Table of Contents

1. PREAMBLE.......................................................................................................................... 3
2. OBJECTIVE ......................................................................................................................... 4
3. DOCUMENT CONTROL....................................................................................................... 5
4. SCOPE.................................................................................................................................. 6
5. CATEGORY OF PERSONNEL............................................................................................... 7
6. ENTRY / RE-ENTRY AND EXIT REQUIREMENT................................................................. 10
7. AMBER PASSAGE REQUIREMENT ..................................................................................... 13
8. PRE-SCREENING TRANSIT CENTRE (PSTC).................................................................... 18
9. EMPLOYEE ACCOMMODATION IN PIC (NOT WITHIN TRANSIT PERIOD).................... 20
10. TRAFFIC AND TRANSPORTATION REQUIREMENTS..................................................... 21
11. WORKPLACE REQUIREMENT............................................................................................ 26
12. COMMON FACILITIES AND AMENITIES GUIDELINES................................................ 28
13. GRIEVANCE MECHANISM (GM)....................................................................................... 29
14. CONSEQUENCE MANAGEMENT (CM)........................................................................... 30
15. EMERGENCY MANAGEMENT............................................................................................ 31
16. COVID-19 CASE MANAGEMENT GUIDELINES............................................................... 33
17. ASSURANCE....................................................................................................................... 36

Revision History ..................................................................................................................... 37
Document Authorisation.......................................................................................................... 38
Appendices .............................................................................................................................. 39

[The rest of this page is intentionally left blank]
1. PREAMBLE

PETRONAS REFINERY AND PETROCHEMICAL CORPORATION SDN. BHD. (“PRPC”), a wholly owned subsidiary of PETROLIAM NASIONAL BERHAD (PETRONAS), has developed, constructed and commissioned the PENGGERANG INTEGRATED COMPLEX (“PIC”), a world class integrated refinery and petrochemical complex comprising of a refinery, a naphtha steam cracker, petrochemical units, utilities and infrastructure in the State of Johor, Malaysia.

PIC Green Bubble is an initiative to mitigate external COVID-19 exposure to all employees and workers in view of the increasing positive COVID-19 cases in the country generally and in the State of Johor particularly with the objectives of ensuring the safe and healthy workplace at PIC against the spread of the pandemic amongst the employees and contractors, as well as in ensuring the seamless and timely completion of major construction works at PIC. This will turn PIC into a Green Zone that is free of COVID-19.

PIC Park Rules (whichever is not expressly in contradiction to this PIC Green Bubble SOP) shall remain applicable throughout the PIC Green Bubble period.

[The rest of this page is intentionally left blank]
2. **OBJECTIVE**

2.1 This **PIC GREEN BUBBLE SOP** is developed and established by PRPC and as a standard operating procedure for all Personnel in PIC during PIC Green Bubble effective period.

2.2 Compliance with the PIC Green Bubble SOP will create a safer working environment to minimise transmission of COVID-19 and its impact to operations, projects and community.

[The rest of this page is intentionally left blank]
3. DOCUMENT CONTROL

3.1 This PIC Green Bubble SOP is issued and maintained by PRPC. PRPC retains the rights to amend this PIC Green Bubble SOP from time to time, as is deemed necessary.

3.2 PIC Operating Companies and tenants shall be notified accordingly of any changes / revisions made to the PIC Green Bubble SOP.

3.3 PRPC shall from time-to-time issue subsidiary SOP to this PIC Green Bubble SOP in the form of Administrative Control(s), directive(s) and/or any documentation as is deemed necessary.
4. SCOPE

4.1 This PIC Green Bubble SOP is applicable to all parties having their business in PIC including but not limited to PRPC, PIC Operating Companies, tenants, contractors, sub-contractors, vendors and services providers employees, licensor, visitors, guests, authority. For clarity purposes, PIC Green Bubble SOP is equally applicable to PRPC’s tenant, contractors, sub-contractors, vendors and services providers employees, licensor, visitors, guests, authority. All personnel referred to in this para 4.1 shall be referred to collectively as “PIC Personnel”.

4.2 Other detailed requirements and procedures (in the form of, including but not limited to, work processes, instructions or forms) remains applicable, in addition to the requirements pursuant to this PIC Green Bubble SOP.

4.3 In complying to the PIC Green Bubble SOP, all laws, regulations and guidelines as issued by the authority including but not limited to labour laws and the laws governing the COVID-19 pandemic in Malaysia are strictly adhered to by all PIC Personnel.

4.4 PIC Operating Companies shall indemnify PRPC for actions, claims, penalties and/or lawsuits arising out of any non-compliance of the laws by the PIC Operating Companies and its tenants, contractors, sub-contractors, vendors and services providers employees, licensor, visitors, guests, authority.

[The rest of this page is intentionally left blank]
5. CATEGORY OF PERSONNEL

5.1 Movement of Personnel in the Green Bubble are categorised as follow:

5.1.1 Essential Employee (Category 1)
   a) Personnel identified by PIC Operating Company and its contract owner as Essential Employees of each phase.
   b) The identified Essential Employees shall reside in accommodation provided inside PIC.

5.1.2 Authority, Emergency and Others as identified in Appendix 3(b) (Category 2)
   a) This Personnel shall only enter based on requirement in Appendix 3(b) who

5.1.3 Support Staff (Category 3)
   a) Personnel who are not identified by PIC Operating Companies’ and contractors’ employees as Essential Employees.
   b) Access to PIC by support staff is generally, strictly prohibited. However, in the event that the Support Staff’s presence is required at PIC for whatsoever purpose, the Support Staff shall undergo the same process as applicable for Essential Employees.
   c) Support staff are required to check-out from PIC Accommodation.

Figure 1: Personnel Movement in PIC Green Bubble for Essential Employees & Amber Passage
Figure 2: Personnel Movement in PIC Green Bubble for Essential Employees Pending PSTC and The HIVE Long Stay Check-out

5.1.4 Essential Employee Pending PSTC (Category 4-External)
   a) Personnel identified by PIC Operating Company and its contract as Essential Employees who will be mobilised to PIC during the transition phase.

   b) The identified Essential Employees will commute from outside accommodation.

5.1.5 Essential Employee Pending PSTC (Category 4-Internal)
   a) Personnel identified by PIC Operating Company and its contact owner as Essential Employees who resides in PIC Accommodation during transition phase.

   b) The identified Essential Employees will commute from PIC Accommodation.

5.1.6 Essential Employee Pending PSTC (Category 4-Long Term Contractor)
   a) Long Term contractor personnel identified by PIC Operating Company and its contact owner as Essential Employees who will be provided with accommodation in PIC.

   b) The identified Essential Employees will commute from PIC Accommodation.
5.1.7 **Long Stay Resident (Pending Check out)**

a) Long Stay Resident who requires to pack their belonging and check out from PIC Accommodation. Check out process is shown in *Appendix 7*.

[The rest of this page is intentionally left blank]
6. **ENTRY / RE-ENTRY AND EXIT REQUIREMENT**

6.1 All Personnel shall be subjected to security clearance process with prior approval from PIC Operating Company / Contract owner / tenant.

6.2 PRPC has all the rights to deny entry and/or evict any personnel who fails to comply to the PIC Green Bubble SOP.

6.3 Pre-Arrival Declaration is compulsory for all category of entrees prior entry to PIC to ascertain whether the personnel had:

   6.3.1 Travelled to / resided in high risk area in past 14 days
   6.3.2 Close contact with a confirmed case of COVID-19 within 14 days before onset of illness.
   6.3.3 Attended any event / gathering within 14 days before onset of illness.
   6.3.4 Presents of any symptoms related to COVID-19.

6.4 Personnel not meeting the assessment shall not be allowed to enter PIC.

6.5 Essential Employees:

   6.5.1 All Essential Employees shall be house for transit in PSTC at the following locations:
      a) PIC Operating Company and tenant employees – The HIVE Residence
      b) Contractors’ employee’s - P14 Phase 3 Accommodation.

   6.5.2 COVID-19 rt-PCR test will be conducted on day five (5) upon check-in to PSTC as per Appendix 1.

   6.5.3 Person with NEGATIVE result will be assigned to the respective accommodation.

   6.5.4 Person with positive COVID-19 rt-PCR test result will be reported to KKM and shall be handled as per KKM’s directives and COVID-19 Case Management.

   6.5.5 PIC Personnel shall comply with the PSTC House Rules during the transit period.

   6.5.6 PIC Operating Company/Contract Owner, tenants and contractors are responsible to make arrangement to transfer their employees to respective PSTC (upon check-in on Day 0) and accommodation block (after the completion of transit period).

   6.5.7 Essential Employee under Category 4-External shall enter at Main Gate 1 will be provided with Red Tag for identification and the tag will be removed upon exit.
PIC GREEN BUBBLE SOP

6.5.8 Essential Employee under Category 4-Internal who are required to perform work at process area shall leave their accommodation via Main Gate 3 and proceed to Main Gate 1 will be provided with Red Tag for identification and shall be worn at all time.

