

**GUIDELINES FOR ENTRY POINT SCREENING OF TRAVELLERS DURING  
RECOVERY MOVEMENT CONTROL ORDER (RMCO)  
(SCREENING FOR COVID-19)**

**A. ADVICE TO TRAVELLERS BEFORE DEPARTURE** (refer Guidelines Entry and Quarantine Process Person Under Surveillance (PUS) arriving from abroad by NADMA Malaysia)

1. Sign a Letter of Undertaking and Indemnity (LoU). All individuals traveling to Malaysia must download and complete the LoU via the following link:
  - (i) Ministry of Foreign Affairs Malaysia: [www.kln.gov.my](http://www.kln.gov.my)
  - (ii) National Disaster Management Agency (NADMA): [www.nadma.gov.my](http://www.nadma.gov.my)
  - (iii) Immigration Department of Malaysia: [www.imi.gov.my](http://www.imi.gov.my)
  - (iv) Ministry of Health Malaysia: [www.moh.gov.my](http://www.moh.gov.my)
  - (v) Ministry of Transport Malaysia: [www.mot.gov.my](http://www.mot.gov.my)
  - (vi) Ministry of Tourism, Arts and Culture Malaysia: [www.motac.gov.my](http://www.motac.gov.my)
2. Obtain a Letter of Approval (Entry Permit) from an accredited Malaysian Mission.
3. Present the Letter of Approval from the Malaysian Mission to Airlines, Other Public Transport Companies, and the Immigration Department of Malaysia.
4. All are required to install, activate, and register the *MySejahtera* application (<https://mysejahtera.malaysia.gov.my/>). The mobile application can be downloaded at Apple Appstore, google play store, and Huawei App gallery.
5. Essential information such as travel information (date and time, flight information, a port of embarkation) as well as health declaration needs to be registered in the *MySejahtera* application at least one (1) day from the date of departure.

**B. ONBOARD SCREENING OF AIRCRAFT TRAVELLERS AND CABIN CREWS FROM AFFECTED COUNTRIES (AS PER THE WHO WEBSITE) FOR SUSPECTED CORONAVIRUS DISEASE 2019 (COVID-19)**

**1. Measures on Board Flight (for All Flights from Affected Countries)**

**1.1 Announcements**

- i. The flight pilot of the aircraft shall make in-flight announcements. These announcements shall be made during the flight and just before landing.
- ii. These announcements shall include the following messages:
  - a. During flights
 

The need for cabin crew to announce the requirement of travellers with symptoms to identify themselves to the airline crew, for example, 'Any traveller with symptoms of COVID-19 infection such as fever, cough, sore throat and breathlessness to identify themselves to the crew'.

## b. Upon Landing

- Advised travellers to install and register *the MySejahtera Application* and fill up the Health Declaration Form (HDF) (Appendix 1- new) in the application.
- Inform travellers that they need to undergo a thermal scanning upon arrival.

## 1.3. Visual Assessment

Crew members must be vigilant on travellers who have symptoms (fever, cough, sore throat, and breathlessness) that did not identify themselves.

## 1.4. Management of travellers with symptoms of COVID-19 by airlines crew

- i. The aircraft pilot needs to inform the authorities of the destination airport regarding travellers with COVID-19 Infection symptoms as soon as possible.
- ii. The symptomatic traveller is given protective masks (three-ply mask) and shifts them to an empty area of the aircraft if possible. If not, vacate two rows in front and two rows at the back of the traveller with symptoms.
- iii. Identify a separate toilet for suspected travellers only.
- iv. The crew must wear a protective mask and disposable gloves. The crew should wear a face shield (advisable).
- v. The pilot/crew of the aircraft is to identify the close contacts of the suspected travellers.
- vi. The close contacts of the suspected traveller are:
  - Any person sitting within 2 metres (4 rows in front, side, and behind) of the suspected case
  - Any travel companions or person providing care who has close contact with a suspected case
  - crew managing the case on-board
  - anyone having contact with respiratory secretions of the infected traveller,

The pilot and co-pilot of the aircraft are sitting in a cockpit are less risk of contact with the infected traveller and not considered as close contact.
- vii. If a crew is a suspected case of COVID-19, travellers served by him/her are categorized as close contact and manage accordingly.
- viii. Close contacts should provide their contact number and address to the health authorities.
- ix. The crew has to fill up the Traveller Locator Form for suspected cases (**Appendix 2**).
- x. Write all measures taken on-board and record it in the Report of Measures Taken Onboard Form (**Appendix 3**).
- xi. Submit both Appendix 2 and Appendix 3 to health officials upon arriving.

