



**GUIDELINES FOR ALL IIUM STAFF DURING
CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)
DUE TO COVID-19
*(FOR INTERNAL CIRCULATION)***

In view of the announcement of the Prime Minister on 1st May 2020 on the implementation of Conditional Movement Control Order (CMCO) starting from 4th May 2020, many economic sectors and business activities will be allowed to resume business, subject to conditions and standard operating procedures (SoPs). This relaxation of regulations of the Movement Control Order (MCO) enforced on 18th March 2020 is aimed mainly to tackle the economic crisis.

During this CMCO, staff who are involved in important and urgent works/ tasks may be allowed to be present in the workplace. This does not mean that the MCO has been lifted, but rather essential services are expanded to very **important and urgent services** that may require the staff to be present in the workplace.

As such, these guidelines are applicable to all staff of International Islamic University Malaysia (IIUM) during the CMCO period.

- 1) All staff are still encouraged **to work from home** during the CMCO. Staff are allowed to bring home any relevant documents and other related equipment, e.g. laptop. They are recommended to remain and work from home during the CMCO period **unless the works/tasks are really important and urgent that need them to come to the workplace.**

- 2) The central essential services, i.e. **MSD, OSEM, IHWC, IIUMMC, Family Health Clinic (Kuantan), RSD, Development Division & Daya Bersih, Finance Division, ITD and Visa Management Unit** will still continue to be in operation. The detailed operating procedures shall be decided by the immediate supervisors of the stated K/C/D/I/Os.
- 3) Other K/C/D/I/Os that are **NOT** mentioned in item (2) **are requested to identify their own important and urgent services** and they have to monitor and manage the operation accordingly. In the event where staff are required to come to the workplace, a **movement authorisation letter** will be issued by the Management Services Division.
- 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 K/C/D/I/Os that provide **important and urgent services**. The supervisors may assign the tasks accordingly.

There are a few options that shall be adopted by the K/C/D/I/Os in assigning staff for the **important and urgent** tasks in order to avoid large crowd in the office:

- 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, and the others can come in the second half of the day – 1.00 pm until 5.00 pm)
- Alternate days of working (e.g. staff can take turn to come to the office).
- Work from home with clear SoPs.

NOTE: There shall be not more than five (5) staff be present at one time in the workplace.

- 5) Staff with history of high blood pressure, diabetes, asthma, cancer or any other critical illness and pregnant women are not encouraged to come to the workplace.

- 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.
- 7) All staff are advised not to get involved or participate in any **mass activities (more than 10 persons)** as recommended by the Ministry of Health.
- 8) The detailed measures during the CMCO can be referred to **Appendix A.**

NO	AREA	MEASURES
1	Prohibited Activities	<p>The following activities are prohibited:</p> <ul style="list-style-type: none"> a) Entertainment and Recreation b) Mass Gatherings c) Conferences/ Seminars/ Trainings d) Sports Activities/ Events e) Social Activities
2	Working Environment	<ul style="list-style-type: none"> a) Handshake is not encouraged, if possible to be avoided. b) Wearing face mask is highly encouraged. c) Physical space between staff/ workers at the workplace (at least one or two metres apart) shall be implemented. d) Workplace shall always be cleaned and is hygienic. Surfaces (e.g. desks/ tables) and objects (e.g. telephones/ keyboards) need to be wiped with disinfectant regularly (or twice a day). e) Promoting regular and thorough hand-washing by staff, contractors and customers by displaying posters is encouraged. f) Hand sanitisers shall be placed at strategic locations and are regularly refilled. g) Staff, contractors and customers shall have access to places where they can wash their hands with soap and water. h) Promoting good respiratory hygiene in the workplace by displaying posters is encouraged. i) The number of staff using the lifts shall be limited and staff are encouraged to use the stairs. j) Ventilation system shall be increased by opening windows or by adjusting the air-conditioning.

		k) Office areas need to be cleaned and disinfected regularly or twice a day, particularly for touching surfaces (e.g. doorknobs, lift rails and buttons, handrails, light switches)
3	Handling Meetings	<p>a) Face-to-face meeting are to be limited and not encouraged. If it is unavoidable, duration of meeting shall be short and social distancing shall be observed.</p> <p>b) Conference and video call meetings are encouraged.</p> <p>c) Large work-related gatherings (e.g. staff meetings, after-work functions) shall be avoided.</p>
4	Having Meals and Prayers	<p>a) Staff are encouraged to bring packed food and eat at their own work station/ desk.</p> <p>b) Performing prayers in musolla may need to be staggered and prayer items like mats must not be shared.</p> <p>c) Physical distancing and high standard cleanliness are required to be observed in musolla.</p>
5	Sickness / Illness	a) Staff who are having a mild cough or low-grade fever (37.3 Celcius or more) need to stay at home. This includes those who take medications, such as paracetamol/acetaminophen, ibuprofen or aspirin.