

S.O.P. FOR RETURNING TO WORK

PRACTICE & PROMOTE GOOD PERSONAL HYGIENE



GOOD HAND WASHING ETIQUETTE

Wash your hands regularly & thoroughly with soap & water (at least 20 seconds) or use hand-sanitiser.



RESPIRATORY ETIQUETTE

When coughing and sneezing, cover your mouth & nose with a flexed elbow or disposed tissue. Dispose immediately after use.



WEAR A MASK

Don't forget to wear a face mask to cover your mouth & nose during & after work.

AVOID TOUCHING WITH UNWASHED HANDS



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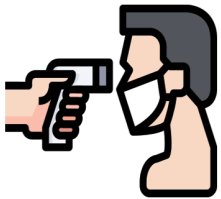
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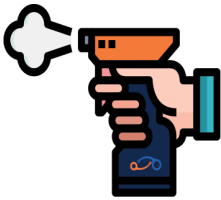
SAFE GREETINGS

Avoid any form of physical contact when greeting others. Safe greetings include a wave, a nod or a bow is recommended.



TEMPERATURE CHECKS

Regular temperature checks at entrance of the workplace. If exhibit fever or flu-like symptoms, seek immediate medical care & stay at home.



CLEAN & SANITISE TOUCHPOINTS

Frequent clean & sanitise all common touchpoint at the workplace including doors, equipments etc.



AVOID SHARING

Do not share food, utensils, cups, pen, telephone, or work tools & equipments with others.



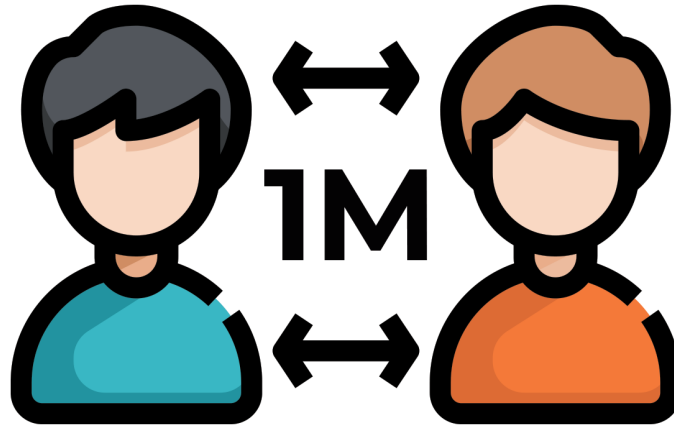
CASHLESS PAYMENT

Go for cashless transactions when purchasing food & essentials instead of using cash & coins, if possible.

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MAINTAIN SOCIAL DISTANCE

Keep a safe distance of at least 1 metre distance apart from others.

AVOID GATHERING

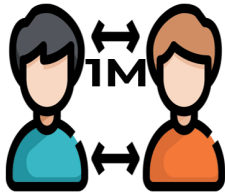
- ✘ Avoid business travel & physical meetings.
Conduct virtual meetings via Zoom or Skype.
- ✘ Avoid dine-in at eateries. Recommended to
takeaway & eat at your workstation.
- ✘ Avoid queuing in public places.
- ✘ Avoid crowd by travelling at low peak hours.

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SAFE CHATTING

Keep a safe distance of at least 1 metre from others when you interact with them face-to-face.



VIRTUAL MEETINGS

Schedule virtual meetings to connect via Zoom or Skype instead of a face-to-face meeting.



JUST ONE CALL AWAY

Connect with your family & friends by picking up the phone to check on how they are doing.

MENTAL HEALTH CHECK

Look after your mental health.

Psycho-Social Care by Health Ministry in collaboration with Mercy Malaysia.

Mercy Malaysia: +6011-63996482 | +6011-63994236 | +603-29359935

Befrienders: +603-79568145

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HAND WASHING TECHNIQUES

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DURATION: 20 seconds



1 Wet hands with water.



2 Apply soap to cover all hand surface.



3 Rub hands palm to palm.



4 Right palm over left dorsum with interlaced fingers & vice versa.



5 Palm to palm with fingers interlocked.



6 Backs of fingers to opposing palms with fingers interlocked.



7 Rotational rubbing of left thumb clasped in right palm & vice versa.



8 Rotational rubbing backwards & also forwards with top of fingers in the palm of hands.



9 Rotational rubbing on both wrists.



10 Rinse hands with water.



11 Dry hands thoroughly with a disposable tissue or towel.



12 Your hands are now safe.

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HAND SANITIZING TECHNIQUES

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DURATION: 20 seconds

1



Use sanitizers that contains 75% alcohol.

2



Apply a palmful of the sanitizers in a cupped hand. Cover all surfaces.

3



Rub hands palm to palm.

4



Right palm over left dorsum with interlaced fingers & vice versa.

5



Palm to palm with fingers interlaced.

6



Backs of fingers to opposing palms with fingers interlocked.

7



Rotational rubbing of left thumb clasped in right palm & vice versa.

8



Rotational rubbing backwards & also forwards with top of fingers in the palm of hands.

9



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