

# Guideline/Standard Operating Procedures (SOP) to resume operations during CMC0



- Declaration Submission to MITI
- List of prohibited Activities
- MKN SOP Compliance
- Sample of Useful Health Screening Form
- Submission of JKPP Daily Report
- Program Saringan Prihatin Perkeso (PSP)

# Submission of Company Declarations via CIMS 3.0 (MITI)

The objective of this Declaration is to record company information and its commitment to compliance with the SOP.

Declaration is not mandatory but on voluntary basis. Voluntary compliance will assist in promoting customers' confidence in your company.

## Who can submit?

- Companies which activities are not in the list of prohibited activities stipulated by the National Security Council (MKN).
- Companies that have applied to MITI via CIMS 2.0 regardless of the application results do not need to submit the notification.

## How to submit?

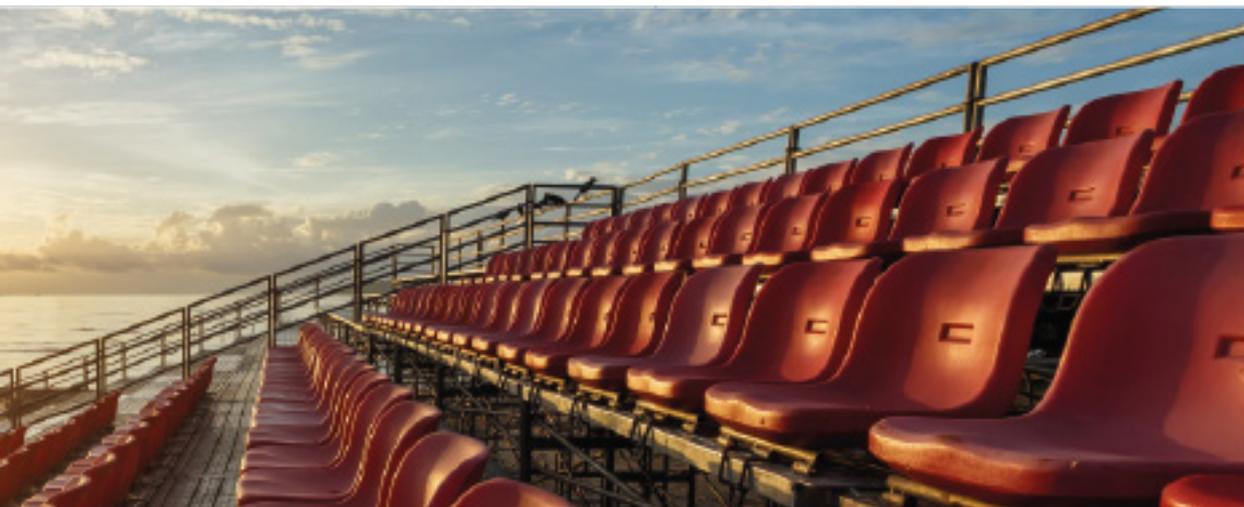
- Companies can submit through CIMS 3.0 at **[notification.miti.gov.my](https://notification.miti.gov.my)**
- Submission is open from 4 May to 12 May 2020

Upon submission, company can download a confirmation letter containing a QR code. The letter can be displayed on their premises as a sign that your company is fully committed in compliance with the designated SOP.



Further information may refer to

- 🌐 **[A Guide to submit Company Declaration via CIMS 3.0](#)**
- 🌐 **[5 Fakta Tentang Pengisytiharan Syarikat Kepada MITI](#)**



## List of Prohibited Activities

### 1. Entertainment and Recreation

Cinemas, karaoke centres, theme parks, museums, busking, reflexology center, Entertainment center, night club

### 2. Festivals, Parades and Gathering

- Religious parade
- Religious activities at mosques and houses of worship
- Anniversary celebrations of Security Forces (Parades)
- Hari Raya celebration except with immediate family members
- Government and private monthly assemblies
- Opening ceremony

### 3. Conferences and Exhibitions

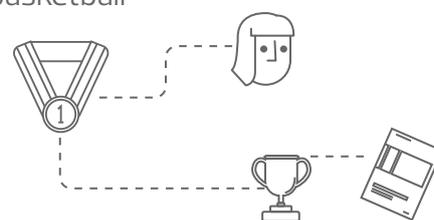
Career Expo, wedding Expo, promotions and travel packages, sales carnival and any types of conferences that involves large groups

### 4. Education

- All schools (primary / secondary) and public/private institutions of higher education remain closed until further notified
- Sports during school sessions, face-to-face co-curriculum activities, any form of school gathering or events that requires gatherings of more than 10 people

### 5. Sports

- Tournaments and competitions that involves audience or supporter (stadium)
- Outdoor sports involve more than 10 people such as running, bike riding, motorcycle convoy and more
- All form of indoor sports such as gymnasiums
- Swimming pools
- Contact sports such as rugby, boxing, soccer and basketball



### 6. Social Activities

Feast, Majlis Berbuka Puasa, weddings and anniversary celebrations, open house, social & cultural events (Eg: Gotong-royong, talks, visits etc)

### 7. Transportation

Cruise

### 8. Businesses / vendors with or without premises/ markets in buildings, markets without premises, grocery stores/ stores selling assorted food and drinks

