



IIUM OFFICIAL GUIDELINES DURING THE PERIOD OF MOBILITY RESTRICTION

**These guidelines elaborate the released IIUM LIMITED MOBILITY ACTION PLAN
(18th – 31st MARCH 2020)*

Kindly be informed that the period of mobility restriction is considered as 'Work Away from University'. This mobility restriction period is to reduce individual contact to avoid the spread of COVID-19. This guideline is applicable to the staff of International Islamic University Malaysia (IIUM).

- 1) All staff are required to work away from the University during the period of mobility restriction (18th March until 31st March 2020). 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. Staff are also required to remain at home during this period.
- 2) The central essential services i.e. MSD, OSEM, IHWC, IIUMMC, Family Health Clinic (Kuantan), RSD, Development Division & Daya Bersih, Finance Division, ITD, Visa Management Unit will continue to be in operation.
- 3) Other KCDIOs that are NOT mentioned in item (2) are requested to identify own essential services and, to monitor and manage the operation accordingly.
- 4) 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.
- 5) Clock in and clock out are NOT officially recorded during this period.

OFFICE OF SECURITY MANAGEMENT (OSeM)

- 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 during this period of mobility restriction 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) Food delivery services i.e. Grabfood, Foodpanda, Dominos and etc. are allowed during this period.
- 5) Students who choose to remain on campus are advised to observe all safety measures. Students are not allowed to leave the campus during this period, UNLESS deemed necessary.

IIUM HEALTH AND WELLNESS CENTRE (IHWC)

- 1) The IHWC for Gombak and Gambang Campuses will operate as follows:

No.	Operation	Time
1.	Outpatient Clinic, Dentist and Administration	8.00 am to 5.00 pm
2.	Emergency Cases	5.00 pm to 8.00 am

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

INFORMATION TECHNOLOGY DIVISON (ITD)

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

OFFICE OF INTERNATIONAL AFFAIRS

- 1) The 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

IIUM MOSQUES AND MUSOLLA

- 1) The mosques in Gombak and KL Campuses, and *musolla* 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) Staff will be on rotational basis to monitor the schedule of *imam* and *bilal*, and *jenazah* management (if any).
- 6) All Kulliyah and Mahallah are responsible to lock their respective *musolla*.

RESIDENTIAL AND SERVICES DEPARTMENT (RSD)

- 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)

- 2) 5 mahallah cafes 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'adiah		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	
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Zone 6	Safiyah		CLOSED
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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.

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

These guidelines are to be followed until further notice.

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

IIUM SEJAHTERA COUNCIL

17TH MARCH 2020 (as of 7.00 pm)