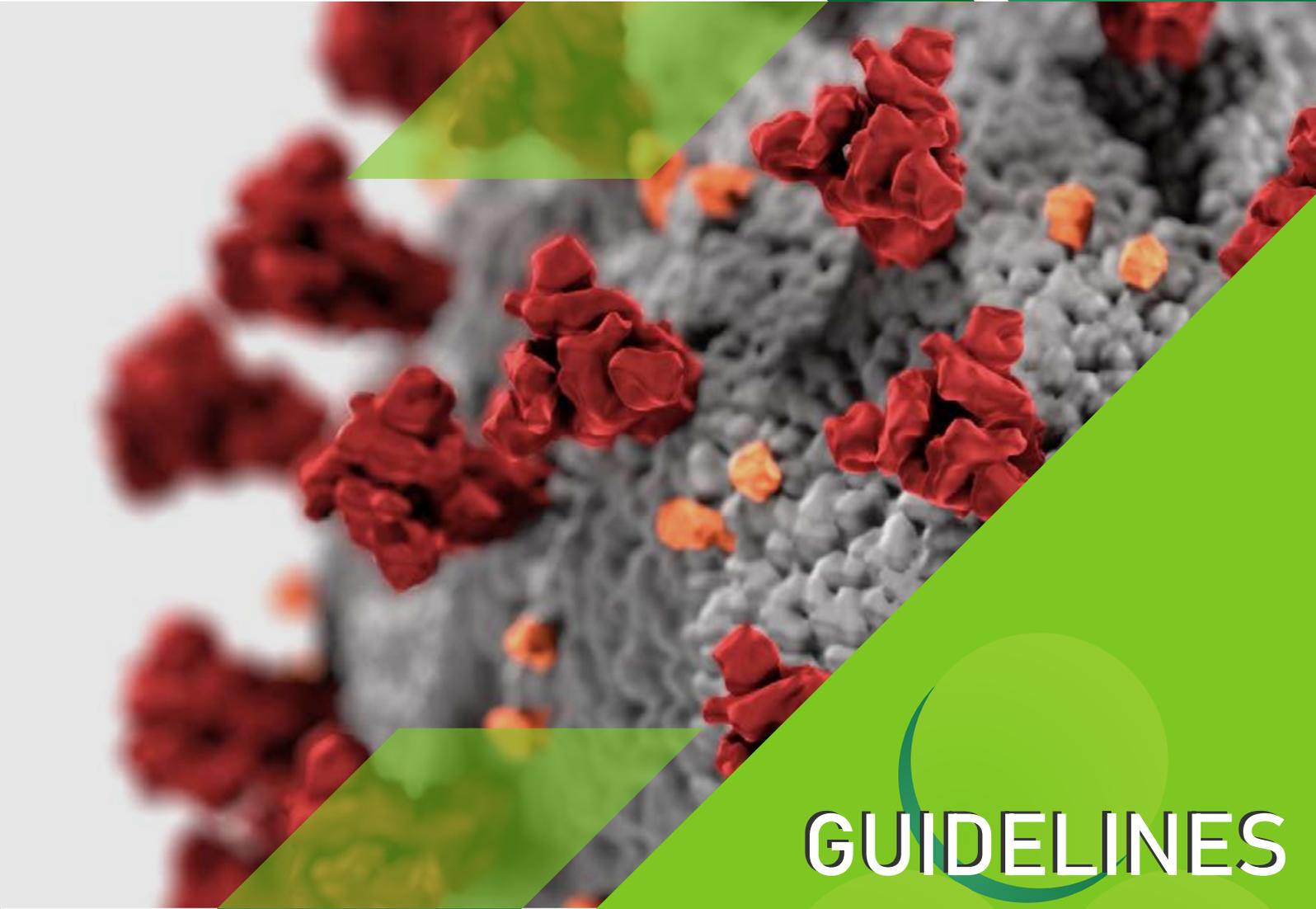


STANDARD OPERATING PROCEDURE



TIMBER ASSOCIATION
OF SABAH



GUIDELINES FOR MANAGING COVID-19 IN FOREST OPERATION

ACKNOWLEDGEMENT

These guidelines have been prepared through the efforts of Sapulut Covid-19 Committee, a sub committee to Sapulut Safety and Health Committee which serves as a Task Force in dealing with COVID-19 and Pandemic related issues at workplace. The Task Force consist of representatives from the various division within Sapulut Forest Development Sdn Bhd. The members of the committee are as follows:

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Mary Christine Martin	Treatment Centre (Nurse)
Joeyce Walter Joseph	MEVD

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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1 INTRODUCTION

1.1 BACKGROUND

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including Malaysia since early 2020. Depending on the severity of COVID-19's international impacts, outbreak conditions, including those rising to the level of a pandemic can affect all aspects of daily life, including travel, trade, tourism, food supplies, and business continuity.

