

RMCO SOPs for UCSI University (7th Oct 2020)

Introduction

In view of the recent surge of the COVID-19 positive cases in Malaysia, UCSI University has improved the SOP to strengthen the monitoring mechanism of the students and staff.

Note that individual's status in the chain of COVID-19 infection, and the respective 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.

SOPs for University Operation During RMCO

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 RMCO.
3. Staff should serve 14 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

SOPs for University Operation During RMCO

- Staff and students who travelled to Sabah and Kedah state within the last 14 days should notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are advised to serve 14 days of self-surveillance and work from home.
- Staff and students are to identify their status in the chain of COVID-19 infection, and take the respective action, 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
FIRST LAYER	Patient CONFIRMED POSITIVE with COVID-19	A	You must stay in hospital for treatment	YOU ARE A POSITIVE CASE
SECOND LAYER	Individual having CLOSE CONTACT with individual from Category A	B	Confirmatory test for COVID-19 will be done by the Ministry of Health (MOH).	If tested POSITIVE for COVID-19 , treatment in hospital
				If tested NEGATIVE for COVID-19 , Home Surveillance for 14 days
THIRD LAYER	Individual having CLOSE CONTACT with individual from Category B	C	Home surveillance. Wait until the COVID-19 test result of the CLOSE CONTACT from category B released by MOH.	If the test result of the CLOSE CONTACT from category B is POSITIVE , run COVID-19 test at clinic. You have been moved to category B
				If the test result of the CLOSE CONTACT from category B is NEGATIVE , you may go out and resume work as usual.
FOURTH LAYER	Individual having CLOSE CONTACT with individual from Category C	D	You may go out and work as usual, obtain the status of your CLOSE CONTACT from category C.	If the test result of the CLOSE CONTACT from category B is POSITIVE , you have been moved to category C
				If the test result of the CLOSE CONTACT from category B is NEGATIVE , you may go out and resume work as usual.
FIFTH LAYER	NO CONNECTION TO CATEGORY A, B, C, OR D	E	No specific restriction. You may attend office or go out anywhere for specific business. (depending on restriction movement order).	You have no connection with the COVID-19 infection chain.
Definition of CLOSE CONTACT :		i. Family members from the same house/ member of Tabligh from the same small group (eat / sleep together) with member from the category above 1 layer.		
		ii. Facing member from the category above 1 layer for more than 15 minutes in a closed space with less than 1 metre distance .		
		iii. Did not face directly, but was in the same air conditioned room (closed environment) with category above 1 layer for more than 2 hours .		
		iv. Took the same vehicle with member from the category above 1 layer, in 2 seats distances for more than 2 hours .		
HAND SHAKING WITH AN INDIVIDUAL TESTED WITH COVID-19 (CATEGORY A) IS NOT CONSIDERED CLOSE CONTACT.				

- If the Staff or students fall under the category A, B, or C in the schedule, they should observe the procedures as listed in the schedule, and notify their HODs/HOS, Administrative Directors or DVCs/Deans/Academic Directors and are advised to serve 14 days of self-surveillance and work from home.
- If you fall under category A, you should immediately seek medical attention at the nearest hospital.
- If you fall under category B, you will be requested by Ministry of Health to perform a COVID-19 test; if tested positive, you will be requested by Ministry of Health, to stay in the hospital for treatment; if tested negative, you should serve 14 days self-surveillance.
- If you fall under category C, you should serve 14 days self-surveillance.

Procedures for Staff / Students Getting into the Campus

1. You are required to download the MySejahtera App.
2. You are required to wear a mask at all times.
3. You are to practise personal hand hygiene, and coughing and sneezing etiquette at all times while on Campus.
4. 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 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.

MySejahtera App

- All staff and students are required to frequently update My COVID-19 Risk Factor in MySejahtera Apps whenever there is a change of status in the past 14 days.
- The My COVID-19 Risk Factor status **MUST BE UPDATED EVERYTIME** prior accessing to 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 practised along with frequent hand hygiene, physical 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.

Recommendation on type of mask for general public according to specific settings

Situations/settings	Population	Purpose of mask use	Type of mask to consider wearing if recommended locally
Areas with known or suspected widespread transmission and limited or no capacity to implement other containment measures such as physical distancing.	General population in public settings, such as grocery stores, at work, social gatherings, mass gatherings, closed settings, including schools, churches, mosques, etc.	Potential benefit for source control	Non-medical mask
Settings with high population density where physical distancing cannot be achieved.	People living in cramped conditions, and specific settings such as refugee camps, camp-like settings, slums	Potential benefit for source control	Non-medical mask
Settings where a physical distancing cannot be achieved (close contact)	General public on transportation (e.g., on a bus, plane, trains) Specific working conditions which places the employee in close contact or potential close contact with others e.g., social workers, cashiers, servers	Potential benefit for source control	Non-medical mask
Settings where physical distancing cannot be achieved and increased risk of infection and/or negative outcomes	Vulnerable populations: <ul style="list-style-type: none"> <input type="checkbox"/> People aged ≥ 60 years <input type="checkbox"/> People with underlying comorbidities, such as cardiovascular disease or diabetes mellitus, chronic lung disease, cancer, cerebrovascular disease, immunosuppression 	Protection	Medical mask (Surgical 3 ply mask)
Any setting in the community	Persons with any symptoms suggestive of COVID-19	Source control	Medical mask (Surgical 3 ply mask)

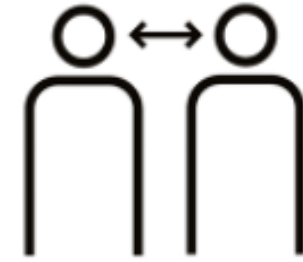
Physical Distancing

- 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



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.

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.





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.

SOPs for Meetings

- Meetings 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.

SOPs 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.

SOPs 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.

SOPs 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.

SOPs 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 before resuming operation of work during this MCO period, 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.
- 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 14 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 self surveillance for 14 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.