



**MKTN ENGINEERING**

**GROUP OF COMPANY**

**Employee Health and Safety**

**BCP Policy For COVID-19**

# MKTN ENGINEERING GROUP COMPANY LIMITED

## BCP policy for COVID-19

No.	Definition	Category	Activation (Kiss flow management)	Activation (on site work)	Maintenance (within 3month)
<b>A</b>	Normal Operation		Work	Work	Work
<b>B-0</b>	Start Preparation stage		Work	Work	Work
<b>B-1</b>	Preliminary Stage Domestic 100 patient	Yangon	Work from home	Partial Work (Alternative)	Work
		Other Town	Work from home	Partial Work (Alternative)	Work
<b>B-2</b>	Start telework Domestic 100 patient or uncontrollable situation ( the confirmation of human to human transmission)	Yangon	Work from home	Work (for emergency assignment only)	Work (with limited team)
		Other Town	Work from home	Work	Work
<b>C</b>	Minimum task City blockade (Semi Lock Down)	Yangon	Work from home	Partial Work (Alternative)	Work (with limited team)
		Other Town	Work from home	Partial Work (Alternative)	Work (with limited team)
<b>D</b>	Minimum task Nationwide blockade (Lock Down)		Stop	Stop	Work (for emergency response only)

Under Instruction Ministry of Health & National Administration



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## PPE Equipment (Covid-19 Period)



Company ID Card( Sample)



Safety Helmet



Reflective Vest



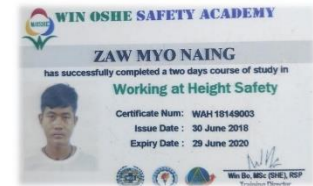
Safety Shoes



Anti-Slippery Hand gloves



Positioning Belt and Positioning/Single Landyard



WAH Certification



Mask (Surgical)



Face Shield



Hand Sanitizer



Medical Glove

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## Operation Procedure for YGN Region Activation and Maintenance

- Making a telephone appointment with the Customer for Activation and Maintenance.
- Permission Letter must be present.
- Request the permission to go outside for work from the Administration Office of the area where the operation of the teams is based.
- When Activation and Maintenance is carried out per assignment in an area, inform and request the permission from the local Administration Office.
- Inform and request the permission from the authorized person who is in charge of the streets or or roads where Activation and Maintenance is to be carried out by our teams.
- Inform and request the permission from the person who is in charge of the house/building where Activation and Maintenance is to be carried out.
- Inform Activation and Maintenance work is finished.

## Before Operation

### ❑ PPE list before operation

- The supervisor needs to check PPE check list, Health Check list, Risk Assessment and Accident Perdition Table for the workers before starting work.
- When driving, vehicle windows must be kept open for ventilation
- The supervisor needs to check the health condition of every worker. (Note : checking at Office or On-Site with the thermometer)
- The supervisor needs to ask “work permit” and “health condition(only semi-lockdown area)” from the customer before entering the customer house. (Note : No need to test by thermometer, just ask the customer)
- The supervisor needs to explain work activity of the team to customer while practicing social distancing.
- Need to bring and use the hand sanitizer or wash your hand with soap before entering the customer’s home.

## During Operation

### ❑ Procedures to follow during operation

- During work, supervisor and the workers need to wear medical masks, face shields and medical gloves. (Note: safety helmet with face shield can be used. Face shield and medical glove are required for semi-lockdown area)
- The supervisor needs to request the customer to open window for good ventilation during work inside the house.

## After Operation

### ❑ Procedures to follow after operation

- Need to dispose the medical mask and medical gloves after work. (Note: cloth face mask recommend by MOHS can be reused after washing it)
- Need to disinfect the face shield and all PPE as much as possible.
- Use hand sanitizer or wash your hand with soap.



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## PPE Requirements (Covid-19 Period)







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## PPE Requirements (Covid-19 Period)







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## Record Of Working With Full PPE During Covid-19 Period







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## Record of Working with Full PPE during Covid-19 Outbreak







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*Thank you very much!*

**Your Success is Our Responsibility**