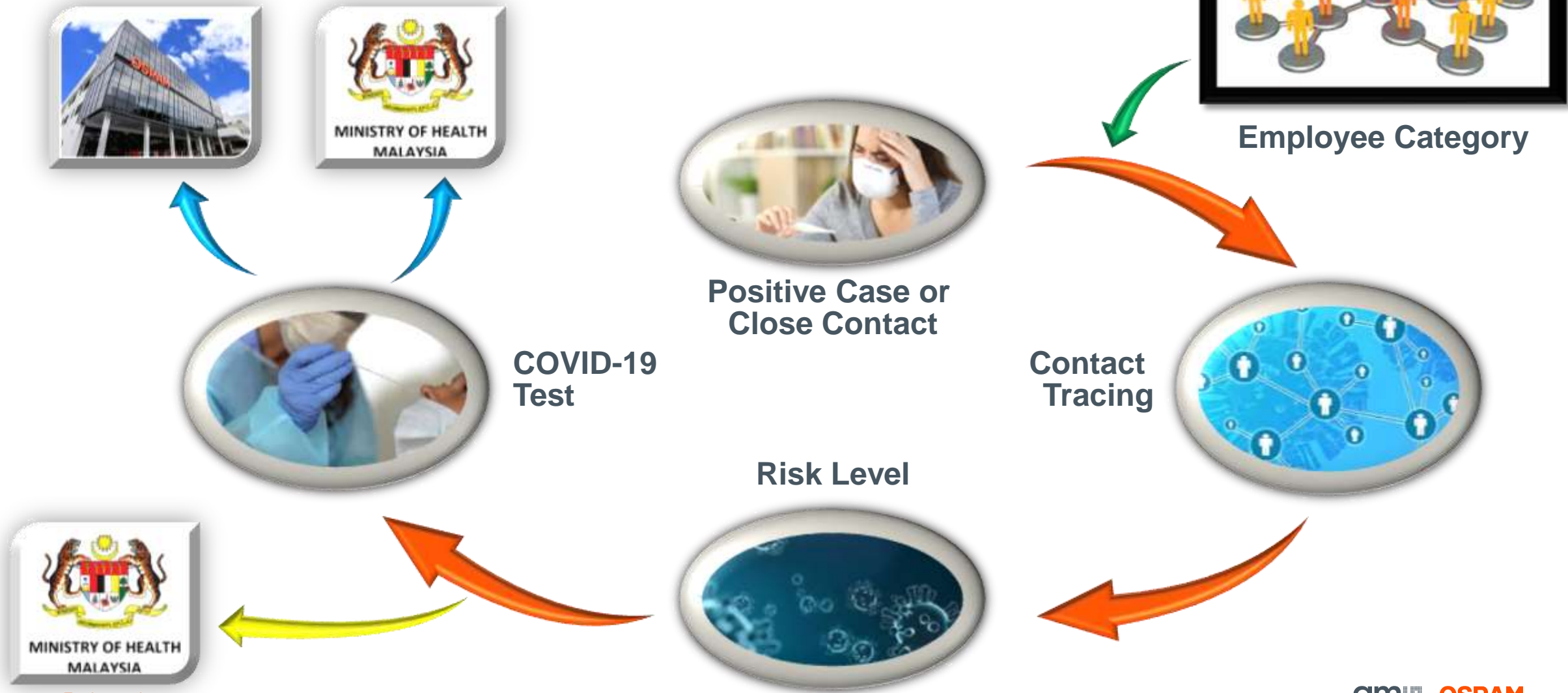


BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

October 2021

Mohamad Aazizan Bin Mustafa
Thursday 14 October 2021

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING SUMMARY



BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Employee Category



Positive Case



Contact with Category A



Contact with Category B



Category A



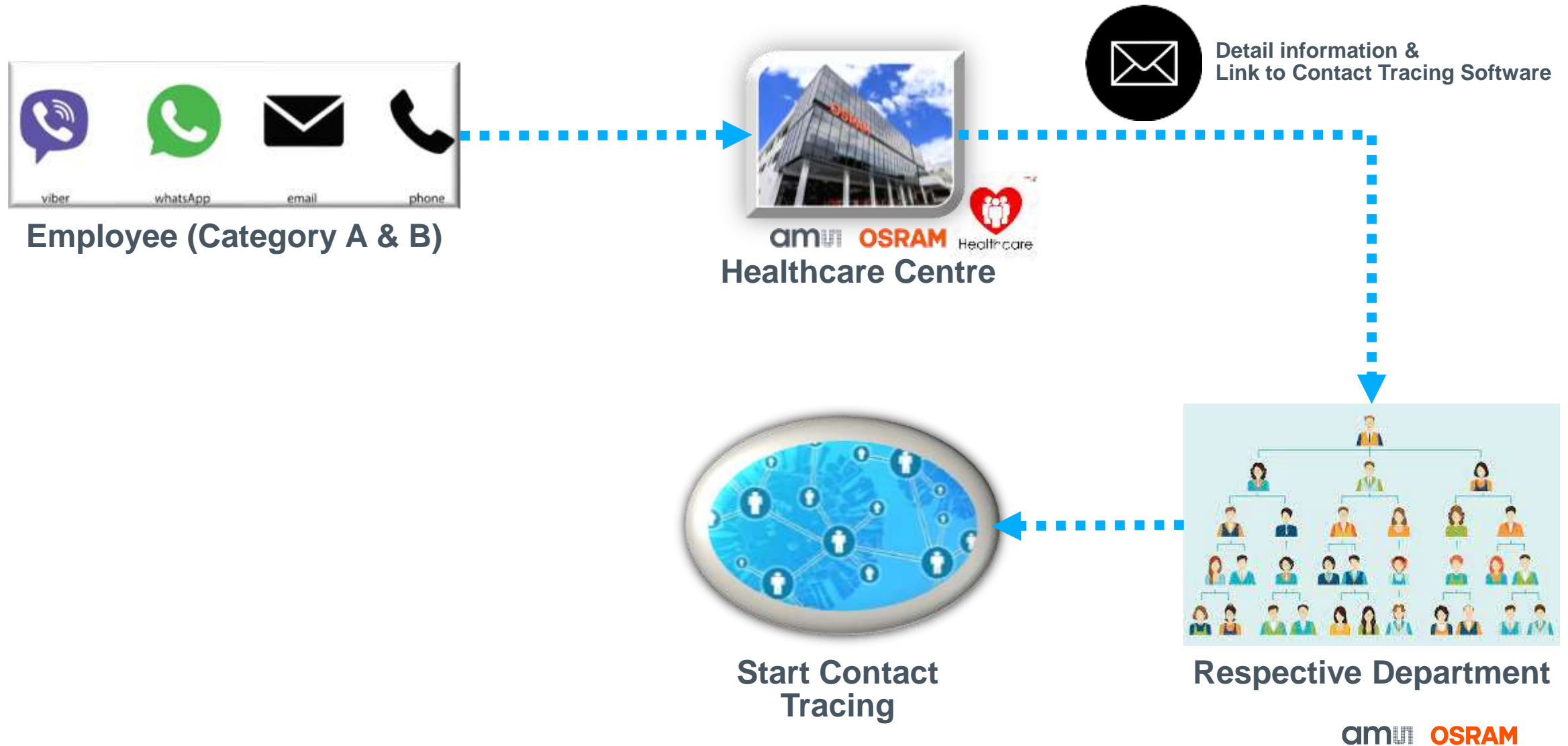
Category B



Category C

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing



BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

PEN Temperature Scanning Report - Power BI Desktop

File Home Insert Modeling View Help

Clipboard: Paste, Copy, Format painter

Data: Get data, Excel, Power BI datasets, SQL Server, Enter data, Recent sources

Queries: Transform data, Refresh

Insert: New visual, Text box, More visuals

Calculations: New measure, Quick measure

Share: Publish

EmployeeID: 35909 (1)

EmployeeID: 35909

Name: DESI JUWITA (3)

Division: MFENG

Department: ENGTST

Section: TPCE1

ShiftGroup: PSA (4)

SupName: TEONG KIM WOEI

Attendance Date: 5/2/2021 (2)

Plant: 650 (# of Possible Contacted Emp)

Work Shift: 694 (# of Possible Contacted Emp)

Production Area: 131 (# of Possible Contacted Emp)

