



**TIMBER ASSOCIATION  
OF SABAH**

# **STANDARD OPERATING PROCEDURE**

**GUIDELINES ON  
MANAGING COVID-19 IN  
FOREST OPERATION**

**Ver.2.1**

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**IMPORTANT NOTICE:**

**Please note that this guide is non-exhaustive and may not cover all situation. Where applicable, this document should be read in conjunction with the latest relevant advisories issued by MOH (Ministry of Health) other government agencies and WHO (World Health Organization)**

**Due to the evolving situation of the COVID-19. TAS reserves the right to make changes to this guide without notice to reflect new developments.**

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## 2 INTRODUCTION

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### 2.1 DEFINITION

The following are the official definitions used by the World Health Organization (WHO) and the International Committee on Taxonomy of Virus (ICTV).

It is recognised that the term “COVID-19” refers to the *disease name* as prescribed by the WHO, and the *virus name* is “SARS-CoV-2” as prescribed by the ICTV.

**For all intents and purposes. “COVID-19” shall be used in this document to refer to both the COVID-19 (disease) and SARS-CoV-2 (virus) as a whole.**

#### 2.1.1 Coronavirus

*“Coronaviruses are a large family of viruses which may cause illness in animals or humans. In human, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe disease such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.” - World Health Organization*

#### 2.1.2 Coronavirus Disease Of 2019 (COVID-19)

*“COVID-19 is the infectious disease caused by most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.” - World Health Organization.*

#### 2.1.3 Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)

SARS-CoV-2 is the name of the virus of the COVID-19 disease, as the species of this virus belongs to is the ‘severe acute respiratory syndrome-related coronavirus’.

*Source: International Committee on Taxonomy of Viruses*

### 2.2 BACKGROUND

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness. The objective of this document is to:

- Prevent or limit the spread of COVID-19 at workplace
- Getting your workplace ready in case COVID-19 arrives in your community
- Be a reference document in dealing with COVID-19.
- To inform Management in various level of operations on the process and procedure required to be in-place to communicate, monitor and enforce its practices.

The Operation Management Team can implement other initiatives alongside what is stated in this document. Any initiative must:

- Ensure there is limited physical interaction between and with Operation Management Team at Operation level and Workers (Social Distancing).
- Promote Personal Hygiene.

## 2.3 EFFECTIVE PERIOD

The following SOP is in effect and to be implemented **IMMEDIATELY** at all Forest Operation Sites until given directive by the Director of each Company.

## 2.4 COVID-19 SYMPTOMS

All Forest Management Team and Workers are to **report if they exhibit any of the following symptoms**.

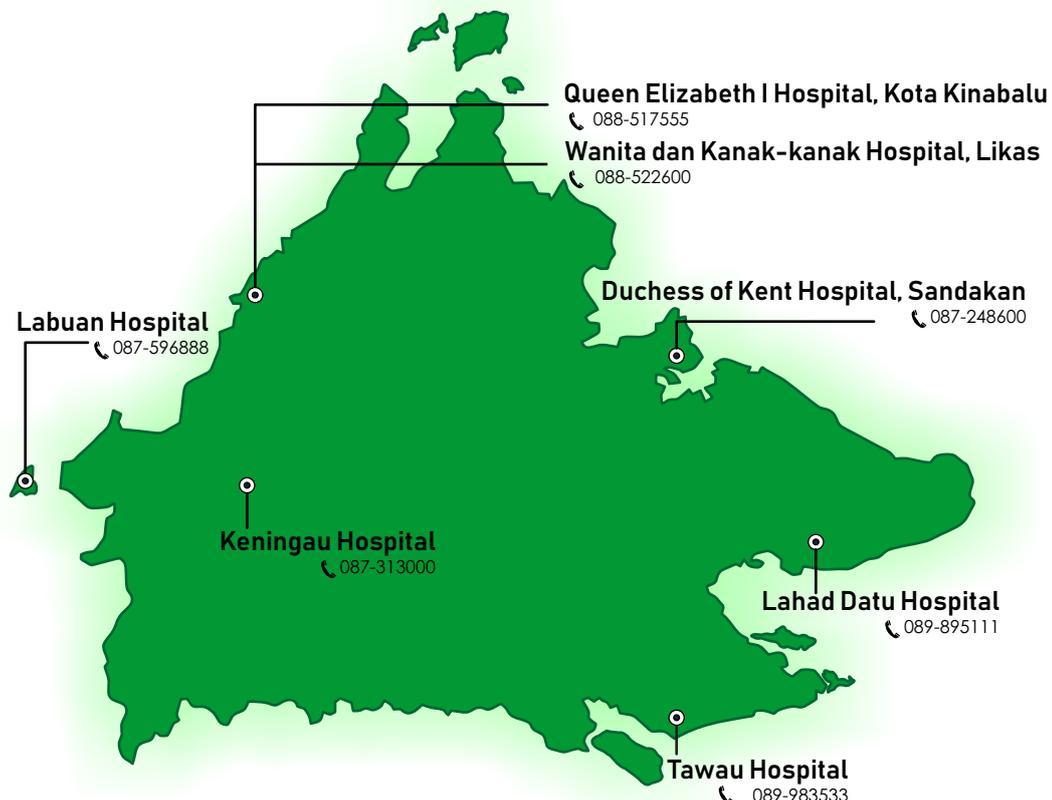
- Fever (temperature of 38 degree Celsius and above)
- Tiredness
- Aches and pains
- Runny nose
- Diarrhoea
- Dry cough
- Nasal congestion
- Sore throat

