



### **IIUM OFFICIAL GUIDELINES DURING THE MOVEMENT CONTROL ORDER NO. 3/2020**

*\* These guidelines **supersede** the previous IIUM Official Guidelines during the Period of Mobility Restriction No. 2/2020. 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 Movement Control Order **ONLY**.*

#### **SECTION 1: GENERAL RULES**

- 1) The period of *Movement Control Order (MCO)* (18<sup>th</sup> March until 14<sup>th</sup> April 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 (refer Section 2).
- 3) Students who are on any of the campuses are not allowed to leave during this period **UNLESS** deemed necessary (refer Section 3).
- 4) All classes for Semester 2 2019/2020 will resume on 1st June 2020 (Appendix A).
- 5) **All staff and students must practice social distancing and good hygiene wherever they are.**

**SECTION 2: 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) Staff are required to abide by the Administrative Order released on 26<sup>th</sup> March 2020 (refer Appendix B).
- 4) All staff must be on standby and available to be contacted by their supervisors.
- 5) All staff must be alert of important messages from the University or their supervisors either through e-mail, IIUM website or other communication channels.
- 6) The central essential services i.e. MSD, OSeM, IHWC, IIUMMC, Family Health Clinic (Kuantan), RSD, Development Division & Daya Bersih, ITD, and Office of International Affairs will continue to be in operation.
- 7) Other KCDIOs that are NOT mentioned in item (6) are requested to identify own essential services and, to monitor and manage the operation accordingly.
- 8) 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.
- 9) Clock in and clock out are NOT officially recorded.

**SECTION 3: 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 the campus during the MCO period, unless deemed necessary.
- 4) Students who have to visit hospital for follow-up appointments must:
  - a. inform Mahallah Principal or Fellow, who will then inform STADD.
  - b. STADD will prepare support letter to Fellow to accompany students to hospital and STADD will arrange for transportation from campus to hospital and back.
  - c. Mahallah Fellow will accompany students to hospital to ensure safety of students and also to ensure prompt return to campus.
- 5) International students can only return to their home country provided they have:
  - a. Advisory from their Embassies that they can have clear passage into their home country.
  - b. Valid travel ticket to home country.
  - c. Clearance from IIUM International Office for them to return home (refer Section 7).
  - d. Students must notify Mahallah Principal or Fellow upon departure from Mahallah to their home country.
- 6) Malaysian students who want to return home must be picked up by parents or relatives.
  - a. Parents or relatives must obtain approval letter from relevant authority such as Polis Diraja Malaysia.
  - b. IIUM Office for Security Management (OSEM) and Mahallah Principals are not authorised body/person to issue permission for students to return home.
  - c. Students must notify Mahallah Principal or Fellow upon departure from Mahallah to their home.
- 7) All students leaving the campus, either to hospital or to return home, must adopt safe travel practices including social distancing, good hygiene and minimise contact with fellow passengers on public transportation.
- 8) Returning students will NOT be allowed to enter the campuses until 29<sup>th</sup> May 2020.
- 9) Students returning from mobility programme will have to undergo health screening by IHWC and 14-day isolation at the Mahallah.

10) Students are not allowed to go for outside work.

11) All recreational facilities are closed, and students shall avoid using these facilities.

12) Principals and Fellows of Mahallahs will be on standby mode and ready to be contacted.

**SECTION 4: 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 18/3/2020 – 14/04/2020
3.	Third Entrance	Closed 18/3/2020 – 14/04/2020

- 2) Visitors are NOT allowed to enter the IIUM Campuses.
- 3) Only staff with authorisation letter and pass the health screening process (by OSEM) will be allowed to enter IIUM campuses (refer Appendix A).
- 4) No returning students will be allowed to enter IIUM campuses before 29<sup>th</sup> May 2020 (refer Section 3).
- 5) NO public transport i.e. Taxi, E-hailing services, etc. can enter the campus.
- 6) RAPIDKL busses are to drop and pick up passengers at the main entrance ONLY. RAPIDKL busses are not allowed to enter campuses.
- 7) RAPIDKL buses are not allowed to take student passengers.
- 8) Food delivery services i.e. Grabfood, Foodpanda, Dominos and etc. are allowed during this period provided:
- They wear face mask.
  - They pass the health screening process done by OSEM.
  - They sanitise their hands prior to entering the campuses.

