



# PROPOSED ENHANCEMENT OF SOP POST-MCO FOR MIRI PORT AUTHORITY

**5<sup>TH</sup> MAY 2020**

# Standard Operating Procedure (SOP) for Miri Port Authority



TO BE THE PORT OF CHOICE IN THE REGION



Operational Hours | **24 Hours**

Customers Interfacing Hours | **7.00 am – 10.00 pm**

Manpower capacity | **50%**

## Scope

Cover all Miri Port terminals and facilities.

## All activities are allowed except:

Prohibited activities as outlined by the State Government from time to time.

## Standing Orders

- Prevention and Control of Infectious Diseases Act, 1988
- The Miri Port Authority By-Laws, 1983
- The Port Authorities Ordinance, 1961
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Fire Act, 1988
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- Sarawak Rivers Ordinance & Regulations, 1993
- ISPS Code 2004
- Police Act, 1967
- Complied to SOP as issued by MOH & MKN
- Person Under Investigation (PUI) and Person Under Surveillance (PUS) need to undergo self quarantine or following other controls as recommended by MOH.

## FOR MIRI PORT OPERATIONS

Actions	Brief Descriptions
A. Body Temperature Check	<ol style="list-style-type: none"> <li>1. All staff, visitors and port users will be checked on body temperature upon entering Port facilities and terminals.</li> <li>2. Anyone with temperature reading of more than 37.5°C is required to fill the Declaration of Health Form and to be referred to MOH. The Form shall be forwarded (by fax or suitable means) to the MOH by the Miri Port PIC.</li> <li>3. Anyone with temperature reading of more than 37.5°C will be denied entry to Port facilities and terminals shall be advised to go to the Government Hospital.</li> </ol>
B. Usage of Face Mask	<ol style="list-style-type: none"> <li>1. Usage of face mask is compulsory for all staff, visitors and port users upon entry at Port facilities and terminals.</li> <li>2. MPA is providing face mask at the entrance gate. Those without a face mask, it can be obtained at the entrance gate and a charge of RM2.00 per piece be imposed.</li> </ol>
C. Usage of Hand Sanitizer	MPA is providing hand sanitizer at the identified high risk areas such as entry point, customer service counters, canteen, lift and public toilet.
D. Sanitisation and disinfection of Port facilities and terminals.	Sanitisation and disinfection is being carried out in every two weeks.

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## FOR MIRI PORT OPERATIONS

Actions	Brief Descriptions
E. Social Distancing	<ol style="list-style-type: none"> <li>1. Social distancing is required in all office areas, meeting rooms, customer service counter, waiting room and passenger lift with proper demarcation of 1 meter apart.</li> <li>2. If meeting is to be conducted, social distancing shall be complied.</li> </ol>
F. Work from Home	<ol style="list-style-type: none"> <li>1. Staff duty roster on rotational basis were drawn to ensure minimal level of staff deployment to carry out port operation activities.</li> <li>2. Meetings are conducted by Zoom Apps or other applicable means.</li> <li>3. Security personnel are deployed on a 24-hours surveillance but in compliance to the Covid-19 SOP.</li> </ol>
G. Limited Movement of Crew within Port Facilities and Terminals	<ol style="list-style-type: none"> <li>1. Vessel crew are advised must remain onboard the vessel at all times.</li> <li>2. Vessel crew are not allowed to leave the Port premises unless on emergency case.</li> </ol>
H. Provision of PPE	Miri Port shall provide adequate PPE to all frontliners and Port staff.

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## FOR MIRI PORT OPERATIONS

Actions	Brief Descriptions
I. Information dissemination	The QOSHE unit shall disseminate information on Covid-19 related issues to all staff and relevant parties from time to time by suitable means.
J. Miri Port Covid-19 Management Committee	<ol style="list-style-type: none"> <li>1. General Manager as Chairman shall coordinate measures in the prevention and spread of Covid-19 at workplace.</li> <li>2. SMCP has been appointed as a Secretary and is responsible to disseminate Covid-19 information to all staff and related parties.</li> <li>3. MSFS has been appointed as the Head of Implementing Team and is responsible to carry out body temperature check on all staff, visitors and port users and to report Covid-19 related issue to MOH.</li> <li>4. All Heads of Department are members of the committee and whose responsibilities are to implement Covid-19 SOP at their respective departments.</li> <li>5. The committee shall meet and discuss on issues pertaining to Covid-19 as and when necessary.</li> </ol>
K. Confirmation of Vessel Free from Covid-19	<ol style="list-style-type: none"> <li>1. For vessel that had carried positive Covid-19 passenger, shall produce a document to confirm the vessel is free from Covid-19 by MOH before they can be allowed to berth at Port terminals.</li> </ol>

# SOP DI PELABUHAN MIRI



## DECLARATION OF HEALTH

1.	Have you travelled to any other countries (outside Malaysia) or outside Miri within the last 14 days?	<b>*YES</b>	<b>*NO</b>
2.	Have you attended or had contact with anyone who had attended the tabligh programme at Masjid Sri Petaling from 27 <sup>th</sup> to 3 <sup>rd</sup> of March 2020?	<b>YES</b>	<b>NO</b>
3.	Have you been instructed or given any health advice to exercise 14 days of HOME QUARANTINE/SELF QUARANTINE or work from home?	<b>YES</b>	<b>NO</b>
4.	Have you been in CLOSE CONTACT with a person with CONFIRMED COVID-19?	<b>YES</b>	<b>NO</b>
5.	Have you had frequent or close contact during WORK* or LEISURE with recent travellers from CHINA, HONG KONG, MACAU, TAIWAN, JAPAN, SINGAPORE, SOUTH KOREA, ITALY, IRAN, DENMARK, SPAIN, FRANCE, SWITZERLAND, SWEDEN, NORWAY & UK ?  * Attended business meeting/discussion, frontline staff in hospitality & tourism with regular dealings with travellers from countries stated above	<b>YES</b>	<b>NO</b>

### DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?

1.	Fever	<b>*YES</b>	<b>*NO</b>
2.	Cough or having difficulties to breath	<b>YES</b>	<b>NO</b>
3.	Flu and/or sore throat	<b>YES</b>	<b>NO</b>

<b>PATIENT'S NAME</b>		<b>CONTACT NO</b>	
<b>SIGNATURE</b>		<b>DATE &amp; TIME :</b>	

\* Please Circle the answer