Source: World Health Organization

The Forest Management Team must observe if any individual shows any symptoms. The Forest Management Team is to follow **Quarantine Procedure** if an individual reports COVID-19 Symptoms. Source: International Committee on Taxonomy of Viruses.

## 2.5 LIST OF DESIGNATED HOSPITALS FOR COVID-19

### 2.5.1 Sabah and Labuan



## 2.6 COVID-19 HOTLINE

 <b>NATIONAL CPRC HOTLINE</b> CRISIS PREPAREDNESS RESPONSE CENTRE				
State	Tel. No	Email	Operation Hours	
			Weekdays	Sunday & Public Holiday
Pulau Pinang	04-262 9902 04-261 2533	epid_penang@moh.gov.my	8.00am - 5.00pm	8.00am - 5.00pm
Perak	05-243 3962	cprcprk@moh.gov.my	8.00am - 5.00pm	9.00am - 12.00pm
Perlis	04-976 0712 04-976 6317	cprcjkn.pls@moh.gov.my	8.00am - 5.00pm	9.00am - 5.00pm
Sarawak	082-443248	cprc_sarawak@moh.gov.my	8.00am - 5.00pm	8.00am - 5.00pm
Kedah	04-771 1174 04-772 4371	cprc_jknkedah@moh.gov.my	8.00am - 6.00pm	8.00am - 1.00pm
Negeri Sembilan	06-766 4940	cprcjknns@moh.gov.my	8.00am - 5.00pm	8.00am - 1.00pm
W.P Labuan	087-596 160	cprclabuan@moh.gov.my	8.00am - 10.00pm	8.00am - 10.00pm
Kelantan	09-747 2089	cprc_kel@moh.gov.my	8.00am - 5.00pm	9.00am - 12.00pm
Johor	07-238 2217	cprcjknj@gmail.com	8.00am - 5.00pm	8.00am - 5.00pm
Selangor	03-5123 7366 03-5123 7367	cprc_sel@moh.gov.my	8.00am - 5.00pm	9.00am - 1.00pm
Terengganu	09-622 9775 09-635 3752	bgerakan.trg@moh.gov.my	8.00am - 5.00pm	9.00am - 3.30pm
Melaka	06-234 5999 06-235 6999	cprcmelaka@moh.gov.my	8.00am - 5.00pm	9.00am - 5.00pm
W.P Kuala Lumpur & Putrajaya	03-2698 3757 03-2268 7301	cprckl@moh.gov.my	8.00am - 5.00pm	9.00am - 3.00pm
Pahang	09-574 7985 09-570 7984 011-4080 3247	cdcjknp@gmail.com.my	8.00am - 6.00pm	8.00am - 5.00pm
Sabah	088-219455 088-512531	sbhcprc@moh.gov.my	8.00am - 5.00pm	8.00am - 5.00pm

Source: Ministry of Health, Malaysia

## 3 GENERAL

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### 3.1 GENERAL GUIDELINES TO PREVENT THE SPREAD OF COVID-19 AT WORKPLACE

The simple low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect employees contractors or nearby community. All establishment should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. Any outbreak of COVID-19 at workplace not only can cause lost days of work but also has a potential to stop operation for an extended period of time.

- **Ensure workplaces are clean and hygienic**
  - Hygiene and cleanliness should be a way of life. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.  
**Why? Because contamination on surfaces touched by person is one of the main ways that COVID-19 spreads.**
- **Promote regular and thorough hand-washing by employees, contractors**
  - Provide sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly replenish.
  - Display posters promoting hand-washing and the correct ways of handwash
  - Combine this with other communication measures such as offering guidance from each respective organization in-charge of dissemination of information to staff and local community such as Occupational Safety and Health Unit and Community Forestry through briefings, spreading infographic awareness in the importance of practicing hand-washing.
  - Make sure that all staff, contractors and have access to places where they can wash their hands with soap and clean water.  
**Why? Because washing kills the virus on your hands and prevents the spread of COVID-19.**
- **Promote good respiratory hygiene in the workplace**
  - Display posters promoting respiratory hygiene.
  - Again, combine this with other communication measures such as offering guidance from each respective organization in-charge of dissemination of information to staff and local community such as Occupational Safety and Health Unit and Community Forestry through briefings to spread awareness.
  - Ensure that face masks and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.  
**Why? Because good respiratory hygiene prevents the spread of COVID-19.**

