

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.

PROCEDURES FOR POSTGRADUATE STUDENTS GETTING INTO THE CAMPUS

Prior to arrival at the campus, confirm your tasks/work schedule from your Supervisors/ Lab Managers/Deans/ Academic Directors.

Complete the Health and Mobility Declaration Form before setting out to the campus.

You are required to wear a mask at all times.



At the gate, submit the "Health and Mobility Declaration Form" at the gate to an OSHA officer. Your body temperature will be obtained and recorded by the Auxiliary Police. If these are satisfactory, you will sanitise your hands and 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.



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

You are to practise personal hygiene at all times while on campus.



Arrangements will be made by your Supervisors/Lab Managers/Deans/Academic Directors for staggered working hours for postgraduate students on campus including 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

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



LABORATORY PROTOCOL

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

- 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 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 to be made with the respective lab managers.

Access to all laboratories must be recorded.

Mask must be worn in the lab at all times.

Practice physical distancing.

Frequent hand sanitizing in the workplace at all times.

CAFÉ PROTOCOL

Notice to remind social distancing must be placed at the entrance of café or eateries.

Alternate space seating plan must be followed: maximum 4 people per long table; maximum 2 person per 4-seated table.

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).

Restaurants and Cafes: Eating Arrangements

- No self serving of food.
- Seating arrangement.
- Tabletops will be cleaned after being used each time.
- Takeaways would be strongly recommended.



LIFT PROTOCOL

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.

4 standing spots 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 sanitizer stationed outside lifts for all to sanitize 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).

Stepping/standing spots are marked on the flight of stairs in zig-zag manner.

Escalator riders are advised not to hold the handrails.

Notices for physical distancing at the beginning of the escalator.

SOP FOR MEETINGS

- Meetings should be conducted on-line or using web conferencing tools.
- Face to face meetings are not allowed unless absolutely essential where physical distancing is to be strictly observed.
- All meetings involving more than 10 participants should be done through Web Conferencing.
- If physical 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

- Contact tracing will be carried out for all confirmed and PUI.
- Postgraduate students who come in close contacts with the above are to undergo 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.

EMERGENCY PREPAREDNESS AND RESPONSE

- 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 Supervisors and seek medical attention.
- 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.