**IIUM OFFICIAL GUIDELINE FOR THE REOPENING OF IIUM CAMPUSES
DUE TO THE CONDITIONAL MOVEMENT CONTROL ORDER (CMCO) 01/2020**

SECTION 1: BACKGROUND

1. The period of CMCO (4th May to 9th June 2020) aims to overcome the spread of COVID-19 as well as to gradually restoring the economy and service sectors in the country following the previous MCO period.

2. In line with the Maqasid Al-Shariah, protection of life, IIUM is committed in ensuring the safety of the staff, students and others. Therefore, the University takes all instructions by the Government seriously.

3. This guideline presents the mandatory risk minimisation measures that will be applied University-wide in relation to campus operation during this CMCO period.

4. All KCDIOs (Appendix A) are required to prepare detailed risk minimisation Standard Operating Procedures (SOPs) that suit the nature of their operations.

5. All KCDIOs must adopt the risk minimisation SOP prepared by the IIUM Occupational Safety, Health and Built Environment Department (Appendix B) as the basis for preparing their SOPs.

6. All staff are reminded that your compliance with the University's and KCDIOs' SOPs and your honesty in declaring your health status can protect not just your lives but also of your colleagues, your friends, your neighbours, your loved ones and the nation at large. The University needs YOU to make a difference and win this global battle.

SECTION 2: ENTRY INTO IIUM CAMPUSES

1. All staff entering any of the IIUM campuses must display their staff identification cards and authorisation letters to IIUM Office of Security Management (OSEM) personnel at the campus entrances. To avoid traffic congestion at the main entrances, effective 20th May 2020 staff will undergo body temperature check at their respective KCDIOs.

2. All visitors entering any of the IIUM campuses must register themselves, declare where they came from and undergo body temperature check at the campus entrances.

3. Body temperature check on visitors will be performed by OSEM personnel at every IIUM entrance. OSEM has a right to deny entry for visitors who:
   a. have a body temperature of 37.5°C and above, or
   b. refuse body temperature check.

4. All visitors coming from Red Zones will not be allowed to enter any of the campuses.

5. All staff and visitors with minors (children aged 12 years old and below) will not be allowed to enter the campuses. Exceptions are given to parents who send their children to the IIUM Educare facilities on campus.

SECTION 3: KCDIO OPERATION

1. All KCDIOs should be operational and contactable during the CMCO period.

2. There are two modes of working for the staff, staff working on campus (WOC) and staff working from home (WFH).

3. All KCDIOs must decide on the arrangement of the working modes for the staff, with appropriate consideration of physical distancing measures in office spaces and those in high risk group.

4. All KCDIOs may have more than 5 staff on WOC mode per day, as long as SOPs are well observed.

5. All KCDIOs must adhere to current Guidelines for All IIUM Staff during Conditional Movement Control Order (CMCO) due to COVID-19 published by MSD.

6. All KCDIOs are highly encouraged to minimise the use of electricity and other resources when operating at minimal strength.

SECTION 4: RESPONSIBILITIES

Staff
1. All WOC staff must undergo body temperature check at their respective KCDIOs every time they come to campus and before they clock in for duty, effective 20th May 2020.

2. All WOC staff must complete a tracing survey every time they come to campus and before they clock in for duty, effective 20th May 2020. QR codes of the survey will be placed in strategic locations in KCDIOs by Safety Liaison Officers (SLOs).

3. All staff are required to install *MySejahtera* and *MyTrace* applications into their mobile devices.

4. All staff are responsible to clean their own office space, and common office tools and equipment. DBSB cleaning staff will only perform cleaning duties as per their current contracts.

5. All staff on any of the IIUM campuses must practice the following:
   a. Physical distancing of 1 metre apart at all times.
   b. Wear face masks at all times when in crowded, confined and contact situation.

    c. Wash hands with soap and water regularly.
    d. Sanitise hands regularly.
    e. Observe coughing or sneezing etiquette.

6. All staff are responsible to furnish themselves with personal face masks and hand sanitisers on their own.

KCDIOs

1. All KCDIOs are to prepare their own SOPs on measures pertaining to operations, client-service relations and implementation during the period of CMCO based on the SOP published by IIUM Occupational Safety, Health and Built Environment Department (OSHBE).

