

REPORT ON MITIGATION AND PREVENTION OF COVID-19 DURING THE MOVEMENT CONTROL ORDER (MCO)

Updated 24th March 2020

Entrance to campus

During the restriction movement order, no staff/student is allowed to access to the university premises unless, an official permit is granted by the university. No visitor is allowed to access to the university premises. Staff who are allowed to access to the university, will undergo a temperature scan. Details of the particular staff will be recorded by the auxiliary police. Staff has to sign a declaration form that he/she has not been exposed to any risk of COVID-19 infection. Staff who passed the temperature scanning will be given a green sticker *[Refer Annex 1]*.

Students who stay at campus hostel are required to stay in the hostel room. Meals are available for order and delivery at the Le Quadri Hotel. Food delivery from outside the campus is not allowed to restrict the movement of the outsiders into campus area.

In the campus

Only 1 entrance is opened for each building. Hand sanitisers are placed at each entrance of the building. Notice is put up to remind all to sanitise their hands before entering the building.

Maintaining hygiene and sanitisation of university facilities

1. Office

- a. Sanitisation by cleaners carried out daily
 - Clean the office entrance door handles with 70% alcohol
 - Clean the office floor with disinfectant (sodium hypochlorite at 0.5% or Clorox 1:10, or Dettol 1:40)
 - Clean the classroom/hall floor, windows, furniture and door handles with disinfectant
 - Disinfect all cleaning equipment after cleaning by following SOP provided by IBC *[Refer Annex 2]*
- b. Collect trash from main collection area outside the office

2. General Public areas [Reception counter / Guard house / Parcel counter / Lift / Escalator / Staircase / Eateries / Sports facilities]

- Reception counter (VPU, RO)/Guard house
- a. Sanitisation by cleaners being carried out daily
 - Clean the floor, windows and doors handles with disinfectant (70% alcohol)
 - Disinfect all cleaning equipment after cleaning by following SOP provided by IBC *[Refer Annex 2]*
 - b. Collect trash from main collection area
- Lift/Escalator/Staircase
- a. Sanitisation by cleaners being carried out daily
 - Clean the handles of the staircase/escalator with disinfectant (70% alcohol)
 - Wipe down the lift with disinfectant (70% alcohol) especially on the common buttons and handles in the lift
 - Clean the floor of the lift/escalator/staircase with disinfectant (sodium hypochlorite at 0.5% or Clorox 1:10 or Dettol 1:40)
 - Disinfect all cleaning equipment after cleaning by following SOP provided by IBC *[Refer Annex 2]*

Sport facilities (basketball court/ indoor squash room/ swimming pool/ gym), Classroom, Laboratories, Hall, Library, Surau

- All university facilities will be closed during the MCO. During the close down:
- a. Sanitisation and disinfection by cleaners being carried out once:
 - Clean and disinfect all facilities including tables and chairs with sodium hypochlorite at 0.5% or Clorox 1:10, or Dettol 1:40
 - b. Collect trash from main collection area once

3. Eateries, cafeterias, vendors and shops in campus

- All cafeteria and eateries will be closed during the MCO. During the close down:
- a. Sanitisation and disinfection by cleaners being carried out once:
 - Clean and disinfect the floor, and all tables and chairs of the cafeteria and eateries with sodium hypochlorite at 0.5% or Clorox 1:10, or Dettol 1:40
 - b. Collect trash from main collection area once

4. Lavatories/ Toilets/Washrooms

- During the MCO,
- a. Sanitisation by cleaners being carried out daily
 - Clean the floor with disinfectant (sodium hypochlorite at 0.5% or Clorox) *[Refer Annex 3]*
 - Clean the cubicles door handles with disinfectant (sodium hypochlorite at 0.5% or Clorox) *[Refer Annex 3 and 4]*
 - Clean the toilet bowls and sink bowls with disinfectant (sodium hypochlorite at 0.5% or Clorox) *[Refer Annex 3]*
 - Clean the flush handles and taps with disinfectant (sodium hypochlorite at 0.5% or Clorox) *[Refer Annex 3]*
 - Disinfect all cleaning equipment after cleaning by following SOP provided by IBC *[Refer Annex 2]*
 - Cleaners are briefed with the protocols of disinfecting the toilet bowls and sinks
 - Waste collected daily in the waste bins in the lavatories to be collected as biological wastes, to be packed in biohazard bags and kept in waste collection clinical yellow bins and collected by licensed waste transporters periodically.

