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SAFETY & HEALTH DURING COVID-19 FOR KULLIYAH OF SCIENCE

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DATE : 19/05/2020		DATE : 19/05/2020	
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REVISION HISTORY		
Revision Number	Revision Date	Description of Amendment / Change

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1. OBJECTIVE

- 1.1 To establish, implement and maintain a safe operating procedure at the workplace during the Movement Control Order in order to ensure staff and visitor safety and health as well as to minimize the spread and reduce the risk of infection COVID-19 among Kulliyah of Science (KOS) community.

2. SCOPE

- 2.1 This procedure shall be applicable for Kulliyah of Science to :
- 2.1.1 Reduce transmission risk of COVID-19 among employee;
 - 2.1.2 Maintain healthy business operation; and
 - 2.1.3 Maintain a healthy work environment

3. DEFINITION


- | | | | |
|-----|----------|---|---|
| 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. REFERENCE DOCUMENT


- 4.1 Procedure 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
- 4.4 IIUM Official Guideline for the Reopening of IIUM Campuses due to the Conditional Movement Control Order (CMCO) 01/2020
- 4.5 Official Guideline on Emergency Remote Teaching and Learning During the Covid-19 Pandemic 03/2020 (MCO ERTL 03/2020)
- 4.6 Safety & Health During Covid-19 for Kulliyah of Science (IIUM-KOS-SOP-01)
- 4.7 KOS Academic Planning for Sem 2 2019/2020 (ERTL)
- 4.8 Working Guidelines for all IIUM Staff During Conditional Movement Control Order (CMCO) Due to Covid-19 and any other Administrative Circulars that may be released from time to time

5. RELATED DOCUMENT


- 4.9 IIUM-MANUAL-01 : HSE Management System Manual.
- 4.10 IIUM-HSE-PROC-07 : Emergency, Preparedness & Response

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6. PROCEDURE		
Steps	Roles / Responsibilities / Authorities / When	Output
6.1 Responsibilities of Employer and Employee		
6.1.1 Kulliyah of Science employer should ensure: <ul style="list-style-type: none"> a) Compliance of rules and regulations related to Covid-19; b) As far as practicable, the workplace in a safe condition to workers and visitors; c) The welfare of the workers at the workplace; and d) Adequate information and training related to Covid-19 to all workers. 	Dean/ /Directors/ HODs/ All Workers	
6.1.2 Kulliyah of Science employee: <ul style="list-style-type: none"> a) Responsible for the safety and health of his/her self and others that may affected during working, including self-declaration on health status; b) Comply with standard operating procedures and wear PPE during working; and c) That have symptoms should inform the employer immediately for further actions; 		
6.2 General		
6.2.1 All workers are still encouraged to work from home unless the works/ tasks are really important and urgent that need them to come to the workplace.	Dean/ Directors/ HODs/ All Workers	
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<p>6.2.2 The Department/ Center/ Institute essential services will still continue to be in operation, such as:</p> <ul style="list-style-type: none"> a) Biotechnology; b) Computational & Theoretical Sciences c) Chemistry d) Marine Science e) Physics f) Plant Science g) Institute of Oceanography & Maritime Studies (INOCEM) Central h) Central Research & Animal Facility (CREAM) <p>6.2.3 Kulliyah is requested to identify their own important and urgent services and they have to monitor and manage the operation accordingly.</p> <p>6.2.4 Kulliyah will fill in the template form that prepared by Office of the Campus Director and submit the form to OSeM for record purposes.</p> <p>6.2.5 Workers with a few conditions are not encourage to come to the workplace:</p> <ul style="list-style-type: none"> a) age 50 and above; b) with history of high blood pressure, diabetes, asthma, cancer or any other 		

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<p>critical illness and pregnant women; and</p> <p>c) person under investigation or with symptoms.</p> <p>6.2.6 Any arrangement for working on rotational basis or working hours among worker shall be decided and arranged by the immediate supervisor that provide important and urgent services. The supervisor may assign the tasks accordingly.</p> <p>6.2.7 There are a few options that shall be adopted by the Kulliyah in assigning worker for the important and urgent tasks in order to avoid large crowd in the office:</p> <p>a) Staggered work schedule for the worker (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).</p> <p>b) Alternate days of working (e.g. worker can take turn to come to the office).</p> <p>c) Work from home with clear SOPs.</p> <p>6.2.8 There should be not more than five (5) worker can present at one time in the workplace.</p> <p>6.2.9 Worker 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.</p> <p>6.2.10 All staff must undergo body temperature</p>		