2. All KCDIOs must clearly indicate the location for staff to undergo body temperature check in their SOPs.

3. The SOPs should include, but not limited to, the following:
    a. Physical distancing among staff in office spaces.
    b. Hygiene practices in office spaces, common areas, pantries and *musollas.*
    c. The provision of service counters, meeting rooms, common areas, pantries and *musollas*.
    d. The cleaning and sanitisation practices of service counters, individual staff workspaces and other common surfaces.

4. All KCDIOs are to submit their SOPs to OSHBE at oshbe@iium.edu.my by 19th May 2020 for record.

5. All KCDIOs must ensure that all their staff are aware of and observe the SOPs.

6. All KCDIOs are to be alert on updates by the IIUM Sejahtera Council, IIUMMC, IHWC, IFHC and MOH on COVID-19

Safety Liaison Officers (SLOs)

1. All SLOs at KCDIOs are responsible to:
    a. coordinate the implementation of their KCDIOs' SOPs;
    b. manage body temperature check of WOC staff at KCDIOs;
    c. monitor staff background information based on the tracing survey and report to OSHBE on weekly basis;
    d. conduct daily random health screening of WOC staff; and
    e. perform on-site inspections on the practices of physical distancing and hygiene practices among the staff and in office spaces.

2. OSHBE will coordinate with SLOs on their complete functions and responsibilities during the CMCO period.

Students and Visitors

1. All students and visitors dealing with KCDIOs must adhere to the KCDIOs' respective SOPs.

2. All students and visitors must follow the University regulations and instructions from the IIUM staff with regard to risk minimisation practices.

3. All students and visitors on any of the IIUM campuses must practice the following:
   a. Physical distancing of 1 metre apart at all times.
   b. Wear face masks at all times when in crowded, confined and contact situation.
   c. Wash hands with soap and water regularly.
   d. Sanitise hands regularly.
   e. Observe coughing or sneezing etiquette.

4. All students and visitors are responsible to furnish themselves with personal face masks and hand sanitisers on their own.

University

1. The University will provide hand sanitisers at service counters and face masks for staff in charge of the service counters and frontliners ONLY.

2. IHWC will loan one unit of infra-red digital thermometer to each KCDIO. The loan unit can be collected at IHWC.

3. All KCDIOs are required to purchase on their own one more unit of infra-red digital thermometer for spare.

4. KCDIOs may also purchase additional unit of infra-red digital thermometers on their own should they need more.

SECTION 5: HEALTH SUPPORT SERVICES

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

2. IIUM Health and Wellness Centre (IHWC) & IIUM Family Health Clinic (IFHC).

   a. The IHWC for Gombak and Gambang Campuses will operate as follows:

No.	Operation	Time
Weekdays		
GOMBAK & GAMBANG CAMPUS		
1.	Consultation Hours	8.00 am – 5.00 pm
2.	Standby for Emergency Cases Only	5.00 pm – 8.00 am

Weekend & Public Holiday		
GOMBAK CAMPUS		
1.	Consultation Hours	9.00 am – 2.00 pm
2.	Standby for Emergency Cases Only	2.00 pm – 9.00 am
GAMBANG CAMPUS		
1.	Saturday	8.00 am – 8.00 am the next day (standby for emergency cases only)
2.	Sunday & Public Holiday	Close

b. The IFHC will operate as follows:

No.	Operation	Time
Weekdays		
1.	Consultation Hours	8.00 am – 5.00 pm
Weekend & Public Holiday		
1.	Saturday	8.30 am – 1.30 pm
2.	Sunday & Public Holiday	Close

SECTION 6: CONCLUSION

1. Overcoming the COVID-19 outbreak starts with YOU. Saving your own life and the lives of others require your obedience and honesty. The University greatly appreciates your attention and cooperation.

2. All Staff and students must practice **C**leanliness, ensure **O**bedience to all instructions, always be **V**igilant of your whereabouts, **I**stiqamah/Integrity in translating instructions into practice, and be **D**iscipline at all times.

