

Resuming Operations Post-MCO

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VISUAL QUICK GUIDE

An Illustrative Guide by Ar. Tan Bee Eu +
Team from BETA (BEu Tan Architect)

Based On Penang Institute's "Guidelines for the Resumption
of Workplace Operations Post-MCO"

3 May 2020

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GUIDELINE FRAMEWORK

INTRODUCTION TO THE 3-STEP GUIDE

Checklist Flow Chart For Employer

STEP 1 : PREPARING THE PHYSICAL SPACE

Understanding Social Distancing
Adapting Existing Workplace Seats

STEP 2 : MANPOWER PRIORITIZING

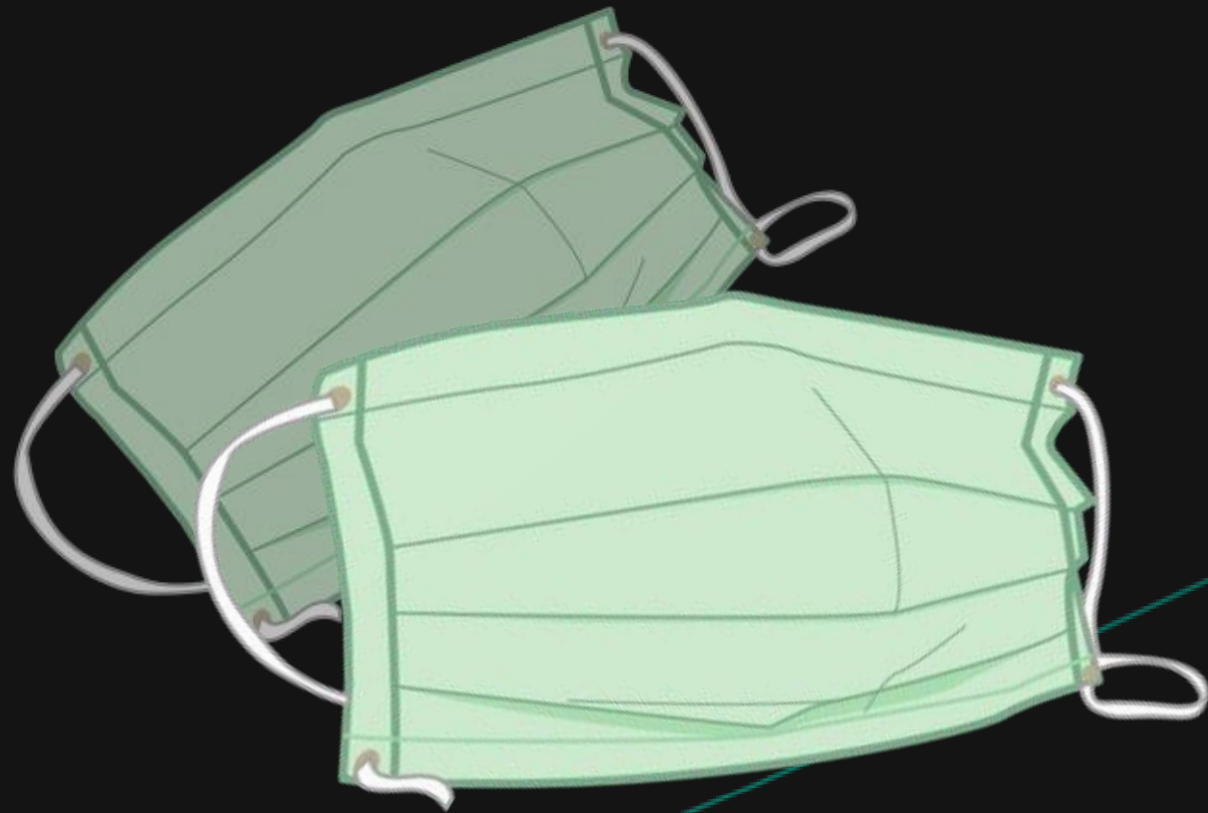
Protecting Your Employee and the Business
Recommended Essential Duties

STEP 3 : POST-MCO WORK PROCEDURES

Safety, Health and Screening Procedures
HR Procedures Revisited
Employee Work Ethics

ACKNOWLEDGEMENT

WHY THIS GUIDELINE?



