

ENTRY PROCEDURE FOR UTP
STAKEHOLDERS FROM THE RED
ZONE AREAS DURING THE
CONDITIONAL MOVEMENT CONTROL
ORDER (CMCO)
(9 NOVEMBER – 6 DECEMBER 2020)



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- To safeguard UTP stakeholders against the COVID-19 infection.
- To minimise the spread of COVID-19 infection in UTP and its surrounding areas.
- To ensure that the National Security Council requirements and PETRONAS Pandemic Response Team (PPRT) directives are adhered to.
- To control UTP stakeholders' movement from the red zones.

GENERAL WORKING ARRANGEMENTS FOR STAFF DURING THE CMCO (9 NOVEMBER – 6 DECEMBER 2020)



- All staff are to work from home (WFH) until further notice.
- Staff categorised as essential service will continue operating as per requirement.
- Staff who is required to be on campus shall obtain prior approval from the respective Division Head using the 'Request Entry into UTP' online form. Approval for entry will be on case-to-case basis depending on the level of urgency.
- Staff who is required to travel in and out of Perak for business purposes must obtain approval from UTP COVID-19 Response Team (CRT) before travelling.

Source : CHRO Office Email to All Staff dated 8 November 2020

ENTRY REQUIREMENTS FOR STAFF



Item	*Yellow and Green Zones	*Red Zones
<ul style="list-style-type: none">Working arrangement	<ul style="list-style-type: none">Follow the CHRO Office directive (dated 6 November 2020) on the working arrangement during the CMCO (9 November – 6 December 2020)	<ul style="list-style-type: none">Mandatory to WFH.Every staff who needs to execute crucial tasks must obtain endorsement from the respective Department Head and submit the entry request to CRT for approval.
<ul style="list-style-type: none">Workplace New Norm Guidelines	<ul style="list-style-type: none">Wear face mask at all times.Practise physical distancing (maintain minimum 1 meter).Always wash your hands with soap and water or use hand sanitiser.Avoid face-to-face interaction/meeting.	<ul style="list-style-type: none">Wear face mask at all times.Practise physical distancing (maintain minimum 1 meter).Always wash your hands with soap and water or use hand sanitiser.Avoid face-to-face interaction/meetingWear face shield if physical interaction is involved.Work at an isolated/a dedicated area.Have take-away food only.Perform self-sanitisation at individual work area.
<ul style="list-style-type: none">Staff who travel interstate regardless of the zones must undergo self-isolation/WFH for 2 weeks upon return.		

Note: CRT will inform on changes, if any, accordingly. Should you have any queries please email to covid.response@utp.edu.my or contact at 05-3688999.

*Zoning status is available at Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>

Item	*Yellow and Green Zones	*Red Zones and Outside Perak
<ul style="list-style-type: none">Research / FYP laboratory arrangement	<ul style="list-style-type: none">Mandatory online learning EXCEPT for essential research/FYP laboratory work.Prior to request entry, all students are required to declare their residence area when obtaining ULab approval.All students to display the ULab approval notification to the security personnel at the main gate upon entry.	<ul style="list-style-type: none">Mandatory online learning EXCEPT for essential research/FYP laboratory work.Prior to request entry, all students are required to declare their residence area when obtaining ULab approval.All students to display the ULab approval notification to the security personnel at the main gate upon entry.CRT to approve request based on criticality/requirements.If required, students maybe subjected to Rt-PCR test and/or self-isolation on campus.

Note: CRT will inform on changes, if any, accordingly. Should you have any queries please email to covid.response@utp.edu.my or contact at 05-3688999.

*Zoning status is available at Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>

Item	*Yellow and Green Zones	*Red Zones and Outside Perak
<ul style="list-style-type: none"> Workplace New Norm Guideline/s 	<ul style="list-style-type: none"> Wear face mask at all times. Practise physical distancing (maintain minimum 1 meter). Always wash your hands with soap and water or use hand sanitiser. Avoid face-to-face interaction/meeting. 	<ul style="list-style-type: none"> Wear face mask at all times. Practise physical distancing (maintain minimum 1 meter). Always wash your hands with soap and water or use hand sanitiser. Avoid face to face interaction/meeting. Avoid physical meeting if possible. Wear face shield if physical interaction is involved. Work at an isolated/a dedicated area. Have take-away food only. Perform self-sanitisation at individual work area.