To reduce the impact of COVID-19 outbreak conditions towards businesses and operations, it is important for every organization to setup plans for COVID-19. For any employers and organizations who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

While 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:

- Guideline for employers and for an organization in setting up of a system and plans 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.

1.2 ABOUT COVID-19

1.2.1 Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath:

- Fever (temperature of 37.5 degree Celsius and above)
- Tiredness
- Aches and pains
- Runny nose
- Diarrhoea
- Dry cough
- Nasal congestion
- Sore throat
- Shortness of Breath

The symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Some people infected with the virus have reported experiencing other non-respiratory symptoms. While other people, referred to as asymptomatic cases, have experienced no symptoms at all.

1.2.2 How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 1 meter).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may also be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms.

1.3 LIST OF DESIGNATED HOSPITALS FOR COVID-19

This contact number is only for the public to get information and issues concerning health services for COVID-19. It is advised to contact the nearest facility in their respective areas to find out more information.

KOTA KINABALU

Pej. Kesihatan : 088-726352
Hosp. Queen Elisabeth : 088-517555
Hosp. Queen Elisabeth 2 : 088-324600
Hosp. Wanita & Kanak-Kanak : 088-522600
Hosp. Mesra Bukit Padang : 088-230987

PAPAR

Pej. Kesihatan : 088-911805
Hospital : 088-913333

TUARAN

Pej. Kesihatan : 087-792330
Hospital : 087-797156/179

KUALA PENYU

Pej. Kesihatan : 087-884475
Hospital : 087-853100

KOTA BELUD

Pej. Kesihatan : 088-769388
Hospital : 088-976911

BELURAN

Pej. Kesihatan : 089-511122
Hospital : 089-511233

SIPITANG

Pej. Kesihatan : 087-821055
Hospital : 087-822296

KOTA MARUDU

Pej. Kesihatan : 088-661884
Hospital : 088-661984

SANDAKAN

Pej. Kesihatan : 089-660126
Hospital : 089-248600

RANAU

Pej. Kesihatan : 088-875361
Hospital : 088-876266

KUDAT

Pej. Kesihatan : 088-623251
Hospital : 088-613333

KINABATANGAN

Pej. Kesihatan : 089-562628
Hospital : 089-561857

TENOM

Pej. Kesihatan : 087-737003
Hospital : 087-735577

PITAS

Pej. Kesihatan : 088-612153
Hospital : 088-676100

LAHAD DATU

Pej. Kesihatan : 089-882178
Hospital : 089-895111

KENINGAU

Pej. Kesihatan : 089-336494
Hospital : 087-313000

BEAUFORT

Pej. Kesihatan : 087-212096
Hospital : 087-212333

TAWAU

Pej. Kesihatan : 089-775733
Hospital : 089-983510



TAMBUNAN

Pej. Kesihatan : 089-774161
Hospital : 088-774333

KUNAK

Pej. Kesihatan : 089-851733
Hospital : 089-894100

SEMPORNA

Pej. Kesihatan : 089-781068
Hospital : 089-781522

PUTATAN

Pej. Kesihatan : 088-765109

PENAMPANG

Pej. Kesihatan : 088-722857

TELUPID

Pej. Kesihatan : 089-521733

NABAWAN

Pej. Kesihatan : 087-366286

TONGOD

Pej. Kesihatan : 087-748877

*Source <https://command.sabah.gov.my/>



2 PLANNING IN REDUCE WORKER'S RISK OF EXPOSURE TO COVID-19

2.1 COVID-19 TASK FORCE

As everyone have learned during the coronavirus outbreak, pandemics are a unique type of threat. They last for months, provide new insights every week, and require organizations to adapt every day. With pandemics, it is important for an organization to be vigilant and proactive in their response to the situation.

To facilitate this agile response, each organization should form a central teams dedicated to pandemic response, known as COVID-19 task forces. An organization may form a new dedicated team or they can utilize the existing Safety and Health Committee to become the task force. The purpose of a COVID-19 Task Force is essentially organization's hub for big-picture, pandemic-related planning. The team should meet regularly, discuss and digesting the most up-to-date information about the pandemic and translating that into a course of action.

