

# **CMCO SOP for UCSI University (5<sup>th</sup> March 2021)**

# Introduction

With recent declaration of Conditional Movement Control Order (CMCO) in Selangor and Kuala Lumpur by the National Security Council; and the announcement to allow students to be back on campus made by the Ministry of Higher Education, UCSI University is now ready to receive staff and students back on campus from **5<sup>th</sup> March 2021**.

Note that individual's status in the chain of COVID-19 infection, and action to be taken has been listed in this revised version of SOP.

Staff and students are to understand and adhere strictly on this SOP to mitigate the COVID-19 infection on campus.

# SOP for University Operation During CMCO

1. Staff who are not well (i.e., fever, cough, or shortness of breath) should notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are advised to seek medical attention and stay at home.
2. High-risk COVID-19 group is defined as those:
  - i. With relevant health conditions such as hypertension, diabetes, heart and lung disease.  
They should notify the Head and work from home during MCO.
3. Staff should serve 10 days of self-surveillance if:
  - i. They returned from any oversea trip within the last 14 days
  - ii. Have contacted with a person who has contacted with:
    - confirmed patient, or
    - suspected case @ PUIwith the confirmation from a Government/Private Hospital

# SOP for University Operation During CMCO

- Staff and students who travelled abroad within the last 10 days should notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are advised to serve 10 days of self-surveillance and work from home.
- Staff and students are to identify their status in the chain of COVID-19 infection, and action to be taken, as listed in the following schedule.

Generation of infection	Levels of contact for each category	Category	Procedure that need to be taken	Change of category based on COVID-19 test
<b>FIRST LAYER</b>	Patient <b>CONFIRMED POSITIVE with COVID-19</b>	<b>A</b>	<ul style="list-style-type: none"> <li>If you are asymptomatic or showing mild symptoms, and fulfill criteria set by the Ministry of Health (MOH), you may serve isolation and surveillance at home for a period of time decided by MOH.</li> <li>If you are showing more serious manifestations, and you have co-morbidities, you will be directed to the hospital or quarantine centre for further treatment.</li> <li>Repeated swab test not required.</li> </ul>	YOU ARE A POSITIVE CASE
<b>SECOND LAYER</b>	Individual having <b>CLOSE CONTACT</b> with individual from Category A	<b>B</b>	<ul style="list-style-type: none"> <li>You are required to serve home quarantine for 10 days.</li> <li>If you show symptoms of COVID-19 infection, or upon instructed by the District Health Centre, swab test must be carried out.</li> <li>Repeated swab test not required unless instructed by district health office</li> </ul>	If tested <b>POSITIVE for COVID-19</b> , your status will be moved to category A
				If tested <b>NEGATIVE for COVID-19</b> , continue to serve home quarantine for 10 days
<b>THIRD LAYER</b>	Individual having <b>CLOSE CONTACT</b> with individual from Category B	<b>C</b>	<ul style="list-style-type: none"> <li>Encouraged to work from home.</li> <li>If unavoidable, limit your movement between your house and workplace only.</li> <li>At workplace, avoid face-to-face interaction with others and strictly adhere to SOP.</li> <li>Period: 10 days from the last exposure to the individual from Category B, or until the test result is out.</li> </ul>	If the test result of the <b>CLOSE CONTACT</b> from <b>category B is POSITIVE</b> , you have been moved to category B
				If the test result of the <b>CLOSE CONTACT</b> from <b>category B is NEGATIVE</b> , you may go out and resume work as usual.
<b>FOURTH LAYER</b>	Individual having <b>CLOSE CONTACT</b> with individual from Category C	<b>D</b>	<ul style="list-style-type: none"> <li>No specific restriction</li> <li>Always update the status from the individual from Category C.</li> </ul>	If the <b>CLOSE CONTACT</b> in Category C has moved to <b>Category B</b> , your status will be moved to <b>Category C</b> .
		i.	Family members who stay with you / colleagues who are sharing the same space / classmates / Took the same vehicle with individual above 1 layer.	
		ii.	Facing member from the category above 1 layer for <b>more than 15 minutes</b> in a closed space with <b>less than 1 metre distance</b> .	
		iii.	Did not face directly; but was in the <b>same air-conditioned room (closed environment)</b> with category above 1 layer for <b>more than 2 hours</b> .	
		iv.	Took the same vehicle with member from the category above 1 layer, in <b>2 seats distances for more than 2 hours</b> .	
<b>HAND SHAKING WITH AN INDIVIDUAL TESTED WITH COVID-19 (CATEGORY A) IS NOT CONSIDERED CLOSE CONTACT.</b>				

