

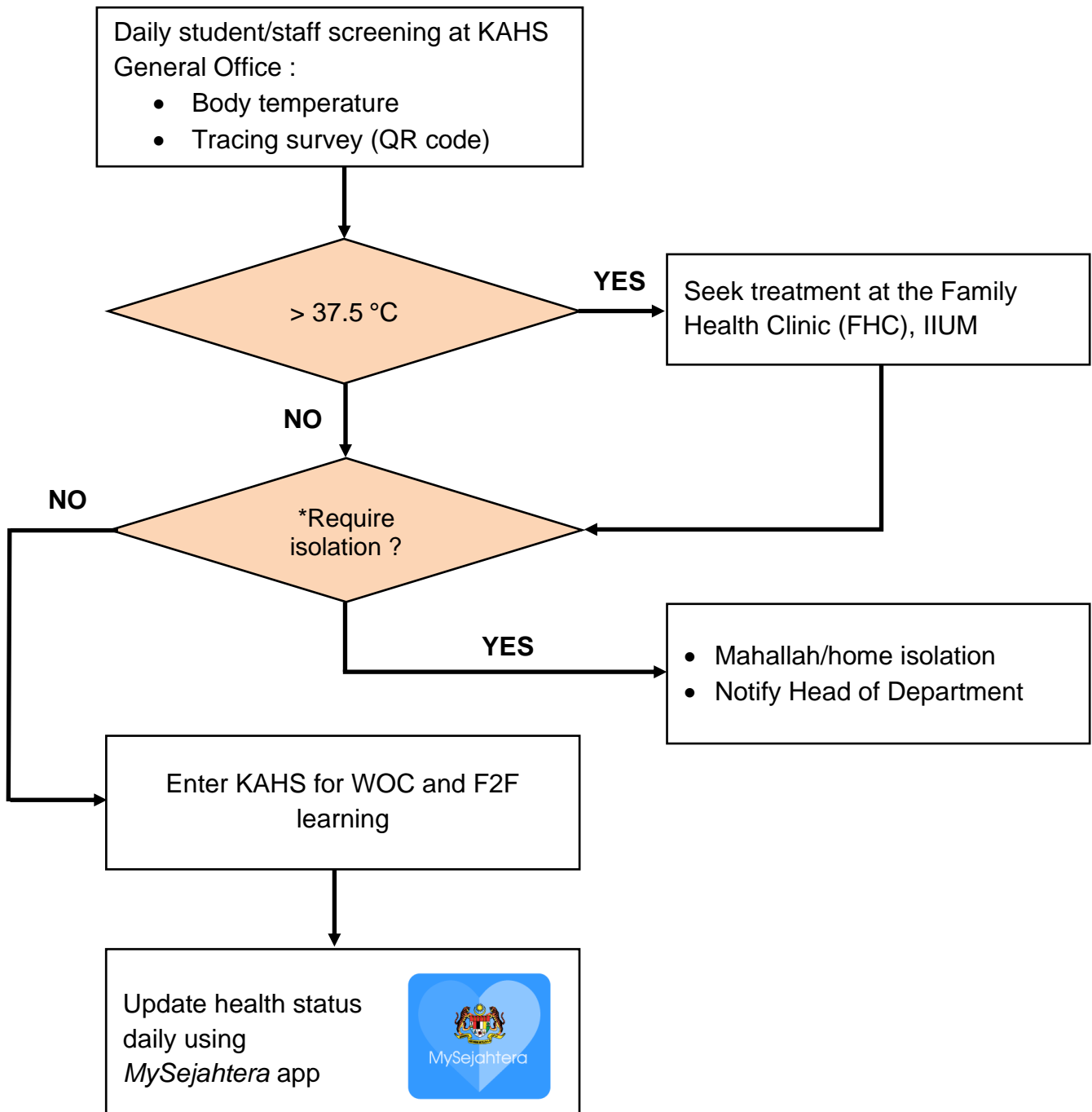


KULLIYAH OF ALLIED HEALTH SCIENCES (KAHS) STANDARD OPERATING PROCEDURE FOR THE EMERGENCY REMOTE TEACHING AND LEARNING DURING THE COVID-19 PANDEMIC