2.2 RISK ASSESSMENT

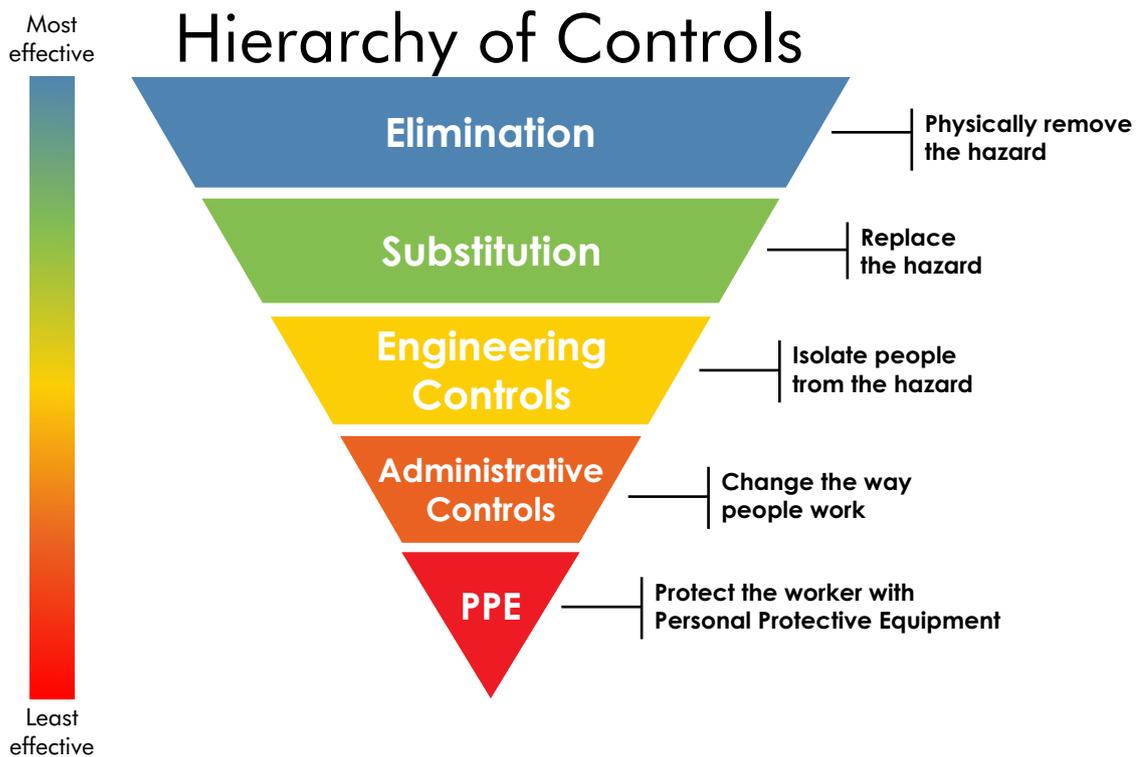
Employers are responsible for providing a safe and healthy workplace. Conduct a thorough hazard assessment at workplace to identify potential workplace hazards related to COVID-19 and use appropriate combinations of control measures from the hierarchy of controls to limit the spread of COVID-19.

2.2.1 COVID-19 Hierarchy of Controls

In HIRARC (Hazard Identification, Risk Assessment and Risk Control), the Hierarchy of Controls (HOC) is a system used to deploy effective controls within an organization, workplace, or community to identify the most effective ways to control a hazard. Depicted within the inverted pyramid below the more effective controls are on the large, top side of the pyramid, whereas the least effective controls are on the bottom. This section uses the hierarchy of controls to identify the best practices for controlling a person's exposure to SARS-CoV-2, the novel coronavirus that has led to the COVID-19 pandemic.

2.2.2 Definitions

- **Elimination**
 - Completely eliminating exposure to the hazard. The most effective control.
- **Substitution**
 - Replacing the hazard with a non-hazardous object, device or substance.
- **Engineering Controls**
 - Isolating the person from the hazard through physical or mechanical means.
- **Administrative Controls**
 - Changes made to the way that people work.
- **Personal Protective Equipment**
 - Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, lab coats, safety glasses, respirators, etc.