- If the Staff or students fall under the category A, B, or C in the schedule, they should observe the procedures that needs to be taken as listed in the schedule, and notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors.
- If you fall under category A, you should immediately seek medical attention at the nearest hospital, and notify your HOD/HOS, Administrative Directors or DVC/Dean/Academic Director.

# Procedures for Staff / Students Getting into the Campus

1. You are required to download the MySejahtera App.
2. You are required to update your Health Status in the MySejahtera App daily prior entering the campus.
3. You are required to wear a mask at all times.
4. You are to practise personal hand hygiene, and coughing and sneezing etiquette at all times while on Campus.
5. At the gate, it is compulsory for all Staff, Students, Contractors & Visitors to have your body temperature obtained by the Auxiliary Police. If this is satisfactory, you be allowed entry. If your body temperature is above 37.5°C, you will be asked to visit Laurent Bleu Medical Centre for medical attention.
4. You are to observe at least 1 metre physical distancing at all times on campus.
5. Sanitise your hands prior proceeding into any office.
6. You are to scan the MySejahtera QR Code upon accessing respective buildings, offices, and/or other locations on campus.

# Wear Masks at All Time

- Masks remain a vital part of the preventive and control measures that can limit the spread of COVID-19.
- Masks can be used either for protection of healthy persons or for source control (worn by the infected person to prevent onward transmission).
- The use of mask should be practiced along with frequent hand hygiene, social distancing and other Infection Prevention and Control (IPC) measures to prevent the spread of COVID-19.



# Steps on Wearing Masks

- Clean your hands before putting on masks. Inspect the masks and do not use it if damaged, wet or contaminated

## ***Medical Masks***

- For medical masks i.e. 3 ply surgical masks, make sure it is worn correctly; white coloured surface should be worn inside and the tip with the metal strip should be at the top.
- Hold mask by the straps and put it over nose and mouth and secure the straps over the ears. Ensure that the top of the mask is over the nose and the bottom is under the chin.
- Press the metal strip on both sides of the nasal bridge until there is no gap between the mask and face for a good fit.
- To remove, take the mask off by holding the straps and discard the mask directly into a lidded bin.
- Medical masks can be used for four hours continuously. However if the masks supply is scarce, or it is not damaged, wet or contaminated, it can be used for the whole day.

## ***Non Medical Masks***

- To don a non medical mask, hold the mask by the straps, put over the nose and mouth and secure under the chin. Make sure there is no gap in between mask and face. If it is wet, it needs to be replaced for better protection. After use, take the masks off by holding the straps only. It is recommended to wash the mask after use at the end of the day.
- Improper use of masks e.g. hanging the masks below the chin, putting it on the forehead or partially covering the nose and mouth may cause contamination and infection to the user. When the mask needs to be removed e.g. while having meals, it can be kept in a paper bag or resealable plastic bag.

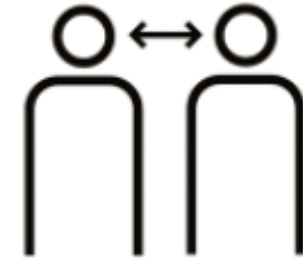
# Physical Distancing

- Maintain at least 1 metre physical distancing from each other at all times even while walking.