SECTION 1 : CASE DEFINITION OF COVID-19

PUI (person under investigation) of COVID-19	<ul style="list-style-type: none"> • Acute respiratory infection (sudden onset of respiratory infection with at least one of: shortness of breath, cough or sore throat) with or without fever AND • Travelled to / resided in foreign country within 14 days before the onset of illness, OR • Close contact in 14 days before illness onset with a confirmed case of COVID-19, OR • Attended an event associated with known COVID-19 outbreak
Confirmed case of COVID-19	<ul style="list-style-type: none"> • A person with laboratory confirmation of infection with the COVID-19
Close contact	<ul style="list-style-type: none"> • Health care associated exposure without appropriate PPE (including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID- 19 patient). • Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient • Traveling together with COVID-19 patient in any kind of conveyance • Living in the same household as a COVID-19 patient
<p>Reference: 1. Annex 1-MOH Guidelines COVID-19 Management No.5/2020 Updated On 24 March 2020</p>	

SECTION 2 : FLOWCHART FOR STAFF WORKING ON CAMPUS (WOC) AND STUDENTS WITH FACE-TO-FACE (F2F) COURSES



*Asymptomatic student/staff who has close contact OR had travelled to affected countries is required to observe home surveillance as per advice by FHC.

FLOWCHART DESCRIPTION

1. Staff and students are conditionally allowed to enter KAHS according to the schedule approved by the Head of Department and Kulliyah Management.
2. Only Kulliyah main lobby's entrance is allowed to be used to enter and exit from Kulliyah.
3. On a daily basis, staff and students are required to undergo a body temperature screening and complete a tracing survey (accessed using QR code) at the General Office KAHS counter before "clock-in" for duty (for staff) and before joining in face to face learning (F2F).
4. If the body temperature records above 37.5 degrees, the staff or students are not allowed to enter the Kulliyah and must undergo check-up at Family Health Clinic (FHC).
5. Staff or students who had been identified by FHC as Person Under Investigation (PUI) must follow the guidelines or instructions from FHC and must notify the Head of Department for further action.
6. Asymptomatic staff or student who has close contact or had travelled to affected countries is required to undergo isolation and observe home surveillance as per advice by FHC.
7. If the body temperature records less than 37.5 degrees Celsius and requires no isolation, staff or students can enter KAHS for duty or F2F. Staff and students should **update** (Fig.1) their health status (Fig.2) on a daily basis by using *MySejahtera* application; downloadable for free at Google Play Store and Apple App Store.

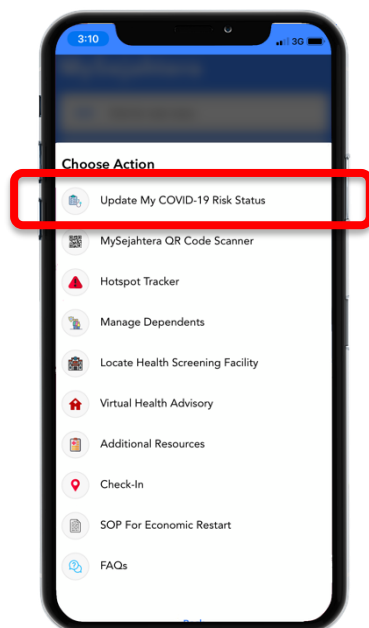


Fig. 1: Update health status

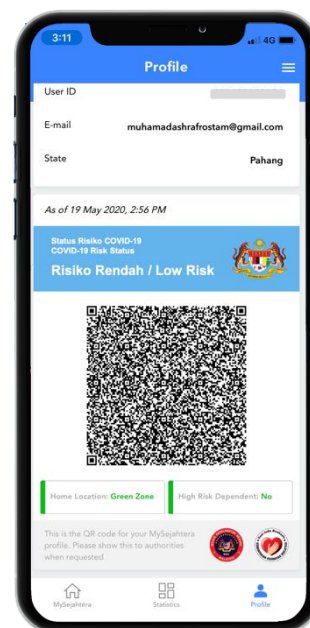


Fig. 2: Daily update

SECTION 3 : Standard Operating Procedure on the conduct of daily activities in Kulliyah of Allied Health Sciences

