

# **PLASTICTECNIC (M) SDN BHD** 20197601004542 (30481-V)

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GST Registration no.: 001008467968

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## **MEMORANDUM**

Date : 22 May 2020

To : All employees

From : HR and Admin Department

### **RE : HARI RAYA AIDILFITRI EMPLOYEE DECLARATION**

With reference to the above and our memo dated 12 May 2020, prime Minister, Muhyiddin Yassin has announced that the conditional movement control order (CMCO) has been extended from May 12 to June 9 2020.

In conjunction with *Hari Raya Aidilfitri* celebration,

1. All employees are required to fill up *Employee Self-Declaration Form During Hari Raya* and submit to the HR Department, if:
  - i. Plan to travel outside Selangor/ N.Sembilan state (including oversea)
  - ii. Plan to attend any gathering, events with more than 20 people (including Selangor/ N.Sembilan state)
  - iii. Had been to the area that had been confirmed with infected COVID-19 cases had close contact with any suspected and/or diagnosed COVID-19 patients or person
2. All employees are to avoid movement between States and mass gathering in accordance to the Standard Operating Procedures and Guideline set by the Government during CMCO period. Therefore with immediate effect, as pre-cautionary measures, employees who travelled outside Selangor/ N.Sembilan state or attended mass gathering with more than 20 people shall perform self-quarantine for a period of 14 days at home from date of returning from the travel/ gathering. Such self-quarantine period shall be treated as employees' annual leave/ unpaid leave. Alternatively, the employee may choose to undergo COVID-19 testing on his/her own cost and only returning to work upon obtaining negative testing result.
3. Employees who had been to area that had been confirmed with infected COVID-19 cases OR had close contact with any suspected / diagnosed COVID-19 patients or person are required to perform self-quarantine at home for a period of 14-days or in accordance to the directive of the medical professionals. The quarantine period shall be considered as paid leave and shall not be deducted from the employee's leave entitlement provided that adequate documentary evidence is submitted. Alternatively, the employee may be required to undergo COVID-19 testing by the Company (testing cost to be bear by the Company) and returning to work only upon obtaining negative testing result.

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4. All foreign workers shall stay at home and visitors **are not allowed** to hostel and they **shall not visit** their friends during this CMCO.
5. All employees are required to continue to obey to the Company's COVID-19 Guidelines which was released and have been briefed to all employees by the respective Departmental Head/ HR Department as well and all related guidelines by the Minister of Health Malaysia.

For all Head of Departments, kindly disseminate the above information to all your subordinates.  
Your co-operation and understanding is highly appreciated to combat this pandemic outbreak together.

Thank you.



Wong Wai Fun  
HR and Admin Manager

## **Employee Self Declaration Form during Hari Raya**

This form must be filled in by employees below and submit the form to HR immediately

- a) Employees who have planned to travel outside Selangor/N.Sembilan state for any reason shall declare immediately to the travel date.
- b) Employees who had attended or have planned to attend any events (e.g.: wedding/ engagement/ open house/ funeral/ etc.) or any other gathering with more than 20 people (including within Selangor/N.Sembilan state)
- c) Employees or their house whole members who had been to area that had been confirmed infected with Covid-19 cases.
- d) Employees or their house whole members who had close contact with any suspected /diagnosed Covid-19 patient or person.

Name : \_\_\_\_\_ Emp. Id: \_\_\_\_\_  
Department : \_\_\_\_\_ Position: \_\_\_\_\_ Site: \_\_\_\_\_  
Contact (H/P): \_\_\_\_\_ Immediate superior: \_\_\_\_\_

### **a) Travel outside Selangor/N.Sembilan state**

State of intended travel: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Travelled (Start date): \_\_\_\_\_  
Travelled (End date): \_\_\_\_\_  
Travelled with: \_\_\_\_\_  
Expected date of returning to work: \_\_\_\_\_

### **b) Attend any event/ gathering**

Meeting/ gathering location: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Travelled (Start date): \_\_\_\_\_  
Travelled (End date): \_\_\_\_\_  
Travelled with: \_\_\_\_\_  
Expected date of returning to work: \_\_\_\_\_

### **c) Been to confirmed infected area**

Area name: \_\_\_\_\_  
Reason been there: \_\_\_\_\_  
Date been there: \_\_\_\_\_

### **d) Close contact suspected / diagnosed**

Relationship: \_\_\_\_\_  
Staying together? yes / no  
Date of suspect / diagnose: \_\_\_\_\_  
Suspected source: \_\_\_\_\_

I \_\_\_\_\_ Emp. Id. \_\_\_\_\_ hereby declare that I have been briefed on the precautionary measure taken by the company during this pandemic situation (Covid-19) and I fully understand and agreed to adhere to the said guideline.

I also understand that providing false information or misleading information is an offense and that subject to company disciplinary action or any legal action.

Signature : \_\_\_\_\_ HOD acknowledgement: \_\_\_\_\_  
Date : \_\_\_\_\_ Name : \_\_\_\_\_  
Date : \_\_\_\_\_