## 1.5 Management of travellers with symptoms of COVID-19 by the health authority

- i. Public Health Team (medical doctor, Nurse/Medical Assistant, and Assistant Environmental Health Officer) are station at the arrival gates.
- ii. The team will go on-board to announce the health inspection procedure. The team must also request for the traveller locator form (Appendix 2), report of measures taken on-board (Appendix 3), and a general declaration of health and flight manifest.
- iii. The airline crew informs the health team of symptomatic travellers. The symptomatic travellers will be tagging with red tags. The travellers identified are to be given appropriate protective masks (3-ply) and are to be shifted to the rear of the aircraft if possible. Else, vacate two rows in front and two rows at the back of the symptomatic traveller.
- iv. All travellers except those suspected COVID-19 infections will be allowed to disembark the aircraft to proceed to COVID-19 symptoms screening.
- v. Symptomatic travellers will be interviewed and examined. If fit the criteria of the suspected case of COVID-19:
  - a. Refer the case to the hospital for further management and COVID-19 test.
  - b. Notify to health authorities in those areas in which the contacts reside (DHO and State CPRC).
- vi. The health authority must inform the airline management regarding the Suspected or positive COVID-19 case and direct them to disinfect the affected airlines.
- vii. Any positive COVID-19 case on board, the health authority (respective DHO) needs to;
  - Initiate contact tracing for \*close contact of positive cases (traveller and crew).
  - Take the COVID-19 test, issue HSO, and home quarantine for 14 days for all close contact of positive case (traveller and crew).
  - DHO needs to work with the KLIA health office to issue HSO and take the COVID-19 test among the affected airline crew.

\*refer 1.4.vi for the definition of close contact.

### C. SCREENING PROCEDURE AT INTERNATIONAL POINTS OF ENTRY (POE) FOR TRAVELLERS AND AIRLINE CREWS (FLOW CHART – APPENDIX 4)

1. Health officials must ensure all travellers and airline crews.
  - a. Have had registered their details in the *MySejahtera* mobile application. (<https://mysejahtera.malaysia.gov.my/>). The mobile application can be downloaded at Apple Appstore, google play store, and Huawei App gallery.
  - b. Filled-up the HDF in *MySejahtera* application.
  - c. Identify any symptomatic travellers /crews.
  
2. A suspected case for COVID-19 infection:
  - a. Symptomatic travellers and crew will be screened further through history taking and examination (Appendix 4).
  - b. Officer in charge will contact the nearest screening centre to consult whether the traveller/crew is fit the criteria of a suspected case of COVID-19
  - c. If the traveller/crew fit the criteria of the suspected case (annex 1), the officer in charge need to:
    - i initiate Infection Prevention and Control
    - ii refer the case to the nearest admitting hospital,
    - iii notify DHO for surveillance and progress
  
3. Management of asymptomatic travellers - Person Under Surveillance (PUS):
  - a. Travellers will undergo RT-PCR COVID-19 testing at PoE.
  - b. Travellers are placed under a home surveillance order (HSO), required to wear an HSO wristband and quarantine at Quarantine Station (QS).  
At QS:
    - i. The health officer at QS will monitor the health status of the PUS for 14 days. At any time, if the PUS has such symptoms as fever, cough, runny nose, sore throat, and shortness of breath, he/she will be referred to the nearest health centre immediately.
    - ii. On day 13, take a rapid antibody (RTK-Ab) COVID-19 test. The PUS with the reactive test result will be referred to the nearest health centre immediately.
    - iii. On day 14, the traveller (PUS) with the rapid test negative will issue the HSO release order and taken off the wristband.
  - c. For travellers transiting through KLIA/ Peninsular airport to Sabah, Sarawak, and Labuan, takes samples for RTK-Ag. Allow continuing the travel plan once the result turns out negative (subjected to any changes from the state's government/ health department).
  - d. For travellers transiting through KLIA to other countries and requests for the COVID-19 test at KLIA, samples for both RTK-Ag and RT-PCR

should be taken and allow to continue the travel plan once RTK-Ag results are negative. Inform the traveller on RT-PCR results, once available via e-mail. All costs for the COVID-19 test are born by travellers.

- e. Other travellers (including those with special approval for home/hospital quarantine), take a swab for RT-PCR COVID-19 testing. They are to be charged for COVID-19 tests carried out at the PoE. Inform the traveller on RT-PCR results, once available via e-mail or WhatsApp.

