

Standard Operating Procedure (SOP) #ReopeningSafely

1 April 2022



Standing Orders

- Prevention And Control of Infectious Diseases Act 1988 [Act 342]
- Prevention And Control Of Infectious Diseases (Measures Within Infected Local Areas) (National Recovery Plan) (Transition Phase to Endemic) Regulations 2022 [P.U.(A) 83/2022]
- Subject to rulings issued by the Government from time to time

1. This Standard Operating Procedure (SOP) has been prescribed by the Director General of Health pursuant to Regulation 17 of Prevention And Control Of Infectious Diseases (Measures Within Infected Local Areas) (National Recovery Plan) (Transition Phase to Endemic) Regulations 2022 [P.U.(A) 83/2022]. This SOP applies to all individuals throughout Malaysia and is effective as of 1 April 2022.
2. This SOP prescribes the mandatory measures to be carried out during daily activities. Party Responsible for the Premises, Employee and Individual must always comply to the SOP when carrying out or participating in activities on premises including outdoor areas, indoor spaces or in vehicles. The definition are as follows:

A) Party Responsible for the Premises	<ul style="list-style-type: none"> • The party responsible for the management of premises or activities carried out within the premises including owner/ landlord/ occupier, registration/ operating license/ operating permit holder, operators, companies, businesses, employers, organisations, associations, management of places of worships (including mosque and <i>surau</i>), event organisers or hosts of private residences
B) Employee	<ul style="list-style-type: none"> • The party employed or assigned by Party Responsible for the Premises to carry out tasks including workers, teaching staff, volunteers, third party service providers, marshal/ steward/ crew at sporting or entertainment events.
C) Individual	<ul style="list-style-type: none"> • The party present on premises or carrying out activities including customers, visitors, spectators, worshippers, parents, pupils, students, trainees or participants; • Parents or guardians shall be responsible for their respective dependents (example: individuals under 18 years old, elderly, individuals with disabilities and special needs); • Direct employer or primary employer or both; • Travellers from abroad whether Malaysian citizens or non-Malaysian citizens who enter Malaysia by air, land and sea travel. Travellers must also comply with all travel-related acts, regulations and SOPs before departing, on-arrival and while in Malaysia.

Standing Orders

3. Both General and Additional Measures must be complied by the relevant Party Responsible for the Premises, Employee and Individual except for special exceptions granted by the Director General of Health.
4. Any person who contravenes any provision of this SOP or any directions of the Director General of Health or an authorised officer under Act 342, on conviction, could be liable to a fine or imprisonment or to both. Any person who falsely declares information commits an offence under Section 22(d) of the Prevention and Infectious Diseases Act 1988 [Act 342] and if convicted, can be punished under Section 24 of the same Act.
5. Where any person who commits an offence under this SOP is a corporate body (company, limited liability partnership, firm, organisation or other body of persons), a person who at the time of the commission of the offence is a director, compliance officer, partner, manager, company secretary or other similar officer of the corporate body or was purporting to act in the capacity or was in any manner or to any extent responsible for the management of any of the affairs of the corporate body or was assisting in its management:
 - a. May be charged severally or jointly in the same proceedings with the corporate body; and
 - b. If the corporate body is found guilty of the offence, shall be deemed to be guilty of that offence unless, having regard to the nature of his functions in that capacity and to all circumstances, he proves:
 - i. that the offence was committed without knowledge, consent, connivance; and
 - ii. that he has taken all reasonable precautions and exercised all due diligence to prevent the commission of the offence.
6. Any Employee and Individual must generally understand the conditions for attendance on premises or participation in specific activities and comply with directions from Party Responsible for the Premises when on premises where the activities are carried out.
7. For areas/ localities where Enhanced Movement Control Order (EMCO) is enforced, the EMCO SOP in those areas/ localities are enforced and effective until the end date of the respective EMCO.

Apart from this SOP, it is the responsibility of all parties to always comply with the laws, regulations and other directions enforced or issued by the Government or any authority.

Activity Categories

Activities in the categories below are subjected to the jurisdiction of the relevant Ministries, departments and agencies at the federal and state level.