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<p>check at assigned counter every time they come to campus and before they clock in for duty. Body temperature 37.5⁰C and above, and below 36⁰C are prohibited from entering the laboratory.</p> <p>6.2.11 All staff must complete a tracing survey by scan the QR code every time they come to campus and before they clock in for duty.</p> <p>6.2.12 The counter body temperature screening and QR code will be located and displayed at assigned counter as follows:</p> <ul style="list-style-type: none"> a) Department of Computational & Theoretical Sciences Office b) Department of Biotechnology Office c) Department of Physics and Chemistry Office d) Department of Marine Sciences Office e) Department of Plant Science Office f) Administration Office g) Laboratory Management Office h) Counter at CREAM Office i) Security Guard Post, Administration Office and Hatchery at INOCEM <p>6.2.13 All staff are required to install <i>MySejahtera</i> and <i>MyTrace</i> applications into their mobile devices.</p> <p>6.2.14 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.</p> <p>6.2.15 All staff must practice the following:</p> <ul style="list-style-type: none"> a) Physical distancing of 1 meter apart 		




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<p>at all times.</p> <p>b) Wear face masks at all times when in crowded, confined and contact situation.</p> <p>c) Wash hands with soap and water regularly.</p> <p>d) Sanitise hands regularly.</p> <p>e) Practice proper cough etiquette, ie covering the mouth and nose with tissue when coughing and sneezing.</p> <p>f) Avoid in close contact with anyone with symptoms of respiratory illness such as coughing and sneezing.</p> <p>g) Avoid shaking hands with anybody in the office.</p> <p>h) All staffs are responsible to furnish themselves with personal face masks and hand sanitisers on their own.</p> <p>6.2.16 Refer to the <i>Appendix 1</i> for the flow chart SOP for staff work at Kulliyah of Science.</p>		
<p>6.3 Ingress/ Egress</p>		
<p>6.3.1 Screening at Points of Entry</p> <p>a) Screen every person entering the campus for symptoms and log details such as:</p> <ul style="list-style-type: none"> •fever (average temperature for fever: <math>37.5^0</math>); •Cough/ sore throat/ difficulty breathing; and •Any recent travel and exposure to Covid-19 positive patients. 	OSeM/ KOS	
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<ul style="list-style-type: none"> b) Workers should be screen daily for symptoms. c) Workers displaying symptoms should not be allowed in; d) Visitors displaying symptoms should not be allowed in – immediately notify their contact person and advise to go to nearest clinic or hospital. <p>6.3.2 Handling Package Deliveries</p> <ul style="list-style-type: none"> a) Packages delivery should be put on the doorstep or in a designated area or room (e.g. set a table at the entrance) for contactless delivery. b) Avoid handwritten or e-signatures. c) Make hand sanitisers available for workers (and delivery persons) after physically handling deliveries. d) Receivers are should wash their hands with soap after receiving and opening the parcel. e) Regular cleaning and disinfection of the area or room should be carried out at least twice a day. 		
6.4 Cleanliness of the Working Environment		
<p>6.4.1 Sanitiser Area</p> <ul style="list-style-type: none"> a) Place hand sanitizing dispensers (with at least 60% alcohol content) in visible places and common areas around the workplace such as: 	Deans/Directors/ HODs/ All workers	-



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<ul style="list-style-type: none"> • Entrance/ exits; • Desk/office area; • Printing/ stationery room; • Waiting area; • Meeting rooms; and • Other necessary area. <p>b) To ensure these dispensers are regularly refilled in addition to the availability of adequate hand soap and paper towels at every washroom.</p> <p>6.4.2 Signages</p> <p>a) Signages should be placed in visible places and specifically designated rooms to control entry and movement at the workplace.</p> <p>b) Place visual markers to remind workers on physical distancing practices and parameters.</p> <p>c) Display posters about personal hygiene and social behaviour, for example handwashing, avoiding contact and cross contamination etc.as reminder to the workers and visitors.</p> <p>6.4.3 Cleaning and disinfecting surfaces</p> <p>a) Practice routine cleaning and disinfecting of frequent touched surfaces at least twice a day, at the</p>		




