

CIRCULAR NO. 167/2020

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MITI ALLOWS 10 PERCENT OF EMPLOYEES TO WORK FOUR HOURS A DAY FOR THREE DAYS A WEEK FROM 22 OCTOBER 2020

YB Datuk Seri Ismail Sabri Yaakob, Minister of Defence, on 20 October 2020 announced in his [ADDRESS](#) that there has been an increase in the number of positive COVID-19 cases in Wilayah Persekutuan Kuala Lumpur, Putrajaya, Labuan, Selangor and Sabah.

As a preemptive measure to curb the spread of COVID-19, the Ministry of Health Malaysia (MOH) is of the view that there is an urgent need to tighten the Standard Operating Procedure (SOP) during the Conditional Movement Control Order (CMCO) period by limiting the movement of people, especially in Selangor and Kuala Lumpur.

In a [MEDIA RELEASE](#) on 21 October 2020, the Ministry of International Trade and Industry (MITI) announced the immediate implementation of the National Security Council's (NSC) decision for the industry to introduce a Work From Home (WFH) policy for management and supervisory staff as a measure to reduce the risk of transmission of the COVID-19 pandemic, especially in CMCO areas.

Taking into consideration the need of the industry to have the presence of a small number of management and supervisory level employees, MITI has agreed to allow a maximum of 10 percent of employees – whose tasks involve accounting, finance, administration, legislation, planning and ICT, to be in office, but limited to four hours per day - starting 10.00 am to 2.00 pm and for three days a week.

MITI has advised that companies do not need to submit applications for this purpose. Employers only need to issue a travel release letter for each employee who is allowed to work during the CMCO period. Employers would also need to set appropriate WFH guidelines according to the needs of their respective companies.

HEALTH SCREENING

Employees living in the red zone areas would need to do a swab test. The cost of the swab test would be borne by SOCSO if the employer is a contributor.

The Government had also announced that foreign workers in Wilayah Persekutuan Kuala Lumpur, Putrajaya, Labuan, Selangor and Sabah are required to undergo screening as a preventive measure to prevent the spread of COVID-19 at the workplace. For foreign workers whose employers contribute to SOCSO, the screening is provided free of charge.

Thank you.

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