**SECTION 5: 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
- a. Radiology service is available on Monday, Wednesday & Friday.
  - b. Medical Lab Technologist (MLT) & Dental Services: emergency cases only.

**SECTION 6: GUIDELINES FOR ICT FACILITIES**

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

**SECTION 7: GUIDELINES FOR IMMIGRATION AND INTERNATIONAL SERVICES**

- 1) Office of International Affairs hotline number: 012-7006160
- 2) All submission of forms is to be made through the hotline number (via WhatsApp) or through email to visa\_unit@iium.edu.my.
- 3) 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 15<sup>th</sup> April 2020. Penalty will not be imposed until further notice.
- 4) International students who are interested to return to their home country must get clearance from Office of International Affairs (refer Section 3)
- 5) To obtain clearance from Office of International Affairs, students must submit to Office of International Affairs, 7 days prior to travel date:
  - a. Advisory from their Embassies that they can have clear passage into their home country.
  - b. Valid travel ticket to home country.
  - c. Clearance form (Appendix C).
- 6) Once students leave the campuses, it is the responsibility of the students and their Embassies to ensure students arrive in their home countries safely. IIUM will not be held accountable for students not arriving in their home countries as planned.
- 7) NO RETURNING STUDENTS will be allowed to enter IIUM Campuses before the 29<sup>th</sup> May 2020.
- 8) Depending on Malaysia Ministry of Health directive, there may be a possibility of further isolation for international students upon their return to campus from their home countries.



**SECTION 8: GUIDELINES FOR IIUM MOSQUE AND MUSOLLA FACILITIES**

- 1) All mosques and *musollas* in IIUM campuses will be completely closed starting from *Subh* 18<sup>th</sup> 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*.

**SECTION 9: 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
2.	RSD Main Office	(Monday to Friday)

\* Starting from Monday 23<sup>rd</sup> 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 (UNTIL 14<sup>th</sup> APRIL 2020)**

ZONE	MAHALLAH	OPEN	CLOSED
Zone 1	Hafsa	CLOSED	
	Asma'	CLOSED	
Zone 2	Nusaibah	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020
	Sumayyah	CLOSED	
	Salahuddin Al-Ayubi	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020
Zone 3	Halimatus Sa'adiyah	CLOSED	
	Maryam	CLOSED	
Zone 4	Asiah	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020
	Aminah	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020
Zone 5	Ruqayyah	<b>OPEN AS USUAL ON:</b> 18/3/2020 - 14/4/2020	
Zone 6	Safiyyah	CLOSED	

**MALE MAHALLAH (UNTIL 14<sup>th</sup> APRIL 2020)**

ZONE	MAHALLAH	OPEN	CLOSED
Zone 7	Uthman Al-Affan	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020
	Al-Farouk	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020
	Bilal Ibn Rabah	CLOSED	
Zone 8	As-Siddiq	25/3/2020 – 31/3/2020 8/4/2020 – 14/4/2020	18/3/2020 – 24/3/2020 1/4/2020 – 7/4/2020
	Ali Ibn Abi Talib	18/3/2020 – 24/3/2020	25/3/2020 – 31/3/2020

		1/4/2020 – 7/4/2020	8/4/2020 – 14/4/2020
	Zubair Al-Awwam	CLOSED	

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

**SECTION 10: 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.

### **SECTION 11: 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](mailto:ccsc@iium.edu.my)
- 3) IIUM COVID-19 Psychosocial Support Team can be contacted at [psu\\_clinic@iium.edu.my](mailto:psu_clinic@iium.edu.my)