5. Transportation (Bus/Van/Car)

Transportation service is suspended during the MCO. Transport vehicles have been disinfected with disinfectant.

Support Staff Protection (Security / Maintenance / Customer Service)

1. Security personnel is provided with

- a. Masks and gloves
- b. Guideline to wear and take off PPE *[Refer Annex 5 - 8]*
- c. Working SOP *[Refer Annex 1]*
- d. SOP for self-assessment prior to working hour/shift *[Refer Annex 9]*
- e. Point of contact for more information

2. Maintenance staff is provided with

- a. Masks, gloves, apron* and shoe covers
- b. Guideline to wear and take off PPE *[Refer Annex 5 - 8]*
- c. Working SOP *[Refer Annex 2]*
- d. SOP for self-assessment prior to working hour/shift *[Refer Annex 9]*
- e. Point of contact for more information

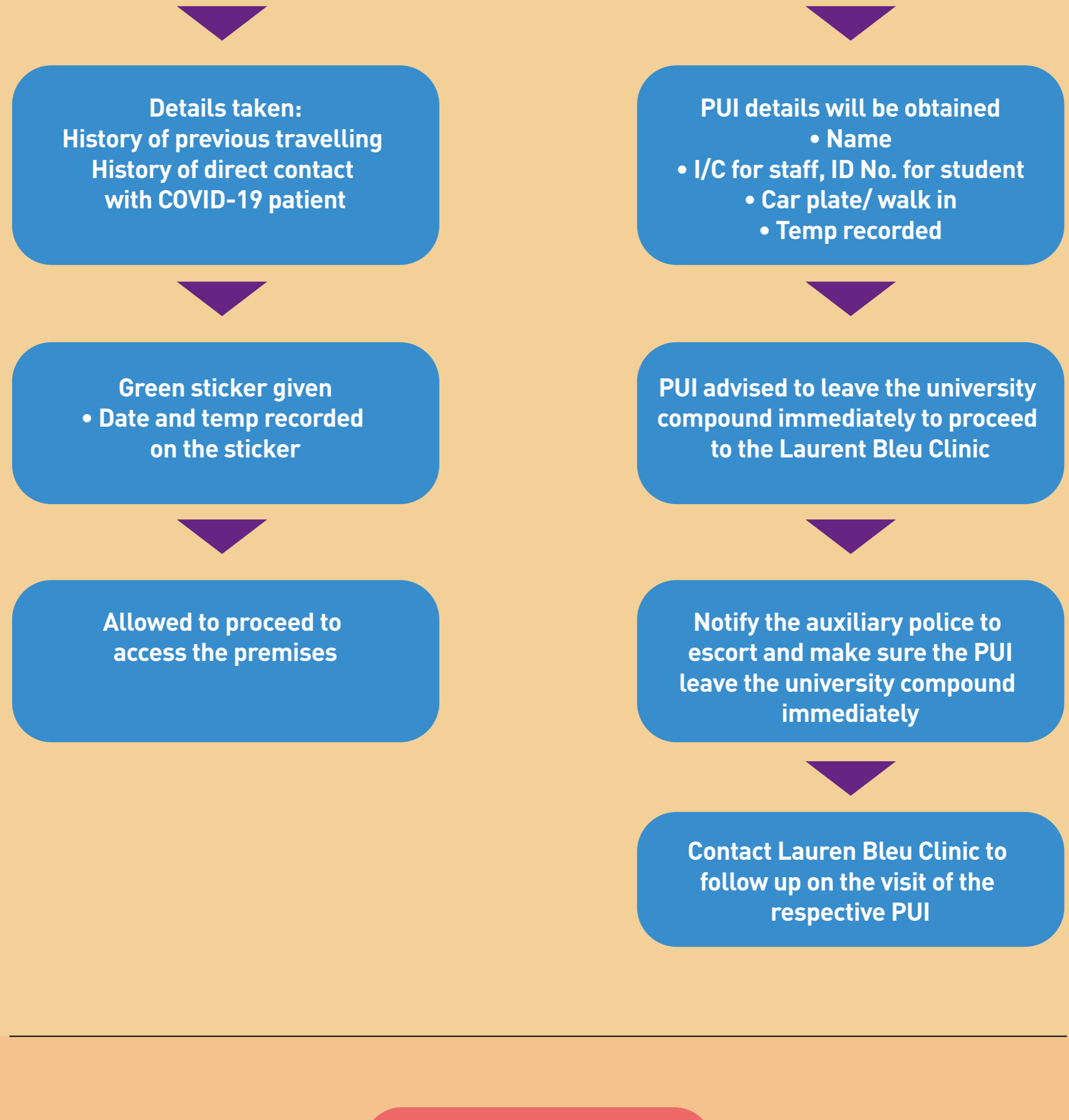
3. Customer Service staff is provided with