On 1st May 2020, the Prime Minister announced a partial retraction of the Movement Control Order (MCO), allowing for a range of business activities to resume from Monday, 4th May 2020. In view of the short-time frame of preparation, this rational guidelines for a safe implementation of Standard Operating Procedures for workplaces becomes necessary and urgent.

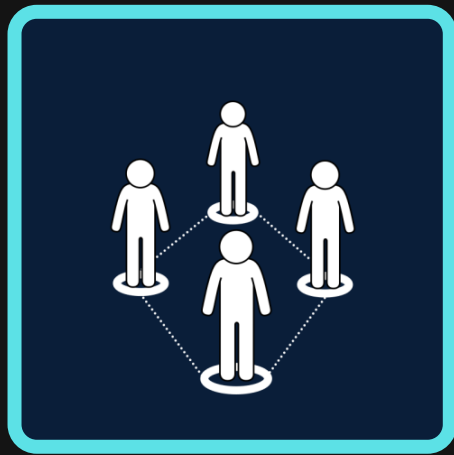
It is in order to ease the transition for small-scale businesses in these unprecedented times that we have produced this document, and made it available to the general public. While keeping to the rules set by the authorities on movement restrictions, there are nevertheless additional measures that should be taken to ensure that effective social distancing is practised in the workplace.

Provided herein therefore, are general visual guidelines for managing the workplace as long as Covid-19 remains a public health threat, or in the event of similar threats to public health.

3 KEY STEPS

Preparation Stages Towards Resuming Operations

01



**CHECK SPACE
REQUIREMENTS**

02



**MANPOWER
PLANNING**

03



**STANDARD
OPERATING
PROCEDURE**

Three key steps are recommended to initiate planning and decision-making process prior to resuming business:

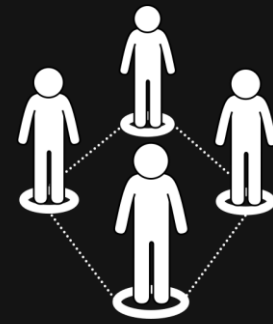
1. Consideration for physical space requirements ;
2. Staff identification for operations, and ;
3. Putting operating procedures into place prior to resuming operations.

04

01

IS YOUR BUSINESS PREMISE READY?

Is Social Distancing possible at your current business premise?



NO ?



Continue Work From Home



Modify Seating Arrangements



Scale Down Operation



YES ?



02

MANPOWER PLANNING

Resume operations with caution



ASSIGN



Essential Duties

- Work In Office



Less Essential Duties

- Work From Home
- Alternate Work-shifts



03

STANDARD OPERATING PROCEDURES

Setup procedures and protocols for the "New Normal"



S.O.P



Employer's Responsibilities In Screening and Hygiene



Employee's Work Ethics



Revisit HR Procedures

GUIDELINE

3-Step Flowchart

05

STEP 01

Understanding Social Distancing



Why maintain a 2-metre physical distance?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet-appx 2m) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