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<p>beginning and at the end of the day.</p> <p>b) Frequently touched surfaces include but not limited to:</p> <ul style="list-style-type: none"> •Tables; •Doorknobs; •Light switches; •Sinks; •Desks; •Common PC; and •Other necessary items. <p>c) Provide sufficient instruction and information to cleaning contractor for above process.</p> <p>6.4.4 Waste management</p> <p>a) All bins should be empty and replaced daily.</p> <p>b) Provide no touch closed lid bins if necessary.</p> <p>6.4.5 Air ventilation</p> <p>a) Keep the workplace well ventilated;</p> <p>b) Open windows to let in outdoor air to increase air supply and exhaust ventilation;</p>		

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<p>c) Ventilating with outdoor air is vital to diluting airborne contaminants and decreasing disease transmission rates; and</p> <p>d) Be mindful of fire safety requirement when keeping doors or dividers open for circulation.</p>		
6.5 Workspace and Facilities at Workplace		
<p>6.5.1 Desk space distancing</p> <p>a) Keep physical workspaces at least 1 meter apart by</p> <ul style="list-style-type: none"> • Keeping one desk empty between workers, or; • Moving tables further apart <p>b) In co-working or flexible working spaces, avoid changing workspaces or if needed, always disinfect before and after using it including:</p> <ul style="list-style-type: none"> • Desks; • Chairs; • Filing cabinets; • PC keyboards and monitors; and • Any shared stationery used such as staplers, paper hole puncher, cutter, etc. 	<p>Deans/ Directors/ HODs/ All workers</p>	-




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<p>6.5.2 Sidewalk, lifts and stairs</p> <ul style="list-style-type: none"> a) Regular cleaning and disinfection should be conducted along the sidewalk and common area including balcony and hand railings; b) Practice the 1-meter 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; and e) Conduct random inspection to ensure compliance. <p>6.5.3 Meeting room</p> <ul style="list-style-type: none"> a) Ensure that workers hold face-to-face meetings with internal and external parties only if necessary; b) Keep meetings short and limited to 6-8 attendees (depending on room size); c) Provide audio-visual and teleconferencing equipment in meeting rooms for virtual conferences; d) Create an log book to record each meeting room including date, time, names and contact details of all participants; 		

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<p>e) Practice physical distancing by remove excess chairs in the meeting room or mark alternate chairs to give 1 meter spacing between seats;</p> <p>f) Ensure the meeting room is cleaned and disinfected after each meeting; and</p> <p>g) Keep the meeting room clean and well ventilated.</p> <p>6.5.4 WacKOS and Pantry</p> <p>a) Avoid sharing utensils, foods and snacks. It is advised to bring own from home;</p> <p>b) Always clean and disinfect regularly touched surfaces such as countertops, cabinet handles, fridges, drawers, etc.; and</p> <p>c) Mark tables/ chairs and floor for queuing at cafeteria/ eating areas to practice physical distancing during breaks.</p> <p>6.5.5 Washroom</p> <p>a) Sufficient and suitable washing facilities including showers (if necessary) should be provided at readily accessible places;</p> <p>b) Washing facilities should include:</p> <ul style="list-style-type: none"> •A steady supply of clean water; •Hand soap; and 		

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<ul style="list-style-type: none"> • Disposable paper towels. c) Keep washing facilities and drains regularly maintained; d) Placed simple poster at each washing facilities as reminder on proper hand washing techniques; e) Use clean paper towel when flushing to avoid contact; f) Wait 1 or 2 minutes before using the toilet after someone else has finished; g) Always wash your hand before leaving the toilet; h) For heavily-used toilet, mark the floor to keep 1-meter distance for queuing; and i) If possible, separate toilet facilities between workers and visitors. <p>6.5.6 Store, stationery and printing room</p> <ul style="list-style-type: none"> a) Avoid crowding the printing room, take turns to use; b) Placed a reminder poster for workers 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; and 		