Employee Turnstile Scan Record

EmployeeID	ClockID	ScanDate	ScanTime
35909	105	Sunday, May 2, 2021	6:48:00 AM
35909	108	Sunday, May 2, 2021	1:30:00 PM
35909	109	Sunday, May 2, 2021	2:47:00 PM
35909	108	Sunday, May 2, 2021	6:05:00 PM
35909	105	Sunday, May 2, 2021	6:29:00 PM
35909	108	Sunday, May 2, 2021	6:50:00 PM

Possible Closed Contact in Plant

EmployeeID	PEN 1 RD TRN D5 GH [IN] 105	PEN 1 RD TRN D8 GH [OUT] 108	PEN 1 RD TRN D9 GH [IN] 109
03257			
04458			
05231			
05840		1	
06031			
Total	271	163	

5

6

Production Areas

- PDA TRN P1 L1 D13 [IN] 235
- PDA TRN P1 L1 D15 [IN] 237
- PDA TRN P1 L1 D16 [OUT] 238

Shift

- 12hr Morning

ShiftCode

- 12MH
- 12MO

ShiftGroup

- 12SE
- 12SF
- PSA
- PSD

Section

- EOLEE
- EPCE2
- FPCE2
- IQEAM
- MEACRD

Departme...

- ENGEOL
- ENGFOL
- ENGTST
- IQE
- MEA

Division

- MF4
- MFENG
- MFPROD
- PIE
- OM

Plant Turnstiles

- PEN 1 RD TRN D5 GH [IN] 105
- PEN 1 RD TRN D8 GH [OUT] 108
- PEN 1 RD TRN D9 GH [IN] 109

Possible Closed Contact in Production Area

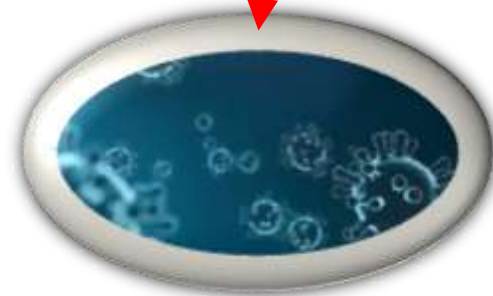
EmployeeID	Name	Shift	ShiftGroup	Division	Department	Section	Supervisor	DH-2	DH-1	FH	ClockID	05/02/2021
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BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- **DOWNLOAD THE CONTACT LIST**

Employee ID	Name	Shift	Division	Department	Section	Supervisor	DH-2	DH-1	FH	'ClockDataExpand'[ClockID]	Total Contact No	Category	Test to be Conducted	Date Test to be Conducted	IC / Passport No. (Category B Only)	Home Address (Category B Only)	Column7	ScanDate
07458	SHARIPAH BT ABD RAHMAN	Morni	MFPROD	MFPBEM	P2RAE	HASHIM KOH W MAZDI YONG				235	1							02/01/2021
13607	KOGILAVANI A/P SINGARAM	Morni	MFENG	ENGST	TPCE1	TEONG K FOON CHOO (LIM GA				235	1							02/01/2021
06008	JULIA BT MOHD ARIFFIN	Morni	MFPROD	MFPBEM	P2RHA	HASHIM KOH W MAZDI YONG				235	1							02/01/2021
06331	MUSLINI BINTI MUSA	Morni	MFPROD	MFPBEM	P2QFT	NORHAF KOH W MAZDI YONG				235	1							02/01/2021
13727	MAZIANA WANIS BT MOHAMAD	Morni	MFPROD	MFPBEM	P2OST	AMIRULI KOH W MAZDI YONG				235	1							02/01/2021



Risk Level

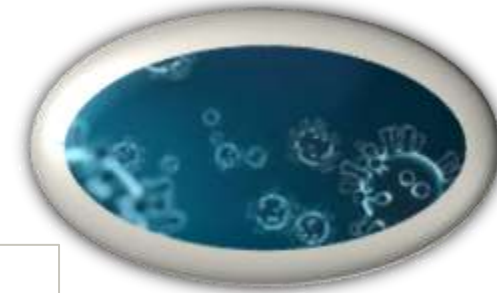


COVID-19 Test

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- Risk Level (Category A → Category B)