### **3.2 COMMITTEE TO HANDLE COVID-19 SOP**

The Forest Management Team is to set-up an Epidemic Control Committee to implement and enforce the COVID-19 SOP. Only individuals from the Forest Management Team shall hold the following positions:

- **Chairman (OSH Committee Chairman)**  
*Responsible to oversee implementation and enforcement of COVID-19 SOP and gives instructions accordingly.*
- **Operational Access Control Team**  
*Responsible for boundary and entrance access and security.*
- **Health Screening Team**  
*Responsible for health screening, monitor and perform check-up on quarantined individuals, ensuring proper sanitization of key areas.*
- **Transportation and Logistics**  
*Responsible for transportation for any one suspected to be ill to hospital, obtain food/daily necessities for re-supply.*
- **Safety and Health Coordinator/ Officer**  
*- Advisor to the development and implementation of COVID-19 SOP.*

### **3.3 COMMUNICATION**

The Forest Management Team is required to brief all Workers in all levels, Contractors, Worker's Family Members (if any) on the contents of this documents.

The briefing should be done as a reminder to all personnel in every level of the operations everyday / once in 2 week or so far as it is deem practicable.

Briefings should also include the importance of following these instructions, it should be noted that if the Operations are stopped due to the outbreak, this will lead to loss of income for everyone.

Reminders and notices shall be put up at all key areas (e.g. Supply/ Grocery Shop, Site Canteen, Individual quarters and Workplace, contractor's campsite).

Pictorial diagrams to be put up at all key areas to communicate **Social Distancing** (e.g. 2-metre distance) and **Personal Hygiene** (e.g. washing hands).

### **3.4 PROVISIONS BY THE COMPANY**

The company shall provide the following for their employee at workplace:

- Antibacterial soap/ hand sanitizer
- Antibacterial/disinfectant cleaning product
- 3-plymask
- Face Visor/ Shield
- Non Contact Thermometer
- Nitrile Glove

The Company will make available the following at designated area around the Operation Site

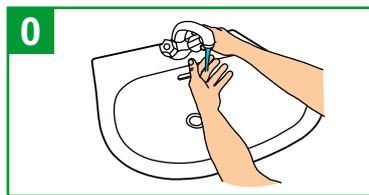
Item	Designated Area
Antibacterial soap and / or hand sanitizer	<ul style="list-style-type: none"> <li>• Office</li> <li>• Office Washroom</li> <li>• Pantry</li> <li>• Workshop</li> <li>• Staff Canteen/ Cafeteria</li> <li>• Company Vehicles</li> <li>• Grocery/ Supply Shops (if any)</li> <li>• Any washing area</li> </ul>
Antibacterial/ disinfectant cleaning product(s)	<ul style="list-style-type: none"> <li>• Office</li> <li>• Office Washroom</li> <li>• Pantry</li> <li>• Workshop</li> <li>• Staff Canteen/ Cafeteria</li> </ul>
3-ply Face Mask Face Visor/ Shield	<ul style="list-style-type: none"> <li>• To be kept by person in-charge of issuing</li> </ul>
Non- Contact Thermometer	<ul style="list-style-type: none"> <li>• Treatment Centre</li> <li>• Office</li> <li>• All Entrance/ Security Gate</li> <li>• Person assigned duty of taking temperature reading of staff</li> </ul>
Nitrile Glove	<ul style="list-style-type: none"> <li>• Treatment Centre</li> <li>• Office</li> <li>• All Entrance/ Security Gate</li> </ul>

### **3.5 PERSONAL HYGIENE**

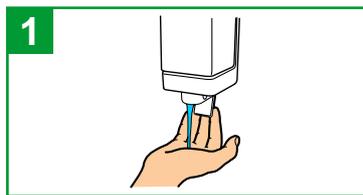
All Forest Management Team and workers are to practice regular personal hygiene by:

- Washing hands regularly with soap (please see Diagram 1 for **Hand Washing Methods**)
- Avoid touching eyes, nose, and mouth before washing / sanitizing hands.
- Not sharing food, cutlery, water bottles, cups /mugs, and other items with other individuals.
- Covering the mouth and nose when coughing or sneezing, and immediately washing hands with antibacterial soap or hand sanitizer.
- A 3-ply mask must be worn when in the presence of more than one person during work and non-working operations.

