

## SAFETY MEMO

**To** : All Employees  
**Date** : 15<sup>th</sup> October 2020  
**Reference** : GAM-S/ME/55/OCT20  
**Subject** : **CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)** Kuala Lumpur, Selangor, Putrajaya & Sabah

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1. With respond to directive by Malaysian Government of **Conditional Movement Control Order (CMCO)**, Galaxy Aerospace (M) Sdn. Bhd. will continue their effort to control the spread of **COVID-19** within the organization.
2. The Restriction of **Conditional Movement Control Order (CMCO)** or **PKPB** was announced by the Government of Malaysia to be enforced on **12.01 midnight, 14 October to 27 October 2020 for Kuala Lumpur, Putrajaya and Selangor. Also 12.01 midnight, 13 October to 26 October 2020 for Sabah** with immediate effect.
3. However, Galaxy top priority is to ensure that our organization remains a capable and effective in assuring the well-being of staff and client's operations requirements. We will remains operate during the **CMCO** period as **Essential Service** as per specified under **Section 2 (First Schedule), Act 117, Industrial Relation Act 1967**.
4. Recently announced that the management of the mosque have received reports that one of the those present for the Friday Prayers on the 2<sup>nd</sup> October 2020 have tested **POSITIVE** for Covid-19. **Jabatan Agama Islam Selangor (JAIS)** have announced that all the prayers activity at the mosque in all of Selangor have to postpone until further notice.
5. Be advised that all GAM Staff are **STRICTLY PROHIBITED** to go and pray at Sultan Abdul Aziz Mosque (LTSAS) and also other mosque in all of Selangor. This is a preventive measure to ensure that our company to continuously operate. If there any obligations from our staff, it is a potential shut down to our operations due to this pandemic. Kindly also refer to the previous OA: -
  - **GAM-SMS/OA/20/0105 ( Covid-19 Safety Measures)**
  - **HR DIRECTIVE 2020-011 COVID –HOME SELF QUARANTINE (HSQ)**
  - **ADMIN DIRECTIVE 2020-005 CORONA VIRUS 2019 (COVID19).**
6. To prevent the spread of this epidemic from continuing to spread, do follow the SOP given by the **Malaysian National Security Council (MKN)** during CMCO Period

- Movement is not allowed in and out of the district. For staff who need to cross the district, however, they need to show the employer's work pass or letter of permission.
  - Only 2 people from a house are allowed to go out to buy necessities.
  - All schools, institutions of higher learning, skills training institutes, kindergartens, nurseries, tahfiz centres, public parks and recreation centres are closed.
  - Mosques and other non-Muslim houses of worship are closed.
  - All sports, recreational, social and cultural activities including weddings are not allowed.
  - Entertainment centres and nightclubs are also not allowed.
  - However, all economic activities in Selangor, WP Kuala Lumpur and Putrajaya are still allowed to operate as usual.
7. In the same regard, seeking all departmental head to disseminate this information to their subordinates and to paste this memo onto your respective notice board.

***#KitaJagaKita #KitaMestiMenang***

Thank you,



Mohammad Nizam Jaafar  
**Safety Manager**

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