No.	Activity Categories
1	Transport and Movement
2	Education and Care Facilities
3	Retail Activities, Food and Beverage
4	Indoor Work Spaces
5	Outdoor Work Areas
6	Events, Gatherings, Entertainment and Tourist Attractions
7	Hotel and Guest Accommodations
8	Religious Activities, Weddings and Funerals
9	Sports, Recreational and Leisure Activities and Facilities

All sectors and activities are allowed to operate except for prohibited items announced as 'Negative List' by the Government from time to time.

No.	Items that are Prohibited
1	Activities in Nightclubs

GENERAL REQUIREMENTS

	Page no.
1. Operating Hours	5
2. Entry Check and Registration	5
3. Face Mask	6
4. Physical Distancing	7
5. Ventilation	7
6. Hand Hygiene	7
7. Premises Cleanliness	8
8. COVID-19 Screening Test	8
9. Case Management	8

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
1. Operating Hours	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Operate according to the license or permit by the Local Authority (PBT).
2. Entry Check and Registration^{1,2}	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Provide MySejahtera QR code for entry registration: <ul style="list-style-type: none"> a. Ensure Employee and Individual use the MySejahtera mobile phone application to scan the QR when entering premises or participating in activities on premises; and b. Ensure only Employee and Individual with 'Low Risk' status on MySejahtera are allowed to enter the premises or carry out their activities.
	<p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Scan MySejahtera QR code when entering the premises or participating in activities. <p>Note: ¹ Entry check and registration is exempted for the areas that fulfil the following three (3) criteria: outdoor areas, areas without crowds and mass gatherings (e.g., recreational areas).</p> <p>² Party Responsible for the Premises must provide MySejahtera QR Code at the main entrance of premises such as shopping malls, wholesale markets, night markets/ bazaar and other similar locations. Stores, stalls and kiosks that are located inside premises such as shopping malls, supermarkets, wholesale markets, night markets/ bazaar or other similar locations do not need to provide MySejahtera QR code.</p>

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
3. Face Mask¹	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Ensure Employee and Individual wear face mask at all times while on premises or when participating in activities.</p> <hr/> <p><u>B) Employee and C) Individual:</u></p> <p>i. Wear a face mask at all times when in the company of others.</p> <hr/> <p>Note: ¹ Exceptions to wearing face mask are only allowed in the following situations:</p> <ul style="list-style-type: none"> - Occupants in own residences, hotel rooms, rooms in accommodation, in public places and facilities that do not involve interaction with other individuals; - Individual work spaces; - Sports, recreational and leisure activities; - Private vehicles excluding e-hailing; - While eating and drinking; - Performances (singing, dancing, acting, public speech); - Children aged five (5) years and below; - Individual with special needs (People with specific disabilities such as individuals with Cerebral Palsy or Autism); or - Individual with breathing difficulties (a certified medical report from a registered medical practitioner is required).

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
4. Physical Distancing ¹	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Monitor and ensure Employee and Individual always maintain physical distancing of at least 1 metre from others where possible, while on premises or when participating in activities;</p>
	<p><u>B) Employee and C) Individual:</u></p> <p>i. Maintain physical distancing of at least 1 metre from others where possible.</p> <p>Note: ¹ Exceptions to physical distancing are allowed for contact sports and recreational activities.</p> <p>² Exceptions to physical distancing are allowed for the following, while wearing a face mask:</p> <ul style="list-style-type: none"> - Individual movement, freight transport and public transport for any types of vehicles; and - Congregational prayers in mosques or <i>sura</i> and other places of worship^{3,4}. <p>³ Physical distancing and the wearing of face masks before and after congregational prayers as well as while carrying out other activities in mosques or <i>sura</i>s are still maintained. Exception to physical distancing during congregational prayers is subject to the State Islamic Religious Department.</p> <p>⁴ Physical distancing and the wearing of face masks for other activities in other houses of worship are still maintained. Exception to physical distancing during prayers is subject to the Ministry of National Unity or Unit for Other Religions (UNIFOR).</p>
5. Ventilation	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Ensure good ventilation and ventilation systems on premises especially in indoor spaces based on the Guidance Note On Ventilation And Indoor Air Quality, Department of Occupational Safety and Health (DOSH)¹.</p> <p>Note: ¹ Please refer to Guidance Note on Ventilation And Indoor Air Quality DOSH at https://www.dosh.gov.my/index.php/guidance-note-on-indoor-air-quality-iaq-during-covid-19-pandemic/3938-guidance-note-on-ventilation-and-indoor-air-quality-iaq-for-non-residential-setting-during-covid-19-pandemic/file</p>
6. Hand Hygiene	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Provide facilities to wash hands with soap and water or hand sanitiser at appropriate and strategic places.</p>