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d) Keep the room well-ventilated and orderly for ease of cleaning. 6.5.7 Musolla a) Stagger prayer breaks among staff and limit number of occupants in the prayer room any time to avoid overcrowding; b) Avoid sharing prayer mats, beads and other relevant items; c) Practice physical distancing during prayers; and d) Ensure hand sanitizer available in the room.		
6.6 Social Practices		
6.6.1 Physical distancing a) Stay at least 1-2 meters from others; b) Do not gather in group; c) Avoids large gathering; d) Avoid 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; and	Dean/Directors/HODs/ All workers	-

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<p>h) Encourage virtual meetings.</p> <p>6.6.2 Personal hygiene</p> <p>a) Practice good personal hygiene at all time;</p> <p>b) Regularly wash hands with soap and water or use hand sanitizer;</p> <p>c) Avoid touching eyes, nose and mouth;</p> <p>d) Regularly wear clean clothes;</p> <p>e) Limit personal accessories or jewellery;</p> <p>f) Regularly clean and sanitize personal electronic gadgets such as mobile phone, tablets, etc; and</p> <p>g) Reusable masks are typically more affordable and environmentally-friendly in the long run but must be properly cleaned after each use.</p> <p>6.6.3 Keep each other protected</p> <p>a) Remind each other on the good practices; and</p> <p>b) Notify the management if there are any bad practices or suspect possible cases.</p>		
6.7 Emergency Response Plan		
<p>6.7.1 The management should:</p> <p>a) Prepared a response plan that can be put in action immediately in case of employee or visitor develops</p>	<p>Deans/ Directors/ HODs/ KOS ERT</p>	

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<p>symptoms; and</p> <p>b) Regularly advise and remind workers about preventive methods, hygiene and the implemented guidelines applicable to the workplace.</p> <p>6.7.2 Emergency Response Team (ERT):</p> <p>a) Kulliyah of Science ERT will be in stand by mood and mobilise if necessary.</p> <p>b) Take necessary action towards any report of employee or visitors develops symptoms.</p> <p>c) Refer employees or visitors with symptoms to nearest clinic of hospital.</p> <p>d) Assist the employer conducting disinfection at designated area with related agencies (if necessary).</p>		
6.8 Personal Protective Equipment (PPE) and Training		
<p>6.8.1 PPE</p> <p>a) Basic PPE including:</p> <ul style="list-style-type: none"> •Mask. •Glove (if necessary). <p>b) Workers should wear PPE at all time at the workplace.</p> <p>6.8.2 Training that should be conduct to all workers are including:</p> <p>a) procedure on wearing the PPE; and</p>	<p>Deans/ Directors/ HODs/ All workers</p>	

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b) hygiene practices (e.g. hand washing)		
6.9 Laboratory Activities		
6.9.1 General <p>a) Laboratory operating hour: 8.30 am until 4.30 pm (Monday to Friday ONLY).</p> <p>b) The use of laboratory on daily basis.</p> <p>c) The number of designated staff and postgraduate present in the lab at any time given should follow the following recommendation:</p> <ul style="list-style-type: none"> • Phase 1 (13 May 2020 to 31 May 2020) – Maximum of 30% occupancy. • Phase 2 (1 June 2020 to 30 June 2020) – Maximum of 40% occupancy. <p>d) All staff/ students/ users must practice:</p> <ol style="list-style-type: none"> i. Physical distancing of 1 meter apart at all times. ii. Wear face masks iii. Wash hands with soap and water regularly. iv. Sanitize hands regularly. v. Practice proper cough etiquette, i.e covering the mouth and nose with tissue when coughing and sneezing. vi. Avoid in close contact with anyone with symptoms of respiratory illness such as coughing and sneezing. vii. Avoid shaking hands with anybody in the office. <p>e) Users displaying symptoms (cough/ sore</p>	Lecturers/ Assistant Science Officers/ Science Officers/ Students/ Users	

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<p>throat/ breathing difficulty/fever) are not allowed to enter laboratory.</p> <p>f) Posters and signage are displayed near entrance or screening point for reminder of social distancing practices and personal hygiene.</p> <p>g) Place hand sanitizing dispensers and ensure the dispensers are regularly refilled.</p> <p>h) To use one point of entry</p> <p>6.9.2 Access card</p> <p>a) Students/ users must obtain access card (bio building) or key (physics building) prior to enter laboratory from the Lab Office.</p> <p>b) Only students/ users with permission are granted the access to use the laboratory on daily basis.</p> <p>c) The card must be returned before 4.30 pm daily.</p> <p>d) Staff on duty at the screening counter must notify PIC lab of the student entry and exit.</p> <p>6.9.3 Entering and working in laboratories</p> <p>a) Use the main entrance door dedicated for entry and exit.</p>		

