

SOP for UCSI University National Recovery Plan Phase 4

Introduction

The Government of Malaysia has announced that we are in phase 4 of the National Recovery Plan (NRP) starting 1 October 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 against the COVID-19 infection on campus.

SOP for University Operation During NRP 4

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. Staff under this category that have not received full vaccination, need to contact their direct supervisor.
3. Staff should follow the Ministry of Health's guideline:
 - i. They returned from any overseas trip.
 - ii. Have contacted with a person who has contacted with:
 - confirmed patient, or
 - suspected case @ PUIwith the confirmation from a Government/Private Hospital/Covid19 Assessment Centre

SOP for University Operation During NRP 4

- Staff and students who travelled abroad should notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are required to follow the quarantine period given by the Ministry of Health upon arrival to Malaysia.
- All identified staff and students are allowed to return to campus except those that are in areas enforced PKPD and states that enforce movement bans.

UCSI GROUP GUIDELINES

Generation of Infection	Level of contact for each category	Category	Procedures that need to be taken	Change of category base on Covid test
First Layer	Patient confirm Positive with Covid 19	A	You are required be quarantine for the period of time decided by MOH before returning to campus.	You are a Positive Case
Second Layer	Fully Vaccinated Individual having close contact with Patient A. Exposure Risk Assessment. (a) Protected Exposure. With mask on, less than 20 minutes and more than 1 meter distancing.	B	(a) If you show no symptoms after 48 hours you may do a swab test at LB Clinic and return to work if your results are negative. If you show symptoms of Covid19 infection, or upon instruction from the health district center, swab test must be carried out.	If Negative, You may return back to work.
	(b) Unprotected Exposure. No mask on and 20 minutes or more, less than 1 meter distancing.		(b) If you show symptoms of Covid19 infection, or upon instruction from the health district center, swab test must be carried out. If you show no symptoms, you are required to work from home during the stipulated quarantine period by health district center.	If Positive, your status will move to category A
Third Layer	Individual having close contact with Individual from Category B	C	Adhere to the SOP when in the office.	If the test result of the close contact is Positive, you will move to category B. If the test result of the close contact is Negative, you may resume working in the office.

Consulted Cheras Health District Office

Category Listing

- 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 or Covid19 Assessment Centre (CAC), and notify your HOD/HOS, Administrative Directors or DVC/Dean/Academic Director.
- If you fall under category A, you are required be quarantine for the period of time decided by MOH before returning to campus. The quarantine location will be determine by the Hospital or CAC.

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 if you are having symptoms, have a history of travelling abroad, have relations or close contact with a Covid-19 positive patient.
3. You are required to show the MySejahtera status to the security officers at the entrances of the campus.
4. Only Staff and Students who have received full vaccination and has passed 14 days after the final dose are allowed into the campus. For single dose vaccination after 28 days.
5. You are required to wear a mask at all times and we recommend double masking. (3ply + cloth mask)
6. You are to practise personal hand hygiene, and coughing and sneezing etiquette at all times while on Campus.
7. 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 / or above 37.5°C, you will be denied entry and 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.
7. No hand shaking, fist or elbow bumping.

MySejahtera Status

#	Classification	Description
1	Low Risk	Individuals with low risk of COVID-19 infection
2	Casual Contact	Individuals who were likely exposed to another person infected with COVID-19
3	Close Contact	Individuals who have been exposed to other individuals infected with COVID-19. This includes: <ol style="list-style-type: none">1. Healthcare associated exposure, including providing direct care for COVID-19 patients without using appropriate PPE, working with healthcare workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient2. Working together in close proximity of sharing the same classroom environment with a COVID-19 patient3. Travelling together with COVID-19 patient in any kind of conveyance4. Living in the same household as COVID-19 patient
4	Person Under Surveillance (PUS)	Individuals who are at risk of being infected with COVID-19. For example individuals with history of travelling abroad within the last 14 days
5	Suspected Case	Individuals who are at risk of being infected with COVID-19. For example individuals with a history of traveling abroad of have attended mass gatherings
6	Confirmed Case	Individual tested positive for COVID-19



ALLOWED ENTRY

Keputusan Penilaian Kesihatan

Risiko Rendah



Risiko anda dijangkiti COVID-19 adalah rendah pada masa ini.

Your risk for COVID-19 is minimal at this moment.

Keputusan Penilaian Kesihatan

Kontak Kasual



Anda telah dikenalpasti sebagai Kontak Kasual.

You have been identified as a Casual Contact.

NOT ALLOWED ENTRY



Ministry of Health (Malaysia)

Home Surveillance Order

Under Section 15(1) Prevention and Control of Infectious Disease Act 1988 (Act 342)

Keputusan Penilaian Kesihatan

Kontak Rapat



Anda dikenal pasti sebagai kontak rapat kepada pesakit COVID-19 dan mempunyai simptom berkaitan dengan COVID-19.

