

## COVID-19 MANAGEMENT POLICY

Last updated: 07 December 2022

### Confirmed Positive Case:

1. Employees who have tested positive by RTK (Ag) (self-test/ Panel Clinic) or PCR, must immediately send the picture of the positive result with indication of name and date to your Supervisor and/or HR personnel.
2. SEED reserves the right to require employees who has been tested positive via self-test RTK (Ag) to repeat test at a healthcare facility using RTK (Ag) or PCR test and submit the result immediately to the Supervisor and HR personnel.
3. Alternatively, the employee may perform a repeat self-test RTK (Ag) in front of the Supervisor or HR personnel over a live video conference.
4. Apply for Medical Leave on Info-Tech and report in MYSejahtera. House Surveillance Order (HSO) from MySejahtera shall be regarded as Medical Certificate and will be granted Medical Leave by the Company as part of your current Medical Leave entitlement.
5. If your repeat self-test RTK (Ag) turns out negative, you will not be granted Medical Leave. Absenteeism from work in this case will be considered to be on unpaid leave, unless with Medical Certificate from a healthcare facility.
6. If you tested positive in the repeat self-test RTK (Ag) but fail to update MySejahtera to obtain HSO, you will not be granted Medical Leave. Absenteeism from work in this case will be considered to be on unpaid leave.
7. Employees who are able to carry out their daily tasks from home and is permitted to work from home may apply from your Supervisor and/or HR personnel to continue to work from home. Employer shall also request employee to work from home if the nature of job permits and if the employee condition is fit to perform his/ her work. In such cases, employees shall be considered working as usual and medical leave shall not be deducted.
8. In cases where medical leave have been exhausted, employees who are unable to carry out their daily duties shall be considered to be on unpaid leave.
9. On Day 5, SEED at its discretion and expense, may ask employee to repeat self-test RTK (Ag) at a healthcare facility for early release from HSO. However, if the test results are still positive, the quarantine shall continue until Day 7. No repeat tests are required after Day 7.
10. Employees shall report duty immediately after receiving the release order status from MySejahtera and show the notification to Supervisor and/or HR personnel.
11. Employees who are found to falsify or attempt to falsify information with regards to the COVID-19 status in the MySejahtera or the test kit will be reprimanded and disciplinary action will be taken against the employees.

**Close Contact of Confirmed Positive Case:**

1. As per the current MOH SOP:
  - a. If the employee is asymptomatic: no quarantine shall apply and employee is required to do RTK (Ag) self-test and declare the result to the Supervisor and/or HR personnel, hence no leave shall be applied for this case and employee need to physically present at the workplace if the result is negative.
  - b. If the employee is symptomatic: Employee is required to do RTK (Ag) self-test test and declare the result to the Supervisor and/or HR personnel. If the result is negative and employee still feels unwell, employee may seek medical consultation and apply for medical leave if medical certificate is granted.
2. Employees with close contact case who failed to declare to their Supervisor and have been absent from work, will be considered to be on unpaid leave.
3. In cases where medical leave has been exhausted, staff who are unable to carry out their daily duties shall be considered to be on unpaid leave.
4. Employees who are found to falsify or attempt to falsify information with regards to the COVID-19 status in the MySejahtera or the test kit will be reprimanded and disciplinary action will be taken against the employees.

At any time where the close contact employee status changed to positive case, please refer to **Confirmed Positive Case** management procedure.

This memo shall be effective immediately and any update or changes will be updated from time to time in accordance with the change in SOP by the government.