



ANGLO-EASTERN PLANTATIONS MANAGEMENT SDN BHD.

(Company No. 361926-T)

Covid-19 Standard Operating Procedure ("SOP")

1. The Malaysian government had recently announced the National Recovery Plan Phase 2 to be effective from 9 September 2021 applies to Kelantan, Terengganu, Pahang, Perak, Penang, Sabah, Melaka, Selangor, **Kuala Lumpur** and Putrajaya that:-
 - Manufacturing and construction activities not listed in the Essential Manufacturing and Construction list are ALLOWED, according to these fully vaccinated rates:-
 - a) 40% : Allowed to operate at 60% worker capacity;
 - b) 60% : Allowed to operate at 80% worker capacity;
 - c) 80% : Allowed to operate at 100% worker capacity.
2. Plantations business is considered Essential Business and with 100% of our support staff (ie. Administration and Finance) being fully vaccinated, all employees are encourage to return back to work.
3. Nevertheless safety protocol must be observed in order to ensure a safer work environment for all the staff. The management will enforce the following SOP in Wisma Equity office at all time with immediate effect:-
 - workers coming to office must undergo RTK antigen tests every two weeks with a Senior or appointed staff witnessing the test. The test will be conducted on the 1st day and 15th day of every month;
 - Staff tested Covid positive with RTK antigen, must immediately do the following:-
 - a. notify Ms Devi so that she can update all staff via the chat group the latest development;
 - b. staff who is tested positive must leave the office immediately to a clinic for PCR confirmation test;
 - c. the suspected Covid staff has to self quarantine and work from home while waiting for PCR test result;
 - d. those close contact with the suspected Covid patient for the past 2 days has to go for PCR test;
 - e. close contact must work from home until their PCR test is out;
 - f. staff with Covid positive result must self quarantine and work from home;
 - g. staff with negative result must inform Ms Devi before reporting back to office for work;
 - h. any staff tested positive through the PCR test must update their Covid status through the MySejahtera app;
 - i. after the 10 days quarantine, staff concerned must undergo PCR test. Only when PCR test is negative and staff display no Covid symptoms, will they be allowed back to work with management approval.



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- All the staff reporting for work are required to check-in daily using MySejahtera at Wisma Equity entrance;
- Those with body temperatures exceeding 37.5 degrees Celsius are NOT ALLOWED to enter the office;
- All staff must observe social distancing at all times in the office;
- It is MANDATORY for all staff to wear mask in the office, ie. 2 pcs fabric / 3 ply mask, or N95 mask;
- Those Senior Management who have private office may remove their masks while working. However when they go out to common areas, they are required to wear their masks.
- All staff are advised to wash their hands regularly;
- Staff are advised to avoid crowded places during lunch time;
- Employees who bring their food from home are advised to eat at their work place or at pantry observing social distance. No group gathering is allowed;
- Administration is required to maintain a record on all PCR tests taken by employees; and
- Administration is required to disinfect work stations or place of work on every Tuesday using the Nano spray gun.

Effective

This policy is effective immediately from 15 September 2021.