2.2.3 Control Methods

- **Elimination**
Stay home, work remotely and avoid occupied public areas. Avoid use of shared equipment and spaces. Virtual appointments, meetings, site visits, and training through the use of web conferencing applications (Zoom, Skype, Teams), or video calls.
- **Substitution**
None currently identified.
- **Engineering Controls**
Barriers, partitions to separate employees from public or building occupants, e.g. screens, sneeze guards, or hazard warning tapes. Hands-free trash receptacles, soap and towel dispensers, door openers, and other similar hands-free equipment. Create isolated spaces/workstations for workers.
- **Administrative Controls**
Social Distancing Requirements - Maintain the minimum distance of no less than 1 meter from others, if you are unable to maintain distance you shall wear a mask. Use floor markings and other barrier types to promote distancing.
Cough and Sneeze Etiquette Procedure - Using your sleeve is a good way to cover your sneeze or cough with smaller risks of contamination.
Proper Hand Hygiene and Control Procedure - Do not touch eyes, nose, mouth, and face. Wash hands thoroughly with soap and water for 20-30 seconds. In the absence of soap and water use alcohol-based hand sanitizer ($\geq 60\%$ alcohol). Hand sanitizer is not a replacement for good hand hygiene, wash your hands as soon as possible.

- Personal Protective Equipment - To wear suitable PPE according to task and duties assigned to protect from COVID-19. Face Coverings and Masks are to be worn as a workplace and other community in effort to prevent asymptomatic carriers of COVID-19 from spreading the virus. Anyone entering a building must put on a mask or face covering prior to entering building and within the premise where there are other individual present within close proximity. Continue to wear mask or face covering in common areas such as elevators, lobby, bathrooms, offices and also when traveling around the building and working in shared spaces.



3 THE IMPLEMENTATION

3.1 GUIDELINES ON THE IMPLEMENTATION TO PREVENT THE SPREAD OF COVID-19 AT WORKPLACE

The simple low-cost measures below will help prevent the spread of infections at workplace and protect all personnel 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.

- **Sanitize and Disinfect Programmes**
 - 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.

- **Promote regular and thorough hand-washing by all personnel**
 - 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.

- **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.

3.2 PERSONAL HYGIENE POLICY

All personnel 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):

3.3 SOCIAL DISTANCING AND GREETINGS POLICY

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 1-metre distance from any individual**.
- Increase physical space between workers at workstation and all workspace (at least 1 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 3.4 Guidelines in Managing COVID-19 Risk When Organizing a Meeting or Event*).

3.4 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 organization to consider. It can also be used to deal with other stakeholders, nearby villages and other community in relation to Community Forestry:

- The Host for an event or a 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 and 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 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.



4 FOREST OPERATIONS

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,

- Management may consider to limit and monitor the leave application among the forest personnel.
- Task Force may consider to restrict the movement of all forest personnel from leaving the premises unless for emergency purposes. However it is still under the discretion of Task Force.
- All organization must be aware of the nearest health facilities and list of approved swab test facilities and centre approved by MOH.
- Any individual returning from their leave back to forest premise may be subjected to undergo swab test or undergoing self isolation/ quarantine for 10/14 days (depending on the latest standard issued by MOH). Task Force shall be informed and made aware of the swab test result. Their daily temperature should be monitored daily and they are to report if they show any **COVID-19 Symptoms**.
- Forest Personnel may be allowed an exit the premise (limited to a single individual, where possible) with approval from the Task Force Team for 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 Premises, 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 QUARANTINE / SELF ISOLATION 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 or as specified on the latest SOPs by MOH. This location shall be identified by the organization as Quarantine Quarters.

- b. 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.
- c. The task force members will be assigned a duty 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.)
- d. The representatives should sanitize their hands immediately upon completion of visit and proceed to fully bathe. No physical contact (even with instruments) is permitted.
- e. 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).
- f. The individual and family will only be released from quarantine after 14 days when they do not exhibit any COVID-19 Symptoms or upon instruction of any health ministry in-charge of their case.

4.3 FOREST OPERATION OFFICE

4.3.1 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.

4.3.2 Personal Hygiene and Social Distance at Office

- Forest personnel 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 personnel 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 physical form of meetings are to be avoid and give instructions via electronic means, where possible.
- Where possible, management 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.

4.3.3 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.

4.4 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.

4.5 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.

4.6 FIELD OPERATIONS

4.6.1 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.

4.6.2 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.

4.7 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.

4.8 HOUSING / QUARTERS AREA

- All Forest personnels 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 other 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.