#### 4. Management of airlines \*crew

##### i. Commercial and cargo airlines crew (International landing)

- a. Upload and update MySejahtera (QR code for the crew)
- b. Fever screening at PoE. If fever is detected, treat it as a suspected case. If no fever, give HAT and allows self-monitoring at home/ hotel for 14 days.
- c. Advise to seek treatment immediately, if they develop symptoms of COVID-19

##### ii. Private jet crew (controlled itinerary)

- a. Take samples for RT-PCR COVID-19 testing. The fee for the COVID-19 tests is born by them.
- b. Issue HSO with wristband until result RT PCR comes out. If positive, refer to the hospital for further management. If negative, give release letter and continue self-monitoring at home/ hotel with HAT until depart.
- c. If they develop symptoms of COVID-19, advise the crew to seek treatment immediately.

\*crew are including pilot, steward/stewardess, and flight engineer

Note: For domestic airlines with a regular scheduled flight to Sabah, advice the airline to monitor their crew COVID-19 status with RT-PCR COVID-19 testing every two weeks and inform/ notify the health authority if the test result is positive.

#### 5. Management of Diplomats at PoE

- a. Take samples for RT-PCR COVID-19 testing. The fee for the COVID-19 tests is born by them.
- b. Issue HSO with HSO wristband. Advice diplomats to monitoring their health status at home using HAT for 14 days and provide them the nearest DHO contact number.
- c. If RT PCR results positive, the health officer at PoE needs to inform the respective DHO for a referral to the nearest hospital.
- d. Advice diplomats that during the home quarantine period,

- i. to call the respective DHO if develop symptoms of COVID-19.
- ii. a rapid antibody (RTK-Ab) COVID-19 test will be taken on day 13 and positive results will be referred to the University Hospitals (PPUM) or government hospital immediately.
- iii. Issue HSO releases order and takes off the wristband on day 14.

#### **D. SCREENING OF CREW OF SHIPS**

1. During the pandemic, international ships and domestic ships from Sabah will be given quarantine status.
2. Documents need to be sent to health authorities at least 7 days before arrived at any port in Malaysia.
  - a Maritime health declaration
  - b Lists of all crew sign-on for the past 14 days, their RT PCR results, and history of contact with the COVID-19 case.
  - c Health status of all crew for the past 14 days.
  - d Any death on board for the past 14 days with the cause of death.
3. The crew who not for sign-off is not allowed to disembark although free pratique has been given to the ship.
4. Risk Assessment for Ships
  - WHO recommended a risk assessment (Appendix 6) for the local public health authority at the port to rapidly assess the potential risk of COVID-19 infection.
  - These will help in identifying necessary immediate actions to be taken, thus enabling to prevent subsequent transmission of COVID-19 on board.
5. Managing ships
  - 5.1 Ships without a suspected case
    - a) Assistant Environmental Health Officer (AEHO) receives information from Ship Captain or Shipping Agent on the ship.
    - b) Once arrived at the port, AEHO will go onboard and carry out an inspection of sanitation on the ship and review the maritime declaration of health, and other relevant documents.
      - i If the ship has a satisfactory sanitary condition, has a valid Ship Sanitation Control Certificate (SSCC) and Ship Sanitation Control Exemption Certificate (SSCEC) the Captain or Shipping Agent will be issued a Free Pratique and Port Health Clearance.
      - ii Any unsatisfactory sanitary condition, the Captain or Shipping Agent will be issued an Order of Ship Sanitation (OSS). AEHO will do a re-inspection process. If the Order of Ship Sanitation has complied, a Free Pratique and Port Health Clearance will be issued.

## 5.2 Ships with a suspected case

- a) The ship captain through the shipping agent is responsible to inform the port health authority of any suspected case of COVID-19 on the ship that plans to enter the Malaysian port. The port health authority needs to inform MOH for advice.
- b) Once arrived at the port, the health team consists of a doctor/paramedic, and AEHO with full PPE will go onboard and carry out a medical assessment of the suspected crew and inspection of sanitation on the ship.
- c) If the suspected crew fulfills the criteria of a suspected case, refer to the nearest hospital.
- d) Disinfect the affected area.
- e) If any of the results turned out to be positive:
  - the ship and the crew onboard will be quarantined for 14 days.
  - All other crews undergo the RT-PCR COVID-19 test.
    - i. Issue HSO with HSO wristband and monitor health status using HAT.
    - ii. On day 13, take RTK-Ab or RT PCR COVID-19 test.
    - iii. On day 14, give a release letter and removed the wrist band.
  - If all the results of the signed-off crew turned out to be negative COVID-19, inspect the ship.