3. Let's take this COVID-19 pandemic as an opportunity to reinstate the renewed normal.

4. This guideline is applicable until further notice.

5. For any queries, please contact:
    a. Dr Muhammad Faris Abdullah (mfaris@iium.edu.my);
    b. Dr. Mohd Ramzi Mohd Hussain (ramzi@iium.edu.my);
    c. Prof. Dr. Kamaruzzaman Yunus (kama@iium.edu.my);
    d. Dr. Siti Masitah Jamaludin (masitahjamaludin@iium.edu.my); or
    e. Dr. Harmi Taazim Mohamad (harmi_taazim@iium.edu.my).

IIUM SEJAHTERA COUNCIL
17TH MAY 2020 (as of 1pm)

APPENDIX A: LIST OF KCDIOS

No.	KCDIOs	
GOMBAK CAMPUS		
1.	Ahmad Ibrahim Kulliyyah of Laws	AIKOL
2.	Kulliyyah of Architecture and Environmental Design	KAED
3.	Kulliyyah of Economics and Management Sciences	KENMS
4.	Kulliyyah of Education	KOED
5.	Kulliyyah of Engineering	KOE
6.	Kulliyyah of Information and Communication Technology	KICT
7.	Kulliyyah of Islamic Revealed Knowledge and Human Sciences	KIRKHS
8.	International Institute for Halal Research and Training	INHART
9.	IIUM Institute of Islamic Banking and Finance	IIiBF
10.	Academic Management and Admission Division	AMAD
11.	Alumni Relations Division	ARD
12.	Centre for Languages and Pre-University Academic Development	CELPAD
13.	Centre for Postgraduate Studies	CPS
14.	Centre for Professional Development	CPD
15.	Counseling and Career Service Centre	CCSC
16.	Development & Planning • Development Division • Sejahtera Centre for Sustainability and Humanity (SC4SH) • Occupational Safety, Health and Built Environment Department (OSHBE)	D&P
17.	Disability Services Unit	DSU
18.	Entrepreneurship Development Centre	EDC
19.	Finance Division • Residential and Services Department (RSD) • IIUM Endowment Fund (IEF)	Fin Div
20.	IIUM Academy of Graduate and Professional Studies	ACADEMY
21.	IIUM Library	Library
22.	IIUM Press	PRESS
23.	IIUM World Debate and Oratory Centre	IWON
24.	Information Technology Division	ITD
25.	International Institute for Muslim Unity	IIMU
26.	Management Services Division • IIUM Health and Wellness Centre (IHWC) • Office of Security Management (OSeM)	MSD
27.	Office for Communication, Advocacy and Promotion for Change	OCAP
28.	Office for Strategy and Institutional Change	OSIC
29.	Office of Industrial Links	OIL
30.	Office of International Affairs	IO
31.	Office of Knowledge for Change and Advancement	KCA
32.	Centre for Islamisation • Office of Sultan Haji Ahmad Shah Mosque	CENTRIS
33.	Office of the Deputy Rector (Academic and Industrial Linkages)	ODRAIL
34.	Office of the Deputy Rector (Internationalisation and Global Network)	ODRIGN
35.	Office of the Deputy Rector (Responsible Research and Innovation)	ODRRRI

No.	KCDIOs	
36.	Office of the Deputy Rector (Student Development and Community Engagement)	ODRSDCE
37.	Office of the Legal Adviser	OLA
38.	Office of the Rector	RECTOR
39.	Research Management Centre	RMC
40.	Student Affairs and Development Division • Centre for Arts & Cultural Sustainable Development (CITRA) • Centre of Community Engagement Services (CENSERVE)	STADD
41.	Sports Development Centre	SPORTS

KUANTAN CAMPUS

No.	KCDIOs	
42.	IIUM Medical Centre	IIUMMC
43.	Kulliyyah of Allied Health Sciences	KAHS
44.	Kulliyyah of Dentistry	KOD
45.	Kulliyyah of Medicine	KOM
46.	Kulliyyah of Nursing	KON
47.	Kulliyyah of Pharmacy	KOP
48.	Kulliyyah of Science	KOS
49.	Office of the Campus Director	OCD