4.9 GROCERY SHOP IN FOREST AREA

- The Grocery/ Supply Shop shall operate according to the current SOPs by the relevant authority. Shop operator shall consider order and paid for 'over the counter' method to control and limiting person of 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 Estate Shop and complies to the social distancing requirement.
- 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 an assigned person by the COVID-19 Task Force.
- The Shop must be disinfected each day.
- The COVID-19 Task Force may determine the operation hours and may allow extended hours of operation for the Grocery/supply Shop.

4.10 OTHER FIELD OPERATION AREA

- 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 arranged 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.

4.11 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.

4.12 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

4.13 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

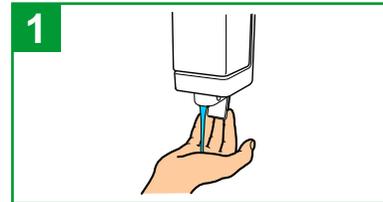
Car interior surface are to be applied using spray bottle and wipe with wiping cloth as frequently as possible and at least twice a day. Disposal glove are to be discarded properly after each use.

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

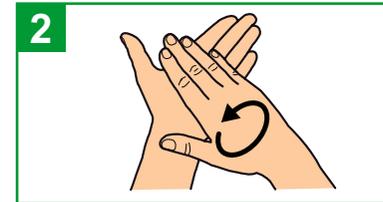
Hand Washing Technique With Soap and Water



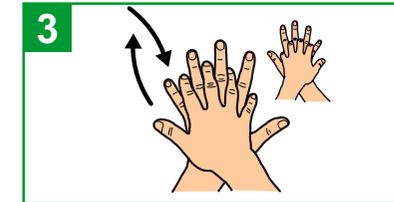
Wet hands with water;



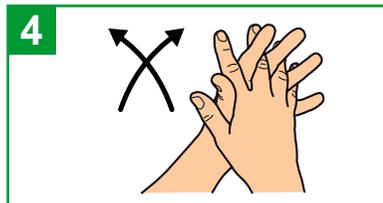
Apply enough soap to cover all hand surfaces;



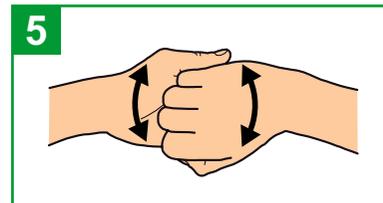
Rub hands palm to palm;



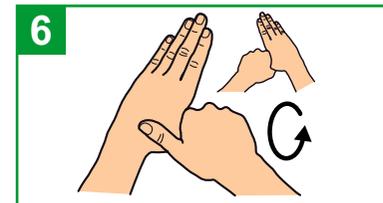
Right palm over left dorsum with interlaced fingers and vice versa;



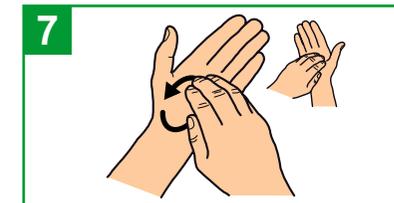
Palm to palm with fingers interlaced;



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;



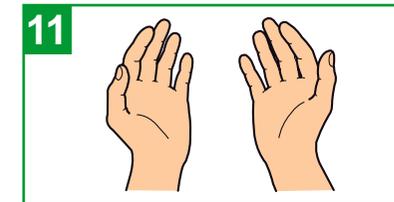
Rinse hand with water;



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.



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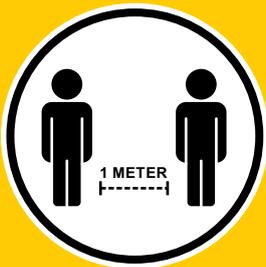


World Health
Organization

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

NOTIS!

LANGKAH PENCEGAHAN COVID-19



PENJARAKAN SOSIAL

- ▶ Jarakkan diri anda sekurang-kurangnya 1 meter dari individu yang lain.



PEMAKAIAN FACE MASK

- ▶ Memakai peralatan perlindungan diri (PPE) semasa berada di persekitaran orang.



AMALKAN TAHAP KEBERSIHAN DIRI YANG BAIK

- ▶ Kerap basuh tangan dengan sabun dan air pada setiap masa dan amalkan penggunaan hand sanitizer.



ELAKKAN BERSALAMAN DAN BERSENTUHAN

- ▶ Tangan yang tidak dibasuh dengan kerap dan dengan cara yang betul PENUH dengan kuman.