## 5.3 Ships with emergency cases

### 5.3.1 Ship with a scheduled call

- a) AEHO reviews all the emergency requests from the shipping agent.
- b) Verify the relevant documents and inform DHO or port health officer for decision.
- c) DHO/PHO discusses with other relevant agencies at the port. He/she may consult the health ministry for opinion.
- d) If the decision to allow entry, the medical team will go onboard for medical assessment. They may consult Physicians for opinion.
  - critical case; refer to a hospital immediately
  - not critical case; for COVID-19 swab test before referring to hospital.

### 5.3.2 Ship with an unscheduled call (International ships without Malaysian crew)

- a) AEHO reviews all the emergency requests from the shipping agent.
- b) Verify the relevant documents and inform DHO or port health officer for decision.
- c) DHO/PHO discusses with the ministry of health for opinion.

### 5.3.3 Ships with death onboard



- a) Review and verify all the relevant documents and inform DHO or port health officer for decision.
- b) DHO/PHO discusses with the ministry of health for opinion.
- c) All death onboard during pandemic COVID-19 is considered as death due to COVID-19.

Notify all cases of suspected COVID-19 to the National CPRC, State CPRC, and the nearest DHO.

- 6. For ships that entering Malaysia port for repair and maintenance.
  - Before the embarkation of the above-related individual, all onboard crew tested must be tested with a negative COVID-19 test.
- 7. All International cruise ships are not allowed to enter all port in Malaysia except in such conditions:
  - i. Disembarkation of a seriously ill crew/traveller.
  - ii. To receive supplies (food, water, gas) and repair or maintenance work for the vessel.
  - iii. Disembarkation/embarkation of the crew with approval from the Maritime Department, Immigration Department, and the Ministry of Health.

## **E. CREW CHANGE PROCEDURE FOR SEAFARERS AND OFFSHORE WORKERS (FLOW CHART- APPENDIX 7)**

- 1. **Procedure for Seafarers** (all cost for quarantine procedure and COVID-19 test are born by his/her shipping Company or Agent)

**Crew exchange procedure: Related Port Authority must ensure that all off-signers disembark and have negative COVID-19 RT-PCR results before allowing any on-signers to embark on the ship.**

### 1.1 Sign-on

#### 1.1.1. Malaysian and non-Malaysian seafarers resided in Malaysia

- a. Undergo Rt-PCR COVID-19 test at any private lab/health centre approved by the MOH.
  - i. If the result is positive, refer to the hospital for further management.
  - ii. If the result is negative, placed under supervision and observation/home surveillance order (HSO) for 14 days at QS and require wearing an HSO wristband.
- b. Self-Monitored health status through *MySejahtera* application daily for 14 days. At any time, if they have such symptoms as fever, cough, runny nose, sore throat, and shortness of breath, he/she will be referred to the nearest health centre.



- c. On day 13, take a rapid antibody (RTK-Ab) test for COVID-19. Those with a positive result will be referred to the nearest health centre immediately.
- d. Those with rapid test day 13 negative, will be issued with the release order and taken off the wristband on day 14. The crew is allowed to sign-on once the ship arrives at the port of call.

#### 1.1.2. Seafarers from abroad

- a. All seafarers from abroad require following the procedure to enter Malaysia as per Guidelines Entry and Quarantine Process Person Under Surveillance (PUS) Arriving from Abroad by NADMA Malaysia.
- b. Undergo the RT-PCR COVID-19 test on arrival at PoE.
  - i. If the result is positive, refer to the hospital for further management.
  - ii. If the result is negative, follow the procedure as in 1.1.1

### 1.2 Sign off

#### 1.2.1 Malaysian and non-Malaysian

- a. Documents required from the captain through shipping agents:
  - Maritime health declaration and other health-related documents
  - Last port of call for the past 14 days
  - Provide evidence of registration in the *MySejahtera* application. The mobile application can be downloaded at Apple Appstore, google play store, and Huawei App gallery.
  - List of seafarer's sign-on for the past 14 days
    - History of contact with positive COVID-19
    - Fever monitoring and health status of all crew on board
- b. Take samples for RT-PCR COVID-19 testing (private or MOH laboratories) at the port of entry.
  - i. If the result is positive, refer to the hospital for further management.
  - ii. If the result is negative, placed under supervision and observation/home surveillance order (HSO) for 14 days at QS and require wearing an HSO wristband.
- c. Follow **the quarantine procedure as 1.1.1.**
- d. Give a release order on day 14 if RTK-Ab on day 13 is negative.