Risk Level



Contact with Category A



Category B

*No Risk = No action required related to MOH

Category B - MOH Definition of Close Contact

Category B - OSRAM OS Definition (other than MOH Close contact)

Category	Situation	Environment	Time-based	Distance	PPE -Face Mask	Close Contact
Category 1 Meeting, 1:1 discussion.						
Category 1 Meal-mate						
Category 1 Office	Not in discussion & not engagement with Cat "A" person even though in same area	Close environment, air-conditioning	NA	> 1 meter	Yes	No Risk
Category 2 Car-pool	Eating in the same area in the canteen with Cat "A" but no interaction	Close environment, air-conditioning	NA	> 1 meter with table partition	No	No Risk
Category 3	Cat "A" person walks through the area only	Close environment, air-conditioning	NA	> 1 meter	Yes	No Risk
Category 4, Working mat	Household	Housemate				High Risk (RT-PCR)
9	In Surau with Cat "A" person with no interaction	Close environment, air-conditioning	> 15 mins	> 1 meter	Yes	Low risk (RTK-Antigen)

No Risk = no action required

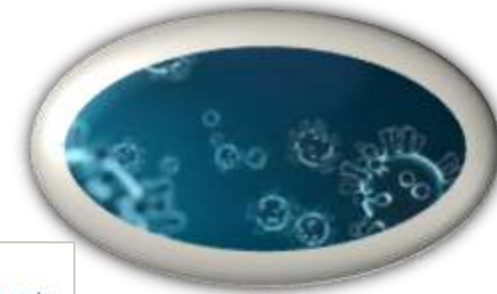
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amuti OSRAM

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- Risk Level (Category B → Category C)



Risk Level



Contact with Category B



Category C

Category C
- OSRAM OS Definition of High Risk and Low Risk

Remarks:-
No Risk means no action required
Not Vaccinated means No/Not fully Vaccinated
NA means irrespective of the requirement
Not follow SOP (Face mask & 1m distance) resulted to risk elevated 1 step higher

Situation	Environment	Time-based	Distance	PPE -Face Mask	Close Contact (Not Vaccinated)	Close Contact (Fully Vaccinated)
*Meeting, 1:1 discussion Coming in close contact						
Meal-mate (outside)	Private Car & Company Van		NA		High Risk	High Risk
	Company transport (bus)	< 2 hours	> 1 meter	Yes	Low risk	Low risk
Meal-mate Osram canteen	Household	Same household	House mate/Room mate		High risk	High risk
	Office with partition	Close environment, air-conditioning	Sitting within 2 meter radius.		High Risk	Low risk
		Close environment, air-conditioning	> 2 to < 4 meter radius		Low risk	Low risk
		Close environment, air-conditioning	> 4 meter radius		No Risk	No Risk
	Same Block with Cat "A"	Same Apartment/Flat/block		NA	Low risk	No Risk
Same Block with Cat "B"	Same Apartment/Flat/block		NA	No Risk	No Risk	
Smoking @ smoking area	Open ambient air	NA	< 1 meter	NA	High Risk	High risk
		< 15 mins	> 1 meter	NA	No Risk	No Risk
		> 15 mins	> 1 meter	NA	Low risk	Low risk
Surau	Close environment, air-conditioning	< 15 mins	> 1 meter	Yes	Low risk	No Risk
		> 15 mins	> 1 meter	Yes	Low risk	Low risk

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- *Fill in the Risk Level*

Employee ID	Name	Shift	Division	Department	Section	Supervisor	DH-2	DH-1	FH	'ClockDataExpand'[ClockID]	Total Contact No	Category	Test to be Conducted	Date Test to be Conducted	IC / Passport No. (Category B Only)	Home Address (Category B Only)	Column7	ScanDate	
07458	SHARIPAH BT ABD RAHMAN	Morni	MFPROD	MFPBEM	P2RAE	HASHIM KOH W MAZDI YONG				235	1								02/01/2021
13607	KOGILAVANI A/P SINGARAM	Morni	MFENG	ENGTST	TPCE1	TEONG K FOON CHOO (LIM GA)				235	1								02/01/2021
06008	JULIA BT MOHD ARIFFIN	Morni	MFPROD	MFPBEM	P2RHA	HASHIM KOH W MAZDI YONG				235	1								02/01/2021
06331	MUSLINI BINTI MUSA	Morni	MFPROD	MFPBEM	P2QFT	NORHAF KOH W MAZDI YONG				235	1								02/01/2021
13727	MAZIANA WANIS BT MOHAMAD	Morni	MFPROD	MFPBEM	P2OST	AMIRULI KOH W MAZDI YONG				235	1								02/01/2021



