

SOP FOR UNIVERSITY POSTGRADUATE STUDENTS RETURNING TO CAMPUS DURING CMCO



Further to the announcement by the Senior Minister, Datuk Seri Ismail Sabri Yaakob that the postgraduate students (by research) are now allowed to resume their research activities on campus.

Pursuant to the announcement made, the University is to ensure compliance at all times with the directives and instructions from the Government, the Ministry of Health (MOH) and also the National Security Council and that the safety and wellbeing of the postgraduate students must be given priority at all times.

SOP FOR UNIVERSITY OPERATION DURING CMCO

Postgraduate students who are not well (i.e., fever, cough, or shortness of breath) should notify their supervisors and advised to seek medical attention and stay at home. High-risk COVID-19 group is defined as those:

• Staying together with someone with COVID-19.

- Relevant health conditions such as hypertension, diabetes, heart and lung disease.
- They should notify the supervisor and stay at home during CMCO.

obtained and recorded by the Auxiliary Police. If these are

If your body temperature is above 37.5°C, you will be asked

to visit Laurent Bleu Medical Centre for medical attention.

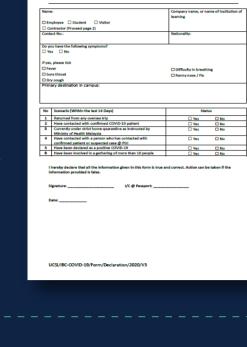
satisfactory, you will sanitise your hands and be allowed entry.

GETTING INTO THE CAMPUS You are required to Prior to arrival at the campus, UCSI Group

PROCEDURES FOR POSTGRADUATE STUDENTS

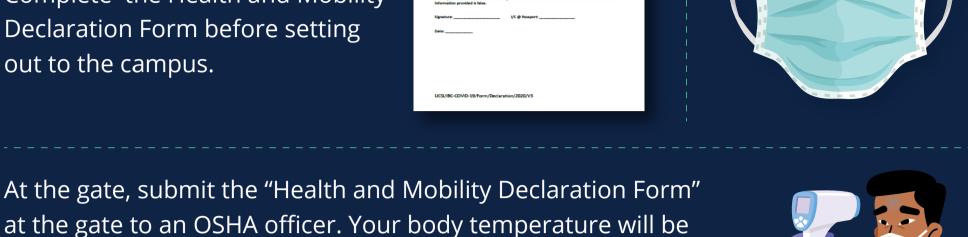
from your Supervisors/ Lab Managers/Deans/ Academic Directors. Complete the Health and Mobility Declaration Form before setting out to the campus.

confirm your tasks/work schedule



times.

wear a mask at all

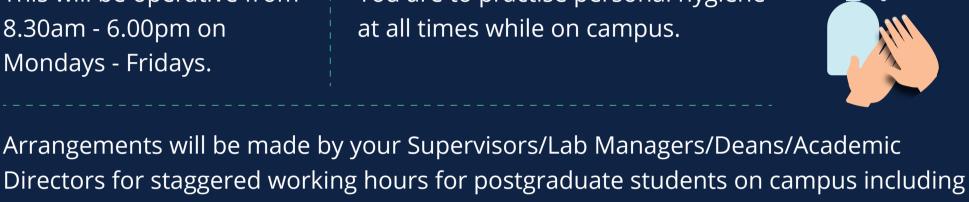


This will be operative from 8.30am - 6.00pm on Mondays - Fridays.

Arrangements will be made by your Supervisors/Lab Managers/Deans/Academic

You are to practise personal hygiene

at all times while on campus.



observing physical distancing and avoiding gatherings of more than 10 people. Recording of where the postgraduate student goes to and whom he/she meets indicating time and place will be kept by the postgraduate student to be submitted to

the Supervisors, and verified by the Deans/Academic Directors weekly. PHYSICAL DISTANCING

from each other at all times even while walking.

They are to ensure:

Maintain at least 1-metre physical distancing



Lab Managers/Supervisors are to identify the work schedule for their postgraduate students and obtain the approval from their respective Deans/Academic Directors.

• SOP and Biosafety briefing (online) given to the returning postgraduate students; they are to return the signed briefing acknowledgement form to the Lab Manager. • Seating arrangement in the lab is maintained at least 1-metre apart. • The sanitation and hygiene of the workplace comply with the MOH requirement.

- Postgraduate are not under the high risk COVID-19 group. One lab staff will be assigned as person-in-charge for each lab. The person-in-charge
- will be responsible for the monitoring and recording of activities in the lab. Postgraduate students are to record their daily routines in the lab, and to be submitted

to be made with the respective lab managers.

Practice physical distancing.

the entrance of café or eateries.

person per 4-seated table.

No self serving of food.

• Seating arrangement.

weekly to the Deans/Academic Directors for verification, through their respective supervisors. Postgraduate students with cross laboratory activity, at least 1-day advance booking is

Access to all laboratories must be recorded. Mask must be worn in the lab at all times.