GAMBANG CAMPUS

No.	KCDIOs	
50.	Centre for Foundation Studies	CFS

PAGOH CAMPUS

No.	KCDIOs	
51.	Kulliyyah of Languages and Management	KLM

KUALA LUMPUR CAMPUS

No.	KCDIOs	
52.	International Institute of Islamic Civilization and Malay World	ISTAC

APPENDIX B: RISK MINIMISATION SOP BY OSHBE

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IIUM SAFETY & HEALTH AT WORKPLACE : COVID-19

PREPARED BY:	APPROVED BY:
SIGNATURE :	SIGNATURE :
NAME :	NAME :
POST :	POST :
DATE : **07/05/2020**	DATE : **07/05/2020**

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1.0   Objective

1.1   To specify guidance on the best practices in term of safety and health measures for fast and immediate action at the workplace during the Movement Control Order to ensure staff, students and visitors safety and health as well as to reduce the risk of infection or spreading the Covid-19.

2.0   Scope

2.1   This procedure shall be applicable for staff and relevant interested parties as follows to:

2.1.1   Reduce transmission among employee;

2.1.2   Maintain healthy business operation; and

2.1.3   Maintain a healthy work environment

3.0   Terms and Definitions

3.1   COVID-19   -   Coronavirus Disease 2019.

3.2   ERT   -   Emergency Response Team.

3.3   MOH   -   Ministry of Health.

3.4   PPE   -   Personal Protective Equipment.

3.5   WFH   -   Work from home.

3.6   Worker   -   Person performing work or work-related activities that are under the control of the organization.

Note 1 to entry: Persons perform work or work-related activities under various arrangements, paid or unpaid, such as regularly or temporarily, intermittently or seasonally, casually or on a part-time basis.

Note 2 to entry: Workers include top management, managerial and non-managerial persons.

Note 3 to entry: The work or work-related activities performed under the control of the organization may be performed by workers employed by the organization, workers of external providers, contractors, individual agency workers, and by other persons to the extent the organization shares control over their work or work-related activities, according to the context of the organization.

- MS ISO 45001:2018

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4.0 Reference Document

4.1 Prosedur Kerja Selamat, Pencegahan Covid-19 di Tempat Kerja; Jabatan Keselamatan dan Kesihatan Pekerjaan (DOSH).

4.2 Office & Workplace, Health and Safety Best Practices in the time of Covid-19 – a guide; Thinkcity.

4.3 IIUM Guideline during Conditional Movement Control Order (CMCO) due to Covid-19.

5.0 Related Document

5.1 IIUM-MANUAL-01 : HSE Management System Manual.

5.2 IIUM-HSE-PROC-07 : Emergency, Preparedness & Response

6.0 Procedure

Steps	Roles / Responsibilities / Authorities / When	Output
6.1 Responsibilities of Employer and Employee		
6.1.1 IIUM shall ensure: a) compliance of rules and regulations related to Covid-19; b) as far as practicable, the workplace in a safe condition to staff, students and visitors; c) the welfare of the staff at the workplace; and d) adequate information and training related to Covid-19 to all staff. 6.1.2 IIUM staff: a) responsible for the safety and health of his/her self and others that may be affected during working, including self-declaration on health status; b) comply with standard operating procedures and wear PPE during working; and	UMC members / Deans / Directors / HODs / All Staff	

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c) that have symptoms should inform the employer immediately for further actions.		
6.2 General		
6.2.1 All staff are still encouraged to work from home unless the work/tasks are really important and urgent that need them to come to the workplace.	UMC members / Deans / Directors / HODs / All Staff	
6.2.2 KCDIO are requested to identify their own important and urgent services and they have to monitor and manage the operation accordingly.		
6.2.3 Staff with any of these conditions (high risk) are not encouraged to come to the workplace: a) age 65 and above; b) with history of high blood pressure, diabetes, asthma, cancer or any other critical illness, severe obesity and pregnant women; and c) person under investigation or with symptoms.		
6.2.4 Any arrangement for working on rotational basis or working hours among staff shall be decided and arranged by the immediate supervisors of the relevant KCDIOs that provide important and urgent services. The supervisors may assign the tasks accordingly.		
6.2.5 There are a few options that shall be adopted by KCDIOs in assigning staff for the important and urgent tasks in order to avoid large crowd in the office. a) Staggered work schedule for the staff (e.g. some staff can come for the first half of the day – 8.00 am until 12.00 pm, then the others can come in the second half of the day – 13.00 pm until 17.00 pm).		