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
7. Premises Cleanliness	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Perform frequent cleaning as per schedule (at least once a day) especially for public areas or frequently touched equipment and surfaces; and ii. Ensure cleaning is recorded for inspection.
8. COVID-19 Screening Test (Based on and subject to the National COVID-19 Testing Strategy (NTS))	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Adhere to COVID-19 testing requirements as per the NTS¹ for Employee and Individual. <hr/> <p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Adhere to COVID-19 testing requirements as per the NTS¹; and ii. Report test result on MySejahtera application. <hr/> <p>Note: ¹ Please refer to National COVID-19 Testing Strategy (NTS) Guidelines MOH</p>
9A. Case Management of Symptomatic Individuals, Confirmed Cases Of COVID-19 and Close Contacts	<p><u>A) Party Responsible for the Premises:</u></p> <ul style="list-style-type: none"> i. Prepare health and safety protocol and manage symptomatic individuals, confirmed cases of COVID-19 and close contacts based on COVID-19 Management Guidelines for Workplaces, MOH (Annex 25)¹; ii. Carry out cleaning and disinfecting process based on <i>Garis Panduan Pembersihan Dan Disinfeksi Di Tempat Awam</i>, MOH (Annex 36)¹; and iii. Cover the cost of testing if Employee are identified as symptomatic while on the premises or at the locations where activities are held, the cost of cleaning and disinfecting on premises; iv. Employers are required to cover the costs of isolation for confirmed cases and cost of quarantine for close contacts. For civil servants, this is subject to government circulars from time to time; v. Accept digital Home Surveillance Order (HSO) for Employee who are suspected or confirmed cases of COVID-19 as proof of Employee undergoing isolation or quarantine; and vi. If a COVID-19 cluster is detected at a particular premises, report to the nearest District Health Office promptly. <hr/> <p><u>B) Employee and C) Individual:</u></p> <ul style="list-style-type: none"> i. Report test result on MySejahtera application if COVID-19 positive; and ii. COVID-19 positive cases shall undergo self-isolation based on MOH directions². iii. Close contact Employee or Individual shall undergo mandatory quarantine based on MOH current policies² and undergo COVID-19 screening test if symptomatic. <hr/> <p>Note: ¹ Please refer to MOH guidelines (Annex 25 and Annex 36) ² Please refer to MOH COVID-19 Health Protocol</p>

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

Requirements	Enforced conditions
9B. Case Management of Travellers from Abroad¹	<p><u>A) Party Responsible for the Premises:</u></p> <p>i. Inform requirements for travellers through appropriate communication channels.</p> <hr/> <p><u>B) Employee:</u></p> <p>i. Ensure all travellers who are travelling to Malaysia by air, land and sea transportation, display their Travellers Card in the MySejahtera application which shows the traveller has:</p> <ul style="list-style-type: none"> a. Completed the pre-departure form; and b. Uploaded relevant documents (vaccination certificate (if applicable) and Polymerase Chain Reaction Test (RT-PCR) result)^{2,3}. <p>ii. Ensure only travellers with negative results of the RT-PCR test performed within two (2) days before departure are allowed to travel to Malaysia by air, sea and land transport^{2,3}.</p>
	<p><u>C) Individual:</u></p> <p>i. Travellers are required to complete the following items before departing to Malaysia (example: before boarding the plane/ while overseas):</p> <ul style="list-style-type: none"> a. Perform RT-PCR test two (2) days before departure^{2,3}; b. Download, register and activate the MySejahtera application; c. Complete the pre-departure form accessible via 'Traveller' icon in the MySejahtera application including the vaccination information and upload the vaccination certificate (if applicable) and RT-PCR test results^{2,3}; and d. Non-Malaysian citizens travellers⁴ must be protected by COVID-19 insurance with a minimum insurance coverage of US\$20,000. <hr/> <p>Note: ¹ Special requirements for travellers (requirements other than protocols listed above) between Malaysia and other countries is subject to agreement between both countries, refer to the Transport and Movement Guidelines.</p> <p>² Children aged six (6) years and below are exempted from pre-departure and on-arrival testing.</p> <p>³ For travellers within six (6) to 60 days after being infected with COVID-19, perform professional RTK Antigen (RTK-Ag) two (2) days before departure.</p> <p>⁴ Exemptions are given to Long-term (Social) Pass/ Expatriates Pass/ Student Pass/ Study Pass/ Resident Pass/ Permanent Resident Pass holders, non-citizen spouses of Malaysian citizens and their children, foreign workers including foreign helpers, Malaysia My Second Home (MM2H) with a stay period exceeding three (3) months in Malaysia.</p>