6.5.9 Prior to entry (24 hours maximum), Essential Employee under Category 4-Long Term contractor shall undergo COVID-19 RTK Antigen Test and bring the result for entry at Main Gate 3. The personnel will be given blue tag and accommodated in P14 Accommodation. On the fifth day, the personnel shall undergo COVID-19 rt-PCR test and given White Tag should the result be negative.

6.6 Authority/Emergency/Enforcement Authority/Others:

6.6.1 PIC Operating Company/Contract owner/tenant/accompanying staff are responsible to provide approved list of entrance to PRPC Security.

6.6.2 In general, upon approval for entrance, all personnel entry shall remain contactless with the Essential Employees and shall maintain a minimum of two (2) meters apart from each other with face mask.

6.7 Entering PIC:

6.7.1 The following requirements shall be implemented at Main Gate and adhered to:

   a) Personnel entering is listed in the Approved Entry List as indicated and required to provide the approved Pre-Arrival Declaration Form to PRPC Security prior entering the Main Gate.
   b) All Personnel to undergo temperature screening. Temperature of ≥37.5°C shall not be allowed to enter PIC.
   c) All personnel shall wear at minimum 3-ply mask at all time.
   d) All personnel shall observe hand hygiene using hand sanitiser.
   e) Scan MySejahtera QR Code prior entry.

6.8 Exiting PIC:

6.8.1 PIC Operating Company / Contract Owner/ Tenant Approving Authority (AA) shall approve a Pre-Departure Declaration Form prior to personnel leaving PIC.

6.8.2 Personnel exiting PIC shall present the approved Pre-Departure Declaration Form to PRPC Security prior exiting Main Gate.

6.8.3 Consequence Management shall be imposed for personnel leaving PIC without submitting Pre-Departure Declaration Form.
6.8.4 PIC Security Access Card (PSAC) will be automatically deactivated after the personnel leaving PIC. The personnel shall go through the Entering PIC Process before being allowed to re-enter PIC.

6.9 Refer to Appendix 2(a) and 2(b) for Entry & Exit Process Flow.

[The rest of this page is intentionally left blank]
## 7. AMBER PASSAGE REQUIREMENT

7.1 This amber passage is applicable to “contact-less” entry and “no-contact delivery” by selected group of employees and services as approved by PIC Operating Company and notified to PRPC Security as per the following 13 Scopes:

<table>
<thead>
<tr>
<th>SCOPE</th>
<th>ACTIVITY(IES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Authority Visit without notice &amp; accompanying staff from PIC Operating Company / Owner</td>
<td>Enforcement visit without notice; e.g: 1. Health inspection. 2. DOSH compliance audit. 3. Foreign workers inspection. 4. DOE spot check etc</td>
</tr>
<tr>
<td>2 Planned Authority Visit</td>
<td>Site Visit</td>
</tr>
<tr>
<td>3 Planned Visit from VIP</td>
<td>Site Visit</td>
</tr>
<tr>
<td>4 Emergency Response (BOMBA, Ambulance, Police etc), staff from OPC/Owner (e.g back up CEFS, ERT, etc)</td>
<td>1. BOMBA response. 2. Oil spill response. 3. Ambulance emergency service.</td>
</tr>
<tr>
<td>6 Product Movement</td>
<td>1. Product truck 2. Oil Accounting (PRefchem team managing PT2SB product shipment)</td>
</tr>
<tr>
<td>7 Scheduled inspection visit</td>
<td>1. Scheduled visit from operation, maintenance, project, TES, HSSE, SRAIM etc. (Special contact visit (1 day)) e.g Electrical inspection – weekly (Limited contact and short contact duration). 2. Monthly/bi-weekly inspection visit</td>
</tr>
<tr>
<td>8 Maintenance Emergency Team (Emergency team from maintenance project, TES and others)</td>
<td>1. Breakdown maintenance activity. 2. Special contact visit, emergency entry.</td>
</tr>
<tr>
<td>9 Scheduled specialist/maintenance work.</td>
<td>1. Condition Base Maintenance (CBM) 2. Special contact visit more than 1 day (Contact and duration is longer).</td>
</tr>
</tbody>
</table>
|   | Building pest control. | 1. Pest control activities.  
2. Monthly basis. |
|---|------------------------|--------------------------------------------------|
| 10| Outdoor pest control/ Landscaping | 1. Pest control activities.  
2. Grass cutting. |
| 11| Outside vehicle, heavy and light machineries re-fueling | Green Bubble residents refuelling outside PIC. |
| 12| Outgoing Emergency Services to PT2SB & PLNG2 (i.e CMF & CEFS) | CMF and CEFS response to PT2SB and PLNG2 terminals/ locations |

7.2 Priority and proper consideration to be made by the relevant AA prior approval for Amber Passage entry as practicable, where non-critical activities should be rescheduled until deactivation of PIC Green Bubble.

7.3 PIC Operating Companies/Contract owner/accompanying staff are responsible to provide approved list of entry for Security endorsement and verification at the Main Gates.

7.4 The term “contact-less” refers to the following conditions:
   7.4.1 Minimum 2 meters apart with face mask.
   7.4.2 No transmission through surfaces
   7.4.3 No physical contact.

7.5 The “non-contact delivery and collection” refers to the following conditions:
   7.5.1 No entry into any building
   7.5.2 No using facilities & amenities (e.g. toilets)
   7.5.3 If there is a need for physical contact, do it only at outdoor environment with mask and physical distance >2 meters.
   7.5.4 Small parcels to drop at dedicated drop-off points.
   7.5.5 All delivery documents/items to be dropped off and sanitised before pick-up.
   7.5.6 Contactless conduct (i.e. entry registration, security search)

7.6 Refer Appendix 3(a) for General Process Flow on Amber Passage.

7.7 Entry Requirement Matrix for the Amber Passage Category is as per Appendix 3(b).

7.8 Pre-Entry Requirement for Amber Passage:
   7.8.1 PIC Operating Company / Contract Owner shall identify the employees or services and their critical works, and submit to PRPC prior entry.
7.8.2 All personnel shall be subjected to security clearance process with prior approval from PIC Operating Company/Contract Owner and security endorsement with supporting documents, e.g. Approval from appropriate AA, Entry Note, Service Order documents etc.

7.8.3 Comply with Pre-Arrival Health Declaration prior every entry.

7.8.4 Upon entry approval, employee will be given blue tag for unique identification and shall be worn at all time.

7.8.5 Ensure appropriate physical distancing (>2m apart) and PPE (3-ply face mask)

7.8.6 Scan MySejahtera QR Code prior entry.

7.8.7 Avoid contact at critical points (i.e. main gates and drop-off points)

7.9 Control Measures at Amber Passage

7.9.1 Personnel or deliveries shall follow the dedicated route only.

7.9.2 Personnel under Amber Passage category who need to be presented at Green Bubble area, the respective AA shall ensure there is no physical interaction between them and the Essential Employees.

7.9.3 Drivers is not allowed to come out from the cabin unless necessary to execute his/her function.

7.9.4 Driver shall not alight the vehicle throughout the process unless there is an emergency.

7.9.5 Avoid contact at critical points (i.e. main gates and drop-off points)

7.9.6 Personnel under Amber Passage are prohibited to use any common facilities (i.e. toilet, surau, pantry and smoking shed. Use only the designated facilities.

7.10 Specific Control Measure at Loading & Unloading Area:

7.10.1 No interaction between PIC employees and transporters. Barrier or barricade need to be erected to isolate any possible physical interaction between driver and employees.

7.10.2 Drivers is not allowed to come out from the cabin. Otherwise, PIC Operating Company approving authority approval is required on case-to-case basis.
7.10.3 If PIC employees need to witness the loading / offloading process, please ensure the physical distance between both parties for at least 2 meters with face mask and gloves.

