



<b>DOCUMENT TITLE</b>	PROCESS FLOW FOR COVID-19 SCREENING AT KEMAMAN SUPPLY BASE ENTRANCE (PHASE 1&2)		
<b>DOCUMENT NO.</b>	EPIC/ERP/COVID19-06	<b>DATE ISSUED</b>	5 <sup>TH</sup> MAR 2020

PROCESS FLOW	RESPONSIBILITY
<pre>graph TD; A[Employees/ clients/ visitors arrived at PBKSB entrance, Phase 1&amp;2] --&gt; B[Employees/ clients (holder of permanent pass) Proceed inside KSB without screening at entrance]; A --&gt; C[Visitors (holder of daily/ 3-months temporary pass) -company visitor -transporter/vendor -taxi driver]; B --&gt; D[EPIC / Client Screening Process at own premise]; C --&gt; E[Temperature screening at visitor check point]; E --&gt; F{Temperature &gt;38°C?}; F -- Yes --&gt; G[Denied entry, issued face mask and escorted to waiting area]; F -- No --&gt; H[Allowed entry to the supply base]; G --&gt; I[Fill-up EPIC Coronavirus 2019 Health Screening Form. Consult Pejabat Kesihatan Daerah (PKD) for confirmation of PUI Criteria.]; I --&gt; J["If not PUI - personnel are discharged but not allowed to enter KSB. If PUI - personnel will be referred to PKD for further action."];</pre>	Auxiliary police  Auxiliary Police  Visitors

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Screening Process for regular KSB user (EPIC employees and Clients employees) are conducted based on company own procedure. Any PUI case resulted from this screening process shall be communicated to HSSEQ Department, PBKSB for record.</li><li>2. For visitors that hold 3-months temporary pass, there are required to declare and undergo temperature screening at KSB entrance. The client company that request for the temporary pass are required to remind this requirement to their visitors.</li><li>3. Clients company shall have record of their employees who are coming or travel from affected countries within 14-days of arrival to Malaysia. EPIC highly recommended that those employees to be placed under self-quarantine or work at home arrangement before they are allowed to enter Kemaman Supply Base (KSB).</li><li>4. Companies that plan to have visitors from affected countries to enter KSB shall made request to HSSEQ Department, PBKSB. Companies shall ensure that the visitor has undergone 14-days quarantine period from the day they arrived in Malaysia prior to enter KSB. Should there be any urgent condition that require this rule to be breached, the company shall discussed with EPIC Management and ensure that satisfactory control measures are in place.</li><li>5. Clients may download the EPIC Coronavirus 2019 Health Screening Form at K-Bay Portal. this form can be used for the purpose of self declaration at KSB entrance and to be filled-up not later than 24 hours before entry.</li></ol> |  |
|---|--|



<b>DOCUMENT TITLE</b>	PROCESS FLOW FOR COVID-19 SCREENING AT KEMAMAN SUPPLY BASE ENTRANCE (PHASE 1&2)		
<b>DOCUMENT NO.</b>	EPIC/ERP/COVID19-06	<b>DATE ISSUED</b>	5 <sup>TH</sup> MAR 2020

PROCESS FLOW	RESPONSIBILITY
<pre>graph TD; A[Employees/ clients/ visitors arrived at PBKSB entrance, Phase 1&amp;2] --&gt; B[Employees/ clients (holder of permanent pass) Proceed inside KSB without screening at entrance]; A --&gt; C[Visitors (holder of daily/ 3-months temporary pass) -company visitor -transporter/vendor -taxi driver]; B --&gt; D[EPIC / Client Screening Process at own premise]; C --&gt; E[Temperature screening at visitor check point]; E --&gt; F{Temperature &gt;38°C?}; F -- Yes --&gt; G[Denied entry, issued face mask and escorted to waiting area]; F -- No --&gt; H[Allowed entry to the supply base]; G --&gt; I[Fill-up EPIC Coronavirus 2019 Health Screening Form. Consult Pejabat Kesihatan Daerah (PKD) for confirmation of PUI Criteria.]; I --&gt; J["If not PUI - personnel are discharged but not allowed to enter KSB. If PUI - personnel will be referred to PKD for further action."];</pre>	<p>Auxiliary police</p> <p>Auxiliary Police</p> <p>Visitors</p>

