

**Operational Terms and Conditions for Timber Industry during the Imposition of Movement Control Order due to Covid-19 effective 18- 31 March 2020**

1. In compliance with the Government's announcement imposing the Movement Control Order (the Order) due to widespread of Covid-19 effective 18 – 31 March 2020, only the following timber and related industries are allowed to operate:
  - (i) Plywood mills;
  - (ii) Medium density fibreboard mills and their own woodchip mills; and
  - (iii) Industrial adhesive mills (the Mills).
2. The mills shall reduce the number of workers to the minimum or not more than 50 per cent of the overall total workers, for operation during the imposition of the Order.
3. The mills shall submit to STIDC the list of involved workers and ensure the movement of workers is restricted and/or confined to/ from home to mills only.
4. The mills allowed to operate shall submit the following information to STIDC:
  - (i) Operating hours;
  - (ii) Number of workers staying in quarters provided by the mills;
  - (iii) Number of workers commuting to work from home (not staying in worker quarters);
  - (iv) Logs suppliers;
  - (v) Daily trips of logs from source to mill; and
  - (vi) Daily trips of products from mill to port for export.
5. Other mills not listed in (1) are strictly not allowed to operate.
6. Other supporting services allowed to operate are:
  - (i) Logs loading at approved log ponds and unloading at plywood and MDF mills only;
  - (ii) Issuance of Endorsement Clearance Certificate (ECC) by Harwood Timber Sdn Bhd;
  - (iii) Issuance of Removal Pass Transit (RPT) and Royalty marking by Forest Department Sarawak;
  - (iv) Issuance of export permits online for plywood and MDF by STIDC; and
  - (v) All grading and/or physical inspection by STIDC shall be exempted during this period.
7. The mills shall practice high standard of hygiene and provide temperature screening device to take daily temperature readings of all employees at the factory/premises entrance. Readings for every employee shall be recorded and kept for reference.

8. If the body temperature is found above the normal, the mills shall contact the nearest health office or government hospital.
9. All workers shall comply with Covid-19 preventive procedures issued by the Ministry of Health from time to time.
10. The mills shall provide hand sanitisers at the entrance and other relevant places in the factory/premises.
11. The mills shall carry out a disinfection process at the factory/premises before each shift or operation begins.
12. Sanitation and cleaning process shall be carried out three times a day especially in common spaces such as lobby, elevator, cafeteria, meeting room, prayer room, employee bus/transport and indoor recreation centre.
13. The mills shall ensure that social distancing best practice guidelines are in place and are implemented particularly in production floor, cafeteria/canteen, meeting rooms and multi-purpose room/halls.
14. In the event of an employee being infected with Covid-19, the mills shall be responsible for the full costs of all medical expenses, the process of disinfecting premises, and other related costs.
15. This approval can be cancelled and revoked if the mills fail to meet the specified terms and conditions.
16. No visitors shall be allowed to visit the mills during the Order period.
17. Polis DiRaja Malaysia (PDRM) as the enforcement authority shall be allowed to conduct random checkings and entries visit to the mill at any time during the Order period.
18. The terms and conditions can be amended and varied from time to time subject to the prevailing circumstances.

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