- a. Masks
- b. Hand sanitiser to be used for every 1 - 2 hours
- c. Guideline to wear and take off PPE *[Refer Annex 5 - 8]*
- d. SOP for self-assessment prior to working hour/shift *[Refer Annex 9]*
- e. Point of contact for more information

Note:
 -Mask is advisable to change every 6 hours.
 -For security personnel, gloves can be changed every 6 hours unless they have direct physical contact with a person or the gloves are torn in which they have to replace them swiftly.
 -For maintenance staffs including the cleaners, mask, gloves, apron and shoe covers must be changed each time after cleaning process.
 -Cleaners of the lavatories should be provided with a face shield. Disinfect the face shield each time after usage.
 * Can be replaced with raincoat if unavailable

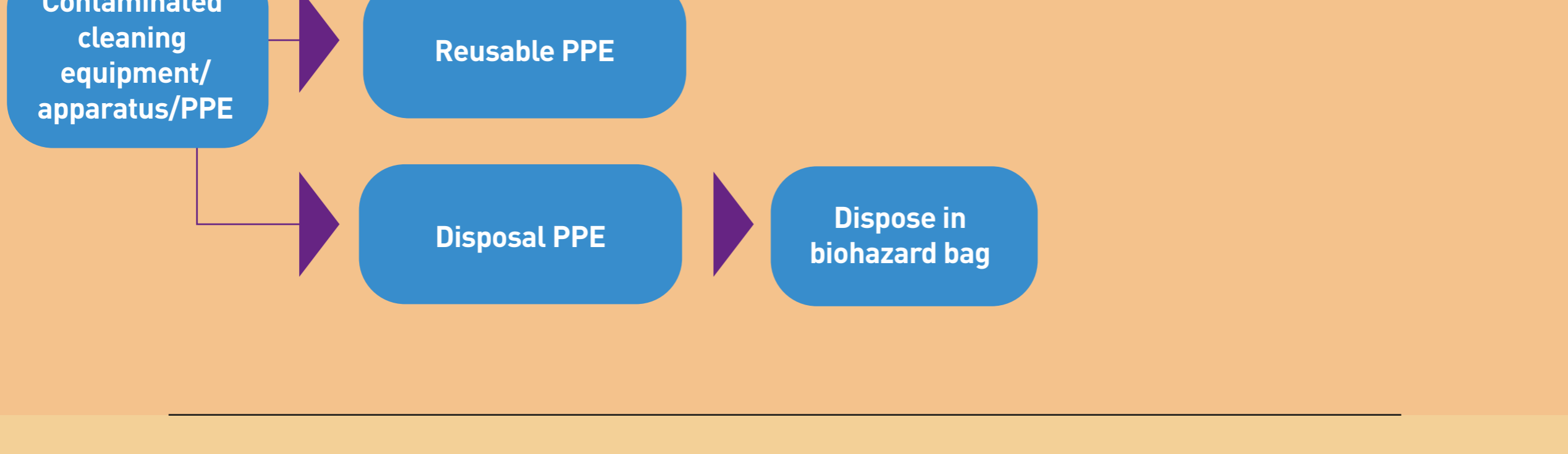
ANNEX 1

Standard Operating Procedure (CHECKPOINT ENTRY)



ANNEX 2


Disinfection of Cleaning Equipment




ANNEX 3

Cleaning/Disinfecting of Toilets


- 1




Spray the floor around the toilet with the disinfectant spray. Often, if your toilet is dirty, the floor around it is too. You don't want to get your feet dirty every time you use the toilet, so take the opportunity to clean the surrounding section of floor. Use a brush or broom to sweep up any loose hair or debris around, and especially behind, the body of the toilet. Wipe the area clean with wet paper towels, disposable wipes, or a cloth. Here's a guide on cleaning the toilet bowls:
- 2