Having too many customers at a time (subject to 1m social distance), Ramadan bazaar, Hari Raya bazaar, sales carnival



## List of Prohibited Activities (cont)

### 9. Employee-centred accommodations (CLQ)/ hostel / worker dormitories in manufacturing and other sectors

Receiving visitors, socialising and group sports activities, Prayer events/ activities of worship

### 10. Installation and maintenance of machinery (lift, escalators, boilers, etc.) for service sector/ tower cranes at construction sites

Perform work in group of more than 10 people

### 11. Boutiques and fashion accessories

Dress fitting

### 12. Laundry (self-service laundry)

### 13. Face-to-face talks/ seminar /courses/ training

### 14. Certification Activities for Agri-commodity

### 15. Barber shop and beauty salons

### 16. Banking and Financial Services

Sales and marketing activities outside of premises of the institution, or at any public places, are not permitted at this time until further notice.

### 17. Forest Management

Forest ecotourism and forestry training

### 18. Mining and Quarrying

New Application for theory and practical tests of explosion

### 19. Farming and Agriculture

Client's days, farm products sale days, fruits festivals, courses and seminars, agriculture institutions' convocations, as well as auctions of farm products like chicken, meat and eggs

### 20. Fisheries

Recreational fishing activities, Marine Park Center, exhibitions and aquariums

### 21. Creative Arts

Filming, Events/ concerts/ programs involving the public in studio or public places

### 22. Culture and arts

Any exhibition that involves interactions between visitors and artists

### 23. Tourism and Hotel

Use of hotel facilities such as prayer areas, gyms, spa, sauna, lounge, swimming pool, meeting room, seminar hall, training room, restaurant and café (For buffet purpose)

Further information may refer to

 [Senarai aktiviti yang dilarang.pdf](#)



## SOP for Resume Operations during CMCO

-  [SOP Resume Operations \(Introduction\)](#)
-  [List of Prohibited Activities](#)

## Industries' SOP

- |  |  |
|--|--|
|  <u><a href="#">Manufacturer</a></u>  |  <u><a href="#">Transportation &amp; Logistics</a></u>                              |
|  <u><a href="#">Retail</a></u>  |  <u><a href="#">Hotel &amp; Exhibition</a></u>                                      |
|  <u><a href="#">Food &amp; Beverage</a></u>  |  <u><a href="#">Hostel, Crane &amp; machinery installation and maintenance</a></u> |
|  <u><a href="#">Professional Service</a></u>  |  <u><a href="#">Sport &amp; Recreational</a></u>                                  |
|  <u><a href="#">Legal &amp; law</a></u>   |  <u><a href="#">Defence</a></u>   |
|  <u><a href="#">Financial</a></u>   |  <u><a href="#">Agrikomoditi</a></u>  |
|  <u><a href="#">Pawn &amp; Credit Cooperatives</a></u>  |  <u><a href="#">Agriculture</a></u>   |
|  <u><a href="#">Construction</a></u>  |  <u><a href="#">Environment (Waste management, water supply)</a></u>              |
|  <u><a href="#">Security</a></u>  |  <u><a href="#">Oil &amp; Gas</a></u>   |
|  <u><a href="#">Medical</a></u>   |  <u><a href="#">R&amp;D and Test labs</a></u>                                     |
|  <u><a href="#">Education</a></u>   |  <u><a href="#">Electrical Supply</a></u>   |
|  <u><a href="#">Childcare</a></u>   |  <u><a href="#">Forestry/ Mining &amp; Quarrying/ Electricity</a></u>             |
|  <u><a href="#">Social Care Centre</a></u>  |  <u><a href="#">Ministry of Housing and Local Government</a></u>                  |
|  <u><a href="#">Telecommunication &amp; Internet/ Post &amp; Courier /Broadcast/ IT/ E-commerce</a></u> |  <u><a href="#">Neighbourhood</a></u>   |







## PERKESO Prihatin Screening Programme (PSP)

PERKESO Prihatin Screening Programme (PSP) is screening program provided to employees of the companies which have been granted approval to resume their operations during the Movement Control Order period (MCO). This objective of this program is to assist the government in controlling the spread of COVID-19 pandemic in the companies that have resume operations.

The COVID-19 testing is provided FREE OF CHARGE for employees registered with Perkeso including foreign workers. Cost will be fully borne by Perkeso.

The screening will be carried out by healthcare service providers selected by SOCSO who adhere to guidelines set by Ministry of Health (MOH). List of the healthcare service providers available nationwide can be accessed at the PSP PERKESO portal at <https://psp.perkeso.gov.my/psp-service-provider.html>

Registration to be done online by the employee at PSP PERKESO portal at <https://prihatin.perkeso.gov.my>

The test results for the Phase 1 screening will be known within 48 hours after testing via PSP PERKESO portal. The test results are CONFIDENTIAL and made known ONLY to the employee, healthcare service provider and PERKESO. Employees can share the test results with their employers. MOH would be immediately notified by the healthcare service provider if the test result is positive.

Further information may refer to

 [\*\*Program Saringan Prihatin\*\*](#)

 [\*\*Garis Panduan PSPP Fasa Pertama .pdf\*\*](#)

### **Business Process Outsourcing**

Accounting Service | Payroll Service | Business Advisory and Support  
Payment Administration | Training Workshop | MBRS Report

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