You have been identified as a close contact to a positive COVID-19 patient

Status Risiko COVID-19
COVID-19 Risk Status

Individu Dalam Pemantauan /
Person Under Surveillance (PUS)



Keputusan Penilaian Kesihatan

Patient Under Investigation (PUI)



Anda menunjukkan simptom dan mempunyai faktor risiko dijangkiti COVID-19.

MySejahtera Status

- Only individuals with MySejahtera status of “Low Risk” or “Casual Contact” are allowed to enter the campus area.
- Only individuals who have received full vaccination and has passed 14 days after the final dose are allowed into the campus.
- MySejahtera users need to update their health status when they are symptomatic, have a history of travelling abroad, linked or is close contact to Covid-19 positive patients, or have been confirmed positive for Covid-19.

Wear Masks at All Time

- Masks remain a vital part of the preventive and control measures that can limit the spread of COVID-19. Double masking (3ply + cloth mask) can give 85% protection. Alternatively we recommend 3 ply + face shield or N95 mask for better protection.
- 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 practised 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 (Recommended Double Masking)

- 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

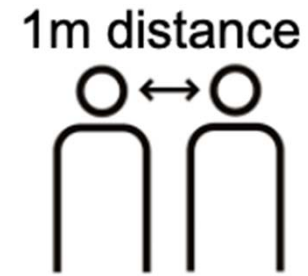
- To don a non medical mask, hold the mask by the straps, put over the nose and mouth and secure under the chin. Make sure there is no gap in between mask and face. If it is wet, it needs to be replaced for better protection. After use, take the masks off by holding the straps only. It is recommended 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.
- Dine in is allowed for those who are fully vaccinated and do not have any symptoms.
- Distance 1 metre from each other when seated, queueing; standing spots should be marked on floor (café, vendors, shops, stalls).



Lift Protocol

- **Only 5** people are allowed per ride.
- Queue leading to the lift to have marked spots on the floor, which are at least 1 meter apart.
- 5 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. 1 standing spot in the middle.
- 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.





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

- Face to face meetings are allowed for those who have been fully vaccinated.
- Ensure to practise the 3 W's. (**W**ash / Sanitize your hands, **W**ear your mask, **W**atch your distance)

SOP for Lecture

- All face -to -face Teaching and Learning (PdP) activities are allowed in hybrid mode.

Note: Subject to updates from MOHE

SOP for using University Facilities

- International examinations and professional bodies as well as research activities require laboratory facilities in the Higher Learning Institutions are allowed in accordance with the SOP of the Higher Learning Institutions and movement must be accompanied by confirmation by the Ministry of Higher Education (MOHE) or related Higher Learning Institutions.
- Students who are in dormitories, universities or educational institutions are allowed to be in such dormitory, university or educational institution and proceed hybrid learning.

Note: Subject to updates from MOHE

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.
- 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 Transportation

- For bus & transportation:
 - Scan MySejahtera QR code when entering the transport.
 - Wear masks at all times.
 - Mark spots for alternate seating.
 - Practise good hand hygiene, and coughing and sneezing etiquette.
 - Only Individuals who have received full vaccination and has passed 14 days after the final dose are allowed into the bus or transportation.
 - 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 their workers do not show any symptoms of COVID-19. The contractor/ company must show their PCR Test which has to be done 5 days before start work or entry to the premises. To perform the PCR / RTK Antigen / Self test kit every 14 Days for 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. The practice for MySejahtera Status must be observed.
- 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.

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. The practice for MySejahtera Status must be observed.
- Only Vendors and Contractors who have received full vaccination and has passed 14 days after the final dose are allowed into 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 / or above 37.5°C, you will be denied entry and 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, fist or elbow bumping.
- Scan the MySejahtera QR code when reach a particular location on campus.

Frontline Staff Protection (Security / Maintenance / Warden)

- 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.

International travel

- All business travels must be approved by the Head of the Department / Faculty.
- Staff who wish to travel abroad (for any purpose) must notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are required to follow the quarantine period given by the Ministry of Health (MoH) upon arrival to Malaysia.
- Upon return from any travel, staff to strictly adhere to the quarantine period stated by MoH. During this quarantine period staff are required to work in accordance to UCSI working hours.

International travel considerations

Return from travelling

- Upon return, staff will serve mandatory quarantine period determine by the Government quarantine centres, 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 second layer cases.
- Staff who come in close contacts with the above are to follow the UCSI Group Guidelines which was consulted with Cheras Health District Office.
- Should symptoms develop, staff are to be tested.

Emergency Preparedness and Response

- Anyone feeling ill are not to come to Campus.
- They need to immediately inform HODs/HOS, Administrative Directors, DVCs/Deans/Academic Directors and be 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.
- Staff handling suspected case on-Campus should wear face masks (Double masking recommended) and gloves. To sanitise hands thoroughly.
- First aiders to identify temporary holding area in the respective Blocks. This holding area shall be sanitised immediately.