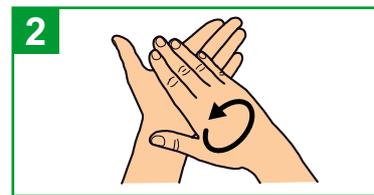
Diagram 1 - Hand Washing Methods (Source: World Health Organization):



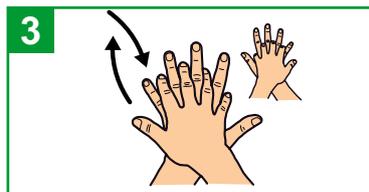
Wet hands with water;



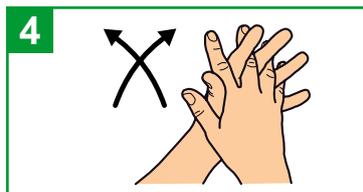
Apply enough soap to cover all hand surfaces;



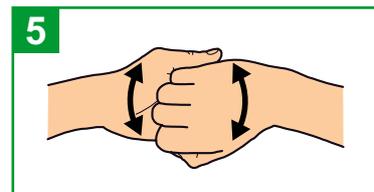
Rub hands palm to palm;



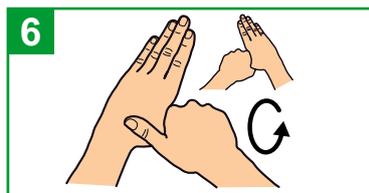
Right palm over left dorsum with interlaced fingers and vice versa;



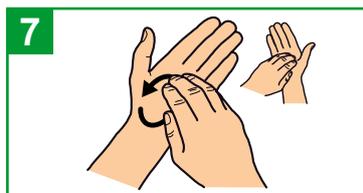
Palm to palm with fingers interlaced;



Rub with back of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa;



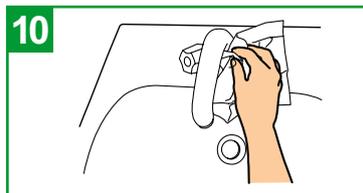
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



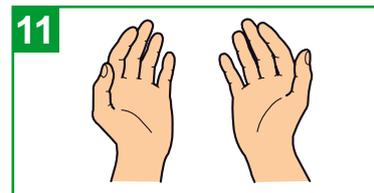
Rinse hand with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe. Hand washing should take 40-60 seconds.

\* Printable Copy is available in Annex 1

### 3.6 SOCIAL DISTANCING

The World Health Organization (WHO) has declared COVID-19 as a pandemic on 12th March 2020. This was due to the increasing in the number of cases reported around the world. One of the measures to reduce the impact of this pandemic is to practice social distancing. In view of this, it is recommended that social distancing measure as follows:

- All should **maintain a minimum of 2-metre distance from any individual**.
- Increase physical space between workers at worksite and all workspace (2-metres apart).
- There should be **no physical contact when greeting individuals**. Encourage no handshake policy.
- It is preferred to avoid team meetings and give instructions via electronic means, where possible.
- If unavoidable, limit in-person meetings and keep the meeting short while maintaining the social distancing practices. There shall be no group meetings which involves **10 people or more** or hosting an event with the current Pandemic Phase of COVID-19.

However under certain unavoidable circumstances there are steps an organization should consider taking in managing the risk. (*refer to guidelines below in managing COVID-19 risk when organizing a meeting or event*).

### 3.7 MANAGING COVID-19 RISK WHEN ORGANIZING A MEETING OR EVENT

Although it is not advisable to hold events and large meetings during Pandemic Phase of COVID-19. However these guidelines are a crucial information for any Forest Management to know and to consider. It can also be used to deal with other stakeholders, nearby villages and other community in relation to Community Forestry:

- Forest Management or Organizers of and events and larger meetings need to think about the potential risk from COVID-19 because:
  - There is a risk that people attending your meeting or event might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.
  - While COVID-19 can be a mild disease for most people, it can be a life threatening to others. Around 1 in every 5 people who catch COVID-19 needs hospital treatment.
- Key considerations to prevent or reduce COVID-19 risks:

#### **BEFORE the meeting or event**

- Check the advice from the authorities in the community where you plan to hold the event. Follow their advice.
- Develop and agree a preparedness plan to prevent infection at your event.
- Again, consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
- Could the meeting or event be scaled down so that fewer people attend?
- Ensure and verify information and communication channels in advance with key partners such as public health and the local health care authorities.

- Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone.
  - Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
  - Make sure all organizers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.
  - If they will not agree to this they cannot attend the event or meeting.
- Each Forest Management or event organizer are to develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
    - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
    - Have a plan for how they can be safely transferred from there to a health facility.
    - Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting.
    - Agree the plan in advance with the local authority/ health provider or health department.

**DURING the meeting or event**

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants.
- Build trust. For example, as an icebreaker, practice ways to say hello without touching.
- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Provide contact details or a health hotline number that participants can call for advice or to give information.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- If there is space, arrange seats so that participants are at least one meter apart or more.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone who starts to feel unwell, follow your preparedness plan or call your hotline.
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
- Thank all participants for their cooperation with the provisions in place.

### 3.8 QUARANTINE PROCEDURE

Any individual showing COVID-19 Symptoms at any point will be handled according to the following procedure:

1. Immediately send the individual to the nearest Hospital for COVID-19 testing. (Please see **List of Designated Hospitals for COVID-19**).
2. Follow instructions from the attending Doctor.

**If the attending Doctor suggests self-quarantine, follow the steps below:**

- a. Individual shall be quarantined at a specified quarantine location for a **minimum of 14 days. This location shall be identified by the Forest Management Team as Quarantine Quarters.**

The family of the individual will be self-quarantined at their own home. The individual and their family are not allowed to exit their premises. The Forest Management Team will arrange for food supplies and other necessities to be delivered to the premise, upon request.