Scrub the bowl. You can clean the different parts of the toilet in any order you like, but if you're in a hurry, you may find that it's the smartest to start with the bowl. This way, if you splash any dirty water out of the bowl while you're cleaning it, it won't get parts of the toilet that you've already cleaned dirty. Use a toilet brush to scrub away any stains or mineral deposits you see. You may need to apply some pressure to eliminate caked-on stains. For added cleaning power, drop a little toilet cleaner or all-purpose cleaner into the water, then dip the brush in it.
- 3




Clean the main points of contact - the top and bottom lids. Use all-purpose cleaner and rags/paper towels (or disposable sanitary wipes) to give both the lids a quick but thorough cleaning on both sides. If you want to, use an old toothbrush to scrub the hard-to-reach spots between the lid and the body of the toilet as well as the hinges.
- 4



Give the body of the toilet a quick wipe-down. Finally, it's time to give your toilet's porcelain a squeaky-clean shine. Using a spray bottle, mist the exterior of the toilet with an all-purpose cleaner. Use a rag or paper towel to wipe down the toilet's porcelain, paying special attention to the handles. Alternatively, you may simply dip a rag or paper towel in cleaning solution or warm water, re-dipping the rag or towel when it is soiled.

 - a. Start cleaning the highest point on the toilet first - this way, if dirty water or cleaning fluid drips down, it will only touch areas you haven't cleaned yet.
 - b. Don't forget to clean hard-to-see areas like the base of the toilet and the back of the tank, which faces the wall. To successfully clean these areas, you may need to use pipe cleaners or a tooth-brush.
- 5



Flush! Your toilet should now be looking much better than it did before. Give your toilet a flush to dispose of any dirty water that's accumulated in the bowl. If you used any toilet tissue while cleaning your toilet, this is also a good chance to get rid of it, provided you used an amount small enough that you're sure your toilet won't clog.

 - As a precaution, wash your hands after taking your gloves off. Small amounts of water may have splashed inside the gloves while cleaning.
 - If your toilet only needed a quick, "light" clean, congratulations - you're done! If, however, your toilet has serious stains or hasn't been cleaned in a long time, you may have more success with the "deep cleaning" method below.

REPORT ON MITIGATION AND PREVENTION OF COVID-19 DURING THE MOVEMENT CONTROL ORDER (MCO)

Updated 24th March 2020



ANNEX 4

Performing Routine Disinfecting For Sinks

Wipe down the sink. Take a clean, cotton cloth or dish sponge, soaked with the disinfectant (chlorox 1:10 or Dettol 1:40) and wipe down the interior of the sink. Make sure to wipe around the drain.

- If sink is especially dirty, you may need to switch out for a fresh cloth.
- In many cases, it is best to wipe the sink down when it is dry;

Rinse the sink. Make sure to rinse the sink before you use a bathroom cleaning product. If you don't rinse the sink, you'll have to contend with a lot of dirt when you spray the sink down.

- Turn on the faucet and run hot water into the sink. Soapy disinfectant (Dettol) will loosen soap scum, grime, and dirt residues.
- Splash the water around the surface – including the sides – of the sink.
- You may need to use a clean cotton cloth to wipe down the sides of the sink with hot water.

Spray the sink with a disinfectant. Choose a disinfectant of your choice and liberally spray the sink with alcohol/sanitizer. Make sure to get all parts of the sink, including the faucet and behind the faucet.

- Most disinfectants are formulated to clean bathroom sinks. You may be able to use a tub and tile cleaner or a cleaner formulated for the type of material your sink is made of. In most cases, this is porcelain.
- This is important as bathroom sinks can potentially accumulate a variety of germs.

Wipe the sink. After spraying your cleaner, take a clean cloth and wipe down the entire surface of your sink. Pay special attention to especially dirty areas and apply pressure when you need.

