

## SAFETY MEMO

**To** : All GAM staff  
**Date** : 14<sup>th</sup> JULY 2021  
**Reference** : GAM-S/ME/69/JUN21 (Rev. 01)  
**Subject** : COVID 19 FLOW CHART & ACTION PLAN

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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) or CASUAL CONTACT
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. Please be informed that any vaccinated personnel are included to follow our procedure. Quarantine and swab test are justified according to Category and Assessment by Safety team.
5. Any update shall be update in timely referring to government Safety Operation Procedure (SOP).
6. 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

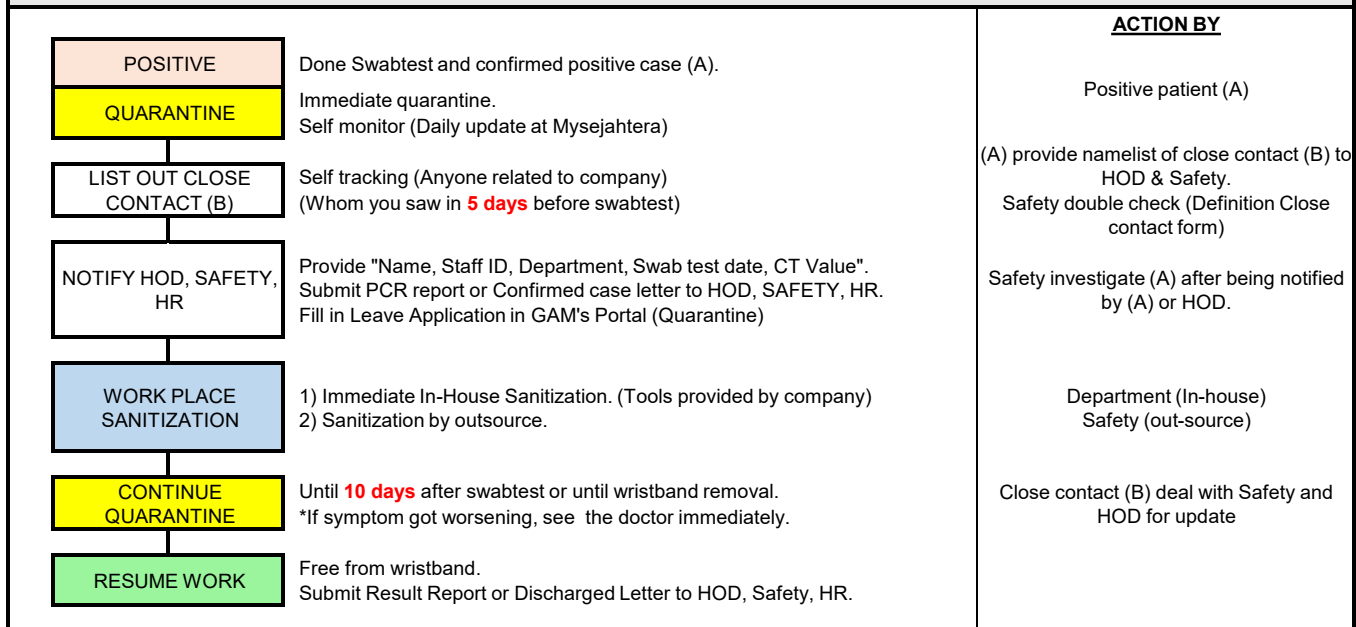
**TYPE OF CATEGORY :**

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

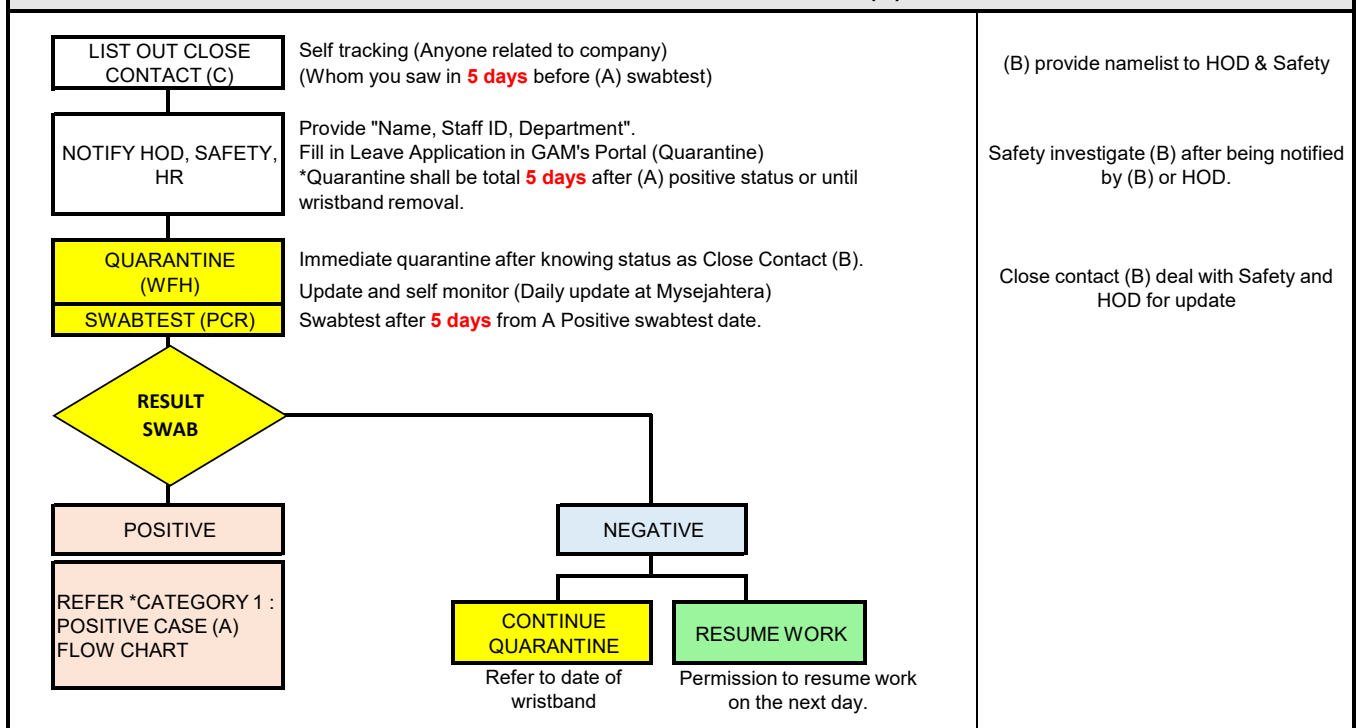
**CHANGES :**

- 1) Namelist from patient (A) shall be double check by Safety to final confirm CLOSE CONTACT B.
- 2) CLOSE CONTACT B shall be quarantine and do swabtest on day-5. If the result is Negative, please RESUME work on the next day. If POSITIVE, follow CATEGORY 1 flowchart.
- 3) CLOSE CONTACT C or CASUAL CONTACT shall resume to work as usual. However, you MUST follow SOP and standby for B result. If B positive, you need to do swabtest on the next 5-days..

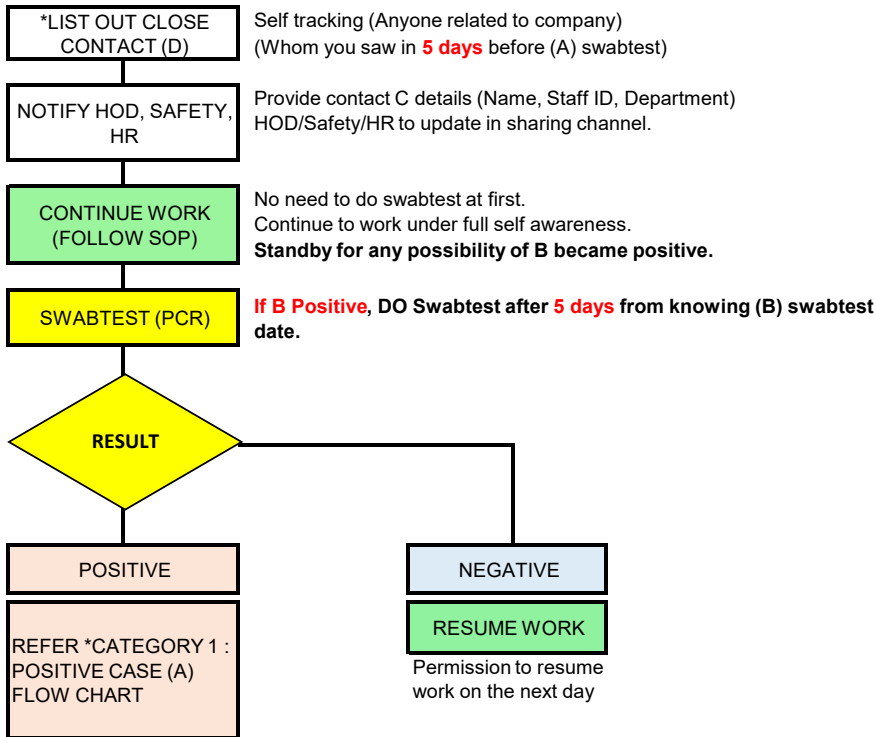
### CATEGORY 1 : POSITIVE CASE (A)



### CATEGORY 2 : CLOSE CONTACT (B)



**CATEGORY 3 : CLOSE CONTACT (C) or CASUAL CONTACT**



**ACTION BY**

Standby namelist (Contact D)