Standard Operating Procedure (SOP)

Please ensure strict compliance to the below conditions.

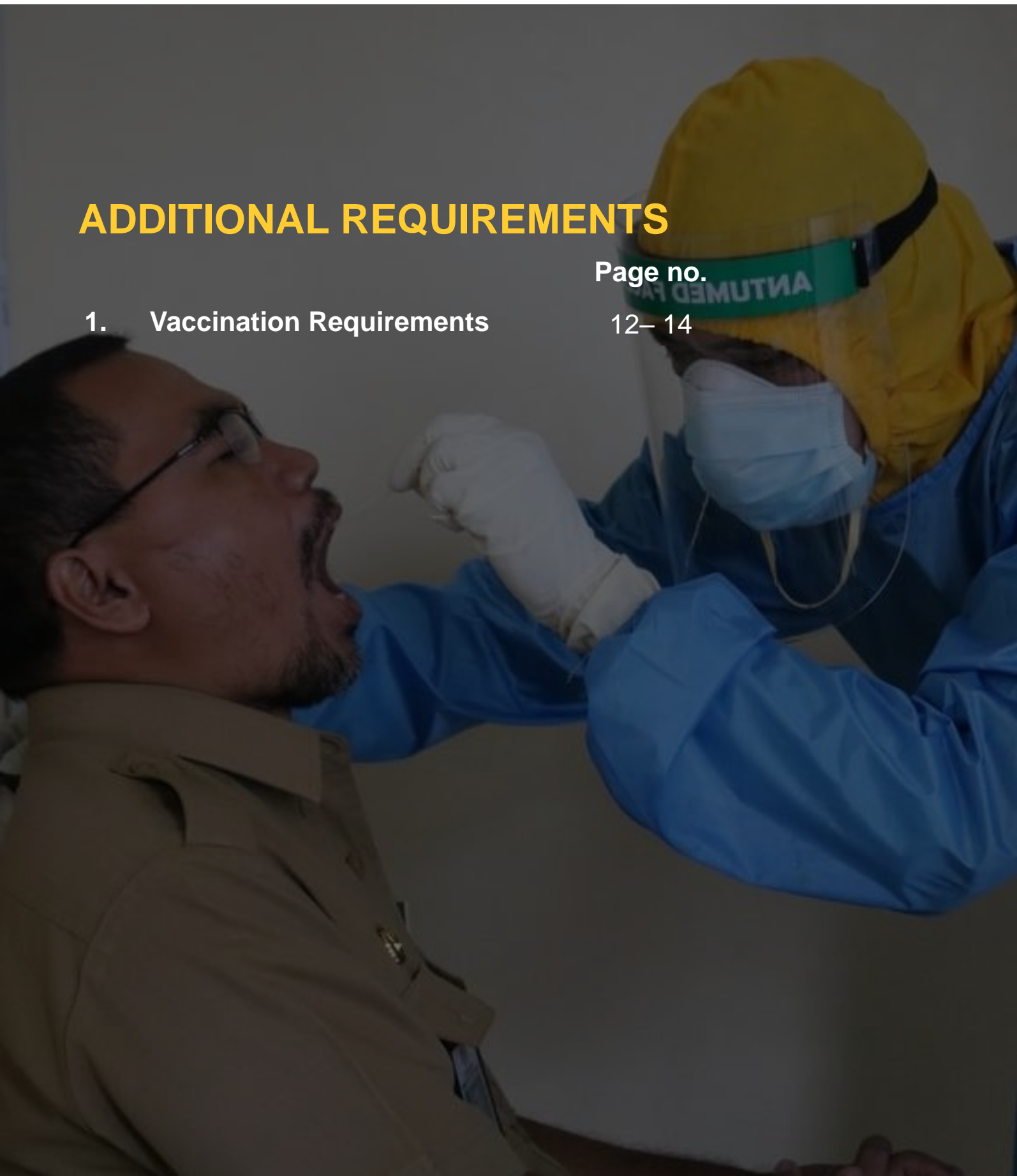
Requirements	Enforced conditions
9B. Case Management of Travellers from Abroad¹	<p><u>C) Individual:</u></p> <ul style="list-style-type: none"> ii. Required to do the following upon arrival in Malaysia: <ul style="list-style-type: none"> a. Bring along required documents as evidences or upload to MySejahtera for review; and b. Undergo fever screening through thermal scanner or self-referral to a healthcare worker for further examination at health assessment counter located at the International Entry Point (PMA) if symptomatic. iii. Required to do the following during/ after arrival in Malaysia: <ul style="list-style-type: none"> a. Undergo professional RTK-Ag test at private facility within 24 hours from the time of arrival². iv. For travellers who are not fully vaccinated/ unvaccinated, ensure the following items are fulfilled in compliance with relevant procedures: <ul style="list-style-type: none"> a. Conduct mandatory quarantine (Observation or Surveillance of Contact under Act 342) at home/ hotel/ accommodation for five (5) days; b. Complete Health Assessment Tool (HAT) daily through MySejahtera; and c. Perform RT-PCR test on Day 4 or RTK-Ag test on Day 5. v. For travellers who are commuting on a daily/ frequent basis through land border, comply with the relevant procedures specified in the Transport and Movement Guidelines. <hr/> <p>Note: ¹ Special requirements for travellers (requirements other than protocols listed above) between Malaysia and other countries, it is subjected to the agreement between both countries and refer to the Transport and Movement Guidelines.</p> <p>² Children aged six (6) years and below are exempted from pre-departure and on-arrival testing.</p>