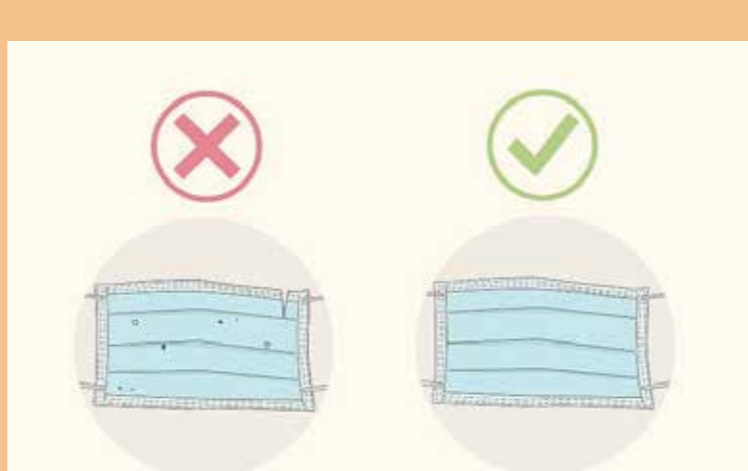
- You may need to use several clean cloths. If you need to spray more cleaner while you're wiping the sink down, do so.

ANNEX 5

Putting on the Mask



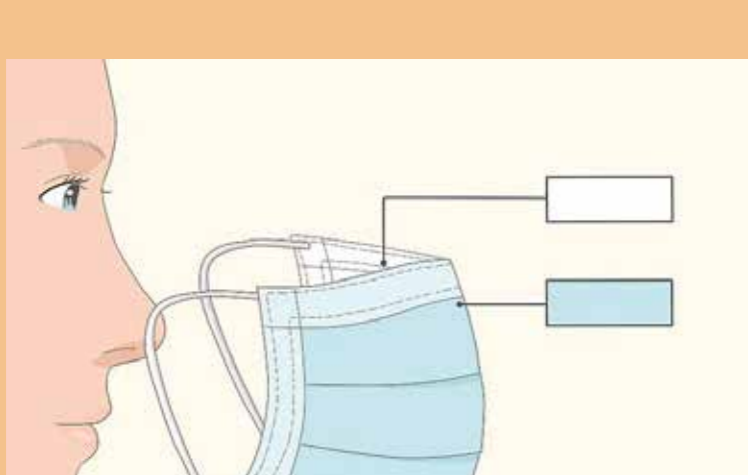
Step 1: Wash your hands



Step 2: Check the mask for defect. Do not use defect mask.



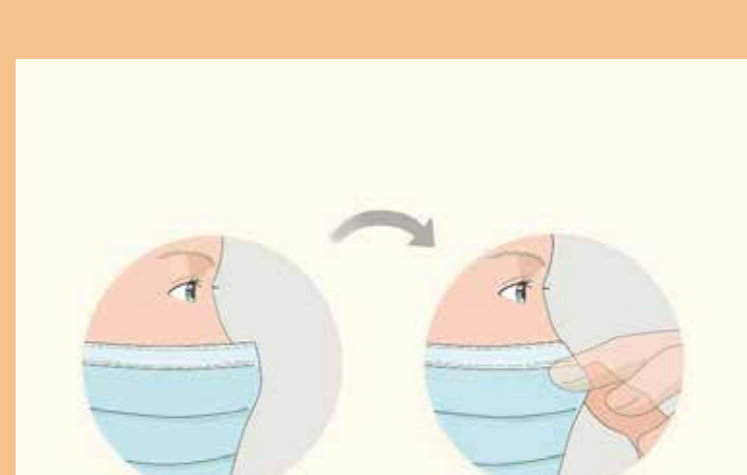
Step 3: Oriented the mask properly.



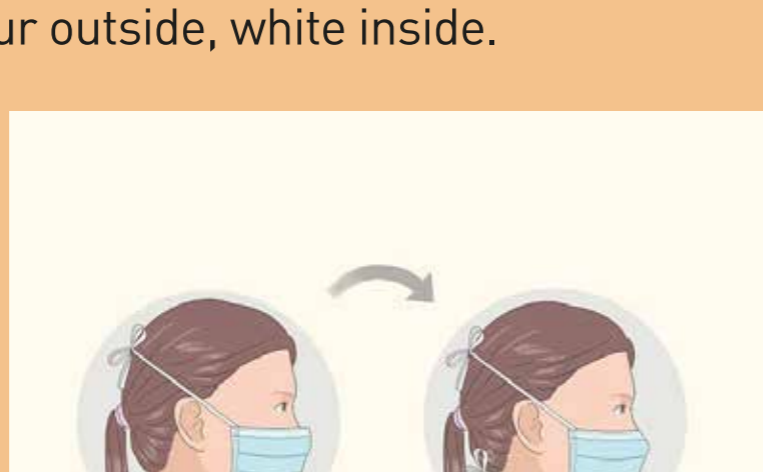
Step 4: Ensure the proper side of the mask is facing outside - colour outside, white inside.