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    b) Alternate days of working (e.g. staff can take turn to come to the office).

    c) A working from home policy and provision of ICT infrastructure/facilities to support working from home should be put in place where practicable. Where possible, non-operational staff should be encouraged to work remotely.

6.2.6 Staff who come to the workplace are required to perform the 'Clock In' and 'Clock Out' in HURIS system in order to track their presence/attendance.

6.3   Ingress/ Egress

6.3.1 Consider limiting entry/exit points in KCDIO buildings for easy monitoring and control.   **KCDIOs**

6.3.2 Set up a station at each entry/exit point with trained staff for health screening and registration of all persons coming in and out of the building.

6.3.3 Screening at Points of Entry.

    a) Screen every person entering the campus for symptoms and log details such as:

- fever (average temperature for fever: $\geq 37.5^{\circ}$ C);

- cough/sore throat/difficulty in breathing; and

- any recent travel to any country or area affected with Covid-19 and exposure to Covid-19 positive patients.

    b) Staff should be screened daily for symptoms.

    c) Staff displaying symptoms should not be allowed in.

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d) Visitors displaying symptoms should not be allowed in – immediately notify their contact person and advise to go to nearest clinic or hospital.

e) Reception areas should have limited seats and organised so there is at least 1 metre gap between seats.

6.3.4 Handling package deliveries.

a) Packages/food delivery must be put on the doorstep or in a designated holding area/room (e.g. a table by the entrance) for contactless delivery.

b) Avoid handwritten or e signatures, use other contactless methods of verification.

c) Make alcohol-based hand sanitisers available for workers (and delivery persons) after physically handling deliveries

d) Receivers should wash their hands after receiving and opening the parcel.

e) Regular cleaning and disinfection of the holding room/area should be carried out, if necessary, more than once daily.

- Small parcels, letters and documents
  o Any packages received if not urgent should be held in a designated holding area/room for at least 8 hours before opening.
  o If urgent, the package should be cleaned and disinfected before handling.
  o Official letters/documents are encouraged to be e-mailed or faxed. Hard copies should be avoided.

- Food deliveries
  o Encourage cashless payments via applications/online transactions.
  o Only the intended recipient should handle the food delivered.

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o Keep a record of the restaurant, date and time of delivery. o Avoid eating the food at common areas to avoid exposure for risk of cross contamination.		
6.4 Cleanliness of the Working Environment		

6.4.1 Sanitiser area.
 	
a) Place hand sanitising dispensers (with at least 60% alcohol content) in visible places and common areas around the workplace such as:
 	
    ● entrance/ exits;
 	
    ● desk/office area;
 	
    ● printing/ stationery room;
 	
    ● waiting area;
 	
    ● meeting rooms; and
 	
    ● other necessary area.
 	
b) Ensure these dispensers are regularly refilled in addition to the availability of adequate hand soap and paper towels at every washroom.
 	
c) To save the environment, staff are encouraged to use handkerchiefs or washable towels to reduce the use of disposable paper towels.
 	
6.4.2 Signage & posters.
 	
a) Signage should be placed in visible places and specifically designated rooms to control entry and movement at the workplace.
 	
b) Place visual markers to remind staff on physical distancing practices and parameters.
	KCDIOs	

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c) Display posters about personal hygiene and social behaviour, for example hand washing, avoiding contact and cross contamination etc as reminder to staff and visitors.
 	
Poster source: MOH (https://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-infografik) to download ready to print posters.
 	