# Café Protocol

- Notice to remind physical distancing must be placed at the entrance/counter of café or eateries.
- Scan the MySejahtera QR code prior entering the café or eateries.
- Alternate space seating plan must be followed. Mark spots on chairs or tables – distance seating.
- Distance 1 metre from each other when queueing; standing spots should be marked on floor (café, vendors, shops, stalls).

1m distance



Leave Empty



Leave Empty



1 table max 4 person



Leave Empty

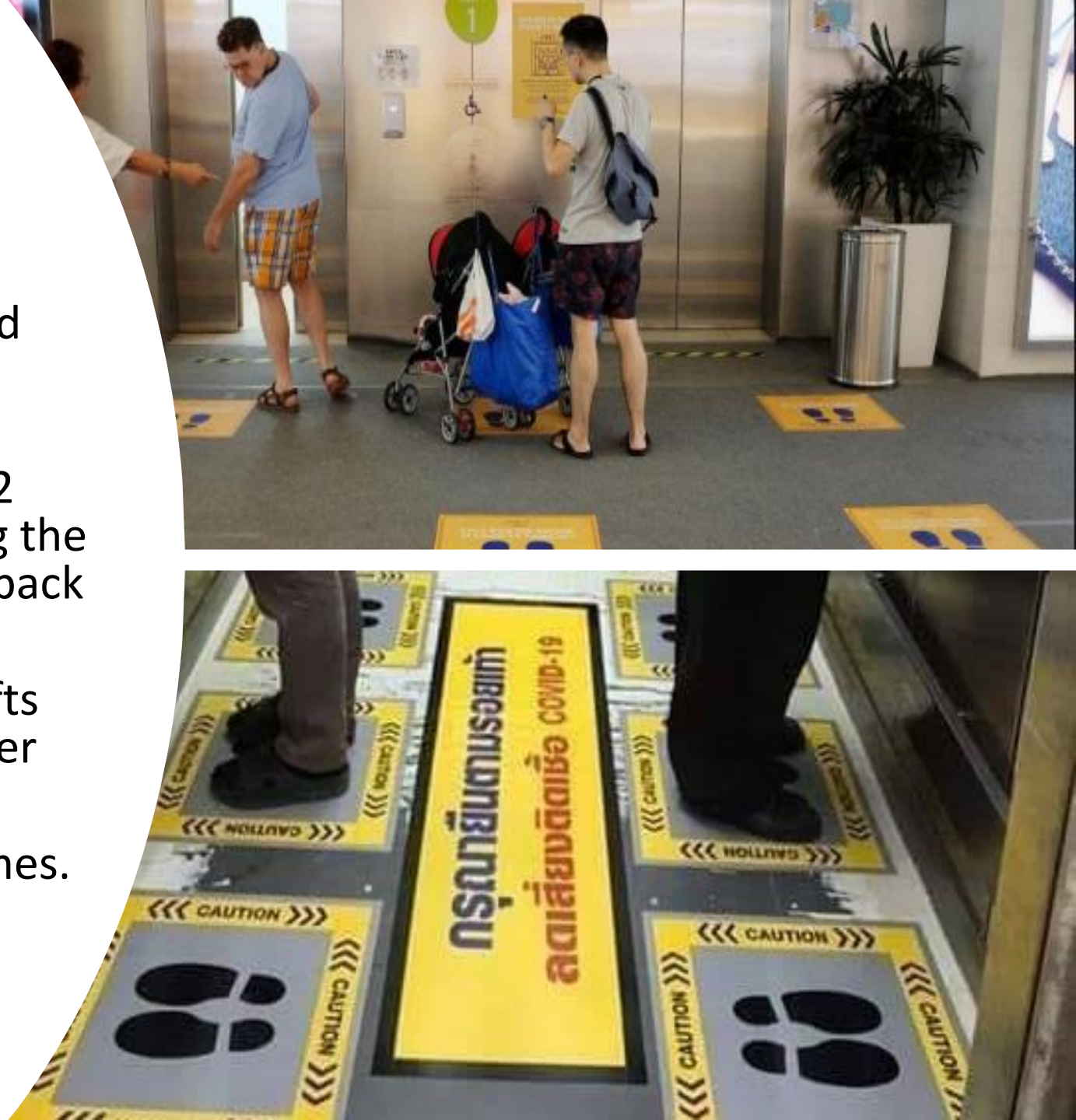


Leave Empty



# Lift Protocol

- **Only 4** people are allowed per ride.
- Queue leading to the lift to have marked spots on the floor, which are at least 1 metre apart.
- 4 standing spots are marked in the lift. 2 standing spots in the front will be facing the door of the lift; 2 standing spots at the back will be facing the back wall.
- Hand sanitisers stationed outside the lifts for all to sanitise their hands before/after touching the buttons.
- **Masks must be worn** in the lift at all times.
- Notices to remind physical distancing.



# Restaurants and Cafes: Eating Arrangements

- Notice to remind physical distancing must be placed at the entrance of café @ eateries and strategic places in the shop.
- Do not recommend self-service. However if not applicable, practise physical distance 1 m from each other when queueing; standing spots should be marked on floor.
- Table tops will be cleaned after being used each time.
- Takeaways are recommended.



## Escalator Protocol

- Do not stand close to the person in front. Allow a 3 steps gap before stepping on (physical distancing 1 metre).
- Standing spot in a zig-zag manner is encouraged.
- Escalator riders are advised not to hold the handrails.
- Notices for physical distancing at the beginning of the escalator.

# SOP for Meetings

- All meetings are encouraged to be conducted online.
- If physical meetings is required, it should be conducted in meeting rooms with alternate seats separated at least 1 metre apart; wear masks in meeting room at all times; sanitise hands prior entering meeting room.

# SOP for Lecture

- Lecturers and students with face masks on at all times.
- Sanitise hands prior entering lecture hall @ classroom.
- Practise personal hygiene, and coughing and sneezing etiquette at all times while in classrooms / lecture halls.
- Alternate seats gap between students.
- Attendance of all students and staff to the lecture room/hall at a particular session must be recorded.