ADDITIONAL REQUIREMENTS

Page no.

1. Vaccination Requirements

12– 14



1. Vaccination Requirements (1/3)

Individual need to meet the following requirements to be considered as fully vaccinated:

Fully Vaccinated Status ^{1,2}						
Vaccine Type	Number of Doses Required According to Vaccination Status					Effective Period of Vaccination Status After Last Injection
	Complete Primary Dose	Individual		Traveller		
		Fully Vaccinated (based on age)		Fully Vaccinated (based on age)		
		18-<60 years old	60 years old and above	18-<60 years old	60 years old and above	
<ul style="list-style-type: none"> • CoronaVac (Sinovac) • Covilo (Sinopharm) 	2 doses	3 doses	3 doses	3 doses	3 doses	Primary dose injection: 14 days Booster dose injection: Immediate after
<ul style="list-style-type: none"> • Comirnaty (Pfizer- BioNTech) • COVID-19 AstraZeneca (Oxford-AstraZeneca) • Spikevax (Moderna) 	2 doses	2 doses	3 doses	2 doses	3 doses	
<ul style="list-style-type: none"> • COVID-19 Janssen (Johnson & Johnson) • Convidecia (CanSino) 	1 doses	1 doses	2 doses	1 doses	2 doses	
• Other vaccines	According to authorities of manufacturing countries' approval					

Nota: ¹ The vaccines type, vaccines brand and definition of fully vaccinated above is subject to current MOH's recommendations and will be updated from time to time. For other vaccines recognized by World Health Organisation's Emergency Use Listing, definition of fully vaccinated is subject to the approval of the authorities of the producing country (lists of types and brands of vaccines will be updated from time to time).

² All recipients of Sinovac and Sinopharm vaccines aged 18 years and above as well as recipients of all primary dose vaccine types aged 60 years and above will lose their Fully Vaccinated Status in their MySejahtera application if they have not received their booster dose starting 1 April 2022. However, primary dose vaccine history will remain available in the MySejahtera application³.

