COVID-19
STANDARD OPERATING PROCEDURES
FOR RECRUITMENT
OF NON RESIDENT EMPLOYEE

MARCH 2021

THE OPERATION OF COVID-19 STANDARD OPERATING PROCEDURES

AGENCY	STANDARD OPERATING PROCEDURES

Employer	**Application for recruitment of new Non Resident Employee:**
	
	✓ AP and Licence from Jabatan Tenaga Kerja Sarawak (JTKS)
	
	✓ VDR from Jabatan Imigresen Malaysia, Sarawak (JIMS)
	
	✓ Prepare Quarantine Centre (QC) facilities
	
	✓ Submit applications for inspection and approval to Jabatan Kesihatan Negeri Sarawak (JKNS) for employer's QC facilities
	
	✓ Train staff as warden and supervisor to administer QC by JKNS
	
	✓ Submit original Bank Guarantee to Jabatan Ketua Menteri (JKM)
	
	✓ Register to enterSarawak and submit application and Letter of Undertaking at https://sarawakdisastermc.com for approval of SDMC with the following documents:
	
	   • Licence from JTKS
	   • VDR Sticker
	   • Bank Guarantee (BG)
	   • QC Approval Form from JKNS

	Pre-Entry SOP Stage: ▪ MyTravelPass via https://mtp.imi.gov.my/myTravelPass/main for Non Resident Employee (from outside Malaysia only) ▪ enterSarawak via https://sarawakdisastermc.com **for Non Resident Employee** with the following documents: ✓ Non Resident Employee rT-PCR test result (negative) 3 days prior to arrival
	Pre-Entry SOP Stage: ▪ Arrange two (2) rT-PCR Tests from authorized clinic / hospital / labs (by way of outreach) ▪ Notify SDMC date of arrival, detail list of Non Resident Employee and request to provide escort during transit from entry point to approved employer's premises/QC ▪ Borne all cost for transportation, QC facilities and two (2) rT-PCR Tests

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Employer	**Entry SOP Stage:**
	▪ Present at entry point to receive Non Resident Employee
	▪ Non Resident Employee to present documents:
	✓ Prior rT-PCR Test result (negative)
	✓ MyTravelPass
	✓ SDMC approval letter (Approved With Mandatory Quarantine Order)
	✓ Health screening certificate (fit to work) from source country
	▪ To submit list of Non Resident Employee to JKNS
	▪ Apply PLKS from JIMS
	Transit SOP Stage:
	▪ To ready transportation at entry point
	▪ To escort Non Resident Employee from entry point to employer's premises / QC
	Approved Employer's Premises / QC SOP Stage
	▪ Non Resident Employee to be quarantined 14 days
	▪ Non Resident Employee to undergo two (2) rT-PCR Tests at authorized clinics / hospital / labs
	▪ To monitor the operations of employer's premises / QC
	COVID-19 Positive Case SOP Stage
	▪ Admission and treatment in government hospital
	▪ If discharged, employer to arrange for the discharge and return to employer's premises
	▪ If death occurred, notify relevant Foreign Embassy and coordinate the funeral arrangement.

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Employer (Labour Recalibration Program)	▪ Illegal immigrant undergo
	✓ rT-PCR Test result (negative); and
	✓ Health screening (Fit to Work).
	▪ Register via online for appointment with JIMS
	▪ Pay deposit via e-payment

AGENCY	STANDARD OPERATING PROCEDURES
JABATAN TENAGA KERJA SARAWAK (JTKS)	▪ Monitor / check employer's premises / QC ▪ Receive and process application for recruitment of new Non Resident Employee ▪ To table the applications to One Stop Committee (OSC) / Localisation Committee for Non-Resident Workers (MJLPBP) ▪ To issue AP and Licence under Section 119 Labour Ordinance to employer ▪ To extend a copy of approved Licence under Section 119 Labour Ordinance to JIMS and SDMC ▪ To check information details on employers and employees application in enterSarawak system.

AGENCY	STANDARD OPERATING PROCEDURES
JABATAN KETUA MENTERI (JKM)	▪ One Stop Committee (OSC) / Localisation Committee for Non-Resident Workers (MJLPBP) ▪ Consider approval for AP application ▪ To verify on employers application in enterSarawak system.