7.10.4 Manage all necessary documentation without interaction.

7.10.5 Allocate dedicated area for lorry drivers in the terminal.

7.10.6 Transporters are prohibited to use any common facilities in PIC i.e. toilet, pantry, smoking shed. Use only designated toilet for transporter (e.g. Main Gate 2)

7.10.7 Sanitisation of the loading area by area owner (before an after use) is required for trucks.

7.11 Designated location for Amber Passage:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Area / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority staging area</td>
<td>The HIVE Training Centre (beside MPH)</td>
</tr>
<tr>
<td>Visitor, consultancy</td>
<td></td>
</tr>
<tr>
<td>Mail &amp; small parcel delivery</td>
<td></td>
</tr>
<tr>
<td>(see para 7.12 for details)</td>
<td></td>
</tr>
<tr>
<td>Construction materials</td>
<td>Respective Laydown area / project site</td>
</tr>
<tr>
<td>Material, spare part &amp; stock item</td>
<td>Warehouse</td>
</tr>
<tr>
<td>CFS Shared service provider</td>
<td>Other designated locations may be identified for required activities, but the frequency of entry will be reduced and may be allowed entry during off-peak hour only</td>
</tr>
<tr>
<td>(Domestic waste &amp; vacuum truck contractor, food delivery, diesel, operation &amp; maintenance services (telco, technical support etc.)</td>
<td></td>
</tr>
<tr>
<td>Toilet/ wash</td>
<td></td>
</tr>
<tr>
<td>• Main Gate 2 toilet</td>
<td></td>
</tr>
<tr>
<td>• Other dedicated toilet specified by area owner / contract owner</td>
<td></td>
</tr>
</tbody>
</table>

7.12 Mail, parcel & material drop-off & collection points:

<table>
<thead>
<tr>
<th>Category</th>
<th>Drop-off / collection point</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal mail or parcel</td>
<td>HIVE SPC</td>
<td>Maintain contactless practices</td>
</tr>
<tr>
<td>2. Company/ official mail or package</td>
<td>HIVE</td>
<td>Maintain contactless practices</td>
</tr>
<tr>
<td>3 Material and parts delivery</td>
<td>Warehouse</td>
<td>Maintain contactless practices</td>
</tr>
</tbody>
</table>
| 4 | Project materials | Respective project site | - Maintain contactless practices.  
- Delivery document shall be placed in dedicated box to maintain contactless transaction. |

7.13 Exit Requirements

7.13.1 Personnel given tag shall surrender the tag upon exit witnessed by PRPC Security.

7.13.2 No physical contact or maintain 2 meters distance with face mask when handling exit documents.

7.13.3 PIC Operating Company or Contract Owner shall sign Pre-Departure Declaration Form prior personnel leaving PIC.

7.13.4 Consequence Management shall be imposed for personnel leaving PIC without submitting Pre-Departure Declaration Form.

7.13.5 PIC Security Access Card (PSAC) will be automatically deactivated after personnel leaving PIC.

7.13.6 The personnel shall go through entry process before being allowed to re-enter PIC.

[The rest of this page is intentionally left blank]
8. **PRE-SCREENING TRANSIT CENTRE (PSTC)**

8.1 PSTC is a transit centre for identified personnel for COVID-19 screening.

8.2 Identified PSTC are at P14 Phase 3 Accommodation (for Essential Employee of the contractors of PIC Operating Companies) and The HIVE Residence (Essential Employees of PIC Operating Companies). PRPC may from time-to-time develop additional PSTC(s) as is necessary.

8.3 PIC Operating Companies Focal Person to submit booking request to PRPC through CFS reservation form seven (7) days prior to planned check in date to the following personnel via email:

- Nor Airin Ismail (SITE_MGMT_PD/PRPC) norairin.ismail@petronas.com.my
- Nur Aina Ahmad (SITE_MGMT_PD/PRPC) nuraina.ahmad@petronas.com.my

8.4 Reception

8.4.1 Check-in process shall be contactless and all employees shall directly check in to their designated room (employee’s name will be pasted on the door room). No room change is allowed.

8.4.2 All personnel residing in PSTC is advised to stay indoors at all times during transit period.

8.5 Boarding

8.5.1 PSTC room allocation shall be on single occupancy. All employees shall strictly adhere to the house rules and PIC COVID-19 guidelines.

8.5.2 No room cleaning services will be provided. All rooms will be supplied with enough linens and towels throughout the transit period. Waste and soiled linens must be tied in the plastic bag provided and placed outside the room for collection.

8.5.3 PSTC operator shall manage waste disposal according to PIC COVID-19 guideline. Handling and washing of soiled linens must be separated from normal laundry which must be treated separately.

8.5.4 Laundry services for personal garment’s shall not be provided during the transit period.

8.5.5 Only packed food will be provided and delivered directly to the room.

8.5.6 The total transit period is for 7 days and COVID-19 rt-PCR test will be conducted on day 5 after check-in date.
8.5.7 The pink tag is mandatory to be worn by all personnel during transit period at PSTC.

8.5.8 All rooms in PSTC shall be disinfected once employees has checked-out.

8.6 COVID-19 rt-PCR Test

8.6.1 Central Medical Facility (CMF) representatives shall conduct the COVID-19 rt-PCR test to the employees at designated venues provided in P14 Phase 3 accommodation & The Hive Residence on day 5.

8.6.2 Personnel shall be notified of the testing result through their respective PIC Operating Company. The white tag is mandatory to be worn by all personnel while in PIC.

8.7 Transfer to Accommodation.

8.7.1 CFS Service Operations Team shall coordinate with PIC Operating Company/Contractor Focal Person and PSTC Operator on the accommodation arrangement and relocation based on COVID-19 rt-PCR results.

8.7.2 Personnel with positive COVID-19 rt-PCR test result will be reported to KKM and shall be handled as per KKM’s directives.

8.8 Respective House Rule during stay in PSTC (P14 Phase 3 Accommodation & The HIVE Residence) is available in Appendix 4(a) and 4(b).

[The rest of this page is intentionally left blank]
9. **EMPLOYEE ACCOMMODATION IN PIC (NOT WITHIN TRANSIT PERIOD)**

9.1 PIC Personnel who have completed transit period at PSTC with NEGATIVE COVID-19 test result will be assigned to the respective accommodation.

9.2 CFS Service Operations Team will allocate, as practicable, employees based on company and work area as advised by PIC Operating Companies Focal Person.

9.3 Luggage and personal belongings shall be inspected by the accommodation operator as part of hygiene inspection process and shall adhere to PIC COVID-19 guidelines.

9.4 Services provided by accommodation operator shall comply with PIC COVID-19 guidelines.
   9.4.1 Laundry services (as scheduled)
   9.4.2 Housekeeping services including change of linens and towel (as scheduled)
   9.4.3 Food and Beverage services
   9.4.4 Room maintenance services

9.5 All rooms shall be disinfected after every check out.

9.6 PIC Personnel shall strictly adhere to the house rules and PIC COVID-19 guidelines. All contactless practises shall be continued until Green Bubble is fully achieved.

[The rest of this page is intentionally left blank]
10. TRAFFIC AND TRANSPORTATION REQUIREMENTS

10.1 Main Gate 1 (for “Red Tags” and Emergency Vehicles)
   10.1.1 Compliance with existing entry and exit process and PIC COVID-19 guidelines.

   10.1.2 The operations of Main Gate 1 will open until further notice, at PRPC sole discretion, particularly for staff on red tag and Company Vehicles with Red placard.

   10.1.3 The gate will be closed thereafter until deactivation of PIC Green Bubble, except for emergency vehicles.

   10.1.4 All company vehicles will be issued with Green Bubble Temporary Vehicle Pass (TVP) if they have a valid Vehicle Access Pass (VAP).

   10.1.5 Vehicle drivers / owners are responsible to affixed A3 “Red Placard” at front and back of the Company Vehicles which shall be prominently displayed at all times.

10.2 Main Gate 2 (for trucks movement, Amber Passage and other categories)
   10.2.1 Compliance with existing entry and exit process and PIC COVID-19 guidelines.

   10.2.2 All personnel will be issued a blue tag at entrance. Upon completion, the tag will be removed, witnessed by PRPC Security.

   10.2.3 Existing TVP is applicable for all entrants and vehicles drivers / owner are responsible to affixed A3 “Blue Placard” at front and back of the company vehicles which shall be prominently displayed at all times.

   10.2.4 RTK Antigen Staging area in PIC will be stationed as necessary.

10.3 Main Gate 3 (for Essential Employees & Exception Categories / Personnel)
   10.3.1 Compliance with existing entry and exit process and PIC COVID-19 guidelines.

   10.3.2 Main entrance for essential employees to isolation process at The Hive & P14 Camp.

   10.3.3 Green Bubble TVP will be issued for staff private vehicles and contractor company vehicles if they have a valid VAP.
10.3.4 Main Gate 3 exception of categories / personnel will be given for the three (3) criteria:
   a. Courier services & delivery trucks (below 5 ton) into HIVE, SPC & P14 accommodation. The personnel will be issued a blue tag at entrance as Amber Passage & Other Categories, upon completion the tag will be removed, witnessed by PRPC Security. The drivers are responsible to affixed A3 “Blue Placard” at front and back of the vehicles which shall be prominently displayed at all times.

   b. Essential contractors with negative RTK results but pending PSTC. The personnel will be issued a blue tag and the driver / owner of contractor company vehicle are responsible to affixed A3 “Blue Placard” at front and back of the vehicles which shall be prominently displayed at all times.

   c. “Red Tags” essential staff as existing resident at The Hive and pending PSTC during transition period. The personnel will use the Main Gate 3 and Main Gate 1 to/from Process Area and Non-Process Building on daily movement. Vehicle drivers / owners are responsible to affixed A3 “Red Placard” at front and back of the Company Vehicles which shall be prominently displayed at all times.