Filled in by Individual Department

Category A - COVID-19 Positive
 Category B – Close Contact
 Category B - High Risk
 Category B - Low Risk
 C - High Risk
 C - Low Risk



BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software - COVID-19 Test



COVID-19 Test

Test Flow	Description / Activity	Responsibility / Informed by	Remarks / Who to be informed
<p>Contact Tracing Completed</p> <p>↓</p> <p>Arrangement for Testing</p> <p>↓</p> <p>Send For Test</p>	<p>Contact Tracing completed for the case and send email to Healthcare (All affected departments to send contact tracing list to the case dept)</p>	Dept. with incident case	Full contact tracing list
	<p>Arrangement for Test -</p> <ul style="list-style-type: none"> ✓ Contact Medical Centre to schedule for test, ✓ Confirm type of test, ✓ Fix the location, date & time for test, ✓ Send above detail to respective department & Security 	Healthcare	Email to be sent to all departments (related to the case)
	<ul style="list-style-type: none"> ✓ Check & review email from Healthcare, ✓ Arrange transport for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time) 	Individual department	Contact SS ES for transport arrangement
<p>Cat "B - High"</p> <p>RTK-Antigen Test (1st)</p> <p>+ve → RT-PCR Test (2nd)</p> <p>-ve & "Quarantine for 14 days"</p>	<ul style="list-style-type: none"> ✓ Submit namelist to MOH ✓ Update MOH and send for testing immediately ✓ Contact MOH for employee that not tested and update respective department, ✓ If +ve (Cat "A"), pending MOH transfer to Hospital, ✓ If -ve, quarantine for 14 days + RTK-Antigen before back to work / follow annex 17b (Cat B-High), ✓ Update dept and conduct contact tracing 	Healthcare	Under MOH
	<ul style="list-style-type: none"> ✓ Conduct Contact Tracing 	Individual dept.	
<p>Cat "C - High Risk"</p> <p>RTK-Antigen Test (1st)</p> <p>+ve → RT-PCR Test (2nd)</p> <p>-ve & "Cat B" 1st result -ve</p>	<p>(1) - Arrangement for Re-Test -</p> <ul style="list-style-type: none"> ✓ Contact Medical Centre to schedule for test & confirm type of test, ✓ Fix the location, date & time for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time) ✓ Send above detail to respective department & SS. 	Healthcare	Contact SS ES for transport arrangement
	<ul style="list-style-type: none"> ✓ Conduct Contact Tracing if Cat C High Risk +ve → Cat B 	Individual dept.	If -ve all back to work
<p>Cat "C - Low Risk"</p> <p>RTK-Antigen Test (1st)</p> <p>+ve → RT-PCR Test (2nd)</p> <p>-ve</p>	<p>(2) - Arrangement for Re-Test -</p> <ul style="list-style-type: none"> ✓ Contact Medical Centre to schedule for test & confirm type of test, ✓ Fix the location, date & time for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time) ✓ Send above detail to respective department & SS. 	Healthcare	Contact SS ES for transport arrangement
	<ul style="list-style-type: none"> ✓ Conduct Contact Tracing if Cat C Low Risk +ve → Cat B 	Individual dept.	If -ve all back to work
<p>Enter Company Premises</p> <p>Hospital (MOH) Cat "A"</p>	<p>(3) - Arrangement for Re-Test -</p> <ul style="list-style-type: none"> ✓ Update Cat "A" employee status ✓ Call employee as a sign of concern about the condition of the employee 	Healthcare	