**SECTION 12: SUPPORT SERVICES**

- 1) The University is steadfast in ensuring the safety of staff and students. Hence, the University has taken the MCO instructions by the Government very seriously. Staff and students are also required to do the same.
- 2) It is important for students to stay put in the Mahallahs to ensure minimum contact with outside communities.
- 3) Students are also required to practice social distancing and good hygiene all the time.
- 4) It is important for students to abide by item (2) and item (3) above so that they can be sure that they are not infected by COVID-19 and would not pose risk to their families and friends when students return to their homes later.
- 5) To ensure the safety and well-being of students while staying in IIUM campuses during MCO period, the following services are provided:
  - a. Selected cafés will remain in operation. Café operating hours are from 7.00 am to 11.00 pm (refer Section 9).
  - b. Selected kiosks/grocery shops at Mahallah will remain in operation.
  - c. Free meals for students 3 times a day.
  - d. Increased food varieties/menus for item (c) above.
- 6) Mahallahs and other bodies in IIUM are also encouraged to undertake suitable activities to fill up students' time and to reduce feeling of isolation among students.
- 7) Such activities can be in the form of online activities such as virtual hangouts and online usrah and tazkirah sessions.
- 8) Physical activities, such as students taking care of Mahallah cleanliness and students volunteering/assisting NGO, may also be implemented but with strict implementation of social distancing and hygiene.
- 9) Students and staff to practice **C**leanliness, ensure **O**bedience to all instructions, always be **V**igilance of your whereabouts, **I**stiqamah/Integrity in translating instructions into practice, and **D**iscipline yourself during this period of MCO and beyond.

**SECTION 13: 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	09-571 6777

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**

**28<sup>TH</sup> MARCH 2020 (as of 7.00 pm)**

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**APPENDIX A: REVISED ACADEMIC CALENDAR**

<b>SEMESTER 2 2019/2020</b>				
1	LECTURES	10 Feb 2020 (Monday)	17 Mar 2020 (Tuesday)	4 weeks
2	MID-SEMESTER BREAK, MCO, COVID-19, EID-FITR	18 Mar 2020 (Wednesday)	31 May 2020 (Sunday)	10 weeks
3	LECTURES	01 June 2020 (Monday)	28 July 2020 (Wednesday)	9 weeks
4	EID ADHA BREAK	29 July 2020	02 Aug 2020	
5	EXAMINATION PERIOD	03 Aug 2020 (Monday)	16 Aug 2020 (Sunday)	14 days
6	INTER-SEMESTER VACATION	17 Aug 2020 (Monday)	23 Aug 2020 (Sunday)	7 days
<b>SEMESTER 3 2019/2020</b>				
7	LECTURES	24 Aug 2020 (Monday)	02 Oct 2020 (Friday)	6 weeks
8	EXAMINATION PERIOD	03 Oct 2020 (Saturday)	08 Oct 2020 (Thursday)	6 days
9	INTER-SEMESTER VACATION	09 Oct 2020 (Friday)	11 Oct 2020 (Sunday)	3 days
<b>SEMESTER 1 2020/2021</b>				
10	LECTURES	12 Oct 2020 (Monday)	20 Nov 2020 (Friday)	6 weeks
11	MID-SEMESTER BREAK	21 Nov 2020 (Saturday)	29 Nov 2020 (Sunday)	1 week
12	LECTURES	30 Nov 2020 (Monday)	08 Jan 2021 (Friday)	6 weeks
13	REVISION PERIOD	09 Jan 2021 (Saturday)	10 Jan 2021 (Sunday)	2 days
14	EXAMINATION PERIOD	11 Jan 2021 (Monday)	24 Jan 2021 (Sunday)	14 days
15	INTER-SEMESTER VACATION	25 Jan 2021 (Monday)	07 Feb 2021 (Sunday)	14 days



**APPENDIX B: ADMINISTRATIVE ORDER 26<sup>TH</sup> MARCH 2020**

OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION

**STRICT ADHERENCE TO MOVEMENT CONTROL ORDER**

السلام عليكم ورحمة الله وبركاته

Dear IIUM Staff,

May this announcement reach you while you are in the best of circumstances by the Grace of Allah S.W.T.