6.4.3 Cleaning and disinfecting surfaces.
 	
   a) Practice routine cleaning and disinfecting of frequently touched surfaces at least twice a day, at the beginning and at the end of the day.
 	
   b) Self-inspection is encouraged for each KCDIOs by the appointed Safety Liaison Officers.
 	
   c) Frequently touched surfaces include, but not limited to:
 	
      • tables;
 	
      • doorknobs;
 	
      • light switches;
 	
      • sinks;
 	
      • desks;
 	
      • common PC; and
 	
      • other necessary items.
 	
   d) Provide sufficient instruction and information to staff and cleaning contractors for above process.
 	
   e) Wear disposable gloves when cleaning and disinfecting surfaces. If reusable gloves are used, they should be dedicated for cleaning and disinfection of surfaces for COVID-19 and not for any other purposes (e.g. taking out trash).
	KCDIOs	

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f) Ensure the kind of cleaning solution/disinfectant used is not expired and is appropriate for the type of surface it is used on.

g) If surfaces are visibly dirty, clean with detergent or soap and water first before disinfection. For disinfection, use certified disinfectants/diluted household bleach solutions/alcohol solutions with 70 alcohol.

h) For soft (porous) surfaces such as carpeted floor, rugs and curtains, wash with appropriate cleaners to remove possible contamination.

i) Send items to be laundered whenever possible.

j) Provide sufficient instruction and supplies to staff for actions above.

k) Antiseptic solutions, such as Dettol, is encouraged to be used as disinfectant.

The WHO recommends a 1:100 bleach solution for disinfecting surfaces (read more on https://www.who.int/ihr/publications/Annex7.pdf)

6.4.4 Waste management.

a) All bins should be closed at all time except during throwing in rubbish or emptying the bins.

b) All bins should be emptied daily.

c) The waste bag should be tied to avoid leakage.

d) Provide no touch closed lid bins if necessary.

e) All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a normal waste bag. Double bagging should be used, then thrown into the

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normal waste collection bin.
 	
6.4.5 Air ventilation in non-air-conditioned room.
 	
    a) Keep the room well ventilated.
 	
    b) Open windows to let in outdoor air to increase air supply and exhaust ventilation.
 	
    c) Ventilating with outdoor air is vital to diluting airborne contaminants and decreasing disease transmission rates.
 	
    d) Be mindful of fire safety requirement when keeping doors or dividers open for air circulation.		

6.5 Workspace and Facilities at Workplace		

6.5.1 Desk space distancing.
 	
    a) Keep physical workspaces at least 1 metre apart by:
 	
        ● keeping one desk empty between staff; or
 	
        ● moving tables further apart.
 	
    b) In co-working or flexible working spaces, avoid changing workspaces or if needed, always disinfect before and after using it including:
 	
        ● desks;
 	
        ● chairs;
 	
        ● filing cabinets;
 	
        ● PC keyboards and monitors; and
 	
        ● any shared stationery such as stapler, paper hole puncher, cutter, etc.
	KCDIOs	-

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6.5.2 Sidewalk, lifts and stairs.

 a) Regular cleaning and disinfection should be conducted along the sidewalk and common area including balcony and hand railings.

 b) Practice the 1-metre physical distancing gap when walking or passing by others.

 c) Avoid crowding narrow spaces such as lift or walkways by taking turns and allowing others to pass first.

 d) Mark the floor inside lifts to keep sufficient distance between occupants.

 e) Conduct random inspection to ensure compliance.

6.5.3 Meeting room.

 a) Ensure that staff hold face-to-face meetings with internal and external parties only if necessary.

 b) Keep meetings short and minimise the number of attendees (depending on room size).

 c) Provide audio-visual and teleconferencing equipment in meeting rooms for virtual conferences.

 d) Create log book for each meeting room to record meeting details including date, time, and names and contact details of all participants.

 e) Practice physical distancing by removing excess chairs in the meeting room or mark alternate chairs to give 1-metre gap between seats.

 f) Ensure meeting room is cleaned and disinfected after each meeting.

 g) Keep meeting room clean and well ventilated.

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6.5.4 Cafeteria and pantry.

  a) Avoid sharing utensils, foods and snacks. It is encouraged for staff to bring own food from home.

  b) Always clean and disinfect regularly touched surfaces such as countertops, cabinet handles, fridges, drawers, etc.

  c) Mark tables/chairs and floor for queuing at cafeteria/eating areas to practice physical distancing during breaks.

  d) Break time can be staggered to avoid overcrowding at cafeteria/pantry.