- At any point of lecture session, if a student is unwell, immediately inform the lecturer. The lecturer in charge should notify the dean, and make arrangement for medical check up at Lauren Bleu Clinic immediately.



# SOP for Research Laboratories

- Scan MySejahtera QR code prior entering the laboratory.
- Lab manager @ lab staff is to make roaster for scheduled lab access for PG students @ researchers to avoid crowd in the lab and maintain physical distancing.
- Disinfection to be carried out daily (every evening) using disinfectant (e.g. Sodium hypochlorite at 0.5% or Bleach @ Clorox; GERMISEP @ Sodium Dichloroisocyanurate; NaDCC).
- All lab sessions must be conducted in compliance with the physical distancing practice.
- Sanitise hands prior to entering the lab.
- Wear mask in the lab at all times, practise good hand hygiene, and coughing and sneezing etiquette.

# SOP for using University Facilities

- University sport facilities including basketball court, indoor squash room, swimming pool, and gym:
  - Scan MySejahtera QR code when accessing the facilities.
  - Physical distancing must be observed.
  - Prior reservation for the use of the sports facilities is recommended to avoid overcrowding.
  - Frequent hand sanitisation. Hand sanitisers are placed at strategic points.
  - Practise good hand hygiene, and coughing and sneezing etiquette.
- For Surau facilities :
  - Scan MySejahtera QR code when accessing the Surau.
  - Wear masks at all times.
  - Practise physical distancing.
  - Practise good hand hygiene, and coughing and sneezing etiquette.
  - Do not stay in the Surau for other purposes except for praying.
  - Keep the Surau clean at all times.

# SOP for using University Facilities

- For bus & transportation:
  - Scan MySejahtera QR code when entering the bus.
  - Wear masks at all times.
  - Mark spots for alternate seating.
  - Practise good hand hygiene, and coughing and sneezing etiquette.
  - At the drop off points on campus, body temperature will be obtained by an assigned staff /driver. If body temperature is above 37.5°C, perform a second body temperature scan. If body temperature >37.5°C persists, the said staff or students are advised to seek for medical attention at Laurent Bleu Clinic immediately.
  - Disinfect (sodium hypochlorite at 0.5% or Clorox, or other recommended disinfectants) the bus with disinfectant at least once a day every evening after the last ride.
  - Drivers at risk group are not allowed to drive.

