



MASTER BUILDERS ASSOCIATION MALAYSIA

GUIDELINES FOR THE PREVENTION OF COVID-19 PANDEMIC FOR THE WORKERS AT CENTRALISED LABOUR QUARTERS (CLQ)

Construction companies operating during the Coronavirus (COVID-19) pandemic need to ensure that their workers staying at Centralised Labour Quarters (CLQ) are protected and free of the risk of infection. A safe workplace and healthy workforce will ensure construction projects running smoothly and productively during and after the Movement Control Order (MCO).

This basic Guideline produced by MBAM is meant for members' reference in managing potential risks that might be brought by COVID-19 at CLQ. This Guideline shall be read together with the CIDB Guidelines for Temporary Construction Workers' Amenities and Accommodation, MS2593:2015 on Temporary Construction Site Workers' Amenities and Accommodation – Code of Practice, and other authorities' requirements, such as Ministry of Health Malaysia (MOH), Ministry of Human Resources Malaysia (MOHR) and etc. in managing CLQ.

This Guideline provides the minimum requirements for managing CLQ during COVID-19 pandemic and respective employers/contractors shall developed their own Standard Operating Procedure (SOP) in managing their respective CLQ in line with the latest authorities' requirements.

1.0 CLQ Person in-Charge (PIC)

- 1.1 A person shall be appointed as the PIC of the CLQ to be responsible for the prevention of COVID-19 such as workers health check, Standard Operating Procedures (SOP), Emergency Response Plan (ERP), awareness, education and etc.
- 1.2 CLQ shall establish the procedure for reporting workers who are sick and ERP in the event a positive case is detected.

2.0 Social Distancing

- 2.1 No visitors are allowed to enter CLQ without the Management's approval.
- 2.2 Common areas such as cooking areas, bathing/shower areas, toilets and *Surau*/prayer room shall have demarcation to promote social distancing.
- 2.3 Introduction of staggered time periods for the use of cooking areas, bathing/shower areas, toilets and *Surau*/prayer rooms to reduce congestion and close contact at all times.



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- 2.4 Based on the size of each facility, determination on the number of people using it at any one time to maintain a minimum distance of 1.5 meters at all times.
- 2.5 Recreational activities are strictly not allowed inside CLQ.
- 2.6 The operation of *Surau*/prayer rooms will be subjected to the Jabatan Agama Islam's Guidelines and it is advisable that every person is to bring their own prayer mats.

3.0 Communications

- 3.1 CLQ workers should be reminded and informed on the risks of exposing to COVID-19 by displaying posters, signage, banners, memo, social media apps and etc.
- 3.2 Workers shall be reminded to maintain social distancing, personal hygiene and respiratory etiquette at all times such as wearing face mask, frequent washing of hands, and practise proper hygiene while coughing and sneezing (eg. Cover your mouth while coughing and sneezing)

4.0 Workers' Movement

- 4.1 Workers staying in the CLQ shall remain within the compound of the CLQ and shall always maintain a social distant of at least 1.5-2.0 meters from each other at all times.
- 4.2 Workers are encouraged to stay in their own room at all time.
- 4.3 Workers are not allowed to go out from CLQ without pre-approval from PIC.
- 4.4 All movements of CLQ occupants other than predetermined work site such as after working hours or during off-days (including shops/markets/supermarkets, places visited and people he meets) shall be recorded in a Worker Movement Logbook provided at the entrance by Security personnel or CLQ Supervisor for easy contact tracing.
- 4.5 All workers entering and exiting CLQ shall be checked for their body temperature, applying hand sanitizer or washing their hands with soap & water provided at the CLQ entrance.
- 4.6 All workers exiting the CLQ shall wear face mask before they are allowed to exit the CLQ.
- 4.7 Transportation shall be provided for workers to and from workplace if required.



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- 4.8 The bus frequency shall be staggered and the number of workers travelling in a bus should be half of the capacity at a social distance of minimum 1.5 meters.
- 4.9 Workers shall enter the transport immediately and must not loiter around.
- 4.10 All workers transportation must be sanitized in between trips.
- 4.10 No private Vehicles are allowed to go in CLQ unless for the purpose of bringing in supplies. However, it will be subject to approval of the PIC. The driver must undergo temperature check, hand sanitizing and his vehicle to be sanitized before entering.

5.0 Cleaning and Sanitizing

- 5.1 Periodic cleaning and sanitizing shall be carried out to disinfect the CLQ.
- 5.2 Enhanced cleaning and sanitizing procedures particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Food preparation and eating surfaces
- 5.3 House keeping at CLQ compound should be conducted frequently to ensure it is clean at all times.
- 5.4 Provide suitable and sufficient rubbish bins with cover for waste disposal at designated places and emptied regularly.
- 5.5 Provide designated bins with lids to dispose used face masks and disinfect them.



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6.0 Workers' Health Condition and Monitoring

- 6.1 All workers staying at CLQ must be monitored for their health condition.
- 6.2 Workers' body temperature should not exceed 37.5 Degree Celsius and will be recorded by the appointed person when workers entering and exiting CLQ.
- 6.3 Temperature screening readings shall be recorded in a Workers Temperature Screening Logbook and shall be kept by Security Personnel at CLQ.
- 6.4 Any worker who is not feeling well shall immediately notify their Immediate Supervisor or PIC.
- 6.5 The employer shall arrange the worker for immediate medical treatment and advice. His condition shall be monitored and must be isolated at a quarantine room to minimise contact with others if necessary.
- 6.6 Beside temperature check, workers shall be checked if they are having any other health problems or potential symptoms relating to COVID 19 such as:
 - Coughing
 - Sore Throat
 - Fever
 - Shortness of breath
 - Runny nose
 - Diarrhea
 - Aches and pains

7.0 Self-quarantine room

- 7.1 A designated room located away from workers must be provided as self-quarantine room.
- 7.2 Self-quarantine room shall have all basic necessity such as water, electricity, washing facilities and bathroom to provide comfort to the workers.
- 7.3 The PIC of CLQ will need to monitor closely the health condition of the worker under quarantine and must immediately refer him to the hospital if his symptoms deteriorate.



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8.0 Dormitories

- 8.1 Bed arrangements in each dorm shall have a safe distance of minimum 1.5 meters from each worker at all times.
- 8.2 It is advisable that workers staying in the same room should be working in the same work/trade cluster at the same work sites.
- 8.3 It is advisable that workers staying in the same room should be moving and having meals together and maintaining social distancing from other workers.

9. Canteen and Cooking Arrangement

- 9.1 All meal times must be staggered between work groups.
- 9.2 No sharing of food on the same utensils/plates/bowls.
- 9.3 All food provided by the canteen are to be prepacked.
- 9.4 The seating arrangement at canteen should maintain a social distance of minimum 1.5 meters at all times.
- 9.5 Hand washing (wash basin, soap and water) facilities must be available at areas deem practical.
- 9.6 Workers must clean up their own table and chair after each meal.
- 9.7 Canteen must be cleaned and sanitized after every break/meal time.
- 9.8 All food wastes must be disposed daily.
- 9.9 All waste bins must have a cover/lid.

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