10.4 Traffic within PIC
  10.4.1 All vehicle operated within PIC shall comply to all applicable traffic rules.

  10.4.2 Maintain existing traffic directional flow.

  10.4.3 Maintain existing applicable traffic rules.

10.5 Process Gates (PG)
  10.5.1 PG SPC allocated for PIC Operating Company staff and contractor to work area with company vehicles (Blue & Green Placards) on staggered timing - Red placard is prohibited.

  10.5.2 PG M1 allocated for staff to work area with company vehicles (Blue & Green Placards) on staggered timing - Red placard is prohibited. “Green” contractors is allowed to access this gate (during transition period only)

  10.5.3 The implementation of “Free Passage” using mobile ACS (no tap-in and no temperature screening) will be introduced and the date will be notified.

  10.5.4 Separate passage time at Process Gate for different categories of vehicles / personnel according to table below:
### PIC GREEN BUBBLE SOP

<table>
<thead>
<tr>
<th>Process Gate</th>
<th>Categories of vehicles &amp; personnel</th>
<th>Schedule / Time</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| **PG-SPC**   | 1. Employees **White tags**  
2. Company Vehicles **Green placard** | Peak hours:  
AM – 6.00am to 7.00am  
PM – 4.30pm to 5.30pm  
Lunch hours:  
PM – 12.00pm to 1.00pm | 1. Staff & contractor to work area.  
2. Schedule / time is subject to change by PRPC Security  
3. To minimize interaction between various categories during non-peak hours, PRPC Security will manage the traffic & movement manually.  
4. **Red placard** prohibited. |
|              | 1. Employees **Blue tags**  
2. Company Vehicles **Blue placard** | Peak hours:  
AM – 7.00am to 8.00am  
PM – 5.30pm to 6.30pm  
Lunch hours:  
PM – 1.00pm to 2.00pm |         |
| **PG-M1**    | 1. Employees **White tags**  
2. Company Vehicles **Green placard** | Peak hours:  
AM – 7.00am to 8.00am  
PM – 5.30pm to 6.30pm  
Lunch hours:  
PM – 1.00pm to 2.00pm | 1. Staff to work area  
2. “Green” contractors to work area during transition period only  
3. Schedule / time is subject to change by PRPC Security  
4. To minimize interaction between various categories during non-peak hours, PRPC Security will manage the traffic & movement manually.  
5. **Red placard** prohibited. |
|              | 1. Employees **Blue tags**  
2. Company Vehicles **Blue placard** | Peak hours:  
AM – 6.00am to 7.00am  
PM – 4.30pm to 5.30pm  
Lunch hours:  
PM – 12.00pm to 1.00pm |         |

### 10.6 Transportation

10.6.1 Summary of personnel transportation plan as follow:

<table>
<thead>
<tr>
<th>Description</th>
<th>Staff (PRPC, PRPC UF, PC INA &amp; CEFS)</th>
<th>Contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>External accommodation to MG-3 / designated parking area</td>
<td>Own Arrangement (entry with valid VAP, supplemented by GB TVP)</td>
<td></td>
</tr>
<tr>
<td>MG-3 to transit block / transit (HIVE / SPC / P14) (including from designated parking area)</td>
<td>by PRPC CFS Fleet Dept.</td>
<td>Own Arrangement</td>
</tr>
<tr>
<td>Transit block / transit accommodation to normal accommodation / transit area</td>
<td>by PRPC CFS Fleet Dept. (assisted by Contractor if tested negative)</td>
<td></td>
</tr>
<tr>
<td>Accommodation to workplace or other locations (including MG-1 to workplace during transition period)</td>
<td>by PRPC CFS Fleet Dept.</td>
<td>Own Arrangement</td>
</tr>
</tbody>
</table>
10.7 Personal vehicles shall be parked at designated place and comply with traffic rules.

10.8 Company vehicles, MPV and buses shall adhere to the following:

10.8.1 Separate dedicated vehicles shall be used for different category of personnel i.e. new staff, Green personnel, Amber category, Red tags and positive case. The vehicles shall be marked accordingly with A3 size placard (Green for vehicles transporting Green Personnel, Blue for vehicles transporting Amber Passage personnel, Red for vehicles transporting Red-tags personnel) at front and back of the vehicles which shall be prominently displayed at all times.

10.8.2 All occupants of the vehicles shall be of the same category (including driver)

10.8.3 Vehicles carrying different category of personnel are strictly prohibited from being in close proximity to each other at any time including when parking or not in moving.

10.8.4 Vehicles used for Green Personnel shall not be shared with other category of personnel.

10.8.5 Green Bubble TVP shall be clearly displayed on the vehicle dashboard.

10.8.6 Vehicles with different coloured placards shall not be parked closer than 2m from each other at any time.

10.8.7 Company vehicles including MPVs and vans used for personnel transportation to be parked at designated parking location when not in operation.

10.8.8 Buses to be parked at existing bus laybys within TCF area when not in operation.

10.8.9 No intermingling between personnel at parking locations or on the way to parking area or designated transportation.

10.8.10 PIC Covid-19 SOP for vehicle operation (sanitizing, spacing, etc.) applicable.

10.9 Pick-up and drop-off location at designated points only.

10.10 Drivers are discouraged to get out of vehicles if not necessary.
10.11 Parking Area

10.11.1 PIC Operating Company Staff' personal vehicles - existing arrangement (MG-3, The HIVE & M1 area).

10.11.2 Contractors' personal vehicles - CG-2 parking area.

10.11.3 Contractors’ company vehicles - next to Masjid Al-Falah and parking area at SPC & P14 accommodation (limited).

10.11.4 Amber & others categories – MG-2 parking area.

10.11.5 Vehicles with different colored placards shall not be parked closer than 2m from each other at any time.

10.11.6 No intermingling between personnel at parking locations or on the way to parking area or designated transportation, strict Covid SOP compliance must be observed particularly involving “Green” personnel.

10.11.7 Parking at your own risk.

[The rest of this page is intentionally left blank]
11. WORKPLACE REQUIREMENT

11.1 All Personnel shall comply with respective workplace requirements by the respective area owner.

11.2 Non-process area (i.e office area):
   11.2.1 Always wear 3-ply face mask and avoid touching the surface of the face mask. Only non-fabric, 3-ply face mask is allowed.
   11.2.2 Comply with regular temperature monitoring and recording as required.
   11.2.3 Practice good personal hygiene by washing hand with soap or hand sanitisers.
   11.2.4 Keep a safe physical distancing at smoking area, dining, etc.
   11.2.5 Smoking in large group is not allowed and avoid chatting while smoking.
   11.2.6 Scan MySejahtera QR Code at building entrance as required.
   11.2.7 No physical meeting or any kind of gathering are allowed. Use other alternatives such as online meeting.
   11.2.8 In case any urgent physical meet up, permission from respective PIC Operating Company approving authority to be obtained and shall comply with PIC COVID-19 guidelines.
   11.2.9 All PIC Operating Company and contractor shall provide sufficient face mask and hand washing stations to be used by their workers.
   11.2.10 Regular sanitisation shall be performed.
   11.2.11 Comingle between Amber and Green Bubble team shall be avoided.

11.3 Process area (e.g. site):
   11.3.1 Always wear 3-ply face mask and avoid touching the surface of the face mask. Only non-fabric, 3-ply face mask is allowed.
   11.3.2 Comply with regular temperature monitoring and recording as required.
   11.3.3 Practice good personal hygiene by washing hand with soap or hand sanitisers.
   11.3.4 Keep a safe physical distancing at smoking area, dining, during toolbox talk etc.
   11.3.5 Smoking in large group is not allowed and avoid chatting while smoking.
   11.3.6 Scan MySejahtera QR Code at the shelters as required.
   11.3.7 Shelter separation/demarcation based on IPMT, EPCC and subcontractors to be provided and dedicated facilities for Amber Passage category.
   11.3.8 All PIC Operating Company and contractor shall provide sufficient face mask and hand washing stations to be used by their workers.
   11.3.9 Comingle between Amber and Green Bubble team shall be avoided.
11.4 Requirements for Shelters and Cabin

11.4.1 Shelters
   a) Limited capacity is allowed in one shelter with safe physical distancing and occupancy limit sign posted.
   b) Install barrier and only one entrant and exit access.
   c) Locate MySejahtera QR Code at the entrant.
   d) Allocate hand sanitisers.
   e) Check temperature and records.
   f) Do not gather in group, stay out of crowded places and avoid gathering.
   g) All COVID-19 SOP shall be complied inside the shelter.
   h) Adhere to respective area owner specific requirements.

11.4.2 Cabin (Site Office)
   a) No physical meeting is allowed inside cabin. All meeting to be conducted online.
   b) Limited capacity is allowed per cabin with safe physical distancing and occupancy limit sign posted.
   c) Allocate sanitisers and face mask.
   d) Check temperature and records.
   e) Do not gather in group, stay out of crowded places and avoid gathering.
   f) All COVID-19 SOP shall be complied inside the shelter.
   g) Adhere to respective area owner specific requirements.