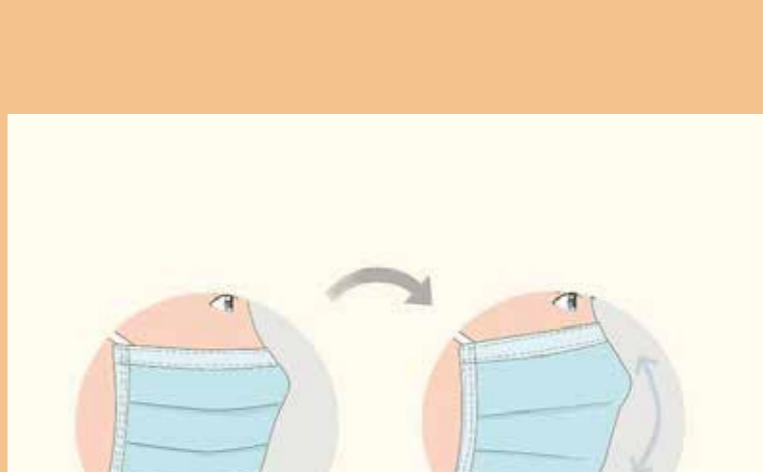
Step 5: Place the mask on your face.



Step 6: Adjust the nose piece.



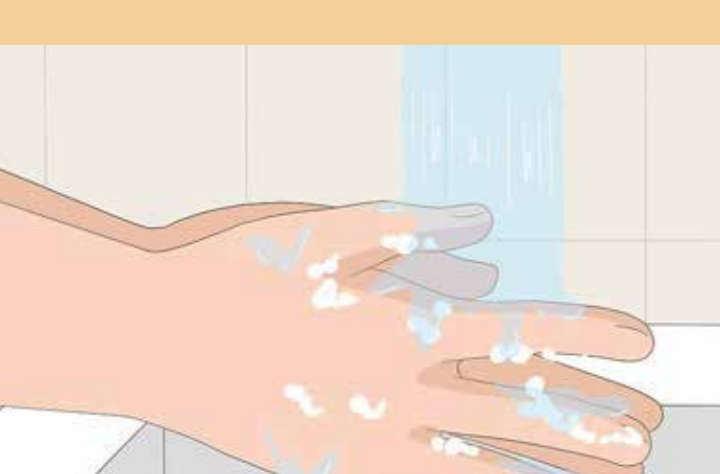
Step 7: Tie the lower band if needed (apply only to face mask that need to be tighten)



Step 8: Fit the mask properly under your chin.

ANNEX 6

Taking Off Mask



Step 1: Wash your hands with soap.



Step 2: Remove the mask by holding to the ear loops or the string. NEVER hold the front part of the mask.



Step 3: Dispose of the used mask into a bin.

ANNEX 7

Wearing Gloves



1. Take out the glove from its original box



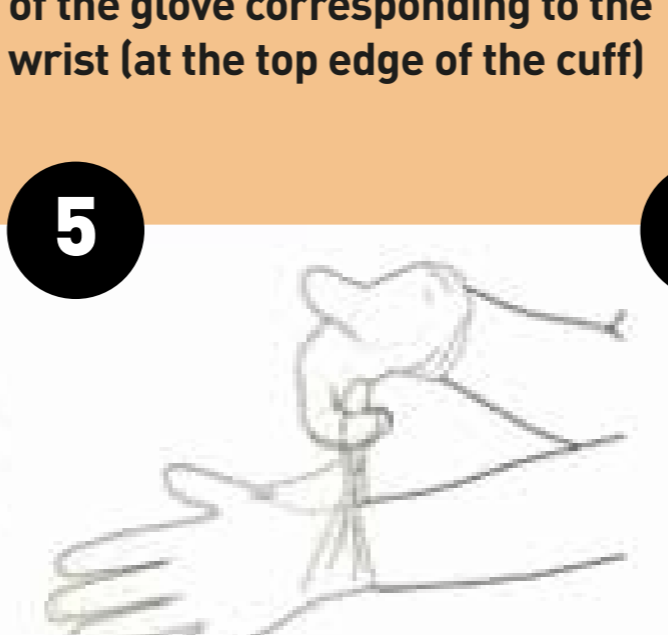
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