ELAKKAN DARIPADA BERKUMPUL

- ▶ Elakkan daripada berkumpul dan menghadiri sebarang perhimpunan membabitkan orang ramai.



NOTIS!

LANGKAH PENCEGAHAN COVID-19



SENTIASA MEMAKAI
FACE MASK

SEMASA BERADA DI PREMIS INI



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NOTIS!

LANGKAH PENCEGAHAN COVID-19



AMALKAN POLISI TIDAK
BERSALAMAN

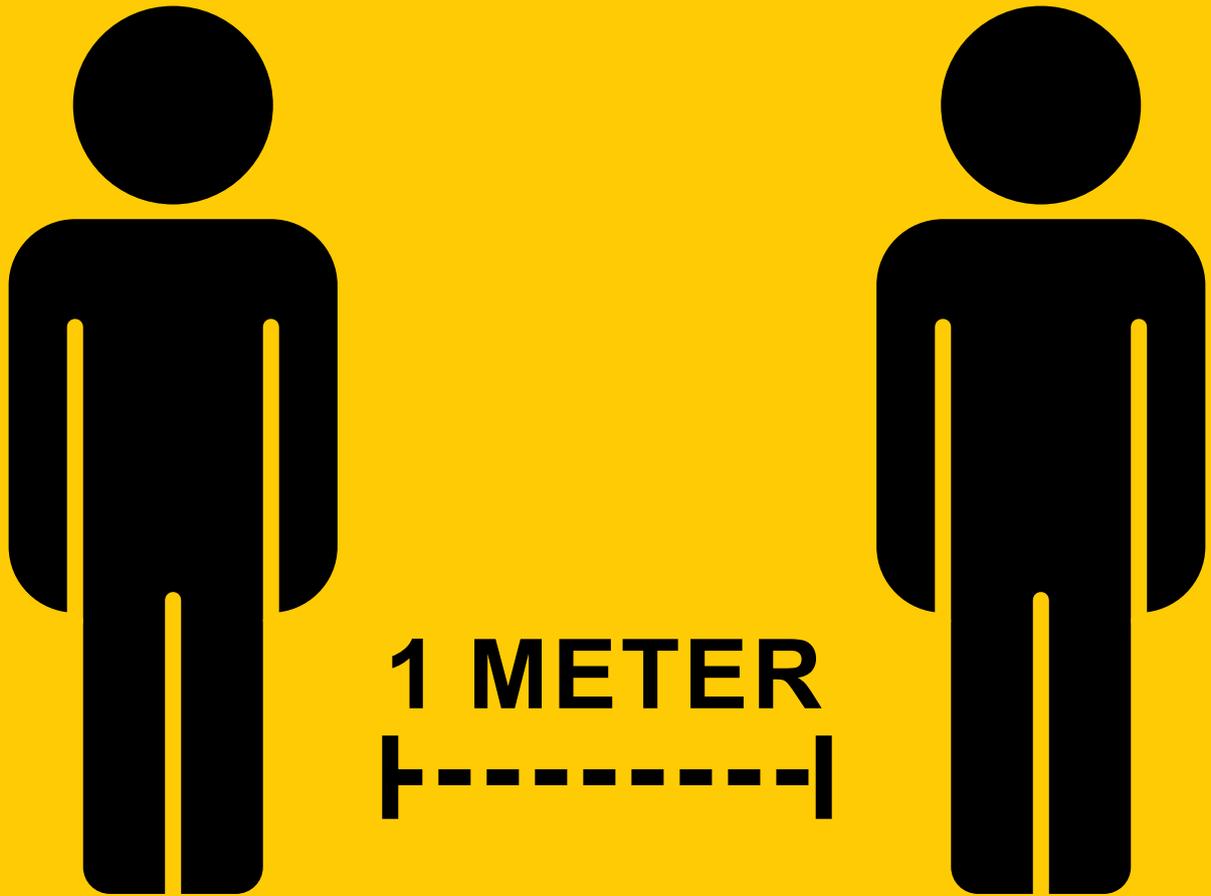
SEMASA BERADA DI PREMIS INI



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NOTIS!

LANGKAH PENCEGAHAN COVID-19



**PASTIKAN JAGA
JARAK SOSIAL
MASING - MASING**



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NOTIS!

LANGKAH PENCEGAHAN COVID-19



SILA GUNAKAN *HAND*
SANITIZER

SEMASA BERADA DI PREMIS INI



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