

# COVID-19

## Standard Operating Procedure (SOP)

# SAFETY PROCEDURE & GUIDELINES

**#STAYSTRONG**  
**#STAYPOSITIVE #STAYSAFE**

## **STANDARD OPERATION PROCEDURE (SOP)**

# **INTRODUCTION**

In light of the COVID-19 pandemic, our top priority is to protect our residents by maintaining high standards of health and safety procedures.

These SOPs were created to provide compulsory and informative guidelines based on the best practices to reduce the risk of spreading COVID-19 among our community as well as to maintain a SAFE environment to live, play learn and work:



**COVID-19 General Prevention**



**Implementation of Social Distancing / Health & Safety Guidelines**



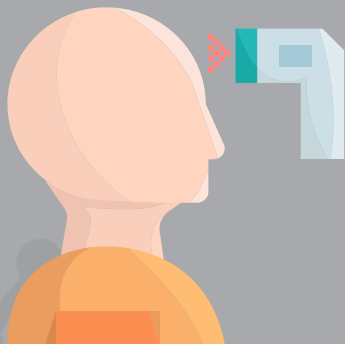
**Emergency Close Contact of Covid-19 & Procedures**

**#STAYSTRONG #STAYPOSITIVE #STAYSAFE**

# STANDARD OPERATION PROCEDURE (SOP)

## COVID-19 GENERAL PREVENTION

### Reminder : Practise Social Distancing



#### Temperature Screening

Anyone with temperatures of 37.5°C and above will NOT be allowed to enter



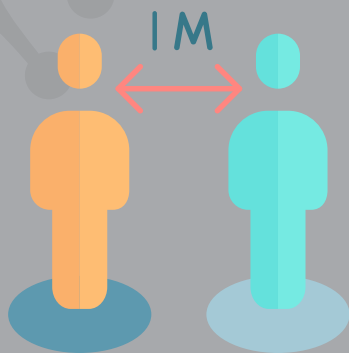
#### Hands Down

Avoid touching eyes, nose and mouth



#### Mask On

Cover mouth and nose.  
Change when damp



#### Maintain Distance

Physically 1 metre apart at all times



#### Be Courteous

Sneeze or cough into your elbow or a tissue



#### Regular Cleaning

Keep your space neat and tidy



#### Hand Hygiene

Wash hands with soap and water (min. 20 seconds)



#### Disinfect Hands

Use hand sanitiser with min. 70% alcohol content



#### MySejahtera

Scan the QR Code to facilitate movement & contact tracing



#### Feeling Unwell

Seek medical attention immediately!



# STANDARD OPERATION PROCEDURE (SOP)

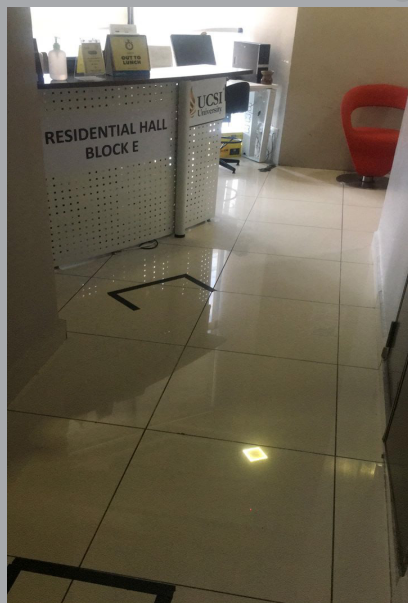
## IMPLEMENTATION OF SOCIAL DISTANCING

### Strict preventive measures for shared spaces

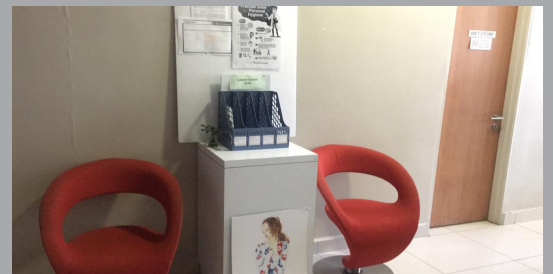
**STANDING AREA  
IN ELEVATORS**



**QUEUE MANAGEMENT  
WITH FLOOR MARKERS**



**SEATING ARRANGEMENT  
WITH MARKERS**



## IMPLEMENTATION OF HEALTH & SAFETY GUIDELINES

### Standard operating procedure (SOP) to reduce the risk of contracting COVID-19

**TEMPERATURE SCREENING**



**PERSONAL PROTECTIVE  
EQUIPMENT(PPE)**



**HAND SANITISER  
STATIONS**





# STANDARD OPERATION PROCEDURE (SOP)

## ENTRY BASED ON MYSEJAHTERA STATUS

**New & returning residents are required to display their MySejahtera status upon checking in or returning to UCSI Hostel**

### ALLOWED TO ENTER

Status Risiko COVID-19  
COVID-19 Risk Status  
Risiko Rendah / Low Risk



Status Risiko COVID-19  
COVID-19 Risk Status  
Kontak Kasual Tidak Bergejala



Status Risiko COVID-19  
COVID-19 Risk Status  
Kontak Kasual Bergejala



### NOT ALLOWED TO ENTER

Status Risiko COVID-19  
COVID-19 Risk Status  
Kes Yang Disahkan - Bergejala  
Confirmed Case - Symptomatic



Status Risiko COVID-19  
COVID-19 Risk Status  
Individu Dalam Pemerhatian /  
Person Under Surveillance (PUS)





Status Risiko COVID-19  
COVID-19 Risk Status  
Kontak Rapat

**Anda telah dikenal pasti sebagai kontak rapat kepada pesakit COVID-19**

You have been identified as a Close Contact to a positive COVID-19 case.

**Sila lakukan pemeriksaan kesihatan di fasiliti Kesihatan yang tersenarai di dalam pautan di atas. Status Kesihatan anda akan dipantau melalui aplikasi ini selama 14 hari.**

Kindly get further assessment from the screening health facility in listed in the link above. Your Health status will be monitored through this application for the rest 14 days.



Status Risiko COVID-19  
COVID-19 Risk Status  
Kes Suspek / Suspected Case



# **STANDARD OPERATION PROCEDURE (SOP)**

## **EMERGENCY CLOSE CONTACT OF COVID-19 & PROCEDURE**

**Please follow the steps below if a person is  
suspected of COVID-19**

### **RESIDENT**

1. Inform the accommodation Officer or Warden
2. Avoid physical contact
3. Seek medical treatment immediately
4. Report results to the accommodation Officer or Warden

### **IF CONFIRMED POSITIVE OF COVID-19, immediately:**

1. Inform OSH Department/SAA/HOD
2. Self-isolate at the sick bay or in your own room
3. Cleanse & sanitise the area immediately



Accommodation Officer Block D	: 016-3733332 / Ext. 3451
Accommodation Officer Block E	: 017-2257466 / Ext. 2000
Head Of Department	: 019-3601986 / Ext. 2081
Warden Block D	: 018-3732831
Warden Block E	: 011-62226396