AGENCY	STANDARD OPERATING PROCEDURES

JABATAN IMIGRESEN MALAYSIA NEGERI SARAWAK (JIMS)	▪ Receive and consider application for VDR from employer
	
	▪ To check the following documents at entry point:
	  ✓ rT-PCR Test result (negative) from source country
	  ✓ Health Screening Certificate (fit to work) from source country
	  ✓ SDMC approval letter (Approved With Mandatory Quarantine Order)
	  ✓ MyTravelPass
	  ✓ Valid travel document with valid VDR sticker
	
	▪ Issue 30 Days Special Pass to employee at entry point
	
	▪ Health screening (Fit to work) in Sarawak
	
	▪ Issue PLKS

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Jawatankuasa Pengurusan Bencana Negeri Sarawak (SDMC)	▪ Consider and approved application by Non Resident Employee to enter Sarawak (Approved With Mandatory Quarantine Order) via enterSarawak https://sarawakdisastermc.com ▪ Consider application by employers for intake of new Non Resident Employee and issue Letter of Approval ▪ To request APM to escort to employer's premises ▪ To request JIMS to prepare holding place while waiting for disembarkation clearance

AGENCY	STANDARD OPERATING PROCEDURES
Jabatan Kesihatan Negeri Sarawak (JKNS)	▪ Receive application from employer to inspect and approve employer's premises / QC ▪ Inspect employer's premises / QC ▪ Issue QC Approval Form ▪ Train staff as warden and supervisor to administer QC ▪ To check detail list of Non Resident Employee in the QC ▪ To issue Quarantine Order (QO) and issue wrist band to Non Resident Employee ▪ Non Resident Employee to undergo two (2) rT-PCR Tests at authorized clinics / hospital / labs ▪ To conduct surveillance on Non Resident Employee at employer's premises / QC ▪ To issue Release Order (RO) upon completion the 14 days quarantine period ▪ To discharge Non Resident Employee (post COVID-19) and return to employer's premises

FREQUENTLY ASKED QUESTIONS

No. 1	Question	How to apply for intake of Non Resident Employee to enter Sarawak during COVID-19 pandemic period?
	Answer	*Employer need to apply to:* *MyTravelPass via* **https://mtp.imi.gov.my/myTravelPass/main** *(for outside Malaysia only)* *and* *enterSarawak via* **https://sarawakdisastermc.com**

No. 2	Question	How long is the quarantine period for Non Resident Employee?
	Answer	*Non Resident Employee is required to be quarantined for 14 days and issued with Release Order (RO) from JKNS*

No. 3	Question	How to provide quarantine facilities for Non Resident Employee before deployed to worksites?
	Answer	1. *Employer may use designated hotel as Quarantine Centre or Employer's premise.* 2. *In the case of Employer's premise,* ▪ *Employer is required to obtain approval from Jabatan Kesihatan Negeri Sarawak (JKNS) two (2) weeks before entry of Non Resident Employee.* ▪ *Employer shall arrange their staff to be trained as warden and supervisor to administer the Quarantine Centre by JKNS at the following contact:* *Telephone: 082- 473 200* *Address:* *Jabatan Kesihatan Negeri Sarawak* *Jalan Diplomatik,* *Off Jalan Bako,* *93050, Kuching* *Contact person: Encik Simon Emang*

FREQUENTLY ASKED QUESTIONS

No. 4	Question	**What types of cost are borne by employer?**
	Answer	*Employer is required to pay for COVID-19 rT-PCR Tests, Quarantine Centre and Transportation from entry point to employer's approved premises / Quarantine Centre, Levy, Pass Fee, Processing Fee and Visa.*
		In event of COVID-19 positive case of Non Resident Employee, employer is also required to pay all expenses relating to admission and treatment in hospital and funeral arrangement.

No. 5	Question	**How to undergo COVID-19 test for Non Resident Employee?**
	Answer	*All Non Resident Employee is required to undergo three (3) rT-PCR Tests:* *Three (3) days prior to arrival (at source country)* *At 2nd day of quarantine period* *At 10th day of quarantine period* *Employer shall arrange for the above two (2) rT-PCR Tests during quarantine period with recognised clinic/hospital/lab*

No. 6	Question	**How to arrange for escorts for transportation between entry point and employer's premise/QC?**
	Answer	*Employer shall request SDMC to provide escorts by Angkatan Pertahanan Awam Malaysia (APM) by submitting request form three (3) days before arrival of foreign workers to SDMC at the following:*
		Chairman *State Disaster Management Committee (SDMC)* *Bilik Gerakan Negeri,* *Ground Floor,* *Wisma Bapa Malaysia* *Petra Jaya,* *93502 Kuching* *Sarawak*
		Angkatan Pertahanan Awam Malaysia (APM) *Tel. No.: 082 – 256 685* *Fax No.: 082 – 239 455*