11.5 PTW arrangement

11.5.1 Online PTW System (ePTW) shall be utilised where available.

11.5.2 Manual PTW shall be avoided, however, in the event of manual PTW is required the following shall be observed:
   a) Contractor personnel shall not arrange for PTW inside any building (e.g. OSB)
   b) Issuance of PTW and any business with Operation Personnel shall be made outdoor with minimum interaction.
   c) Only one (1) PTW applicant to communicate with AA/AAR/RA one at a time.
   d) PTW applicant/ hand back process shall be at dedicated PTW area as per area owner specific requirement.

[The rest of this page is intentionally left blank]
12. COMMON FACILITIES AND AMENITIES GUIDELINES

12.1 Common Facilities & Amenities include but not limited to:
   a) Office Building
   b) Meeting room, discussion room, or other physical room
   c) Praying room
   d) Cafeteria and Dining
   e) Pantry
   f) Toilet
   g) Groceries and Convenience Shop
   h) Seaside Park
   i) Recreation facilities

12.2 The usage of common facilities and amenities shall be subject to strict compliance to physical distancing requirement between white tag and non-white tag personnel e.g. physical distancing >2 meters with face mask.

12.3 Dedicated common facilities and amenities for non-white tag personnel e.g. Amber Passage shall be identified and need to be clearly marked to differentiate between facilities and amenities for green bubbles personnel and others.

12.4 All Personnel shall strictly adhere to PIC COVID-19 guidelines and required to scan MySejahtera QR code prior entry.

12.5 Area owner shall ensure hand sanitisers are available and shall inspect and disinfect all the common facilities and amenities as required.

12.6 Co-mingle between green bubble personnel and non-green bubble personnel shall be avoided.

12.7 All common building access point and usage shall be separated between green bubble and non-green bubbles personnel.

12.8 The usage of recreational facilities and recreational activities is subject to Malaysia Government and PIC COVID-19 Taskforce directive.

[The rest of this page is intentionally left blank]
13. GRIEVANCE MECHANISM (GM)

13.1 This SOP is applicable to any issues on workers grievance and its impacts related to all operations and projects during PIC Green Bubble period.

13.2 Complaint Access Points

13.2.1 All PIC Operating Companies shall establish accessible GM and options for reporting issues arising from COVID-19 available to all personnel. General Hotline to raise grievances is shown in Appendix 5.

13.2.2 Due to COVID-19 SOP, all grievances during PIC Green Bubble period shall be as much as practicable conducted virtually (e.g. Teams meeting, WhatsApp, etc) or telephone conversation. However, if Complainant feels that face to face meeting is necessary, the meeting shall be conducted in compliance with PIC COVID-19 SOP.

13.2.3 All Contractor GM register shall be submitted to respective PIC Operating Companies on monthly basis.

13.2.4 All PIC Operating Companies GM register shall be submitted and reported to PRPC Environment on monthly basis.
14. CONSEQUENCE MANAGEMENT (CM)

14.1 All personnel should practice comply and intervene, and report accordingly to ensure COVID-19 SOP is always adhered.

14.2 Any non-compliance shall be subjected to Consequence Management.

14.3 This SOP details the process, the levels of violation and its consequences within PIC. Failure to comply, will result in Consequence Management as detailed in this procedure.

14.4 PRPC will identify violation through the following:
   14.4.1 Observations and findings during assurance / inspection / operational / enforcement activity
   14.4.2 Issuance of Violation Ticket
   14.4.3 Any other means, as shall be determined by PRPC from time to time.

14.5 Violations are categorised as follow:
   14.5.1 Level 1: Violations that may cause moderate damage to people, asset, environment, security or reputation.
   14.5.2 Level 2: Violations that can cause serious damage to people, asset, environment, security or reputation.

14.6 Personnel from PIC Operating Companies HSSE, HR, CFS and Governance & Management are authorised to issue violation tickets and take actions based on provisions outline in this procedure.

14.7 The applicable penalty or consequence management is as summarised in Appendix 6(a)

14.8 The work process for the Consequence Management is described in Appendix 6(b)

14.9 The enforcer shall provide a copy of the violation ticket to PIC Governance and Management Department for record and validation of level.

14.10 For level violations, a Consequence Management Panel shall evaluate the violation and determine the sufficiency of evidence, apply the consequence management, conduct further investigate or drop the case.

[The rest of this page is intentionally left blank]
15. **EMERGENCY MANAGEMENT**

15.1 This SOP defines emergency response management during PIC Green Bubble effective period.

15.2 **Objective**

15.2.1 To provide specific information dissemination, organisation structure, roles and responsibilities and actions to be taken during emergency response.

15.2.2 To provide consistent approach of notification and reporting of any COVID-19 case.

15.2.3 To manage authorities during emergency.

15.3 PIC Operating Company’s established ERP shall remain applicable throughout the PIC Green Bubble period, subject to compliance to the PIC Green Bubble SOP and COVID-19 guidelines.

15.4 **COVID-19 case Notification and Communication**

15.4.1 All Personnel are responsible to immediately notify their superior should they suspect any COVID-19 cases in PIC.

15.4.2 Respective PIC Operating Company shall notify the case to PRPC/PIC Operating Companies Management and COMCEN as soon as possible using Notification Form.

15.4.3 Any incoming calls from outside, shall be transferred / directed to the OCC by following telephone number (07 8174999).

15.4.4 Notification to public shall be made by government authorities or SVP/CEO PRPC. All personnel are not allowed to notify or inform public on any emergency situation.

15.5 Should BOMBA enter site, meeting point will be located at The HIVE Training centre or alternate staging area i.e. CEFS Satellite Station Blue tag will be given as per Amber Passag e requirements.

15.6 **Emergency Planning and Facilities**

15.6.1 PIC has established a recommended standard format of Incident Action Plan (IAP) to facilitate a common understanding.

15.6.2 Incident Action Plan (IAP)

PIC Operating Company’s shall establish applicable IAP throughout the PIC Green Bubble period, subject to compliance to the PIC Green Bubble SOP and COVID-19 guidelines.
15.7 Exercise/drill

15.7.1 PIC Operating Company shall plan and conduct exercise/drill according to PIC Emergency Drill and Response Exercise Guidelines and subject to compliance to the PIC Green Bubble SOP and COVID-19 guidelines

[The rest of this page is intentionally left blank]
16. COVID-19 CASE MANAGEMENT GUIDELINES

16.1 A PIC Personnel might come into contact with the COVID-19 virus when:
   a) in close contact/interaction (within 1-meter distance) with community prior entering PIC who are infected with the virus. The infected person coughs, sneezes or talks directly to the personnel, or touches him directly through handshaking, hugging, etc.
   b) touches or handles COVID-19 contaminated surfaces and equipment that are frequently touched, and then touching their mouth, nose, or eyes.

16.2 Case Definition

16.2.1 Suspected Case
   A Person who meets the Clinical AND Epidemiological criteria
   a) Clinical Criteria
      In the absence of a more likely diagnosis:
      i. At least two of the following symptoms:
         ▪ Fever, Chills, Rigors, Myalgia, Headache, Sore Throat, Nausea or Vomiting, Diarrhea, Fatigue, Acute onset Nasal congestion or running nose; OR
      ii. Any one of the following symptoms:
         ▪ Cough, shortness of breath, Difficulty in breathing, sudden new onset of anosmia (loss of smell), sudden new onset of ageusia (loss of taste); OR
      iii. Severe respiratory illness with at least one of the following:
         ▪ Clinical evidence of pneumonia, Acute respiratory distress syndrome (ARDS)
   b) Epidemiological criteria
      i. Attended an event OR areas associated with known COVID-19 cluster OR red zones; OR
      ii. Travelled to / resided in a foreign country within 14 days before the onset of illness; OR
      iii. Close contact to a confirmed case of Covid-19, within 14 days before onset of illness

16.2.2 Probable case of COVID-19
   a) A person with COVID-19 RTK Antigen Positive awaiting for COVID-19 rt-PCR confirmation; OR
   b) A suspect case with chest imaging showing findings suggestive of COVID-19 disease.
16.2.3 Confirmed case of COVID-19
A person with laboratory confirmation of infection with the COVID-19, irrespective of clinical signs or symptoms.

16.2.4 Person under surveillance (PUS) for COVID-19
Asymptomatic individual subjected to Home Surveillance Order (HSO)

16.3 Close Contacts
16.3.1 Close Contacts are defined as:
   a) Working together in close proximity
   b) Living together in same household
   c) Travel together in same conveyance
   d) Face to face conversation <2 meters
   e) Any form of physical contact
   f) Engaging in sports activity in a confined area (i.e. badminton, indoor futsal, etc.)