1.2.2 For seafarers with their ship which is stationary or operating exclusively in domestic water > 14 days and no on-signers procedures for the past 14 days, the procedures are as below:

- a. Seafarers to go abroad
  - i. Take samples for RT-PCR COVID-19

- ii. If results turn out negative, allow to sign-off and accompany by ship agent to the POE.

b. Seafarers to stay in Malaysia

- i. Take samples for RT-PCR COVID-19
- ii. If results turn out negative, placed under supervision and observation/home surveillance order (HSO) for 14 days at home and require wearing an HSO wristband.
- iii. Self-Monitored health status through *MySejahtera* application daily for 14 days. At any time, if they have such symptoms as fever, cough, runny nose, sore throat, and shortness of breath, he/she will be referred to the nearest health centre.
- iv. On day 13, take a rapid antibody (RTK-Ab) test for COVID-19. Those with a positive result will be referred to the nearest health centre immediately

1.2.3 For any exemption on crew change procedures, refer to the latest Malaysia Shipping from Marine Department Malaysia.

## 2. Procedure for Offshore Workers

2.1 Embarkation of Malaysian/Non-Malaysian offshore workers reside in Malaysia

- a. Undergo Rt-PCR COVID-19 test at any private lab/health centre approved by the MOH.
  - i. If the result is positive, refer to the hospital for further management.
  - ii. If the result is negative, allow embarking the ship.
- b. **For offshore workers from Sabah, if the COVID-19 result negative, they required to undergo a quarantine procedure before allow embarking on D14 with a negative COVID-19 test on D13.**

2.2 Embarkation of offshore workers from abroad

- a. **The procedure as a sign-on procedure for seafarers from abroad (1.1.2)**
- b. Allow embarking on day 14 quarantine procedure with a negative COVID-19 test on D13.

2.3 Disembarkation of offshore workers

- a. Undergo the Rt-PCR COVID-19 test on arrival at the port of entry.
  - i. If the result is positive, refer to the hospital for further management.
  - ii. If the result is negative, allow them to disembark.

- 2.4 Offshore workers with a daily trip to the platform, are exempted from COVID-19 test and quarantine procedure.

## **F. AWARENESS TO PUBLIC, TRAVELLERS, CREW, AND HEALTH STAFF ON COVID-19 INFECTION**

Increase awareness of COVID-19 infection prevention and control measures such as:

- i. Distribute educational materials such as pamphlets and posters to travellers, crew, and airport workers.
- ii. Update information on social media – Website, Facebook (FB)
- iii. Convey the information about the disease, mode of transmission, prevention, and control measures through talks and briefings.
- iv. To make health announcements and messages focused on public and tourist areas, especially at international airports and seaports.
- v. Update information for all health staff and ground handlers on COVID-19 includes environmental cleaning and disinfection at PoE regularly.
- vi. Avoid 3 C
  - avoid crowded places,
  - avoid confining and closed place - increase in airflow in a closed space and
  - avoid close conversation and talking at close range.
- vii. Practice 3 W –
  - To practice (wash) hand wash with water and soap or hand sanitizer,
  - To practice (wear) wear nose and mouth mask for those who have symptoms of cough and flu or while in public and
  - warn - avoid shake hands while meeting and practice the ethics of coughing and sneezing and do a body temperature check every day and see a Doctor if the student is unwell at an immediately.
- viii. Practice physical distancing of at least 1 m between individuals while in school, a hostel, or residential and public places, and always practice a high level of personal hygiene.

**G. COLLABORATION WITH OTHER AGENCIES/MINISTRIES**

1. Ministry of Health (MoH) Malaysia collaborates with other relevant agencies such as The Immigration Department of Malaysia, Airport/Port/Ground crossing authorities and agencies, Airlines, Shipping companies, Ground handlers, etc.
2. Dissemination of information regarding COVID-19 infection to personnel and clients going to / coming from the affected countries to increase their awareness and preventing the spread of disease into Malaysia.
3. Immigration Department of Malaysia to assist in referring travelers from affected countries to Health Personnel, Health screening area/Health Quarantine Centre for assessment.
4. All aircraft/ships/vehicles are required to inform the health authorities at the points of entry if there are travellers from affected countries showing signs and symptoms of COVID-19 infection.
5. Malaysia Civil Defence Force and Royal Malaysia Police assist in random patrolling in the neighborhood where the person under surveillance undergoes home surveillance.
6. Civil Aviation Authority in Malaysia and the Ministry of Foreign Affairs support the dissemination of information regarding traveller's requirements before departure to Malaysia.
7. To obtain assistance and cooperation when needed from all agencies/stakeholders in disease prevention and control activities.