Note: CRT will inform on changes, if any, accordingly. Should you have any queries please email to covid.response@utp.edu.my or contact at 05-3688999.

*Zoning status is available at Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>

ENTRY REQUIREMENTS FOR CONTRACTORS/VENDORS



Item	*Yellow and Green Zones (within Perak)	*Red Zones or from Other States
<ul style="list-style-type: none">Working arrangement	<ul style="list-style-type: none">Host/project owner to request entry through CRT.Contractors/vendors must strictly adhere to the project schedule approved by CRT.CRT to issue travelling letter, if necessary.	<ul style="list-style-type: none">Host/project owner to request entry through CRT.Contractors/vendors must strictly adhere to the project schedule approved by CRT.CRT to issue travelling letter, if necessary.If required, contractors/vendors maybe subjected to Rt-PCR test.

Note: CRT will inform on changes, if any, accordingly. Should you have any queries please email to covid.response@utp.edu.my or contact at 05-3688999.

*Zoning status is available at Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>

ENTRY REQUIREMENTS FOR CONTRACTORS/VENDORS



Item	*Yellow and Green Zones (within Perak)	*Red Zones or from Other States
<ul style="list-style-type: none">Workplace New Norm Guideline/s	<ul style="list-style-type: none">Wear face mask at all times.Practise physical distancing (maintain minimum 1 meter).Always wash your hands with soap and water or use hand sanitiser.Avoid face-to-face interaction/meeting.	<ul style="list-style-type: none">Wear mask at all times.Practise physical distancing (maintain minimum 1 meter).Always wash your hands with soap and water or use hand sanitiser.Avoid face to face interaction/meeting.Avoid physical meeting if possible.Wear face shield if physical interaction is involved.Work at an isolated/a dedicated area.Have take-away food only.Perform self-sanitisation at work areas.

Note: CRT will inform on changes, if any, accordingly. Should you have any queries please email to covid.response@utp.edu.my or contact at 05-3688999.

*Zoning status is available at Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>

- Dissemination of the SOPs and list of sub-division of Kinta district to all stakeholders:
 - Main:
 - HRM
 - SA
 - LMG
 - PROCUREMENT/PROJECT OWNER (PMMD, ITMS, RESEARCH INSTITUTES ETC.)
- HSE will monitor and update CRT accordingly.


WORKING ARRANGEMENT DURING CMCO 9 NOVEMBER - 6 DECEMBER 2020



CHRO Office (HRM/UTP)

To:  {UTP_All_Staff_1};  {UTP_All_Staff_2};  {UTP_All_Staff_3};  {UTP_Research_&_Innovation_Division}

Cc:  Maizatul Khairina Bt Meor Hashim (HRMA/UTP);  Maizatul Khairina Bt Meor Hashim (HRM/Upstream)

 Reply  Reply All  Forward 

Sun 8/11/2020 2:28 PM

Assalamualaikum & Greetings,

Dear Colleagues,

Aligned with the latest announcement made by the Government on the implementation of Conditional Movement Control Order (PKPB) until 6 December 2020, this serves as a notification to all UTP staff to **resume working from home until further notice**. Staff are advised to observe the following conditions during this period :

1. Staff are required to log-in their attendance via UTrace.
2. Staff who are under essential service will continue operating as per requirement.
3. Staff who are required to be in campus shall obtain prior approval from respective Division Heads using the 'Request Entry into UTP' online form.
4. Approval for entry will be on case-to-case basis depending on the level of urgency.
5. Staff who are required to travel in or out of Perak state for business purposes shall obtain prior approval from UTP COVID-19 Response Team.

HR will issue 'Surat Pelepasan Perjalanan' to personnel under item 2, 3 and 5.

HR & UTP Covid-19 Response Team will keep you updated with the latest information. In the meantime, please exercise good care and adhere to the current circular/guideline/SOP issued by the authority.

Have a pleasant day and stay safe.