16.4 Case Management

<table>
<thead>
<tr>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
</table>
| Confirmed Case (rt-PCR test positive) | a) Personnel to be transferred to SPC Isolation block and undergo case management.  
                                         b) Worksite Disinfection.  
                                         c) Isolation Period:  
                                         i. For symptomatic patients: 10 days have passed since symptom onset AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND other symptoms such as shortness of breath, cough have improved.  
                                         ii. For asymptomatic patients: 10 days after the date of their first positive RT-PCR  
                                         d) Undergo Return to Work assessment by AME/ Medical Examiner after isolation and treatment completed has certified fit to return to work.  
                                         e) NOT REQUIRED to repeat rt-PCR test post isolation unless requested by local health authority. |
| Probable Case (RTK Antigen test positive) | a) Isolation at SPC Isolation block until confirmatory test result is available.  
                                         b) If personnel’s confirmatory test is positive, refer to Confirmed Case  
                                         c) Once released by health authority, the personnel can return to work.  
                                           No AME assessment is required.  
                                         d) Worksite Disinfection |
| Suspected case (fulfil clinical and epidemiological criteria) | a) Personnel is to seek medical attention immediately.  
b) Quarantine for 10 days at P14 isolation accommodation from the day of last exposure to the Confirmed Case OR as instructed by the Health Authority. If date of exposure is not known, then date of their first positive RT-PCR of Confirmed case is used as reference.  
c) If the confirmatory test is positive, refer to Confirmed Case.  
d) If confirmatory test is negative, maintain quarantine until 10 days. No 2nd test required unless required by Health Authority.  
e) Worksite Disinfection |
|------------------------------------------------------------|
| Close Contact of a Confirmed Case (PUS) | a) Quarantine for 10 days at P14 isolation accommodation from the day of last exposure to the Confirmed Case OR as instructed by the Health Authority. If date of exposure is not known, then date of their first positive RT-PCR of Confirmed case is used as reference.  
b) If the personnel developed symptoms, refer to Suspected Case.  
c) If personnel’s confirmatory test is negative, maintain quarantine until 10 days. No 2nd test required unless required by Health Authority.  
d) If personnel’s confirmatory test is positive, refer Confirmed Case |
17. ASSURANCE

17.1 PIC Operating Companies shall develop individual assurance program, e.g. Transportaion, Workplace, Accommodation, Common Facilities & Amenities, etc.

17.2 PIC Operating Companies shall conduct assurance to ensure compliance with PIC Green Bubble SOP and their respective internal procedures.
# REVISION HISTORY & AUTHORIZATION

## Revision History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 February 2021</td>
</tr>
</tbody>
</table>

[The rest of this page is intentionally left blank]
# Document Authorisation

<table>
<thead>
<tr>
<th>Author:</th>
</tr>
</thead>
</table>
| MAZLAN B OTHMAN  
Head, Strategic & Performance,  
HSSE Division  
| ABD GHANI B KAMARUL ZAMAN  
Head, PIC Governance and Management,  

<table>
<thead>
<tr>
<th>Reviewed by:</th>
</tr>
</thead>
</table>
| M HATTA B ABU BAKAR  
Head, HSSE  

<table>
<thead>
<tr>
<th>Approved by:</th>
</tr>
</thead>
</table>
| MOHAMAD B NASIR  
Head, PIC Operation and Complex Management  
Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Essential Employees Transit Period Process Flow</td>
<td></td>
</tr>
<tr>
<td>2(a)</td>
<td>Entry to PIC for Essential Personnel Process Flow</td>
<td></td>
</tr>
<tr>
<td>2(b)</td>
<td>Exiting to PIC for Essential Personnel Process Flow</td>
<td></td>
</tr>
<tr>
<td>3(a)</td>
<td>Amber Passage General Process Flow</td>
<td></td>
</tr>
<tr>
<td>3(b)</td>
<td>Entry Requirement Matrix for Amber Passage</td>
<td></td>
</tr>
<tr>
<td>4(a)</td>
<td>PSTC House Rules – P14 Phase 3 Accommodation</td>
<td></td>
</tr>
<tr>
<td>4(b)</td>
<td>PSTC House Rules – The HIVE Residence</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>General Hotline for Grievances</td>
<td></td>
</tr>
<tr>
<td>6(a)</td>
<td>Consequence Management Penalty</td>
<td></td>
</tr>
<tr>
<td>6(b)</td>
<td>Consequence Management Work Process</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Long Stay Check Out Process</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Contact Details</td>
<td></td>
</tr>
</tbody>
</table>

[The rest of this page is intentionally left blank]
Appendix 1: Essential Employee Transit Period Process Flow

1. Approved Essential employees.

2. Employees to perform and meet risk factor assessment using Pre-arrival Declaration V6.0

3. Transfer vetted personnel into PSTC (P14 Phase 3 /The Hive)

Day 0 Sunday

- Medical health check as per PSTC requirement

Day 5 Friday

- No symptoms AND temperature is ≤37.5°C
  - Proceed for swab test

  - Negative
    - Transfer to identified accommodation camp
  - Positive
    - Transfer to SPC isolation block and continue observation and activate case management

- Any one of the following symptoms:
  - Developed fever / sore throat / cough / shortness of breath
  - Body temperature >37.5°C

Day 7 Sunday

[The rest of this page is intentionally left blank]
Appendix 2(a): Entry to PIC for essential Personnel Process Flow

Process Flow – Entry to Pengerang Integrated Complex (PIC) for Essential Personnel

1. Start → OPC Head of Department/Contract Owner
   - Issue approved list to Security
   - Review & re-submit
   - Record & extend list to Personnel/Contractor → End

2. Review list & details
   - Endorse?
   - NO
   - YES
     - Extend list to Main Gate 3

3. PIC Security (Main Gate 3)
   - Record & refer for verification
   - Verify personnel eligibility
   - Eligible?
     - NO
       - Review & re-submit
     - YES
       - YES
         - Move to Isolation block
       - NO
         - Entry denied

4. Essential Personnel
   - Start
   - Report to Security at Main Gate 3
   - Entry denied
     - NO
       - Consult Company Focal
       - Record
       - Exit PIC
     - YES
       - YES
         - Process personnel exit

Appendix 2(b) Exiting from PIC for essential Personnel Process Flow

Process Flow - Exiting from Pengerang Integrated Complex (PIC) for Essential Personnel

1. Start → OPC Head of Department/Contract Owner
   - Approved?
     - YES
     - NO
       - Consult Company Focal
       - Exit denied
       - end

2. Essential Personnel
   - Present Pre-Departure Form to Security
   - Exit denied
     - NO
       - Consult Company Focal
       - YES
         - Exit PIC
       - NO
         - YES
           - Valid?
             - YES
               - Record
             - NO
               - Visit & validate Pre-Departure Form

3. PIC Security (Main Gate 3)
   - Verify & validate Pre-Departure Form
   - Valid?
     - NO
       - Visit & validate Pre-Departure Form
     - YES
       - Record
       - Exit PIC → End
Appendix 3(a): Amber Passage General Process Flow

[Diagram of process flow]

[The rest of this page is intentionally left blank]
### Appendix 3(b): Entry Requirement Matrix for Amber Passage

<table>
<thead>
<tr>
<th></th>
<th>SCOPE</th>
<th>Self Health Declaration (pre Arrival Declaration)</th>
<th>RTK-Antigen test (per entry)</th>
<th>PCR Test (&lt;3 days before entry)</th>
<th>Marking or tagging (for easy identification and monitoring)</th>
<th>Other Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authority visits without notice &amp; accompanying staff from PIC Operating Companies / Owner</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td>Compliance to SOP</td>
</tr>
<tr>
<td>2</td>
<td>Planned Authority Visit</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td>Compliance to SOP</td>
</tr>
<tr>
<td>3</td>
<td>Planned Visit by VIP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Compliance to SOP</td>
</tr>
<tr>
<td>4</td>
<td>Emergency Response (BOMBA, Ambulance, Police etc), staff from OPC/ Owner (e.g back up CEFS, ERT, etc)</td>
<td>√</td>
<td></td>
<td>√</td>
<td>1. Post incident, test to be performed on people in contact with external response team. 2. Compliance to SOP.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contactless Service Truck Delivery</td>
<td></td>
<td>√</td>
<td>√</td>
<td>1. Barricade, sign board. 2. Surveillance, inspection, and audit. 3. Violator is subjected to Balance of Consequence. 4. Compliance to SOP.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Product Movement - Product trucks</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td>Compliance to SOP</td>
</tr>
<tr>
<td></td>
<td>Product Movement - Oil Accounting (PRefchem team managing PT2SB product shipment)</td>
<td>√ (see other requirement)</td>
<td></td>
<td></td>
<td></td>
<td>1. Contactless meeting &amp; document processing. 2. If not possible, the following actions shall be adhered to:</td>
</tr>
</tbody>
</table>
### PIC GREEN BUBBLE SOP