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<p>b) Students and users must get approval or permission from authority to conduct lab works.</p> <p>c) Students/ users must fill in online booking via google form via https://forms.gle/twVbD5CbeGtvF3ru6</p> <p>d) All students/ users must undergo body temperature screening at the Lab Management Office (Biology building) and SO's office (Physical building). Body temperature 37.5⁰C and above, and below 36⁰ C is prohibited from entering the laboratory.</p> <p>e) Student/user must complete a tracing survey by scan the QR code (IIUM Sejahtera Health Declaration) at screening point.</p> <ul style="list-style-type: none"> • Screening Point 4 – Laboratory Office Biological Building, Level 1 • Screening Point 5 – Science Officer's Office, Physics Building, Level 1 <p>f) Sanitize hand</p> <p>g) Students/ users must obtain access card to enter laboratory at Biological building or key at Science Officer's office, Physical building.</p> <p>h) Students/ users must bring and wear own lab coat.</p> <p>i) Sanitize hand and disinfect work area before and after task complete.</p>		

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Steps	Roles / Responsibilities / Authorities / When	Output
<p>j) Students/ users must follow the existing laboratory procedure and guidelines.</p> <p>6.9.4 Leaving Laboratories</p> <p>a) Clean and disinfect work bench before leaving.</p> <p>b) Wash hands using soap (at designated sink)</p> <p>c) Return access card/ key to laboratory office before 4.30 pm.</p> <p>d) Sanitize hand after returning card/key</p> <p>e) Lab PIC sanitize or disinfect touched surfaces at the end of the day (after 4.30 pm)</p> <p>6.9.5 Practical Class</p> <p>a) Avoid mass activities of more than 10 people (MCO ERTL 03/2020).</p> <p>b) Lab PIC must:</p> <ul style="list-style-type: none"> • Disinfect working areas within the laboratories before and after each use. • Display posters and signage near entrance or screening point for reminder of social distancing practices and personal hygiene. • Place visual markers to remind students on social distancing (table/chair etc.) 		

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<p>c) Student must:</p> <ul style="list-style-type: none"> • Undergo body temperature check and record at screening point prior practical class. • Record attendance in the logbook provided. • Wear mask at all times. • Practice hand hygiene. • Avoid physical contact and maintain social distance. • Comply with all instructions given from time to time. • Clean and disinfect work bench before leaving. <p>6.9.6 Sample Analysis Service</p> <ol style="list-style-type: none"> a) Student/client may follow existing booking and payment procedure and fill up related forms. b) Sample deliveries should be done at designated area after dealing with instrument operators. c) Instrument operators (receiver) should wash hands with soap after receiving the sample/parcel. d) Any student/client who need to enter 		

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<p>instrument room must: -</p> <ul style="list-style-type: none"> • Undergo body temperature check and record at dedicated screening point. • Follow point no. 6.9.3 and 6.9.4 for entry and exit to the laboratory. <p>6.9.7 Refer to <i>Appendix 2</i> for the flow chart SOP for student/user access at Kulliyah of Science Laboratory.</p>		
6.10 Visitors		
<p>All visitors dealing with KOS must adhere to the KOS SOPs.</p> <p>6.10.2 All visitors must follow the University regulations and instructions from the IIUM staff with regard to risk minimisation practices.</p> <p>6.10.3 All visitors must undergo body temperature check at assigned counter every time they come to campus.</p> <p>6.10.4 All visitors must complete a tracing survey by scan the QR code every time they come to campus.</p> <p>6.10.5 The counter body temperature screening and QR code is located and displayed at Administration Office.</p> <p>6.10.6 All students and visitors on any of the Kulliyah of Science campus must</p>	All visitors	