Regards,

CHRO OFFICE

Work from Home for Staff and Postgraduate Students Doing Research Work Who Are Residing in the Red Zone



Dear Staff and Postgraduate Students,

In line with our announcement on 8 November 2020 and in further safeguarding the health and safety of the UTP community against the COVID-19 pandemic, below directives are to be followed by staff and postgraduate students doing research work who require to work in the office:

1. Staff and postgraduate students who are residing in the Red Zone (Sub Districts) as per declared by the Ministry of Health (MOH) to remain working from home and avoid coming to the office. The zone identification can be referred to the MOH's information as per attachment. For the daily update on the zoning status, please refer to the Perak State Health Department's Facebook at <https://www.facebook.com/jknperak>.
2. If the staff or postgraduate students from the Red Zone are required to work in the office, they need to consult the Covid Response Team (CRT) prior to requesting for entry approval from their respective Division Head.
3. Staff are required to update their latest residential address in MyPassport and declare their zoning status to the CRT/Division Head in their entry application to UTP.

Should you have any queries on COVID-19, please email to covid.response@utp.edu.my or contact 05-368 8999.

Thank you.

COVID Response Team
(UTP/COVID-19RT/95)

REFERENCES – PPRT DIRECTIVES

8 November 2020

November 8, 2020
Ref no: GHSSE/HEALTH/2020-34

5 November 2020

November 5, 2020
REF: GHSSE/HEALTH/2020-33

23 October 2020

October 23, 2020
Ref no: GHSSE/HEALTH/2020-31

Based on the above, ALL PETRONAS employees residing in the CMCO and RMCO locations or those who are required to travel into or out of the locations are required to abide by the following:

GOVERNMENT, STATE AND COMPANY DIRECTIVES

- Comply with all Government and State SOPs (refer to <http://www.mkn.gov.my/> and the attached PDF SOP file from MKN).
- Comply with all Company Directives, *PPRT Directives for COVID-19 Mitigation Measures* issued on October 3, 2020 (Ref: GHSSE/2020/HEALTH/COVID-19/13) will remain in effect.

WORKING ARRANGEMENTS

- Work from home unless it is critical for you to be at the workplace, in which case you are required to:
 - a) Comply with Government and State SOPs
 - b) Obtain PDRM approval, when necessary
 - c) Obtain approval from your superior
 - d) Obtain a letter from HR to travel across Districts or States for work purposes
 - e) Carry your Staff ID at all times

REVIEW OF MINIMUM MANNING REQUIREMENTS

- All HCU/BU/OPU Heads of Department are required to review minimum manning requirements as per the PPRT Directive on Review of Minimum Manning Requirements issued on November 5, 2020 (Ref: GHSSE/HEALTH/2020-33).

EVENTS AND MEETINGS

- Events including meetings are to be conducted virtually as the default option.
- Events with physical presence are not allowed except internal meetings and toolbox involving PETRONAS staff and contractors that are critical to safety or those directed by authorities or involving expatriates and C suite, under the following conditions:
 - a) Indoor: maximum of 10 people; for up to 2 hours
 - b) Outdoor: maximum of 20 people; for up to 30 minutes
 - c) Mandatory to wear face mask
 - d) Maintain 1-meter physical distancing
 - e) No additional activities involving close contact
- The following meetings and events involving physical presence are prohibited and are to be conducted virtually until further notice:
 - a) All meetings involving external agencies
 - b) Any seminars, workshops, courses, trainings, conferences, talks or exhibitions
 - c) Any official, non-official, and social events

PERSONAL HEALTH AND SAFETY

- Comply with *COVID-19 Testing for Red Zones* (Ref: GHSSE/HEALTH/2020-31).
- Contact our Security Operations Control Centre (SOCC) at 03-23924141 if you require any
- Monitor your health status and seek medical attention if you develop COVID-19 symptoms such as fever, respiratory symptoms, loss of smell and taste, etc.
- Use the MySejahtera app or refer to the KKM website/Facebook/Twitter to check the risk status of your location and obtain latest updates on the COVID-19 situation in Malaysia.

Based on the above, ALL PETRONAS employees residing in the CMCO and RMCO locations or those who are required to travel into or out of the locations are required to abide by the following:

GOVERNMENT, STATE AND COMPANY DIRECTIVES

- Comply with all Government and State SOPs (refer to <https://www.gsis.gov.my>) and the attached PDF SOP for team MNO.
- Comply with all Company Directives. PPRF Directives for COVID-19 Mitigation Measures issued on October 5, 2020 (Ref: GHSSSE/2020/HEALTH/COVID-19/13) will remain in effect.