<table>
<thead>
<tr>
<th><strong>SCOPE</strong></th>
<th>Self Health Declaration (pre Arrival Declaration)</th>
<th>RTK-Antigen test (per entry)</th>
<th>PCR Test (&lt;3 days before entry)</th>
<th>Marking or tagging (for easy identification and monitoring)</th>
<th><strong>Other Requirement</strong></th>
</tr>
</thead>
</table>
| 7         | Scheduled inspection visit from operation, maintenance, project, TES, HSSE, SRAIM etc. (Special contact visit (1 day)) e.g Electrical inspection – weekly (Limited contact and short contact duration). Operation inspection- Monthly/bi-weekly | √ (per entry) | | | a. Dedicated team to serve PT2SB Green Bubble  
b. RTK-Antigen test before coming into PIC Green Bubble  
c. Compliance to SOP |
| 8         | Maintenance Emergency team (Emergency team from maintenance project, TES and others) | √ (per entry) | √ (see other req.) | | 1. External maintenance team to stay at holding camp  
2. Compliance to SOP.  
3. If work extended, employee to have PCR test after 3 days in the camp |
| 9         | Scheduled specialist/maintenance work.  
• Inside PIC  
Scheduled specialist/maintenance work.  
• ICT support from PRPC ICT to PLNG2 | √ (see other requirement) | | | 1. Establish holding camp for specialist/maintenance workers to stay upon arrival.  
2. Compliance to SOP.  
1. Contactless meeting & document processing.  
2. If not possible, the following actions shall be adhered to: a. Dedicated team to serve PT2SB Green Bubble |
### PIC GREEN BUBBLE SOP

<table>
<thead>
<tr>
<th>SCOPE</th>
<th>Self Health Declaration (pre Arrival Declaration)</th>
<th>RTK-Antigen test (per entry)</th>
<th>PCR Test (&lt;3 days before entry)</th>
<th>Marking or tagging (for easy identification and monitoring)</th>
<th>Other Requirement</th>
</tr>
</thead>
</table>
| 10    | Building pest control.                            |                              |                                | √                                              | b. RTK-Antigen test before coming into PIC Green Bubble  
c. Compliance to SOP |
| 11    | Outdoor pest control/ Landscaping                 |                              |                                | √                                              | Compliance to SOP (ensure no contact with external contractors) |
| 12    | Outside vehicle, heavy and light machineries refuelling. |                              |                                |                                                | 1. Limit movement from using facilities and amenities.  
2. Provide separate toilets for the visitors.  
3. Compliance to SOP (ensure no contact with external contractors). |
| 13    | Outgoing Emergency Services to PT2SB & PLNG2 (i.e CMF & CEFS) |                              |                                |                                                | 1. Post incident, to undergo RTK-Antigen test.  
2. Compliance to SOP |
Appendix 4(a): PSTC House Rules – P14 Phase 3 Accommodation

HOUSE RULES
P14 Phase 3 Transit Accommodation

1) Assigned accommodation is operating as health observation facility in PIC due to the implementation of Green Bubble and current outbreak of COVID-19 worldwide.

2) Residents strictly not allowed to be in contact with anyone or leave the room unless requested for the purpose of rt-PCR and emergencies.

3) Fire escape plan indicates the assembly point for emergencies.

4) Report to your supervisor / focal person should there are any signs & symptoms like fever, cough, flu, shortness of breath or if you need medical attention.

5) Residents are required to keep the rooms clean, tidy and in a hygienic condition during the period of quarantine.

6) Residents must ensure the allocated accommodation, is in the same good condition prior to check-out. Any damages in the room must be reported to the management immediately.

7) Residents are not allowed to remove furniture and electrical appliances, room linens and towels of the rooms.

8) Additional electrical appliances, residents are subject to approval from the management of P14 Camp

9) Residents must respect the privacy and comfort of other fellow residents in P14 Camp.

10) NO alcohol or cooking allowed in the rooms or within vicinity of the camp.

11) Tie properly the waste bag and laundry bag (linens) and place it outside the room. The waste shall not be collected by janitor if they are not tied properly.

12) NO firearms, weapons and any other life-threatening mechanism that may pose potential danger or hazards to others inside P14 Camp premises.

13) Residents must strictly adhere to PIC COVID-19 guideline, safety rules and regulations of P14 Camp at all times.

THE MANAGEMENT RESERVES THE RIGHT TO ADD, ALTER OR AMEND ANY OF THE ABOVE WITHOUT PRIOR NOTICE.

We wish you a safe and pleasant stay.
The Management
SERVICE DIRECTORY

A. EMERGENCY CONTACT NUMBER

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRONT OFFICE</td>
<td>019 354 4880</td>
</tr>
<tr>
<td>CAMP MANAGEMENT</td>
<td>019 322 9880</td>
</tr>
<tr>
<td>HSE</td>
<td>019 362 9880</td>
</tr>
<tr>
<td>PRPC SECURITY CONTROL</td>
<td>07-8174888</td>
</tr>
<tr>
<td>CONTROL CENTRE</td>
<td>07-8176250</td>
</tr>
</tbody>
</table>

B. PACKED FOOD DELIVERY

<table>
<thead>
<tr>
<th>MEALS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>7 AM</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12 PM</td>
</tr>
<tr>
<td>DINNER</td>
<td>7 PM</td>
</tr>
</tbody>
</table>

Note:

i. Food should be consumed within one hour to follow food safety.
ii. Food will be placed outside the room.

C. FACILITIES MANAGEMENT

i. Any damages and faulty in the room must be reported to the management immediately.

D. LINEN, LAUNDRY AND TOILETRIES

ii. Pre-packed fresh linens such as bedsheets, pillowcase, floor mats and bath towels are available in the room.
iii. Laundry services for personal garments are not provided. Please bring enough clothing’s during the isolation period.
iv. Toiletries are not provided in the room except for toilet tissues.
v. Soiled linens to be placed in the plastic bag which must be tied and placed outside your room.

E. WASTE COLLECTION

vi. Garbage bag provided in the room for 1 week.

vii. Waste collection will be carried out on daily basis at 9am, 3pm and 9pm.

viii. Waste plastic bag must be tied and placed outside the room. The waste shall not be collected by janitor if not tied properly.

F. OTHER IN-ROOM AMENITIES

ix. Kettle
x. Mini fridge
xi. TV (5 channels)
xii. Wifi
xiii. Mineral water 1.5 litre (2 bottles per day)
xiv. Air-condition and Fan
xv. Hot shower
xvi. Prayer mat not provided
Appendix 4(b): PSTC House Rules – The Hive Residence

1) Assigned accommodation is operating as health observation facility in PIC due to the implementation of Green Bubble and current outbreak of COVID-19 worldwide.

2) Residents strictly not allowed to be in contact with anyone or leave the room unless requested for the purpose of rt-PCR and emergencies.

3) Fire escape plan indicates the assembly point for emergencies.

4) Report to your supervisor / focal person should there are any signs & symptoms like fever, cough, flu, shortness of breath or if you need medical attention.

5) Residents are required to keep the rooms clean, tidy and in a hygienic condition during the period of quarantine.

6) Residents must ensure the allocated accommodation, is in the same good condition prior to check-out. Any damages in the room must be reported to the management immediately.

7) Residents are not allowed to remove furniture and electrical appliances, room linens and towels of the rooms.

10) Additional electrical appliances, residents are subject to approval from the management of The Hive Residence.

11) Residents must respect the privacy and comfort of other fellow residents in The Hive.

12) NO alcohol or cooking allowed in the rooms or within vicinity of the camp.

13) Tie properly the waste bag and laundry bag (linens) and place it outside the room. The waste shall not be collected by janitor if they are not tied properly.

14) NO firearms, weapons and any other life-threatening mechanism that may pose potential danger or hazards to others inside The Hive premises.

15) Residents must strictly adhere to PIC COVID-19 guideline, safety rules and regulations of The Hive at all times.

THE MANAGEMENT RESERVES THE RIGHT TO ADD, ALTER OR AMEND ANY OF THE ABOVE WITHOUT PRIOR NOTICE.

We wish you a safe and pleasant stay.
The Management
SERVICE DIRECTORY

A. EMERGENCY CONTACT NUMBER

<table>
<thead>
<tr>
<th>Contact</th>
<th>The HIVE Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Operator</td>
<td>019 200 5450</td>
</tr>
<tr>
<td>PRPC SECURITY CONTROL CENTRE</td>
<td>07-8174888 07-8176250</td>
</tr>
</tbody>
</table>

B. PACKED FOOD DELIVERY

<table>
<thead>
<tr>
<th>MEALS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>7 AM</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12 PM</td>
</tr>
<tr>
<td>DINNER</td>
<td>7 PM</td>
</tr>
</tbody>
</table>

Note:

i. If there are any food allergies, please inform the management.

ii. Food should be consumed within one hour to follow food safety.

iii. Meals will be delivered outside your room as scheduled.

C. FACILITIES MANAGEMENT

i. Any damages and faulty in the room must be reported to the management immediately.