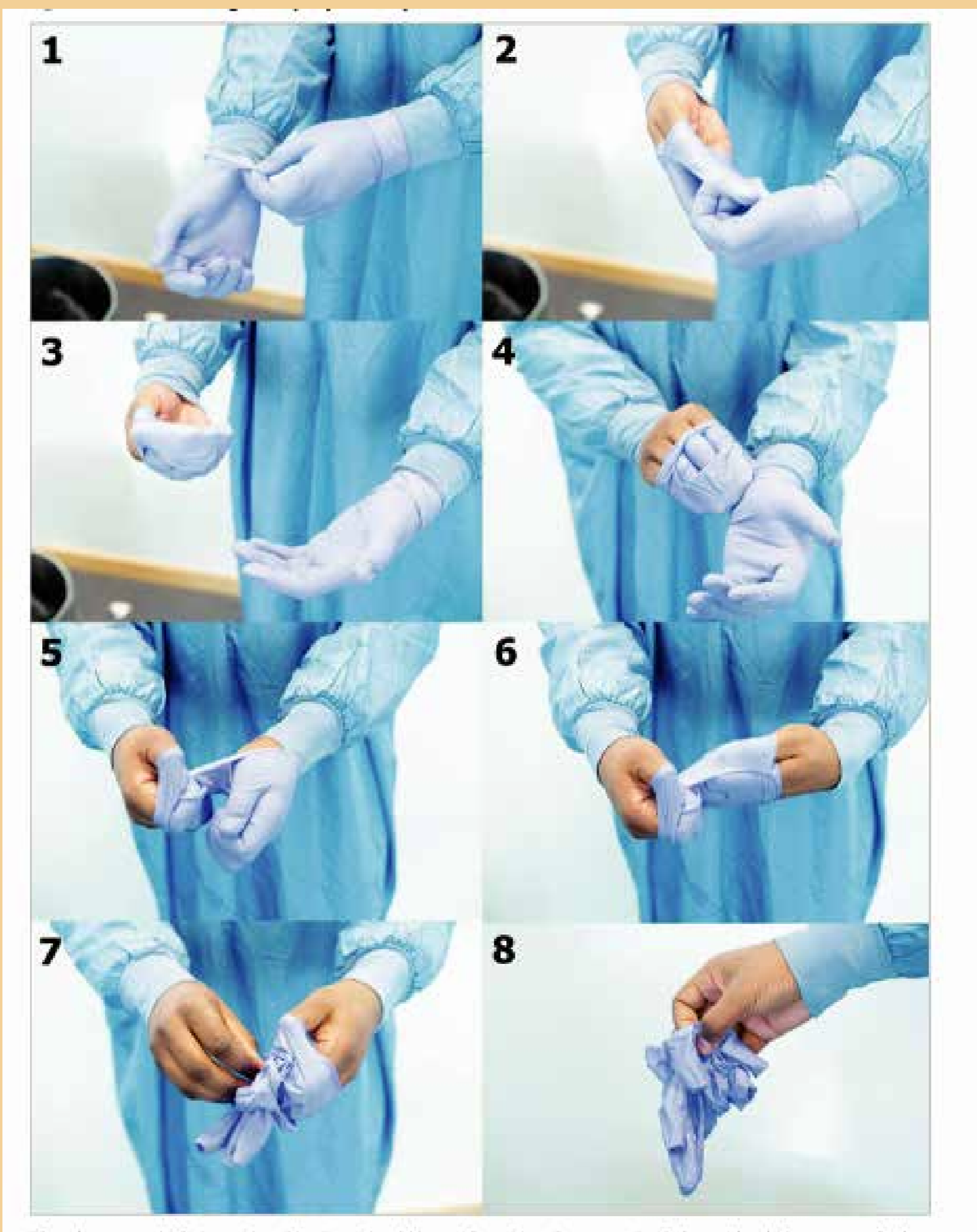
5. To avoid touching the skin of the forearm with gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