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

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

CONTACT NUMBER	NOTE
012-3777146 (MR. NIZAM) 013-9346852 (DATIN ZULHANI) 019-9710790 (MR. AZIZOL)	1. SOURCE OF CONTACT SHALL BE DECLARED DURING INVESTIGATION. 2. SWAB TEST (PCR) OF ANY COVID CASE FROM OUTSOURCE ARE NOT ENTITLE UNDER COMPANY COST COVERAGE. 3. ANY VACCINATED PERSONNEL SHALL BE NO EXCEPTION TO FOLLOW THIS PROCEDURE ACCORDINGLY.

## DEFINITION CLOSE CONTACT


### Close Contact Definition

(Ministry of Health Malaysia - Updated on 22nd April 2021)

- Health care associated exposure without appropriate PPE (including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient)
- Working together in close proximity or sharing the same classroom environment with a COVID-19 patient
- Travelling together with COVID-19 patient in any kind of conveyance
- Living in the same household as a COVID-19 patient.

All close contact name list from Positive individual shall complete this assessment form according to latest KKM Guideline and advice. Link will be shared to listed personnel as soon as possible upon notification. Any other information will be gathered during investigation.

\*Sample format as per below :



**COVID-19 CLOSE CONTACT TRACING**

All name list which provided by Positive Contact A shall go through this simple assessment to recognise CLOSE CONTACT using guideline by KKM. Please answer questions accordingly :

\* Required

Name of Positive Individu \*

Your answer

Name of Close Contact \*