No.	ITEM
1.	<p>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 : > 37.5°C)● cough/ sore throat/ difficulty breathing; AND● any recent travel and exposure to COVID-19 positive patients. <p>b) Staffs/students should be screened daily for symptoms.</p> <p>c) Staffs/students displaying symptoms should not be allowed to enter.</p> <p>d) Visitors displaying symptoms should not be allowed to enter – immediately notify their contact person and advise to go to the nearest clinic or hospital.</p> <p>e) Asymptomatic staff/student who has close contact or had travelled to affected countries is required to undergo isolation and observe home surveillance as per advice by FHC.</p>
2.	<p>Handling package deliveries</p> <p>a) Package deliveries should be put on the doorstep or in a designated area or room (e.g. set a table at the entrance) for contactless delivery.</p> <p>b) Avoid handwritten or e-signatures.</p> <p>c) Make hand sanitisers available for staffs and delivery persons after physically handling deliveries.</p> <p>d) Receivers should wash/sanitize their hands after receiving and opening the parcel.</p> <p>e) Regular cleaning and disinfection of the area or room should be carried out at least twice a day.</p>
3.	<p>Sanitiser area</p> <p>a) Place hand sanitizing dispensers (with at least 60% alcohol content) in visible places and common areas around the workplace such as:</p> <ul style="list-style-type: none">● entrance/ exits● desk/office area● printing/ stationery room● waiting area

	<ul style="list-style-type: none">● meeting rooms● other necessary area <p>b) Ensure these dispensers are regularly refilled</p> <p>c) Ensure availability of adequate hand soap and paper towels at every washroom.</p>
4.	Signages <p>a) Place signages 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.</p>
5.	Cleaning and disinfecting surfaces <p>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).</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● Other necessary items <p>c) Provide sufficient instruction and information to cleaning contractor for above process.</p>
6.	Waste management <p>a) All bins should be empty and replaced daily.</p> <p>b) Provide no touch closed lid bins if necessary.</p>
7.	Air ventilation <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>

	<p>c) Ventilating with outdoor air is vital to dilute airborne contaminants and reduce disease transmission rates</p> <p>d) Be mindful of fire safety requirements when keeping doors or dividers open for circulation.</p>
8.	<p>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/chair empty between workers● 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● any shared stationery used such as staplers, paper hole puncher, cutter, etc.
9.	<p>Sidewalk, lifts and stairs</p> <p>a) Regular cleaning and disinfection should be conducted along the sidewalk and common area including balcony and hand railings.</p> <p>b) Practice the 1-meter physical distancing gap when walking or passing by others.</p> <p>c) Avoid crowding narrow spaces such as lift or walkways by taking turns and allowing others to pass first.</p> <p>d) Mark the floor inside lifts to keep sufficient distance between occupants.</p> <p>e) Conduct random inspection to ensure compliance.</p>
10.	<p>Meeting room</p> <p>a) Ensure that workers hold face-to-face meetings with internal and external parties ONLY if necessary.</p> <p>b) Keep meetings short and limited to 6-8 attendees (depending on room size)</p> <p>c) Provide audio-visual and teleconferencing equipment in meeting rooms for virtual conferences.</p> <p>d) Create a log-book to record each meeting in the room including date, time, names and contact details of all participants.</p>

	<ul style="list-style-type: none">e) Practice physical distancing by removing excess chairs in the meeting room or mark alternate chairs to give 1-meter spacing between seats.f) Ensure that the meeting room is cleaned and disinfected after each meeting.g) Keep the meeting room clean and well ventilated.
11.	<p>Cafeteria and pantry</p> <ul style="list-style-type: none">a) It is highly recommended to eat in staff/students own room/ personal spaces.b) If necessary to use the pantry/cafeteria, avoid sharing utensils, foods and snacks. It is advised to bring own from home.c) Always clean and disinfect regularly touched surfaces such as countertops, cabinet handles, fridges, drawers, etc.d) Mark tables/ chairs and floor for queuing at the cafeteria.e) Ensure eating areas practice physical distancing.f) Mark alternate chairs to give 1-meter spacing between seats.
12.	<p>Washroom</p> <ul style="list-style-type: none">a) Sufficient and suitable washing facilities should be provided at readily accessible places.b) Washing facilities should include :<ul style="list-style-type: none">● A steady supply of clean water● Hand soap● Disposable paper towels.c) Keep washing facilities and drains regularly maintained;d) Place simple poster at each washing facilities as a 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 hands before leaving the toilet.h) For heavily-used toilet, mark the floor to keep 1-meter distance for queuing.i) If possible, separate toilet facilities between staffs/students and visitors.
13.	<p>Strong, stationery and printing room</p> <ul style="list-style-type: none">a) Avoid crowding the printing room, taking turns to use.