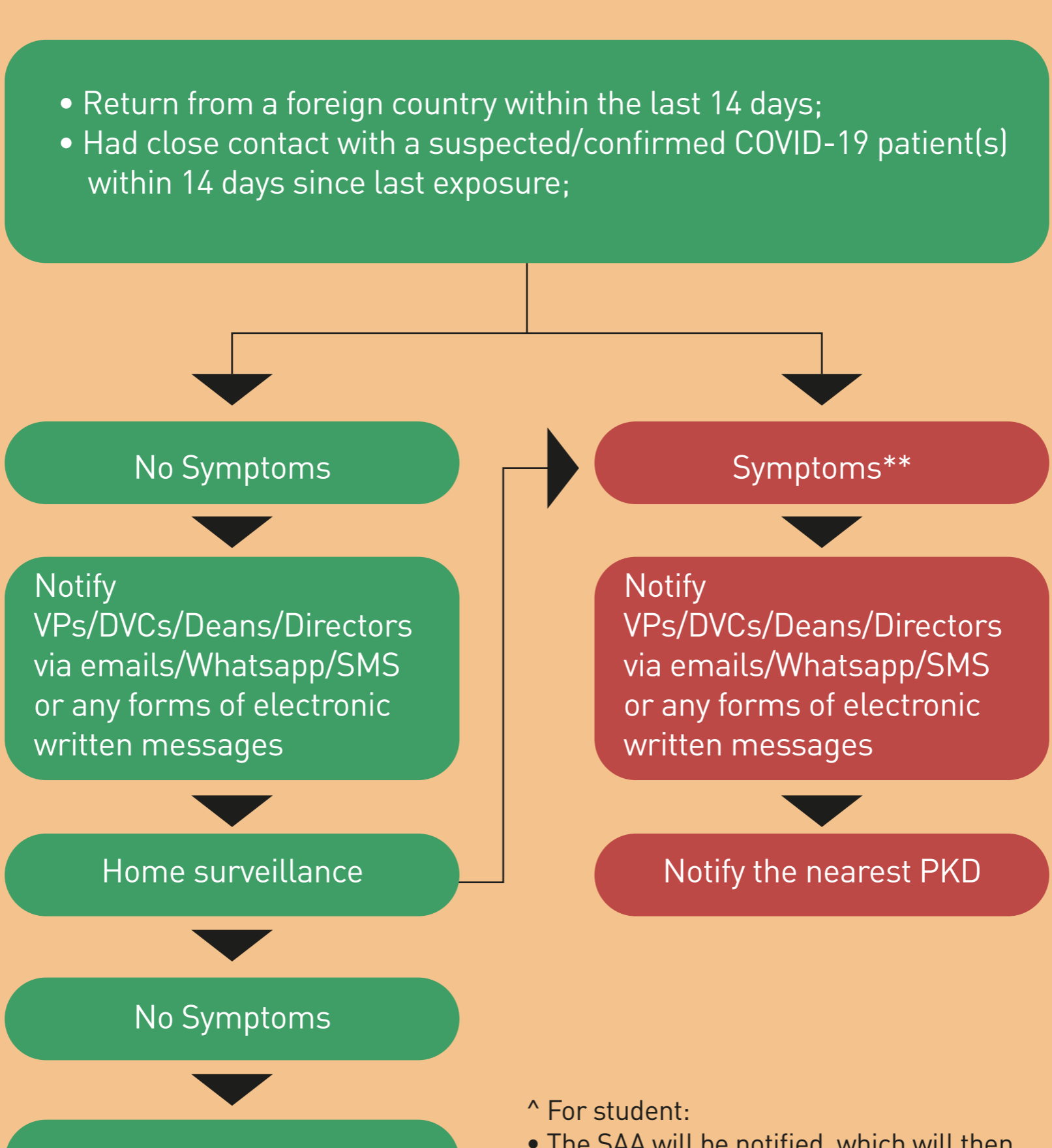
ANNEX 8

Taking Off Gloves



ANNEX 9

Self Assessment Procedure for Home Surveillance (Staff & Student)



- List of a foreign country:
- China (Taiwan, Hong Kong, Macau)
 - South Korea
 - Italy
 - Japan
 - Iran

- ** Symptoms:
- Fever
 - Dry cough; or any symptoms of respiratory infection (e.g shortness of breath, sore throat)