- b. A representative from the Forest Management Team is to visit the quarantined individual and family to record their temperature (*please see **Procedure for Measuring Body Temperature with Infrared Temperature Sensor***).  
The representative is to wear suitable Personal Protective Equipment (PPE) (nitrile glove, 3-ply mask and additional face visor/shield are highly recommended.)
- c. The representatives should sanitize their hands immediately upon completion of visit and proceed to fully bathe. No physical contact (even with instruments) is permitted.
- d. If the quarantined individual develops a high fever, cough, or breathing difficulties, they are to be taken to the Hospital immediately (*list of **Designated Hospitals for COVID-19***).
- e. The individual and family will only be released from quarantine after 14 days when they do not exhibit any COVID-19 Symptoms.

#### 3.8.1 Returning Workers to Forest Premises after Movement Control Order (MCO)

The Forest Management Team shall be aware of the staff returning to Forest Premises after MCO ends. All staff returning are subject for Health Screening for signs and symptoms of COVID-19 by the representatives from Forest Management Team. (*refer to 3.8 QUARANTINE PROCEDURE*). **Sample of Form can be found at Annex 2.**

### 3.9 QUARANTINE LOCATION

The Forest Management Team will identify a house or location to be the Quarantine Quarters which is:

- Away from other Housing Area for the non infected workers and any operations (e.g. Grocery/ Supply Shops, Canteen/ cafeteria, Offices).
- There shall be no visitors to the Quarantine Quarters. If absolutely necessary, discuss with the Forest Management Representatives.
- The Quarantine Quarters shall be scheduled for cleaning and disinfectant everyday or as frequent as it is practicable and person assigned for cleaning and disinfecting shall be properly trained (*Refer to **Procedure for Cleaning and Disinfecting of Premises.***)
- The Quarantine Quarters shall be provided with no-touch bins or biohazard bag for disposal of tissues/ surgical mask and procedure of managing risk in handling clinical waste and bio-hazard waste should be in place.

### **3.10 PROCEDURE FOR MEASURING BODY TEMPERATURE WITH NON-CONTACT TEMPERATURE SENSOR**

Only non-contact temperature sensors are allowed (i.e. infrared temperature sensor).

1. Ensure all equipment are sanitized before each use.
2. Put on nitrile gloves and 3-ply mask.
3. Make sure no hair, hat, perspiration, or make-up is covering the forehead of the individual being tested.
4. Aim the infrared thermometer at the center of the forehead (the device should be between 3-5cm from the forehead). Do not touch the individual being tested with the device.
5. Press the trigger/ button and record temperature in logbook.
6. Repeat step 5 to confirm temperature reading.  
If the device is unable to read the temperature and/ or there is still perspiration on the individual's forehead, aim the thermometer behind the ear lobe of the individual and proceed with step 5 and 6.
7. Sanitize the device and hands.
8. Proceed to next individual/ family, if applicable.
9. Once completed, dispose of 3-ply mask and nitrile gloves in appropriate manner.

### **3.11 TRANSPORTING INDIVIDUAL WITH SYMPTOM**

Forest Management Team shall make every effort and sufficient step to ensure the safety and health of every personnel when transporting workers with COVID-19 symptoms to hospital.

- To separate and prevent sharing and exchanging the air inside the cabin between drivers or any other personnel with the individual showing COVID-19 symptoms, Forest Management can consider to erect a plastic partition separating between the front driver and rear passenger space.
- Representatives of Forest Management shall accompany the individual to the nearest Hospital to receive instruction with the attending Doctor.
- Suspected individual shall only be seated at the rear.
- Every person in the vehicle shall wear surgical mask and do not encourage any unnecessary conversation.
- Rear window shall be lowered just sufficient enough to allow air ventilation for the rear passenger.
- Where possible, Forest Management shall allocate a vehicle specifically for this task and shall not be used to perform any other duties.
- Vehicles used to transport suspected individuals shall be sanitized thoroughly after making any trips. Care to be taken to the high touch area.
- All the seats shall also be covered thoroughly by plastic sheets instead of fabric surface to enable sanitization and disinfect can be done more effectively.

### 3.12 PROCEDURE FOR WEARING SURGICAL MASK

Before putting on a mask, clean hands with alcohol-based hand rub or wash hand with soap and water.

1. Wear it with the coloured side facing out. White side facing in.
  2. Ensure it covers the nose and mouth fully and ensure there is no gap between your face and the mask.
  3. Tie/loop the strap around the head or over the ear.
  4. Use two fingers to press the concealed metal wire down to fit the shape of the nose.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or wash hand with soap and water.
  - Replace the mask with a new ones as soon as it is damp and do no re-use single-use mask.
  - To remove the mask; remove it from behind (do not touch the front part of the mask);
  - Discard immediately in a closed bin and clean your hands with alcohol-based hand rub or wash hand with soap and water.



