



**Date Issued: 19 May 2020 (Ver 2.0)**

**COVID-19 Standard Operating Procedure – SOP”)**

**A) General Guidelines:**

1. Excelube Marketing operations is critical in supporting the supply chain for tyre, rubber products manufacturing, automotive and lubricant industries.
2. Government and Ministry circulars, regulations and requirements for Movement Control Order (MCO) related to COVID-19 health and safety measures for related industry sector will be followed strictly.
3. Work location for employees will be determined on case-to-case basis, depending on their job requirements and nature of work, adhering to the Government’s Movement Control Order (MCO) instructions. A home-work system has been planned and successfully implemented to support employees working offsite.
4. All staff and workers have been instructed to adhere to the COVID-19 prevention procedures in accordance with the government's instructions at all times and to reduce the need to leave the house during MCO.
5. All employees should notify the company if they have a fever or have COVID-19 symptoms. The employee should contact the hospital for immediate treatment.
6. Company CEO will take direct leadership in navigating the company to ensure fast and effective actions are undertaken during this COVID-19 crisis and MCO period.
7. The HR Manager is designated as COVID-19 Coordinator and is responsible to support all applications and reporting requirements to the Government and communications to company staff. Any emergency will be alerted to the CEO for immediate action and intervention.
8. Letter of Authorization / Confirmation of Operation issued by MITI is be displayed on the premises at the workplace and carried by approved staff / workers who are allowed to perform company activities during MCO.



## EXCELUBE MARKETING SDN BHD

Registration No: 200301035690 (638111-W)  
F-3A-17, IOI BOULEVARD  
JALAN KENARI 5, BANDAR PUCHONG JAYA,  
47170 PUCHONG, SELANGOR.  
TEL: +603-80763222; FAX: +603-80806810

9. An Emergency Respond Taskforce led by the CEO is established to ensure fast handling of emergency cases in the event of infection or investigation requests by the authorities.
10. This SOP is the **New Normal** and will be updated periodically.
11. Government of Malaysia SOPs for related industry sectors are referred and any new development are to be incorporated in company's daily practice. Refer to Malaysia National Security Council website for latest details at <https://www.mkn.gov.my/web/ms/sop-pembukaan-semula-ekonomi/>.

### B) Work Premises

1. Work location for employees will be determined on case-to-case basis, depending on their job requirements and nature of work, adhering to the Government's Movement Control Order (MCO) instructions.
2. Work hours will be from 8.30am to 5.30am from Monday to Friday.
3. All staff / workers are to ensure strict practice of social distancing, one (1) meter away from each other is complied with. Staff / workers should avoid crowded areas to avoid unnecessary situation which makes it difficult to practice social distancing.
4. Staff / workers are required to limit movement and only travel from home to work premises only.
5. Workplace ventilation systems are maintained and operate effectively.
6. The Company provides the following personal protective equipment (PPE) to the employees according to their work requirements:
  - a. Masks
  - b. Hand sanitisers
  - c. Gloves
7. Company shall provide hand sanitizer and disinfection kits at the entrance and all appropriate areas.
8. Sanitation and cleaning for common space will be performed daily using suitable sanitation solutions/chemicals.
9. All truck drivers / tankers engaged to deliver products are requested to improve hygiene practices such as hand hygiene, mask use, gloves, truck / tanker cleaning frequency and so on following the Ministry of Health instructions.



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### 10. Work premises entry checks:

- a) All staff are requested to measure body temperature and observe any cough symptoms, sore throat or shortness of breath on their own as they are working from home during MCO. Once MCO is lifted, this procedure will be performed daily at the entrance of the workplace using a contactless thermometer.
- b) Company will keep a record of working temperature for a minimum of three months, when staff works from office premises. When working from home, staff/workers are required to keep own measurement records.
- c) Staff/workers with body temperature above normal levels (above 37.5 degrees Celsius) or have symptoms will not be allowed to enter the company's premises and such employees will be asked to seek medical attention at a suitable clinic able to handle suspected COVID-19 cases.

11. If any Staff / Workers is found with COVID-19 symptoms and need to be placed under House Supervision, they are not allowed to work and must undergo adequate medical and quarantine days prior to coming to work.

12. Staff / Workers who have recently returned from abroad are not allowed to work within 14 days of their arrival in Malaysia and must undergo a quarantine process, subject to Government's policy.

13. Staff are to report to the Company COVID-19 Coordinator for any issue.

### **C) Interactions with External Parties / Customers / Visitors**

1. No visitors will be allowed during MCO at office premises. This is to avoid the potential risk of infection arising from the presence and interaction with external parties, customers and visitors.
2. Staff / workers are requested to avoid face-to-face meetings. Instead, conduct online discussion with customers or discussion over the phone.
3. During Conditional MCO and upon relaxing measures announced by the Government, minimum number of visitors are allowed. All visitors are required to record their name, contact details and measure temperature before entering office premises.



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### **D) Communications and Reporting**

1. Company COVID-19 Coordinator to periodically inform all staff / workers of any changes to procedures and work requirements to ensure everyone are kept abreast of new development.
2. Company COVID-19 Coordinator to complete daily survey reporting to the Government on COVID-19 health and safety measures undertaken at the company premises and work operations.
3. Company will inform the nearest District Health Office (PKD) IF there is a high number of absenteeism due to COVID-19 related symptoms.
4. Company to provide and inform our corporate guidelines for dealing with COVID-19 to relevant external parties, companies and customers/factories during day-to-day operation, where required.

**Dated 22 April 2020 (Ver 1.0)**

**Dated 19 May 2020 (Ver 2.0)**

**Issued by EXCELUBE MANAGEMENT**