example, if Contact B was identified Positive from swabtest, he/she will changed to CATEGORY 1 : POSITIVE CASE (A). He/she shall refer to CATEGORY 1 flow chart. Same goes to other contacts.
4. Any update shall be update in timely referring to government 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

## COVID 19 FLOW CHART & ACTION PLAN

**TYPE OF CATEGORY :**

- 1 CATEGORY 1 : POSITIVE CASE (A)**
- 2 CATEGORY 2 : CLOSE CONTACT (B)**
- 3 CATEGORY 3 : CLOSE CONTACT (C)**

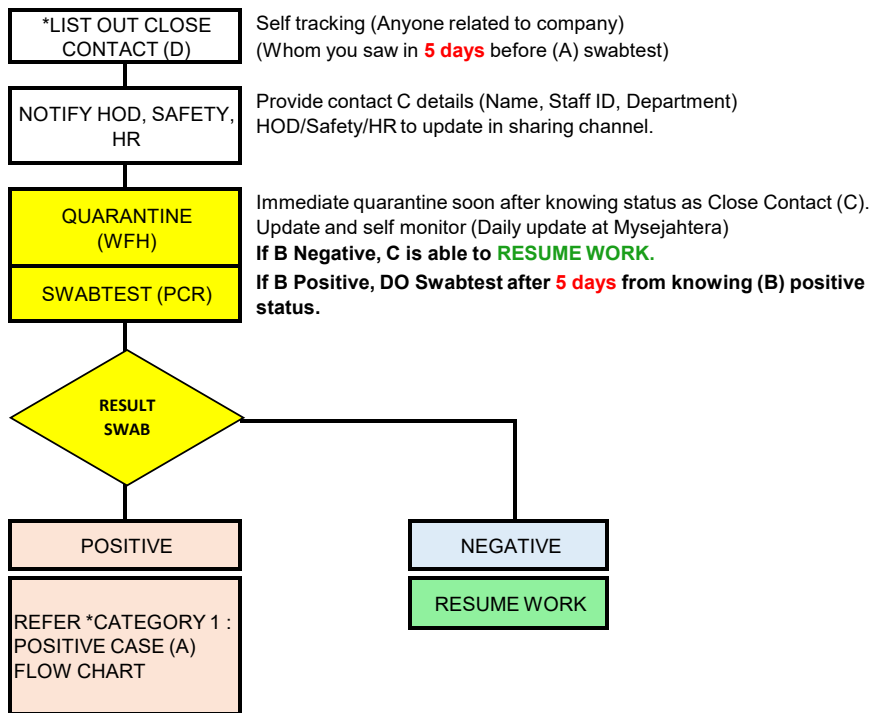
### CATEGORY 1 : POSITIVE CASE (A)

	<u>ACTION BY</u>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fce4d6;"> <p style="text-align: center; margin: 0;">POSITIVE</p> </div> <p style="margin-left: 20px;">Done Swabtest and confirmed positive case (A).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">QUARANTINE</p> </div> <p style="margin-left: 20px;">Immediate quarantine. Self monitor (Daily update at Mysejahtera)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">LIST OUT CLOSE CONTACT (B)</p> </div> <p style="margin-left: 20px;">Self tracking (Anyone related to company) (Whom you saw in <b>5 days</b> before swabtest)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">NOTIFY HOD, SAFETY, HR</p> </div> <p style="margin-left: 20px;">Provide "Name, Staff ID, Department, Swab test date, CT Value". Submit PCR report or Confirmed case letter to HOD, SAFETY, HR. Fill in Leave Application in GAM's Portal (Quarantine)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #d1ecf1;"> <p style="text-align: center; margin: 0;">WORK PLACE SANITIZATION</p> </div> <p style="margin-left: 20px;">1) Immediate In-House Sanitization. (Tools provided by company) 2) Sanitization by outsource.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">CONTINUE QUARANTINE</p> </div> <p style="margin-left: 20px;">Until <b>10 days</b> after swabtest or until wristband removal. *If symptom got worsening, see the doctor immediately.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #d4edda;"> <p style="text-align: center; margin: 0;">RESUME WORK</p> </div> <p style="margin-left: 20px;">Free from wristband. Submit Result Report or Discharged Letter to HOD, Safety, HR.</p>	<p>Positive patient (A)</p>  <p>(A) provide namelist to HOD &amp; Safety</p>  <p>Safety investigate (A) after being notified by (A) or HOD.</p>  <p>Department (In-house) Safety (out-source)</p>  <p>Close contact (B) deal with Safety and HOD for update</p>

### CATEGORY 2 : CLOSE CONTACT (B)

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">LIST OUT CLOSE CONTACT (C)</p> </div> <p style="margin-left: 20px;">Self tracking (Anyone related to company) (Whom you saw in <b>5 days</b> before (A) swabtest)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">NOTIFY HOD, SAFETY, HR</p> </div> <p style="margin-left: 20px;">Provide "Name, Staff ID, Department". Fill in Leave Application in GAM's Portal (Quarantine) *Quarantine shall be total 10 days after (A) positive status or until wristband removal.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">QUARANTINE (WFH)</p> </div> <p style="margin-left: 20px;">Immediate quarantine after knowing status as Close Contact (B). Update and self monitor (Daily update at Mysejahtera)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">SWABTEST (PCR)</p> </div> <p style="margin-left: 20px;">Swabtest after <b>5 days</b> from knowing (A) positive status.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">RESULT SWAB</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fce4d6;"> <p style="text-align: center; margin: 0;">POSITIVE</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fce4d6;"> <p style="text-align: center; margin: 0;">REFER *CATEGORY 1 : POSITIVE CASE (A) FLOW CHART</p> </div> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #d1ecf1;"> <p style="text-align: center; margin: 0;">NEGATIVE</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #fff3cd;"> <p style="text-align: center; margin: 0;">CONTINUE QUARANTINE</p> </div> <p style="margin-left: 20px;">Until <b>10 days</b> after swabtest. *If symptom got worse, check with doctor immediately.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #d4edda;"> <p style="text-align: center; margin: 0;">RESUME WORK</p> </div> <p style="margin-left: 20px;">Free from wristband.</p> </div> </div>	<p>(B) provide namelist to HOD &amp; Safety</p>  <p>Safety investigate (B) after being notified by (B) or HOD.</p>  <p>Close contact (B) deal with Safety and HOD for update</p>
---	--

### CATEGORY 3 : CLOSE CONTACT (C)



**ACTION BY**

(C) provide namelist to HOD & Safety

Safety investigate (C) after being notified by (C) or HOD.

Close contact (C) deal with Safety and HOD for update

**CONTACT NUMBER**

012-3777146 (MR. NIZAM)  
 013-9346852 (DATIN ZULHANI)  
 019-9710790 (MR. AZIZOL)

**NOTE**

1. SOURCE OF CONTACT SHALL BE DECLARED DURING INVESTIGATION.
2. SWAB TEST (PCR) OF ANY COVID CASE FROM OUTSOURCE ARE NOT ENTITLED UNDER COMPANY COST COVERAGE.