Frequent hand sanitizing in the workplace at all times.

CAFÉ PROTOCOL

maximum 4 people per long table; maximum 2 Mark spots on chairs or tables – distance seating.

LIFT PROTOCOL

vendors, shops, stalls). Restaurants and Cafes: Eating Arrangements

Distance 1-metre from each other when queueing;

standing spots should be marked on floor (café,

Notice to remind social distancing must be placed at

Alternate space seating plan must be followed:

- Tabletops will be cleaned after being used each time. • Takeaways would be strongly recommended.

in the front will be facing the door of the lift; 2 standing spots at the back will be facing the back wall.

their hands before/after touching the buttons.

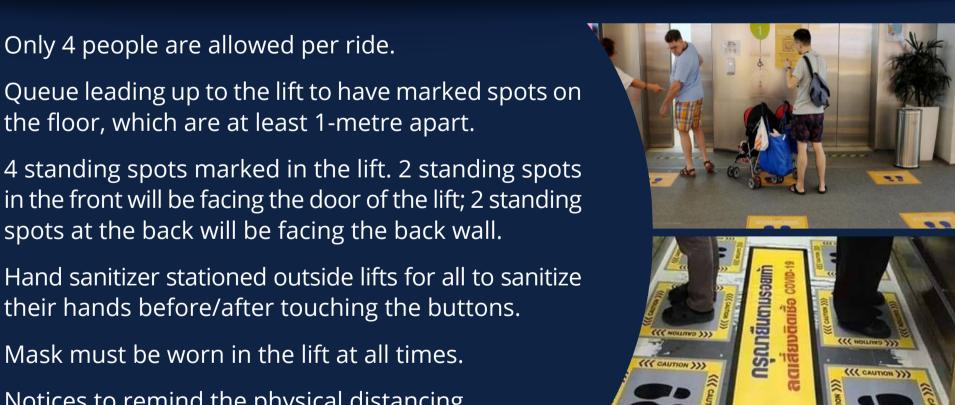
Mask must be worn in the lift at all times.

Notices to remind the 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).

zig-zag manner.

Only 4 people are allowed per ride. Queue leading up to the lift to have marked spots on the floor, which are at least 1-metre apart.



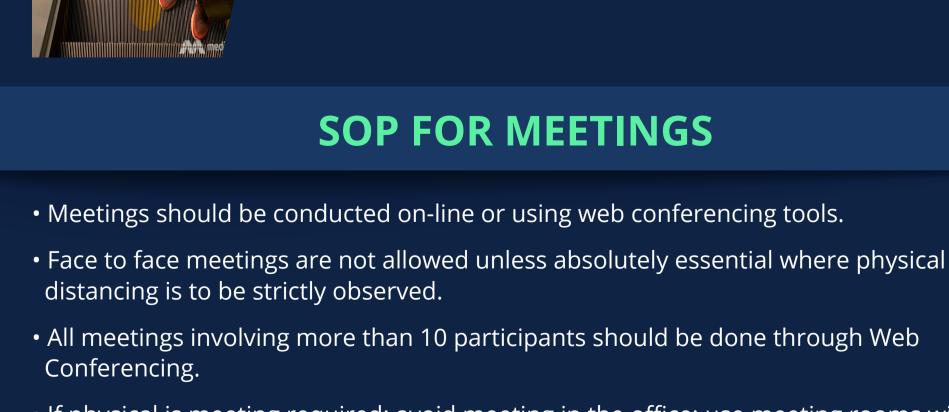
Leave empty

Leave empty

Leave empty

1 table max 4 person

Leave empty



SOP FOR MEETINGS

Stepping/standing spots are marked on the flight of stairs in

Notices for physical distancing at the beginning of the escalator.

Escalator riders are advised not to hold the handrails.

• If physical is meeting required: avoid meeting in the office; use meeting rooms with

- alternate seats separated at least 1-metre apart; wear masks in meeting room at all times; sanitize hands prior entering meeting room.
 - **TESTING, ISOLATION AND TRACING**
- self surveillance for 14 days, adhering to MOH procedures. · Postgraduate students identified as casual contacts will be instructed for self surveillance for 14 days and monitored for symptoms. Should symptoms develop, postgraduate students are to be tested.

• Postgraduate students who come in close contacts with the above are to undergo

EMERGENCY PREPAREDNESS AND RESPONSE

Supervisors and seek medical attention.

Contact tracing will be carried out for all confirmed and PUI.

- Postgraduate students feeling ill are not to come to Campus. • They need to immediately inform Supervisors and seek medical attention and
- adhere to doctor's instructions. • If symptoms develop while on Campus, wear face mask and immediately notify
- Staff handling suspected case on Campus should wear face masks and gloves. To sanitize hands thoroughly.
- First aiders to identify temporary holding area in the respective Blocks. This holding shall be sanitized immediately.