³ For the group of Individual described above ⁽²⁾, they are still allowed to perform activities that are permitted for Individual who have received complete primary dose vaccination.

1. Vaccination Requirements (2/3)

Requirements	Enforced conditions
1. Vaccination Requirement	<p><u>A) Party Responsible for the Premises¹:</u></p> <ul style="list-style-type: none"> i. Inform fully vaccinated status requirement for Individual including travellers through proper communication channels; ii. Check vaccination card/ digital certificate on MySejahtera application of every Employee/ Individual for activities that require Fully Vaccinated Status; iii. Ensure Individual including travellers that are ineligible to be vaccinated due to medical reasons are required to present a certified medical report by a registered medical practitioner; and iv. Allow Individual including travellers with fully vaccinated status to bring children 12 years old and below with adherence to public health protocols.
	<p><u>B) Individual:</u></p> <ul style="list-style-type: none"> i. Complete Primary Dose Vaccination Status is prescribed as a pre-requisite for Individual attending or participating in activities including those involving mass gatherings and physical distancing of at least one (1) metre where possible is not feasible; ii. However, Individual who have not completed their primary dose or unvaccinated are only allowed to attend or perform essential activities, as listed below: <ul style="list-style-type: none"> a. Buying food, drinks and basic necessities; b. Staying in hotels, guest accommodations and homestays; c. Obtaining medical and health services including laboratories and pharmacies; d. Attending activities related to career or continuity of livelihood such as school, examination, seminars, work and interviews; e. Banking including pawn shops; f. Wedding, marriage registrations and divorce proceedings; g. Non-contact sports and recreational activities in outdoor areas; h. Travelling using air, land and sea transports including interstate travel; and i. Other activities that involves emergency situations such moving to Temporary Evacuation Centre.
<p>Note: ¹ Party Responsible for the Premises can put in place additional requirements to protect Employee and Individual including customers and visitors in their premises.</p>	

1. Vaccination Requirements (3/3)

Requirements	Enforced conditions
1. Vaccination Requirement	<p><u>B) Individual:</u></p> <p>iii. Fully Vaccinated Status for travellers is prescribed as a pre-requisite for:</p> <ul style="list-style-type: none"> a. Travelers entering Malaysia from abroad^{1,2}; b. International students studying at educational institutions in Malaysia; c. Foreign workers brought into Malaysia using Visitor’s Pass (Temporary Employment) and Foreign Domestic Helper; d. Pilgrims performing <i>Umrah</i> and <i>Haji</i> activities and booster dose is required for Individual aged 18 years and above³; and e. Locals, permanent residents, expatriates, Malaysians working or studying abroad and others, who travelled abroad and returning to Malaysia. <hr/> <p>Note: ¹ Travellers who are not fully vaccinated/ unvaccinated must undergo mandatory quarantine.</p> <p>² Travellers who wish to enter premises that have fully vaccinated status requirements must receive the vaccine according to the set schedule.</p> <p>³ Although the Government of Saudi Arabia does not mandate a booster dose requirement for umrah and hajj pilgrims but the Malaysian Government has set this requirement to protect pilgrims from getting severe COVID-19 infection symptoms due to the high risk of infection at public gatherings in the Holy Land. Pilgrims under the age of 18 are not subjected to this requirement if performing <i>umrah</i> with family members who are fully vaccinated and received booster dose.</p>



VERSION CONTROL

DATE	VERSION	UPDATE	SECTION
01.04.22	1.0	N/A	N/A



MYSOP

This document is prepared by Majlis Keselamatan Negara (MKN) and Ministry of Health Malaysia (MOH).

CONTACT US

Majlis Keselamatan Negara

webmaster@mkn.gov.my | 03-8888 2010 | www.mkn.gov.my

Ministry of Health Malaysia

cprc@moh.gov.my | 03-7723 9300 | www.moh.gov.my

Department of Occupational Safety and Health

projkkp@moh.gov.my | 03 8886 5343 | www.dosh.gov.my

For more information please visit:

MKN Portal: <https://www.mkn.gov.my/>

MySOP Portal: <https://www.mysop.gov.my/>

MOH COVID-19 Health Protocol Portal: <https://covidprotocol.moh.gov.my/>

#ReopeningSafely