1  
Wear it with the coloured side facing out.  
white side facing in



2  
Ensure it covers the nose and  
mouth fully



3  
Tie/ loop the strap around the head  
or over the ear



4  
Use two fingers to press the concealed  
metal wire down to fit the shape of the nose

### 3.13 PROCEDURE FOR DISINFECTING BUILDING PREMISES AND FACILITIES

This document aims to provide guidance about the environmental cleaning and disinfecting. The guidelines can be use for Quarantine Quarters and other Forest camp facilities (e.g. cubicles in rooms, offices, staff quarters and toilets, etc.) where persons with potential exposure to COVID-19 have housed.

The causative agent involved in the current outbreaks of 2019-nCoV acute respiratory disease, the 2019-nCoV (genus: Betacoronavirus), belongs to the family of coronaviridae, a large family of enveloped, positive-sense single-stranded RNA viruses. Coronaviruses are transmitted in most instances through large respiratory droplets and contact transmission, but other modes of transmission have also been proposed worldwide.

The time of survival and the conditions affecting the 2019-nCoV viability in the environment are currently unknown. According to studies assessing the environmental stability of other coronaviruses, the Severe Acute Respiratory Syndrome coronavirus (SARS-CoV) is estimated to survive several days in the environment and the Middle East Respiratory Syndrome-related coronavirus (MERS-CoV) more than 48 hours at an average room temperature (20°C) on different surfaces [1-3].

**Environmental cleaning:** Due to the potential survival of the virus in the environment for several days, the premises and areas potentially contaminated with the 2019-nCoV should be cleaned before their re-use, using products containing antimicrobial agents known to be effective against coronaviruses.

Although there is lack of specific evidence for their effectiveness against 2019-nCoV virus, cleaning with water and household detergents and use of common disinfectant products should be sufficient for general precautionary cleaning. Tests carried out using SARS-CoV showed that sodium hypochlorite is effective. Household product such as Clorox Bleach contains 6% Sodium Hypochlorite is available in most Grocery Stores are suitable types of disinfectant.

**Office Area**

**Types of Surface**

- Floors and Other Hard Surface (e.g Door Knob, Light Switches, Handrail, Telephone, Sink, Faucet, Water tap, Elevator Buttons, Desk)

**Preparation**

- Disinfect Solution : Sodium Hypochlorite (e.g Clorox Bleach)  
Dilution ratio 1:9 (e.g 1 Lit Bleach : 9 Lit Water)  
or - Instant wipes that contains 70%



1 Lit  
Bleach

=



9 Lit  
Water

**Equipment**

- Face mask
- Protective Glove
- Floor Mop
- Wiping Cloth
- Pail
- Spray Bottle

Floor surfaces are to be disinfect at least two times a day  
All hard surface except floors to are to be applied using spray bottle and wipe with wiping cloth at least two times a day.

## Housing Quarters

### Types of Surface

- Floors and Other Hard Surface (e.g Door Knob, Light Switches, Handrails, Sink, Faucet, Water tap, Desk, furniture, kitchen top surface)

### Preparation

- Disinfect Solution : Sodium Hypochlorite (e.g Clorox Bleach)  
Dilution ratio 1:9 (e.g 1 Lit Bleach : 9 Lit Water)  
or - Instant wipes that contains 70%



### Equipment

- Face mask
- Protective Glove
- Floor Mop
- Wiping Cloth
- Pail
- Spray Bottle

Floor surfaces are to be disinfect at least two times a day

All hard surface except floors to are to be applied using spray bottle and wipe with wiping cloth at least two times a day.

## Quarantine Quarters

### Types of Surface

- Floors and Other Hard Surface (e.g Door Knob, Light Switches, Handrails, Sink, Faucet, Water tap, Walls, other furniture,

### Preparation

- Disinfect Solution : Sodium Hypochlorite (e.g Clorox Bleach)  
Dilution ratio 1:9 (e.g 1 Lit Bleach : 9 Lit Water)



### Equipment

- Face mask
- Face Visor/ Shield
- Protective Glove
- Floor Mop
- Flat Mop
- Wiping Cloth
- Pail
- Spray Bottle

Floors and wall surfaces are to be disinfect at least two times a day

All hard surface except floors to are to be applied using spray bottle and wipe with wiping cloth at least two times a day. Walls are to be applied using flat mop to ensure better cleaning coverage.

## Vehicles

### Types of Surface

- High Touch Point Such as Steering, Signal Indicators, Door Handles, Gear and door levers and other interior surface.

### Preparation

- Disinfect Solution : Multisurface Cleaner (e.g Dettol)  
Dilution ratio: According to manufacturer's instruction  
or - Instant wipes that contains 70%

### Equipment

- Face mask
- Protective Glove
- Wiping Cloth
- Spray Bottle

Car interior surface are to be applied using spray bottle and wipe with wiping cloth as frequently as possible and at least twice a day. Disposal glove are to be discarded properly after each use.

