



IIUM OFFICIAL GUIDELINES DURING THE PERIOD OF MOBILITY RESTRICTION NO. 2/2020

* These guidelines **supersede** the previous IIUM Official Guidelines during the Period of Mobility Restriction No. 1/2020. Important updates are underlined.

* These guidelines are applicable to the staff and students of International Islamic University Malaysia (IIUM).

* These guidelines are applicable during the period of Mobility Restriction **ONLY**.

- 1) The period of Mobility Restriction (18th March until 31st March 2020) aims to **reduce individual contact** to avoid the spread of COVID-19.
- 2) All staff not involved with essential services are required to work away from the University during this period.
- 3) Students who are on any of the campuses are not allowed to leave during this period UNLESS deemed necessary.
- 4) All academic activities are postponed until this period is over.
- 5) **All staff and students must practice social distancing and good hygiene.**

GUIDELINES FOR STAFF

- 1) For the purpose of working away from the University, staff are allowed to bring home any relevant documents and other related equipment i.e. laptops that are deemed necessary for the tasks with proper records.
- 2) Staff are also required to remain at home. **DO NOT unnecessarily enter the University campuses.**
- 3) All staff must be on standby and available to be contacted by their supervisors.
- 4) All staff must be alert of important messages from the University or their supervisors either through e-mail, IIUM website or other communication channels.
- 5) The central essential services i.e. MSD, OSeM, IHWC, IIUMMC, Family Health Clinic (Kuantan), RSD, Development Division & Daya Bersih, ITD, Visa Management Unit will continue to be in operation.
- 6) Other KCDIOs that are NOT mentioned in item (5) are requested to identify own essential services and, to monitor and manage the operation accordingly.
- 7) Any arrangement for working on rotational basis or working hours among the staff shall be decided and arranged by the immediate supervisors of the relevant KCDIOs that provide essential services or deal with any urgent matters. The supervisors may assign the tasks accordingly.
- 8) Clock in and clock out are NOT officially recorded.

GUIDELINES FOR STUDENTS

- 1) Students on campuses MUST observe the rules and regulations of the University.
- 2) Students are to stay alert on official emails from IIUM and, official and latest announcements on IIUM website.
- 3) Students on any of the campuses are not allowed to leave UNLESS deemed necessary.
- 4) Returning students will NOT be allowed to enter the campuses.
- 5) Students are not allowed to go for outside work.
- 6) **All recreational facilities are closed, and students shall avoid using these facilities.**
- 7) Selected cafés will remain in operation. Café operating hours are from 7.00 am to 11.00 pm.
- 8) Principals and Fellows of *Mahallahs* will be on standby mode and ready to be contacted.

GUIDELINES ON SECURITY

- 1) The University Entrance will operate as follows:

No.	Access Operation	Remarks
1.	Main Entrance	Open 24 hours Under Inspection
2.	Second Entrance	Closed 18 – 31/03/2020
3.	Third Entrance	Closed 18 – 31/03/2020

- 2) Visitors are NOT allowed to enter the IIUM Campuses except for IIUM Community (IIUM staff and students MUST display valid University IDs).
- 3) NO public transport i.e. Taxi, GrabCar, E-hailing services, etc. can enter the campus. ONLY RAPIDKL busses are allowed to enter the campus.
- 4) **RAPIDKL busses are not allowed to take student passengers.**
- 5) **RAPIDKL busses are to drop and pick up passengers at the main entrance roundabout ONLY. RAPIDKL busses are not allowed to circulate the campus route.**
- 6) Food delivery services i.e. Grabfood, Foodpanda, Dominos and etc. are allowed during this period.

GUIDELINES FOR HEALTH AND WELLNESS SERVICES

- 1) The IIUM Health and Wellness Centre (IHWC) for Gombak and Gambang Campuses will operate as follows:

No.	Day	Time	Operation
1.	Weekdays	8.00 am to 5.00 pm	Outpatient Clinic, Dentist and Administration
		5.00 pm to 8.00 am	Emergency Cases only
2.	Weekends	9.00 am to 2.00 pm	Outpatient Clinic
		2.00 pm to 9.00 am	Emergency Cases only

- 2) Services provided IIUM Gombak Campus
- Radiology service is available on Monday, Wednesday & Friday.
 - Medical Lab Technologist (MLT) & Dental Services: emergency cases only.

