

## Client Alert

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## Construction Projects: Operational Guidelines for Centralised Labour Quarters (CLQ) and Accommodation of Construction Workers during the Movement Control Period

Further to our client alerts on 12 April 2020 and 15 April 2020 on the application procedure for approval to operate during the extended Movement Control Order ("**MCO**") period, the Ministry of Works ("**MOW**") together with the Construction Industry Development Board Malaysia ("**CIDB**") issued standard operating procedure / guidelines in relation to the application process and terms to be complied with upon approval during the MCO period:

- (i) General Standard Operating Procedure and General Guidelines for Permission to Operate as well as the Movement of Workers In Construction Projects During MCO ("**General SOP**");
- (ii) Guidelines for Preventive Measures at Construction Site ("**Guidelines at the Construction Site**"); and
- (iii) Operational Guidelines for Centralised Labour Quarters and Accommodation of Construction Workers during MCO ("**Guidelines in the CLQ**").

We have addressed the MOW CIDB General SOP and Guidelines at the Construction Site in another client alert, which can be accessed [here](#). This client alert provides a summary of the information contained in the Guidelines in the CLQ.

### 1. What are these Guidelines in the CLQ?

These Guidelines are for contractors who house their workers at the Centralised Labour Quarters (CLQ) or the Workers' Accommodation Area whether outside the construction site or within the construction site. These cover CLQ premises managed by contractors themselves or by any external party.

Contractors must comply with these guidelines to continue with construction work/activities during the MCO.

### 2. What are the requirements in the Guidelines in the CLQ throughout the MCO?

We set out below the salient terms to be complied with during the MCO period.

Please note that the Guidelines in the CLQ are said to be open for amendment and is to be read with the General SOP.





Category	Conditions
General	<ul style="list-style-type: none"><li>Contractors must ensure that all staff and workers must have gone through health screenings and are free from the COVID-19 infection prior to commencing construction work/activities or new projects within the MCO period.</li><li>Only workers who are free from the COVID-19 infection are allowed to work at a construction site.</li><li>Shuttle transport must be provided. Contractors must comply with all guidelines issued by the Ministry of Health and relevant agencies in connection with the requirements on this shuttle transport.</li><li>All staff and workers who stay outside the construction site are required to go through screenings and body temperature checks by the Safety and Health Officer (SHO) upon returning to work the next day. Any worker who has a body temperature <math>\geq 37.5</math> °C is not allowed to enter the construction site and contractors must arrange for the worker to be examined at the clinic.</li><li>Hand sanitiser and face masks at all entrances of the construction site must be provided and must be used. Face mask must be worn throughout the period the staffs, workers and visitors are at the construction site.</li><li>If any staff/worker at the construction site shows COVID-19 symptoms such as cough, fever, sore throat or breathing difficulty, such staff/worker must be isolated from other people and sent to the clinic immediately for examination and further treatment.</li></ul>
CLQ Operations	<ul style="list-style-type: none"><li>Workers who are provided accommodation in the CLQ, must be monitored during the MCO period. If the workers staying at the CLQ show COVID-19 symptoms, such as body temperature exceeding 37.5 °C, cough, fever, fatigue, sore throat or breathing difficulty, the following procedures must be followed by contractors.</li></ul> <p data-bbox="792 1787 1036 1818"><u>Reporting Procedure</u></p> <ul style="list-style-type: none"><li>Any person suspected to be infected with COVID-19 must be reported to the relevant CLQ warden.</li><li>The CLQ warden must refer the reported case directly to the CLQ management immediately.</li></ul>



	<ul style="list-style-type: none"><li>• The CLQ operator must report and take action to send the person suspected with the COVID-19 infection to the clinic immediately for examination and further treatment.</li></ul> <p><u>Isolation Procedure</u></p> <ul style="list-style-type: none"><li>• If any personnel/worker has symptoms such as fever, cough, flu, sore throat, headache, breathing difficulty and others during this MCO period, s/he must be referred immediately for medical treatment.</li><li>• The personnel/worker must be isolated/quarantined at special location in the relevant CLQ and must be monitored carefully following the advice and instructions of a doctor.</li><li>• If the personnel/worker recovers after the monitoring period given by the doctor, s/he may be relocated back to his/her cabin/room in the relevant CLQ. If his/her condition remains the same, s/he shall be sent to the nearest clinic for further examination.</li></ul> <p><u>Contact Tracing Procedure (those who have had contact with positive COVID-19 patients)</u></p> <ul style="list-style-type: none"><li>• The Ministry of Health Malaysia ("<b>MOH</b>") will typically carry out close contact tracing procedure of COVID-19 patients following its own procedures for the COVID-19 outbreak.</li><li>• Every worker must download the MOH application for the purpose of contact tracing (MySejahtera App).</li><li>• CLQ operators where there are positive COVID-19 patient case must detect and identify all personnel/worker known to be in a direct/indirect contact with the positive COVID-19 patient immediately.</li><li>• CLQ operators must keep a record of names and other details such as the NRIC/passport number of personnel/workers. They must be closely monitored and their body temperature must be taken three (3) times a day to ensure that they are free from any symptoms or infection of COVID-19. If the body temperature <math>\geq 37.5</math> °C or any symptom of COVID-19 is found during the monitoring period (typically 14 days), the CLQ operators must arrange for or send</li></ul>
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the personnel/worker involved to the nearest government hospital immediately.