# Construction Operation Protocol

- The contractor/company to make sure that all the workers do not show any symptoms of COVID-19. The contractor/ company is encouraged to perform medical check-up on their workers.
- The workers will scan the MySejahtera QR code at the gates prior accessing the campus. Contractor/company is responsible on the health status of the workers.
- Body temperature will be taken by the Auxiliary Police at the entrance every morning.
- Scan the MySejahtera QR code when reach a particular location on campus.
- Should there a confirmed case of COVID-19, the contractor/company shall bear all the medical cost of the worker concerned and disinfection cost at the construction site/premise. The contractor/company shall give full cooperation to Ministry of Health to conduct contact tracing.

# Visitors / Vendors / Contractors

- Scan the MySejahtera QR code at the gates upon entry.
- You are required to update your Health Status in the MySejahtera App daily prior entering the campus.
- At the gate, your body temperature will be obtained by the Auxiliary Police. If this is satisfactory, you be allowed entry. If your body temperature is above 37.5°C, you will be asked to visit Laurent Bleu Medical Centre for medical attention.
- Wear mask at all times, practise good hand hygiene, and coughing and sneezing etiquette.
- Practise physical distancing (1 m apart from each other) when communicating.
- Avoid handshaking.
- If physical consultation @ discussion is necessary, suggest meeting in a meeting room @ consultation room with proper air ventilation.
- Scan the MySejahtera QR code when reach a particular location on campus.

## Frontline Staff Protection (Security / Maintenance / Customer Service)

- Practise physical distancing (at least 1 metre away from each other).
- Wear masks at all times.
- Frequent hand sanitisation; hand sanitisers must be made available at counters / front desks / stations at all times.
- Mark standing spots for 1 metre distance at all counters. Seating arrangement is made to ensure alternate chairs will be used.

# Travel considerations

## Before travelling

- Follow the latest advisory on travelling from MOH.
- University should assess the benefits and risk related to upcoming travel.
- Staff at high risk of COVID-19 are not advisable to travel.

## While travelling

- Wear masks at all times.
- Frequent hand sanitisation is observed.
- Avoid crowded places and practise physical distancing of at least 1 metre apart from people.
- Avoid visiting animal farms, market, selling live animals, slaughterhouses or touching any animal.
- Avoid eating raw or undercooked meat.
- Immediately seek medical attention if feeling ill.

# Travel considerations

## Return from travelling

- Upon return, staff will undergo self-surveillance for 10 days, adhering to MOH procedures.
- Immediately seek medical attention if develop symptoms of COVID-19, such as fever, cough, difficulty of breathing during the self-surveillance. Staff should report their health status to the HODs/HOS, Administrative Directors, DVCs/Deans/Academic Directors.



# Testing, isolation and tracing

- Contact tracing will be carried out for all confirmed and PUI cases.
- Staff who come in close contacts with the above are to undergo home-quarantine for 10 days, adhering to MOH procedures.
- Should symptoms develop, staff are to be tested.

# Emergency Preparedness and Response

- Staff feeling ill are not to come to Campus.
- They need to immediately inform HODs/HOS, Administrative Directors, DVCs/Deans/Academic Directors and advised to seek medical attention and adhere to doctor's instructions.
- If symptoms develop while on Campus, wear face mask and immediately notify HODs/HOS, Administrative Directors, DVCs/Deans/Academic Directors and seek medical attention.
- For visitors, the meeting organiser shall notify the HODs/HOS, Administrative Directors, DVCs/Deans/Academic Directors.
- Staff handling suspected case on-Campus should wear face masks and gloves. To sanitise hands thoroughly.
- First aiders to identify temporary holding area in the respective Blocks. This holding area shall be sanitised immediately.