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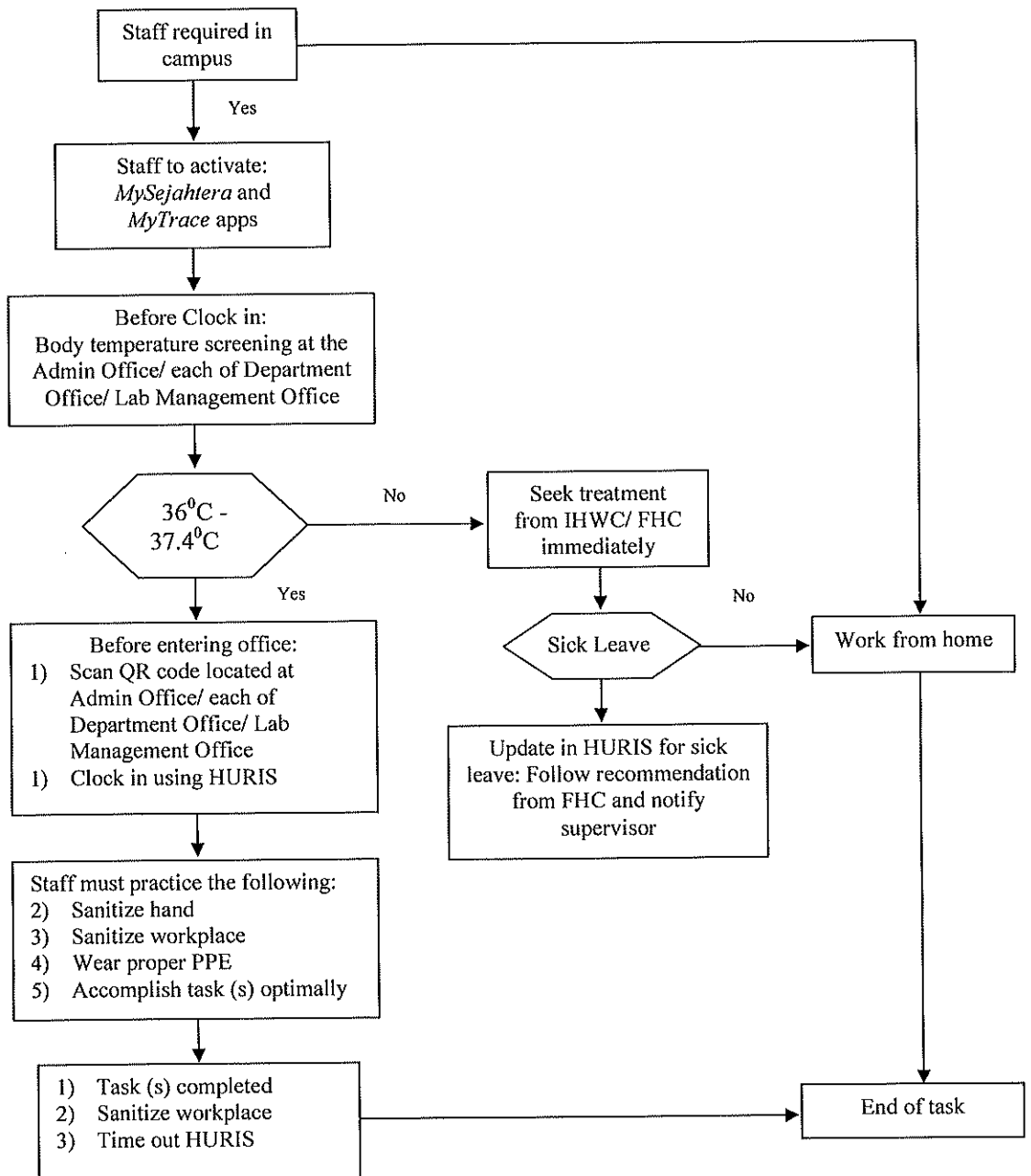
Steps	Roles / Responsibilities / Authorities / When	Output
<p>practice the following:</p> <ul style="list-style-type: none"> a) Physical distancing of 1 meter apart at all times. b) Wear face masks at all times when in crowded, confined and contact situation. c) Wash hands with soap and water regularly. d) Sanitize hands regularly. e) Observe coughing or sneezing etiquette. <p>6.10.7 All visitors are responsible to furnish themselves with personal face masks and hand sanitizer on their own.</p> <p>6.10.8 Refer to <i>Appendix 3</i> for the flow chart SOP for student/user access at Kulliyah of Science Laboratory</p>		