STEP 01

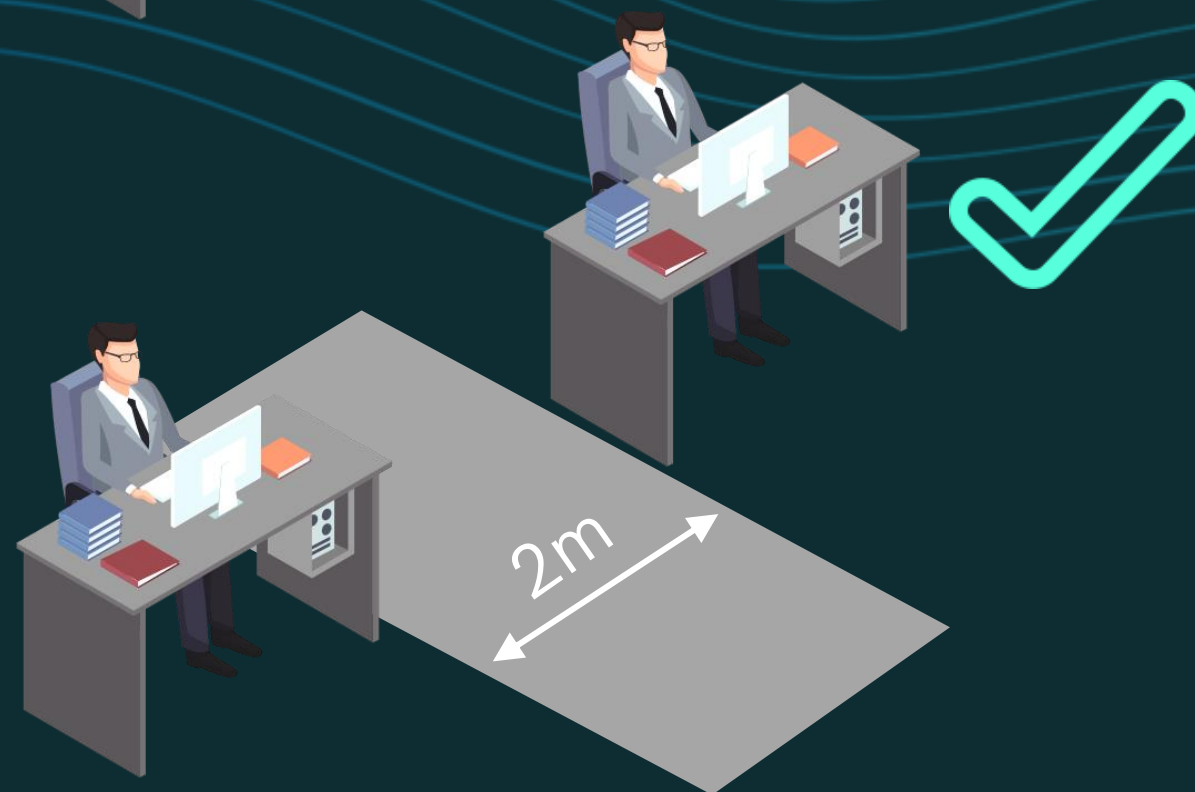
Understanding Social Distancing



How to arrange your office workspace?

The ideal is to have a 2m wide walkway and to employ 1-way directional flow. When this is not possible, seal alternate workstations to ensure Social Distancing.

If you are unable to achieve the ideal layout, then face masks should be mandatory for all staff.



CATEGORISING ESSENTIAL DUTIES



ESSENTIAL DUTIES

Identify which duties are essential to be conducted in your office.

1. Financial Operations, Filing and Accounting
2. Building Management and Security
3. Customer Care Servicers
4. Skilled Workers for In-situ Operations

STEP 02

Manpower Planning



LESS ESSENTIAL DUTIES

Identify which duties can be performed remotely.

1. Web-based and Phone-based Operations
2. Managers, Consultants and Writers
3. Designers or Software Developers

EMPLOYERS' RESPONSIBILITIES IN SCREENING AND HYGIENE



REGULAR SCREENING

Regular body temperature screening done on a daily basis when staffs arrive at the office and before they leave.



MOVEMENT TRACKING

All staff must keep a movement tracking record for at least 30 days with information of where the staff have been, date, time of visit and the names of the people met.



KEEPING VISITORS LOG

All visitors to the premises including suppliers, clients and customers are to be recorded with visit and personal details.

EMPLOYERS' RESPONSIBILITIES IN SCREENING AND HYGIENE



SANITISING COMMON SPACES

Pre-MCO regular cleaning complemented with a regular disinfecting on shared building facilities and properties, such as lift, common area, door handles, staircase balustrades, stationery and beyond.



PRIVATE & PERSONAL SPACE

Regularly clean and disinfect own desks. All staffs and visitors encouraged to regularly sanitise their hands, phones and personal belongings.



TRANSPORTATION HYGIENE

Public transportation operators of public bus, school bus, factory bus, interstate express bus, tour bus as well as taxis or e-hailing services must consider a regular sanitising schedule to be done for your vehicles.

ACKNOWLEDGEMENT

This visual guideline is curated by Ar. Tan Bee Eu and Team from BETA (BEu Tan Architect) with collaborative inputs with Penang Institute.

For further details, kindly refer the Official Complete Document of “Guidelines for the Resumption of Workplace Operations Post-MCO” by Ong Siou Woon (Chief Operating Officer, Penang Institute), Tan Zhi Xian (HR Officer, Penang Institute), Ar. Tan Bee Eu (Architect & USM Academician)

Disclaimer:

This article is a reference guide to the management and administration of an organisation in managing the workplace at the end of the MCO. Organisations are encouraged to be adaptive in applying the above suggestions depending on the nature of their business, the size of the organisations, the working environment and location, and any other relevant factors.

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