D. LINEN, LAUNDRY AND TOILETRIES

ii. Pre-packed fresh linens such as bed sheets, pillowcase, floor mats and bath towels are available in the room.

iii. Laundry services for personal garments are not provided. Please bring enough clothing’s during the isolation period.

iv. Toiletries are not provided in the room except for shower gel and toilet tissues.

v. Soiled linens to be placed in the plastic bag which must be tied and placed outside your room.

E. WASTE COLLECTION

vi. Garbage bag provided in the room for 1 week.

vii. Waste collection will be carried out on daily basis at 9am, 3pm and 9pm.

viii. Waste plastic bag must be tied and placed outside the room. The waste shall not be collected by janitor if not tied properly.

F. OTHER IN-ROOM AMENITIES

ix. Kettle

x. Mini fridge

xi. TV Channels

xii. WI-FI

xiii. Mineral water (2 bottles per day)

xiv. Air-condition

xv. Hot shower

xvi. Prayer mat not provided.
Appendix 5: General Hotline for Grievances

DO YOU NEED HELP?
आप को मदद की आवश्यकता है
Adakah anda perlukan bantuan?
你需要帮助吗？

WE ARE HERE TO HELP YOU
हम आपकी सहायता करते हैं
Let us find a solution to your problems

Contact us:
pic.parkrules@petronas.com.my
covid.taskforce@petronas.com.my

[The rest of this page is intentionally left blank]
Appendix 6(a): Consequence Management Penalty

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Offences that may cause moderate damage to people, asset, environment, or reputation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SAMPLE OF CASES</strong></td>
</tr>
<tr>
<td></td>
<td>1. Failure to wear face mask or wearing wrong type of face mask.</td>
</tr>
<tr>
<td></td>
<td>2. Failure to comply with Social Distancing requirements.</td>
</tr>
<tr>
<td></td>
<td>3. Failure to comply with PIC Transportation Guidelines.</td>
</tr>
<tr>
<td></td>
<td>4. Noncompliance to Accommodation, Workplace Rules</td>
</tr>
<tr>
<td></td>
<td><strong>CONSEQUENCE MANAGEMENT / PENALTY</strong></td>
</tr>
<tr>
<td></td>
<td>1. 1&lt;sup&gt;ST&lt;/sup&gt; OFFENCE</td>
</tr>
<tr>
<td></td>
<td>a) Issue compound ticket (RM100)</td>
</tr>
<tr>
<td></td>
<td>2. 2&lt;sup&gt;ND&lt;/sup&gt; OFFENCE</td>
</tr>
<tr>
<td></td>
<td>a) Issue compound ticket (RM100)</td>
</tr>
<tr>
<td></td>
<td>b) Written warning to the individual by Head of Department (HOD) or Contract Owner and copied to company.</td>
</tr>
</tbody>
</table>

| Level 2a: Violations can cause serious damage people, asset, environment, or reputation |
|--------------------------------------|-------------------------------------------------------------------------------------|
|                                     | **SAMPLE OF CASES**                                                                   |
|                                     | 1. Non-compliance to PSTC Guidelines at PSTC (e.g. meet other people at different room) |
|                                     | 2. No tag (removal, missing etc.)                                                    |
|                                     | 3. Repeating Level 1 violations (2<sup>nd</sup> Offence)                             |
|                                     | **CONSEQUENCE MANAGEMENT / PENALTY**                                                 |
|                                     | 1. 1<sup>ST</sup> OFFENCE                                                            |
|                                     | a) Issue compound ticket (RM150 / offence)                                           |
|                                     | b) Written warning to the individual by Head of Department (HOD) or Contract Owner and copied to company. |
|                                     | 2. 2<sup>ND</sup> OFFENCE                                                            |
|                                     | a) Suspension 30 days                                                                |
|                                     | b) Written warning to the individual by Head of Department (HOD) or Contract Owner and copied to company. |
|                                     | *Subjected to CM panel depends on cases.                                              |
Level 2b: Violations that are criminal or can cause serious damage people, asset, environment, or reputation

<table>
<thead>
<tr>
<th>SAMPLE OF CASES</th>
<th>CONSEQUENCE MANAGEMENT / PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Giving false declaration of travelling, close contacts, or health status.</td>
<td>Subjected to CM panel depends on cases.</td>
</tr>
<tr>
<td></td>
<td>1. 1ST OFFENCE</td>
</tr>
<tr>
<td></td>
<td>a) Suspension 30 days</td>
</tr>
<tr>
<td></td>
<td>b) Notification letter to company</td>
</tr>
<tr>
<td></td>
<td>2. 2ND OFFENCE</td>
</tr>
<tr>
<td></td>
<td>Dismissal and/or permanent ban from entry into PIC</td>
</tr>
</tbody>
</table>

Appendix 6(b): Consequence Management Work Process

[The rest of this page is intentionally left blank]
Appendix 7: Long Stay Check Out Process

The HIVE Long Stay Check Out Process (For PETRONAS Staff / Tenants)

Entry Process

- Tenants will be notified by CFS Service Operators to check out.
- Tenant to notify CFS Service Operations on the arrival date and time.
- Tenant to undergo RTK-Antigen test at any medical facility before entry.
- Tenant to submit following to Security:
  i. Check out notice / e-mail.
  ii. Pre-arrival and Pre-departure form approved by HOD.
  iii. RTK-Antigen result
- Security provided blue bracelet.

Clearance of belongings

- Tenants are not allowed to leave the room during overnight stay.

Exit Process

- Tenant to leave room key card on writing desk and notify Operator upon leaving room.
- Operator to email registration form for tenant to reply with digital signature.
- Disinfected room and clean room for arrival.

Note:
- Contactless check out
- Tenant to pack belongings and check out not later than 7pm
- Place full order and pay online

Assistance to clear belongings:
- Tenant authorize friends to pack and keep belongings. Send e-mail friend’s particulars to Operator.
- Request Operator to pack and store by signing indemnity

Entry

1. CFS Service Operations shall notify tenants through e-mail to indicate their check out arrangement and tenant shall confirm on the arrival date and time.

2. Tenants who intend to stay overnight at the accommodation shall undergo rt-PCR test at the place of origin 3 days prior to entry and stay.

3. Tenants who intend to check out on the same day of arrival shall undergo RTK-Antigen test at any medical facility before entry.

4. On the day of arrival, tenant to submit the following to Security:
   a. Check out notice / e-mail.
   b. Pre-arrival and Pre-departure form approved by HOD.
   c. RTK-Antigen (same day check out)
   d. rt-PCR results (overnight stay)

5. Upon verification of documentation, Security shall issue blue tag.

Clearance of Belonging.

1. Tenants are required to pack belongings and check out not later than 7pm.

2. During their stay here, tenants are to strictly adhere to COVID-19 guideline and house rules.

3. Tenants to park their personal vehicle at designated parking area.

4. Tenants who are staying overnight are not allowed to leave their room during the stay.
Exit Process
1. Prior leaving the accommodation and as part of confirmation to check out, tenant is required to:
   a) reply e-mail with digital signatory on the registration card
   b) leave room key card on writing desk
2. Accommodation Operator to disinfect and clean room for arrival once tenant has checked out of the room.
3. Tenants are required to check out of accommodation not later than 7pm.

Other Information
1. All check out process shall be contactless.
2. Tenants may nominate their colleagues to collect personal belongings by sending email to Accommodation Operator on particulars of their colleagues.
3. Tenants may request for Accommodation Operator to pack their personal belongings and store it until certain period by signing the indemnity.
4. Accommodation Operator shall:
   a) list items that has been packed
   b) store tenant belonging in rooms under Priority 2.
   c) write to confirm storage of items and location.
5. Tenants may place food & beverage orders and pay online and shall be delivered food to the room.
6. Tenant shall contact below numbers for further assistance.

<table>
<thead>
<tr>
<th>The HIVE Careline</th>
<th>019 2005450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Beverage</td>
<td>019 200 6077</td>
</tr>
</tbody>
</table>

7. Meal serving period as following:

<table>
<thead>
<tr>
<th>Meals</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.00am – 8.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11.30am – 2.00pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>6.00pm – 9.00pm</td>
</tr>
</tbody>
</table>

8. All tenants shall strictly adhere to the house rules and PIC COVID-19 guidelines.
# Appendix 8: Contact Details

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>PRPC Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIC Park Rules</td>
<td>PIC Management and Governance</td>
<td><a href="mailto:pic.parkrules@petronas.com.my">pic.parkrules@petronas.com.my</a></td>
</tr>
<tr>
<td>PIC Green Bubble</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COVID-19 Workers Grievance</td>
<td>COVID-19 Taskforce HSSE</td>
<td><a href="mailto:covid.taskforce@petronas.com.my">covid.taskforce@petronas.com.my</a></td>
</tr>
<tr>
<td>Accommodation</td>
<td>Complex Facilities &amp; Services</td>
<td>SPC, P14 Accommodation Careline (019 354 4880)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The HIVE Residence Careline (019 200 5450)</td>
</tr>
</tbody>
</table>

*[The rest of this page is intentionally left blank]*