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- Fill in the Type of Test

Employee ID	Name	Shift	Division	Department	Section	Supervisor	DH-2	DH-1	FH	'ClockDataExpand'[ClockID]	Total	Contact No	Category	Test to be Conducted	Date Test to be Conducted	IC / Passport No. (Category B Only)	Home Address (Category B Only)	Column7	ScanDate
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06008	JULIA BT MOHD ARIFFIN	Morni	MFPROD	MFPBEM	P2RHA	HASHIM KOH W MAZDI YONG				235	1								02/01/2021
06331	MUSLINI BINTI MUSA	Morni	MFPROD	MFPBEM	P2QFT	NORHAF KOH W MAZDI YONG				235	1								02/01/2021
13727	MAZIANA WANIS BT MOHAMAD	Morni	MFPROD	MFPBEM	P2OST	AMIRULI KOH W MAZDI YONG				235	1								02/01/2021



RTK-Antigen and/or RT-PCR



Filled in by Healthcare and arrange for testing

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Software

- *Contact Tracing List Completed*

Employee ID	Name	Shift	Division	Department	Section	Supervisor	DH-2	DH-1	FH	'ClockDataExpand'[ClockID]	Total Contact No	Category	Test to be Conducted	Date Test to be Conducted	IC / Passport No. (Category B Only)	Home Address (Category B Only)	Column7	ScanDate
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06331	MUSLINI BINTI MUSA	Morni	MFPROD	MFPBEM	P2QFT	NORHAF KOH W MAZDI YONG				235	1							02/01/2021
13727	MAZIANA WANIS BT MOHAMAD	Morni	MFPROD	MFPBEM	P2OST	AMIRULI KOH W MAZDI YONG				235	1							02/01/2021



Filled in by Individual Department



Filled in by Healthcare and arrange for testing

Category A - COVID-19 Positive
 Category B – Close Contact
 Category B - High Risk
 Category B - Low Risk
 C - High Risk
 C - Low Risk

RTK-Antigen
 and/or RT-PCR

BEST PRACTISE SHARING - COMPREHENSIVE CONTACT TRACING

- Contact Tracing Outcome

COVID-19 Positive
→ RTK Antigen / RT-PCR

COVID-19 Negative → RTK Antigen / RT-PCR

Test Flow	Description / Activity	Responsibility / Informed by	Remarks / Who to be informed
Contact Tracing Completed	Contact Tracing completed for the case and send email to Healthcare (All affected departments to send contact tracing list to the case dept)	Dept. with incident case	Full contact tracing list
Arrangement for Testing	Arrangement for Test: ✓ Contact Medical Centre to schedule for test, ✓ Confirm type of test, ✓ Fix the location, date & time for test, ✓ Send above detail to respective department & Security	Healthcare	Email to be sent to all departments (related to the case)
Send For Test	✓ Check & review email from Healthcare, ✓ Arrange transport for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time)	Individual department	Contact SS ES for transport arrangement
Cat "B - High"	✓ Submit hamelist to MOH, ✓ Update MOH and send for testing immediately, ✓ Contact MOH for employee that not tested and update respective department, ✓ If +ve (Cat "A"), pending MOH transfer to Hospital, ✓ If -ve, quarantine for 14 days + RTK-Antigen before back to work / follow annex 17b (Cat B-High), ✓ Update dept and conduct contact tracing	Healthcare	Under MOH
Cat "B - Low"	✓ Conduct Contact Tracing	Individual dept.	
Cat "C - High Risk"	(1) - Arrangement for Re-Test: ✓ Contact Medical Centre to schedule for test & confirm type of test, ✓ Fix the location, date & time for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time), ✓ Send above detail to respective department & SS. ✓ Conduct Contact Tracing if Cat C High Risk +ve → Cat B	Healthcare	Contact SS ES for transport arrangement
Cat "C - Low Risk"	(2) - Arrangement for Re-Test: ✓ Contact Medical Centre to schedule for test & confirm type of test, ✓ Fix the location, date & time for test, ✓ Inform employee about test arrangement (transport, type of test, location, date & time), ✓ Send above detail to respective department & SS. (3) - Arrangement for Re-Test: ✓ Conduct Contact Tracing if Cat C Low Risk +ve → Cat B ✓ Update Cat "A" employee status ✓ Call employee as a sign of concern about the condition of the employee	Healthcare	Contact SS ES for transport arrangement
Enter Company Premises		Individual dept.	If -ve all back to work
Hospital (MOH) Cat "A"		Healthcare	If -ve all back to work



COVID-19 Test



Thank You