WORKING ARRANGEMENTS

- Work from home unless it is critical for you to be at the workplace, in which case you are required to:
 - Comply with Government and State SOPs.
 - Obtain FORM approval, when necessary.
 - Obtain approval from your superior.
 - Obtain a letter from HR to travel across Districts or States for work purposes.
 - Follow your Ref: GHSSSE/2020/HEALTH/COVID-19/13.

REVIEW OF MINIMUM MANNING REQUIREMENTS

- All HCU/BU/OPU Heads of Department are required to review minimum manning requirements as per the PPRF Directive on Review of Minimum Manning Requirements issued on November 5, 2020 (Ref: GHSSSE/HEALTH/2020-33).

EVENTS AND MEETINGS

- Events including meetings are to be conducted virtually as the default option.
- Events with physical presence are not allowed except internal meetings and toolbox involving PETRONAS staff and contractors that are critical to safety or those directed by authorities or involving expatriates and C suite, under the following conditions:
 - Indoor: maximum of 10 people, for up to 2 hours.
 - Outdoor: maximum of 20 people, for up to 30 minutes.
 - Mandatory to wear face mask.
 - Maintain 1 meter physical distancing.
 - No additional activities involving close contact.
- The following meetings and events involving physical presence are prohibited and are to be conducted virtually and further noted:
 - All meetings involving external agencies.
 - Any seminars, workshops, courses, trainings, conferences, talks or exhibitions.
 - Any official non-official and social events.

PERSONAL HEALTH AND SAFETY

- Comply with COVID-19 Testing for Red Zones (Ref: GHSSSE/HEALTH/2020-31).
- Consult our Security Operations Control Centre (SOCC) at 03-25241411 if you require any.
- Monitor your health status and seek medical attention if you develop COVID-19 symptoms such as fever, respiratory symptoms, loss of smell and taste, etc.
- Use the MyDisrupt app or refer to the MDO website/Facebook/Twitter to check the risk status of your location and obtain latest updates on the COVID-19 situation in Malaysia.

5 November 2020

November 5, 2020

REF: GHSSSE/HEALTH/2020-33

ATTENTION!

INCREASING TREND OF COVID-19 CASES IN MALAYSIA AND AT OUR FACILITIES

Malaysia is currently facing the third-wave of the COVID-19 pandemic. Our operations, too, have been impacted, with new cases amongst our workforce being reported on a daily basis. Since August 20, 2020, we have recorded 9 active internal clusters involving essential staff at several PETRONAS operations in Malaysia. Workplace infections are also increasing.

To curb the spread of COVID-19 amongst our workforce, especially at site, there is a need to review minimum manning requirements immediately:

REVIEW OF MINIMUM MANNING REQUIREMENTS

All HCU/BU/OPU Heads of Department are required to review their minimum manning requirements and record the number of operational and non-operational staff allowed to be present on-site while not compromising the safety of our operations and business continuity.

- For staff whose nature of work does not require mandatory presence at the workplace, WFH is the default working arrangement. In other words, anyone who can work from home **MUST** work from home.
- For staff whose nature of work requires mandatory presence at the workplace (operational and non-operational), Heads of Department are required to:
 - Review criticality of all activities
 - Review the minimum manning of on-site personnel
 - Review staff rotation schedule for sustained operations (where applicable)
- All staff are required to adhere to all Company Directives and Government SOPs, including the Malaysian Government's WFH Directive announced on October 22, 2020 (Ref: GHSSSE/HEALTH/2020-31).