Car exterior can go through normal washing using detergent or the Multi Surface cleaner. Extra efforts to be taken on the exterior Door Lever.

More areas will be added

## 4 FOREST OPERATIONS

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### 4.1 GENERAL

#### 4.1.1 Restricted Movement of Forest Management Team and Workers

In accordance to the Movement Control Order by the Malaysian Government,

- All Annual Leave, unless for emergency purposes, is cancelled
- Forest Operation Team and Workers are not permitted to leave the forest premises.
- Any individual returning from Annual leave are to self-quarantine for 14 days. Their temperature should be monitored daily and they are to report if they show any **COVID-19 Symptoms**. It is preferred if the returning individual self-quarantine at their personal home outside of the Forest Operation area.
- Forest Management Team can allow exit to an individual (limited to a single individual, where possible) with approval from Forest Manager / OSH Committee Chairman if they are conducting the following:
  - Purchase for re-supply of food and drink
  - Purchase for re-supply of health and safety items
  - Purchase for re-supply of daily necessities
  - Seeking treatment of other medical services

When out of the Forest Operation, the individual must practice **Social Distancing (2-metre distance)**, **personal hygiene**, **wear a 3-ply mask at all times**, and **sanitize the interior of the vehicle upon their returning**. Extra attention to be given to the “**high-touch**” spots such as **seats, steering wheel, gear and indicator lever, inner and outer door handle**. The Forest Management Team shall record the date, places of visit, and name of the individual. The individual shall report if they are displaying any **COVID-19 Symptoms**.

### 4.2 FOREST OPERATION OFFICE

#### 4.2.1 Cleaning of Forest Offices

The Forest based office is to be cleaned with antibacterial/ disinfectant cleaning product every 2 days or as frequent as it is practicable. This includes wiping all surfaces (e.g tables, chairs, stair handrails) and floors.

#### 4.2.2 Personal Hygiene and Social Distance at Office

- Forest Management Team working in the Office must be seated at least 2-metres away from any individual and a 3-ply mask must be worn when in the presence of more than one person during work and non-work operations.
- Forest Management Team are to minimize contact as much as possible when conducting their office work and must practice Personal Hygiene at all times.
- It is preferred if Forest Management Teams avoid team meetings and give instructions via electronic means, where possible.
- Where possible, Forest Management Team may consider to have job rotation in which workers change job tasks or areas or divide into smaller group to reduce the potential exposure working in a certain high numbers of people.

#### 4.2.3 Ventilation

- Preferable Air-condition shall not be use. During office hours, all windows must be opened and fans are only to be used to get a good ventilation.

### **4.3 COMMUNITY AREAS AND SOCIAL GATHERINGS**

- All recreational Community Areas (e.g. football field, badminton court, seating area) are to be closed immediately.
- All planned Social Gatherings (e.g. sports day, birthday party, farewell) are to be cancelled.
- No social gatherings are to be held including at housing areas and within houses, except for residing family.

### **4.4 HOUSING AREA**

- All Forest Management Teams and Workers are to remain within their own household unless they are working. However, one individual per household at a time can visit the Forestry Grocery/ Supply shop to purchase provisions. (Where available)
- There shall be **NO**:
  - Visiting of friends and families' house(s)
  - Gatherings within the housing area by different individuals and/ or families
  - Families shall clean their household with antibacterial/ disinfectant cleaning products everyday or as frequent as it is deemed practicable.

### **4.5 GROCERY SHOP IN FOREST AREA**

- The Grocery/ Supply Shop can operate but items are to be ordered and paid for 'over the counter' to control and limit the number of people entering. (i.e. no individual, except the Shopkeeper, is allowed within the Shop).
- The Shopkeeper must wear a 3-ply face mask and Nitrile gloves throughout the operation of the Grocery/ Supply Shop.
- The Shopkeeper can only serve one person at a time, all other individuals visiting the Shop have to queue away from the Shop and stand a minimum of 2-metre distance from the next individual (**Social Distancing**).
- Individuals visiting the Shop must also wear a 3-ply mask.
- The Shopkeeper must maintain **Personal Hygiene** especially washing/ disinfecting their hands after serving each customer. There is to be no physical contact between Shopkeeper and customer.
- The Shopkeeper will be monitored daily for any **COVID-19 Symptoms** by a representative from the Forest Management Team.
- The Shop must be disinfected each day.
- The Forest management Team is to determine the operation hours and may allow extended hours of operation for the Grocery/supply Shop.

## **4.6 CANTEEN/ CAFETERIA**

- The Canteen Operator must wear a 3-ply face mask and Nitrile gloves throughout the operation of the Canteen.
- If there is a queue, individuals are to stand a minimum of 1-metre distance or more from the next individual and all are to maintain social distancing while having their meal.
- The Canteen Operator must maintain Personal Hygiene especially washing/ disinfecting their hands after serving each customer. There is to be no physical contact between Canteen Operator and customer.
- The Canteen Operator will be monitored daily for any COVID-19 Symptoms by a representative from the Forest management Team.
- The Canteen must be disinfected each day.