6.5.5 Washroom.

  a) Sufficient and suitable washing facilities including showers (if necessary) should be provided at readily accessible places.

  b) Washing facilities should include:

    ● a steady supply of clean water; and

    ● hand soap.

  c) Keep washing facilities and drains regularly maintained.

  d) Placed simple poster at each washing facilities as reminder on proper hand washing techniques.

  e) Wait 1 or 2 minutes before using the toilet after someone else has finished.

  f) Always wash your hand before leaving the toilet.

  g) For heavily-used toilet, mark the floor to keep 1-metre distance for queuing.

  h) If possible, separate toilet facilities between staff and visitors.

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6.5.6   Strong, stationery and printing room.

    a)   Avoid crowding the printing room, take turns to use.

    b)   Placed a reminder poster for staff to always clean and disinfect machines or stationery used or borrowed before returning them to the room.

    c)   Regularly clean and disinfect the room and touched surfaces such as working table and equipment.

    d)   Keep the room well-ventilated and orderly for ease of cleaning.

6.5.7   Musolla.

    a)   Staggered prayer breaks among staff and limit number of occupants in the prayer room at any one time to avoid overcrowding.

    b)   Avoid sharing prayer mats, beads and other relevant items.

    c)   Practice physical distancing during prayers.

    d)   Ensure hand sanitiser available in the room.

6.5.8   Laboratory/classroom/other room.

    a)   Practise physical distancing.

    b)   Regularly clean and disinfect the room and touched surfaces.

    c)   Do not gather in a large group.

    d)   Ensure hand sanitiser available in the room.

    e)   Keep the room well ventilated and orderly for ease for cleaning.

    f)   Refer SOP on the Use of Research Facilities prepared by the Centre for

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Postgraduate Studies (CPS) and Research Management Centre (RMC).		
6.6 *Social Practices*		
6.6.1 Physical distancing. a) Stay at least 1-2 metres apart from others. b) Do not gather in group. c) Avoids large gathering. d) Minimise congregating in work and common areas. e) Encourage no handshaking policy and other physical contact. f) Be conscious of keeping your distance especially during breaks. g) Avoid inviting third parties to the workplace. h) Encourage virtual meetings. 6.6.2 Personal hygiene. a) Practice good personal hygiene at all time. b) Regularly wash hands with soap and water or use hand sanitiser. c) Minimise touching eyes, nose and mouth. Only touch eyes, nose and mouth with clean hands. d) Regularly wear clean clothes. e) Limit personal accessories or jewellery. f) Regularly clean and sanitise personal electronic gadgets such as mobile phone, tablets, etc. g) Use reusable mask if suitable. Reusable masks are typically more affordable and	KCDIOs	-

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environmentally-friendly in the long run but must be properly cleaned after each use.
 	
6.6.3 Keep each other protected.
 	
  a) Remind each other on the good practices.
 	
  b) Notify the management if there are any bad practices or suspected possible cases of COVID-19 infection.		

6.7 Emergency Response Plan		

6.7.1 The management should:
 	
  a) Prepare a response plan that can be put into action immediately in case of employee or visitor develops symptoms; and
 	
  b) Regularly advise and remind staff about preventive methods, hygiene and the implemented guidelines applicable to the workplace.
 	
6.7.2 Emergency Response Team (ERT).
 	
  a) IIUM ERT will be in standby mode and mobilise if necessary.
 	
  b) Take necessary action towards any report of employees or visitors who develops symptoms.
 	
  c) Refer employees or visitors with symptoms to nearest clinic or hospital.
 	
  d) Assist the employer conducting disinfection at designated area with related agencies (if necessary).
	IIUM ERT / KCDIOs ERT	

6.8 Personal Protective Equipment (PPE) and Training		

6.8.1 PPE.
  a) Basic PPE includes:
 	
    ● Mask; and
 	
    ● Glove (if necessary).
	KCDIOs	

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b)   Staff should wear PPE at all time in the workplace at crowded, confined and contact spaces.
 	
6.8.2   Training that should be conducted to all staff include:
 	
   a)   Procedure on wearing the PPE; and
 	
   b) Hygiene practices (e.g. hand washing)	

* An editable copy of this SOP can be obtained from OSHBE.