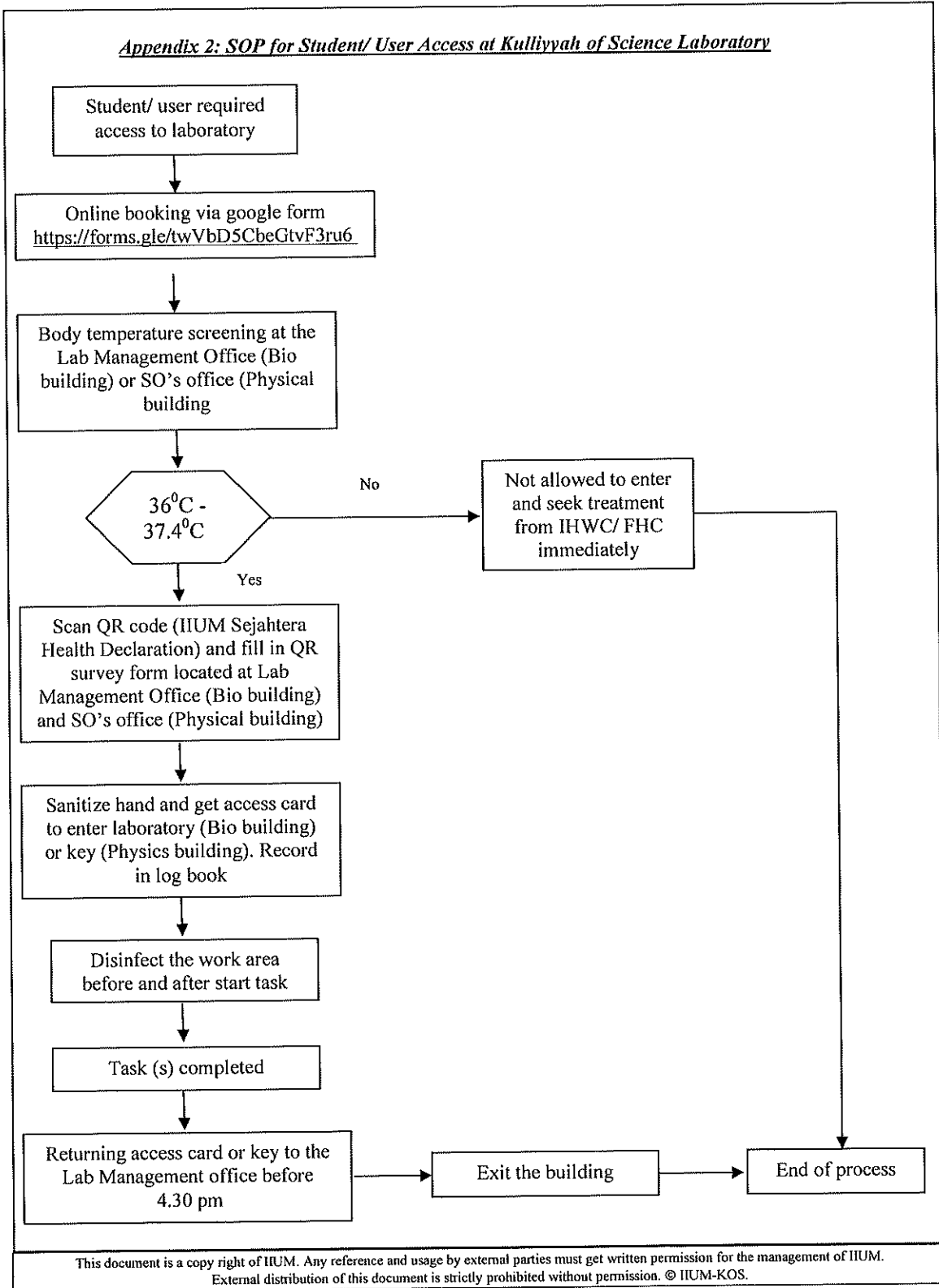
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7.0 APPENDIX

Appendix 1: SOP for Staff Work Task at Kulliyah of Science



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