## **4.8 TRANSPORTATION OF WORKERS**

- There shall be no transportation of workers in large numbers.
- Workers must be seated a minimum of 1-metre apart whilst being transported.
- A 3-ply mask must be worn when in the presence of more than one person during work and non-work operations.
- The Forest Management Team may be required to organise additional transport.
- All vehicles are to be cleaned with disinfectant at the end of each day.

## **4.9 FIELD OPERATIONS**

### **4.9.1 Harvesting Operation**

- Workers must be seated a minimum of 1-metre apart whilst being transported and arrange additional transport if required to avoid carrying large numbers of workers at a time.
- A 3-ply mask must be worn when in the presence of more than one person during work and non-work operations.
- Within each Harvesting team, the individuals always have to maintain a 1-metre distance, especially during their breaks.
- All vehicles are especially used in transporting workers to be cleaned with disinfectant at the end of each day and as often as it is practicable in between working hours. Attention to be taken to where the area of frequent contact point.

### **4.9.2 Nursery**

- Should there be a need to transport workers, they are to be seated a minimum of 1-metre apart whilst being transported. Additional transport are to be arrange if required to avoid carrying large numbers of workers at a time.
- A 3-ply mask must be worn when in the presence of more than one person during work and non-work operations.
- While working, individuals always have to practice and maintain social distancing. ( min of 1-metre distance or more).
- Hand-washing facilities are to be provided for workers in maintaining Personal Hygiene practices.
- All vehicles are especially used in transporting workers to be cleaned with disinfectant at the end of each day and as often as it is practicable in between working hours. Attention to be taken to where the area of frequent contact point.

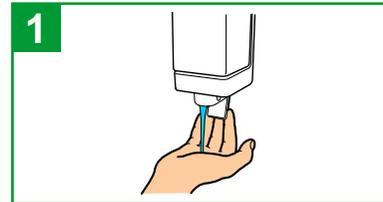
#### **4.9.3 Other Field Operation Work**

- Should there be a need to transport workers, they are to be seated a minimum of 1-metre apart whilst being transported. Additional transport are to be arrange if required to avoid carrying large numbers of workers at a time.
- A 3-ply mask must be worn when in the presence of more than one person during work and non-work operations.
- While working, individuals always have to practice and maintain social distancing. ( min of 1-metre distance or more).
- It is best for the Forest Management Team to provide clean supply of water and soap to maintain frequent hand washing practices.
- All vehicles are especially used in transporting workers to be cleaned with disinfectant at the end of each day and as often as it is practicable in between working hours. Attention to be taken to where the area of frequent contact point.

# Hand Washing Technique With Soap and Water



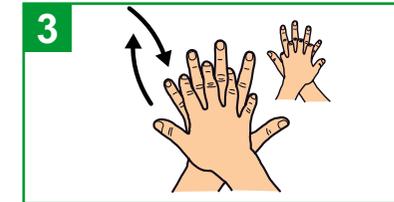
Wet hands with water;



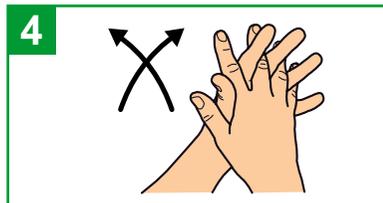
Apply enough soap to cover all hand surfaces;



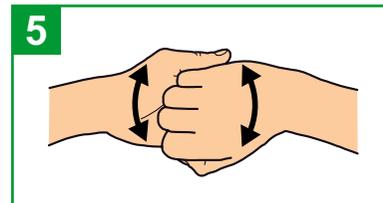
Rub hands palm to palm;



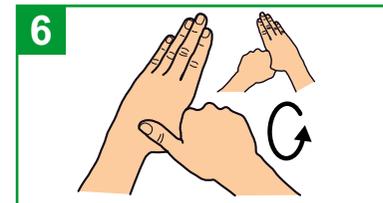
Right palm over left dorsum with interlaced fingers and vice versa;



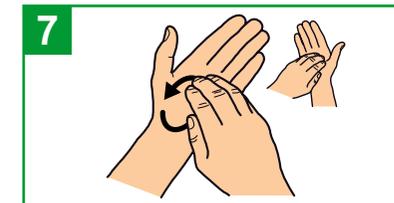
Palm to palm with fingers interlaced;



Rub with back of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



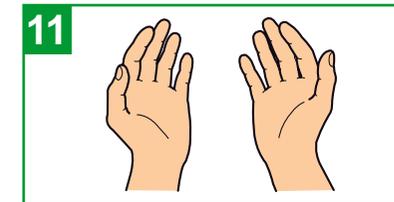
Rinse hand with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.  
Hand washing should take 40-60 seconds.



Timber Association of  
Sabah



World Health  
Organization

Adapted from World Health Organization Guidelines  
on Hand Hygiene in Health Care 2009





**Timber Association of Sabah - 2020**