1. Screening Process for regular KSB user (EPIC employees and Clients employees) are conducted based on company own procedure. Any PUI case resulted from this screening process shall be communicated to HSSEQ Department, PBKSB for record.
2. For visitors that hold 3-months temporary pass, there are required to declare and undergo temperature screening at KSB entrance. The client company that request for the temporary pass are required to remind this requirement to their visitors.
3. Clients company shall have record of their employees who are coming or travel from affected countries within 14-days of arrival to Malaysia. EPIC highly recommended that those employees to be placed under self-quarantine or work at home arrangement before they are allowed to enter Kemaman Supply Base (KSB).
4. Companies that plan to have visitors from affected countries to enter KSB shall made request to HSSEQ Department, PBKSB. Companies shall ensure that the visitor has undergone 14-days quarantine period from the day they arrived in Malaysia prior to enter KSB. Should there be any urgent condition that require this rule to be breached, the company shall discussed with EPIC Management and ensure that satisfactory control measures are in place.
5. Clients may download the EPIC Coronavirus 2019 Health Screening Form at K-Bay Portal. this form can be used for the purpose of self declaration at KSB entrance and to be filled-up not later than 24 hours before entry.



<b>DOCUMENT TITLE</b>	PROCESS FLOW FOR COVID-19 SCREENING AT KEMAMAN SUPPLY BASE ENTRANCE (PHASE 1&2)		
<b>DOCUMENT NO.</b>	EPIC/ERP/COVID19-06	<b>DATE ISSUED</b>	5 <sup>TH</sup> MAR 2020

PROCESS FLOW	RESPONSIBILITY
<pre>graph TD; A[Employees/ clients/ visitors arrived at PBKSB entrance, Phase 1&amp;2] --&gt; B[Employees/ clients (holder of permanent pass) Proceed inside KSB without screening at entrance]; A --&gt; C[Visitors (holder of daily/ 3-months temporary pass) - company visitor - transporter/ vendor - taxi driver]; B --&gt; D[EPIC / Client Screening Process at own premise]; C --&gt; E[Temperature screening at visitor check point]; E --&gt; F{Temperature &gt;38°C?}; F -- Yes --&gt; G[Denied entry, issued face mask and escorted to waiting area]; F -- No --&gt; H[Allowed entry to the supply base]; G --&gt; I[Fill-up EPIC Coronavirus 2019 Health Screening Form. Consult Pejabat Kesihatan Daerah (PKD) for confirmation of PUI Criteria.]; I --&gt; J["If not PUI - personnel are discharged but not allowed to enter KSB. If PUI - personnel will be referred to PKD for further action."];</pre>	Auxiliary police  Auxiliary Police  Visitors

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Screening Process for regular KSB user (EPIC employees and Clients employees) are conducted based on company own procedure. Any PUI case resulted from this screening process shall be communicated to HSSEQ Department, PBKSB for record.</li><li>2. For visitors that hold 3-months temporary pass, there are required to declare and undergo temperature screening at KSB entrance. The client company that request for the temporary pass are required to remind this requirement to their visitors.</li><li>3. Clients company shall have record of their employees who are coming or travel from affected countries within 14-days of arrival to Malaysia. EPIC highly recommended that those employees to be placed under self-quarantine or work at home arrangement before they are allowed to enter Kemaman Supply Base (KSB).</li><li>4. Companies that plan to have visitors from affected countries to enter KSB shall made request to HSSEQ Department, PBKSB. Companies shall ensure that the visitor has undergone 14-days quarantine period from the day they arrived in Malaysia prior to enter KSB. Should there be any urgent condition that require this rule to be breached, the company shall discussed with EPIC Management and ensure that satisfactory control measures are in place.</li><li>5. Clients may download the EPIC Coronavirus 2019 Health Screening Form at K-Bay Portal. this form can be used for the purpose of self declaration at KSB entrance and to be filled-up not later than 24 hours before entry.</li></ol> |  |
|---|--|