<p>Based on the above, ALL PETRONAS employees residing in the CMCO and RZCO locations of those who are required to travel, live or out of the locations are required to abide by the following:</p> <p>GOVERNMENT, STATE AND COMPANY DIRECTIVES</p> <ul style="list-style-type: none"> Comply with all Government and State SOPs (MAM 19/12/2020/003/003/003) and the attached POF SOP (MAM). Comply with all Company Directives, PPRT Directives for COVID-19 Mitigation Measures issued on October 3, 2020 (Ref: GHSSE/2020/HEALTH/COVID-19/13) will remain in effect. <p>WORKING ARRANGEMENTS</p> <ul style="list-style-type: none"> Work from home unless it is critical for you to be at the workplace, in which case you are required to: <ul style="list-style-type: none"> Comply with Government and State SOPs Obtain COVID approval, when necessary Obtain approval from your superior Obtain a letter from your superior to travel across Districts or States for work purposes Carry and wear a face mask <p>REVIEW OF MINIMUM MEETING REQUIREMENTS</p> <ul style="list-style-type: none"> All HCU/BU/CP/heads of Department are required to review minimum meeting requirements as per the PPRT Directive on Review of Minimum Meeting Requirements issued on November 5, 2020 (Ref: GHSSE/HEALTH/2020-31). <p>EVENTS AND MEETINGS</p> <ul style="list-style-type: none"> Events including meetings are to be conducted virtually as the default option. Events with physical presence are not allowed except internal meetings and sessions involving PETRONAS staff and contractors that are critical to safety or those directed by authorities or existing expertise and C-suite, under the following conditions: <ul style="list-style-type: none"> Indoor maximum of 10 people, for up to 2 hours Outdoor maximum of 20 people, for up to 30 minutes Mandatory to wear face mask Respect 1-meter physical distancing No handshakes, avoid touching, close contact The following meetings and events involving physical presence are prohibited and are to be conducted virtually with further notice: <ul style="list-style-type: none"> All meetings involving external agencies Any seminars, workshops, courses, trainings, conferences, talks or exhibitions Any official non-office and social events <p>PERSONAL HEALTH AND SAFETY</p> <ul style="list-style-type: none"> Comply with COVID-19 Testing for Red Zones (Ref: GHSSE/HEALTH/2020-31). Comply with Security Operations Control Centre (SOCC) A-10/2020/147 if you reside any <ul style="list-style-type: none"> Monitor your health status and seek medical attention if you develop COVID-19 symptoms such as fever, respiratory symptoms, loss of taste and smell, etc. Use the MyPetronas app or refer to the SOCC website @soccp@ to check the risk status of your location and obtain latest updates on the COVID-19 situation in Malaysia. 	
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23 October 2020

October 23, 2020
Ref no: GHSSE/HEALTH/2020-31

The Malaysian Government announced a work from home (WFH) directive effective from October 22, 2020 until the end of the CMCO period for public and private sectors in the Klang Valley (KL, Selangor and Putrajaya).

According to the Ministry of International Trade and Industry (MITI), a maximum of 10% of those in management and supervisory positions in the Klang Valley are allowed to work on-site.

MITI provided the following clarifications during a televised video conference on October 21, 2020:

Work on-site for a maximum of 10% of those in Management and Supervisory Positions

Who is included in the 10%?

- The 10% is out of the total number of staff in management and supervisor positions, particularly those in corporate offices and whose work is not deemed essential to production or operations.

Are they allowed to be on-site everyday?

- The aforementioned 10% of staff are allowed to work only from 10 am to 2pm for up to 3 days per week. This is to ease the enforcement by the authorities.
- Those residing in Red Zones and required to be on-site must have their Staff ID and letter from employer at all times.

How about those who are not in management and supervisory positions?

- Those working in operations, manufacturing, production, maintenance, logistics, transportation, institution of goods, sales, storage, warehouse and service sectors are not categorised under management and supervisory and can work as per normal working hours and days.
- Those directly supporting operations such as merchandisers, designers, IT technicians, engineers are also allowed to work as per normal working hours and days.

How does this Government directive affect PETRONAS staff?

- Our existing requirements on working arrangements as per PPRT Directives issued on October 3, 2020 (Ref: GHSSE/2020/HEALTH/COVID-19/13) continue to be applicable.
- However, any office-based staff who need to work on-site must adhere to the Government directives on number of staff and working hours.
- All staff who are required to be on-site must have their Staff ID and letter from employer at all times.

COVID-19 Testing for Workers in Red Zones

Who is this applicable to?

- COVID-19 testing is mandatory only for foreign workers working in Red Zones in construction and security sectors.

How about other workers in Red Zones?

- All other workers residing in Red Zones are highly encouraged to go for COVID-19 testing.
- It is mandatory for workers having COVID-19 symptoms to undergo COVID-19 testing prior to working on-site.

How does this Government directive affect PETRONAS staff?

- Staff residing in Red Zones who are required to work on-site are recommended to undergo COVID-19 RT-PCR testing subject to superior's approval to work on-site.
- Employees can utilise existing PETRONAS COVID-19 testing provisions as per eligibility criteria

THANK YOU