In light of the Movement Control Order (MCO) issued by the Government of Malaysia due to the COVID-19 pandemic, all staff are required to work away from the office until the MCO or any other order is lifted by the Government. It is important for IIUM Community to help the Authority to fight and break the chain of COVID-19.

Therefore, only authorised staff under the essential services category are allowed to be on campus during the enforcement of the MCO. Staff who wish to enter the campus during the MCO are required to obtain an Authorisation Letter. The Authorisation Letter shall be applied through the Dean or Director of the KCDIO and may be approved by the Executive Director of the Management Services Division.

Kindly be informed that staff who does not have the said Authorisation Letter shall not be allowed to enter the University premises.

For medical matters:-

- i. Staff who wishes to seek medical attention is advised to do the same at the panel clinics.
- ii. Staff who wishes to obtain continuation of monthly medicine are required to inform the International Islamic University Malaysia Health and Wellness Centre (IHWC) **THREE (3)** days prior visitation to enable IHWC to prepare the clearance to OSEM.
- iii. All Guarantee Letter (GL) will be prepared and transmitted via email upon request to the office of IHWC.

Staff may contact IHWC Hotline at 03-64214444 for items (ii) and (iii) above.

All staff are required to **strictly adhere** to the MCO and the "IIUM Official Guidelines during the Period of Mobility Restriction No.2/2020" issued by the IIUM Sejahtera Council on 19<sup>th</sup> March 2020.

Please also be informed that failure to observe this Administrative Order is a violation of **Rule 4(4) of the IIUM Staff Disciplinary Rules 2015** and disciplinary action may be taken against the said staff.

Thank you. Wassalam

'Leading the Way'

Released by:  
Office for Communication, Advocacy and Promotion IIUM  
26<sup>th</sup> March 2020

**APPENDIX C: OFFICE OF INTERNATIONAL AFFAIRS CLEARANCE FORM**

**OFFICE OF INTERNATIONAL AFFAIRS  
CLEARANCE FORM TO TRAVEL TO HOME COUNTRY**

**PERSONAL INFORMATION**

NAME			
MATRIC NO		PASSPORT NO.	
PROGRAMME		STUDENT PASS EXPIRY DATE	
YEAR OF STUDY		NATIONALITY	
HOME COUNTRY		E-MAIL	
DEPENDENT INFORMATION (if any)		HANDPHONE NO.	

**TRAVELLING INFORMATION**

EXPECTED DATE OF TRAVELLING	
EXPECTED DATE TO RETURN TO IIUM	
FLIGHT DETAILS <i>(please attach the flight booking confirmation or flight ticket)</i>	Destination : Date of departure from Kuala Lumpur:  Date of arrival at home country:

**RECOMMENDATION AND APPROVAL**

<b>RECOMMENDATION FROM EMBASSY (if necessary)</b>	
<b>Signature :</b>	<b>Date :</b>
<b>Remarks :</b>	

**APPROVAL FROM OFFICE OF INTERNATIONAL AFFAIRS**

**I hereby approved/not approved the application**

**Name :**

**Designation :**

**Signature :**

**Date :**

**DISCLAIMER**

**WHILST IIUM ALLOWS STUDENT TO RETURN TO HIS/HER HOME COUNTRY, IT IS THE COMPLETE AND FULL RESPONSIBILITY OF THE STUDENT TO ENSURE A SECURED AND SAFE TRAVEL TO AND FROM THE HOME COUNTRY, AND THAT THE STUDENT AGREES NOT TO RETURN TO IIUM CAMPUS BEFORE IT IS REOPENED FOR ACADEMIC ACTIVITIES.**

**IIUM HEREBY WAIVES ANY RESPONSIBILITY AND/OR LIABILITY FOR ANY ACTION BY THE GOVERNMENT OF MALAYSIA AND/OR ANY GOVERNMENT WHICH RESULT IN ANY LOSSES, DAMAGES, DELAYS OR INJURIES TO THE STUDENT IN THE COURSE OF HIS/HER TRAVEL TO AND FROM THE HOME COUNTRY, WHETHER EXPECTED OR UNEXPECTED.**