Disinfection work

- CLQ premises with patients infected with COVID-19 must be disinfected by the CLQ operators.
- CLQ operators must keep records to be examined by the authorities.

Safety and Health Management (must be complied with by CLQ operators during the MCO and subsequently)

- Workers who stay at the CLQ are not allowed to go outside the relevant CLQs without approval from the warden.
- The movement of those workers working at the construction site during the MCO must be recorded and monitored closely by their supervisor. These workers are not allowed to leave the construction site without the approval of the supervisor.
- Visitors are not allowed to enter the CLQ area, saved for medical personnel and other service provider approved by the CLQ operators.
- CLQ operators must carry out and record body temperature check on all personnel and workers at the CLQ. Any personnel and worker who has COVID-19 symptoms with body temperature exceeding 37.5 °C must be separated from other people immediately for further action.
- The health conditions of personnel and workers must be monitored frequently. CLQ operators are required to be cautious against personnel and workers who show few symptoms of COVID-19.
- Workers and personnel must practice social distancing and no assembly, social, sports or religious activities are allowed in the CLQ.
- Educate and discipline workers on personal hygiene.
- Ensure that all personnel/workers who are monitored after having close contact with COVID-19 patients do not leave the temporary quarantined area that has been identified by CLQ operators.



- CLQ operators must communicate directly with the MOH regarding any emergency case relating to COVID-19.

#### Sanitisation and cleaning work at the CLQ

- Clean all the CLQ areas and all facilities three (3) times a day by using ethanol that has 70% alcohol content which includes all doorknobs, railings, tables and chairs and common touch areas.
- Hand sanitisers must be provided at guard post, kiosk, cafeteria, management office, toilet and others.
- Dettol are to be used for comprehensive cleaning (e.g. floor, showering room, toilet, cafeteria, kiosk, kitchen and common area).
- All workers must wash their shoes, hands and feet before entering the CLQ compound.
- An orderly and strict system of garbage disposal must be practiced at the CLQ.
- Disinfecting operations must be planned and carried out by the CLQ operators.

#### Government Quarantine Station

- The CLQ operators may obtain advice from the MOH or the clinics to quarantine a personnel/worker that has been identified as having close contact with a COVID-19 patient.

#### Isolated or Quarantined Areas

- Appropriate places must be identified by the CLQ operators in the CLQ complex as temporary isolated or quarantined areas for the period of the COVID-19 outbreak. These temporary isolation or quarantined areas are for isolating those who had close contact with COVID-19 patients.
- Basic facilities such as beds and toilets must be provided.
- The personnel/worker must practice good personal hygiene.
- CLQ operators are to provide drinks and cooked food served in disposable food containers for the



	<p>personnel/worker. No cooking activities are allowed during the MCO period.</p> <ul style="list-style-type: none"><li>• CLQ operators must use the Daily Monitoring Form to monitor personnel/worker that has been identified as having close contact with COVID-19 patients.</li><li>• CLQ operators directly involved in handling a personnel/worker identified as having close contact with COVID-19 patients must be equipped with appropriate personal protective equipment such as nose covers, face masks, long-sleeve plastic aprons and hand gloves.</li><li>• Other personnel at the CLQ must always ensure hand cleanliness and wash hands frequently using soap or hand sanitisers, and wear facemasks when staying at the CLQ and during the MCO period.</li></ul>
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### 3. What are the consequences of non-compliance with the Guidelines?

The Guidelines in the CLQ provide that the following consequences may ensue in the event of non-compliance:

- (i) Construction approval granted to the contractors may be revoked immediately.
- (ii) Disciplinary actions may be taken by CIDB against the Contractor.

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