GUIDELINES FOR ICT FACILITIES

- 1) Computer labs, BYOD lab will be closed.
- 2) ITD Helpdesk Hotline: 016-9832415 (for WhatsApp only)

GUIDELINES FOR IMMIGRATION AND INTERNATIONAL SERVICES

- 1) The IIUM International Office will operate from 9.00 am to 12.30 pm for ALL immigration services.
- 2) Submission of documents for renewal of student pass will only be for passes with 30 days validity or less. For those who have more than 30 days validity, please submit your documents after 1st April 2020. Penalty will not be imposed until further notice.
- 3) Office of International Affairs hotline number: 012-7006160

GUIDELINES FOR IIUM MOSQUE AND MUSOLLA FACILITIES

- 1) All mosques and *musollas* in IIUM campuses will be completely closed starting from *Subh* 18th March 2020.
- 2) *Adzhan* will be as usual at every prayer time.
- 3) There will be NO congregational prayer. Only *imam*, *bilal* and *siak* are to perform congregational prayers.
- 4) The mosque areas will be disinfected by DBSB and IHWC.
- 5) Any proposed cleaning and disinfection of *musollas* by *mahallahs* or KCDIOs must notify DBSB beforehand to ensure proper cleaning/disinfection procedures are adhered to.
- 6) Staff will be on rotational basis to monitor the schedule of *imam* and *bilal*, and *jenazah* management (if any).
- 7) All *kulliyahs* and *mahallahs* are responsible to lock their respective *musollas*.

GUIDELINES FOR RESIDENTIAL SERVICES

- 1) The Residential and Services Department will operate as follows:

No.	Office	Time
1.	Mahallah Office	9:00 am – 4:00 pm (Monday to Friday)
2.	RSD Main Office	

* Starting from Monday 23rd March 2020, only 1 male *mahallah* team and 1 female *mahallah* team will be on duty on daily rotational basis. Duty schedule will be published by RSD.

- 2) 5
- Mahallah*
- cafés will be opened for TAKE AWAY MEAL ONLY. The schedule is as follows:

FEMALE MAHALLAH

ZONE	MAHALLAH	OPEN	CLOSED
Zone 1	Hafsa	CLOSED	
	Asma'	CLOSED	
Zone 2	Nusaibah	18/3/2020 – 24/3/2020	25/3/2020 – 31/3/2020
	Sumayyah	CLOSED	
	Salahuddin Al-Ayubi	25/3/2020 – 31/3/2020	18/3/2020 – 24/3/2020
Zone 3	Halimatus Sa'adiyah	CLOSED	
	Maryam	CLOSED	
Zone 4	Asiah	25/3/2020 – 31/3/2020	18/3/2020 – 24/3/2020
	Aminah	18/3/2020 – 24/3/2020	25/3/2020 – 31/3/2020
Zone 5	Ruqayyah	OPEN AS USUAL ON: 18/3/2020 - 31/3/2020	
Zone 6	Safiyah	CLOSED	

MALE MAHALLAH

ZONE	MAHALLAH	OPEN	CLOSED
Zone 7	Uthman Al-Affan	18/3/2020 – 24/3/2020	25/3/2020 – 31/3/2020
	Al-Farouk	25/3/2020 – 31/3/2020	18/3/2020 – 24/3/2020
	Bilal Ibn Rabah	CLOSED	
Zone 8	As-Siddiq	25/3/2020 – 31/3/2020	18/3/2020 – 24/3/2020
	Ali Ibn Abi Talib	18/3/2020 – 24/3/2020	25/3/2020 – 31/3/2020
	Zubair Al-Awwam	CLOSED	

- 3) Cafés and other services (convenience shop, photocopy etc.) at Kuliyyah and Central areas will be closed.

GUIDELINES FOR DEVELOPMENT AND MAINTENANCE SERVICES

- 1) Cleaning services will remain in operation, focusing on disinfection work at all unoccupied areas such as classrooms, offices, mosques and cafés.
- 2) Landscaping work will remain in operation but minimised.
- 3) Operation of air-conditioning will be based on KCDIO operation.
- 4) Others technical services will be on rotational basis, with technician to be on night standby as usual.
- 5) All construction work are suspended until further notice.

COUNSELLING SERVICES

- 1) Counselling services are provided by Counselling and Career Services Centre and IIUM Covid-19 Psychosocial Support Team. These services are exclusive for IIUM Community ONLY.
- 2) Counselling and Career Services Centre can be contacted at ccsc@iium.edu.my
- 3) IIUM Covid-19 Psychosocial Support Team can be contacted at psu_clinic@iium.edu.my

IMPORTANT CONTACT NUMBERS

	GOMBAK/K.L	KUANTAN	PAGOH	GAMBANG
IHWC/Family Health Clinic (Kuantan)	03-6421 4444	09-570 4444	06-9741122	09-591 2525
OSEM	03-64214555	09-5705555	06-9741122	09-570 5555
DAYA BERSIH	03-6421 5415	09-5734819	06-9741122	09-5716777

These guidelines are to be followed until further notice.

Official updates may be received via <https://t.me/IIUMOfficialCovid19Announcement> and <http://iium.edu.my/page/Guideline-During-Period-of-Mobility-Restriction> managed by OCAP.

May Allah S.W.T. protect all of us.

IIUM SEJAHTERA COUNCIL

19TH MARCH 2020 (as of 3.00 pm)