	<ul style="list-style-type: none"> b) Place a reminder poster for staffs/students 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.
14.	<p>Musolla</p> <ul style="list-style-type: none"> a) It is highly recommended to pray at the IIUM Mosque, staff rooms or students room (mahallah). b) If necessary to use KAHS musolla, ONLY five occupants are allowed to use the prayer room at any time. c) Personal prayer mats need to be used in the musolla. Avoid sharing prayer mats, beads and other related items. d) Practice physical distancing during prayers. e) Ensure hand sanitizer available in the room.
15.	<p>Keep each other protected</p> <ul style="list-style-type: none"> a) Remind each other on the good practices b) Notify the management if there are any bad practices or suspect possible cases.
16.	<p>Monitoring and compliance</p> <ul style="list-style-type: none"> a) Safety Liaison Officer (SLO) and appointed taskforce from KAHSSHEC will monitor and oversee the implementation of this SOP among the staff, students and visitors. b) KAHSSHEC members will perform periodic on-site inspections on the practices of physical distancing, hygiene practices in the office and other facility spaces in KAHS building complex. c) For violation of any of the standard operating procedures, a staff or student shall be subject to necessary action taken by the Kulliyah.
<p>Reference: 1. HSE Standard Operating Procedure IIUM-HSE-SOP-01 07/05/2020 Safety & Health During Covid-19 for IIUM Kuantan Campus</p>	

PART C : STANDARD OPERATING PROCEDURE ON HEALTH AND SAFETY PRACTICES

No.	ITEM
1.	<p>Social distancing</p> <ul style="list-style-type: none">a) Encourage staffs to stay at home and notify the Department/Kulliyah when sick.b) Encourage staggering work schedules.c) Encourage staff to telework when feasible:<ul style="list-style-type: none">• In between departments• Interstate• Inter organization• When employee is on home surveillanced) Increase physical space between workers at the worksite (stay at least 1-2 meters from others).e) Be conscious of keeping your distance especially during breaksf) Encourage no handshake policy and other physical contact.g) Do not gather in group, avoid congregating in photocopier or staff rooms.h) Avoid large work-related gatherings (e.g. staff meetings, after-work functions).i) If staff/students develop symptoms at the Kulliyah, avoid contact with fellow staffs/students and immediately inform Department/Kulliyah management (for screening/home surveillance).j) Avoid non-essential work travel.
2.	<p>Personal hygiene</p> <ul style="list-style-type: none">a) Good personal hygiene should be observed at all times.b) Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing.c) Avoid touching eyes, nose and mouthd) Limit personal accessories or jewellery;e) Regularly clean and sanitize personal electronic gadgets such as mobile phone, tablets.

<p>3.</p>	<p>Hand hygiene</p> <ul style="list-style-type: none">a) Wash hands regularly with soap and water or alcohol-based hand sanitizer after any contact with respiratory secretions.b) Remove jewelry before hand-wash procedure.c) Rinse hands under warm running water.d) Lather with soap; cover all surfaces of the hands and fingers using friction.e) Rinse under warm running water.f) Dry hands thoroughly with a disposable towel.g) Turn off faucet without re-contaminating hands.h) Keep fingernails short and do not use fingernail polish or artificial nails.i) Alcohol-based hand sanitizer may be used to decontaminate hands that are not visibly soiledj) Apply alcohol-based hand sanitizer to palm of one hand and rub hands together, covering all surfaces of hands and finger, until hands are dry.
<p>4.</p>	<p>Respiratory etiquette</p> <ul style="list-style-type: none">a) Cover nose and mouth with a tissue when sneezing or coughingb) If no tissue available, use upper sleeve or elbow instead of hands while sneezing and coughing.c) Throw tissue in the trash after using it.d) Wash hands with soap and water or use hand sanitizer
<p>5.</p>	<p>Wearing face masks</p> <ul style="list-style-type: none">a) Face mask should be worn at all time in the workplace at crowded, confined and contact spaces. In other areas, you are encouraged to wear a face mask.b) Wash hands before wearing a face mask and after taking one off.c) The facemask should fit snugly over the face.d) The coloured side of a surgical mask should face outside.e) Tie all the strings that keep the mask in place.f) The mask should fully cover the nose, mouth as well as the chin.g) The metallic wire part of a surgical mask should be fixed securely over the bridge of the nose to prevent leakage.h) A surgical mask should not be used more than a day but if it is wet, damaged or soiled by secretions or body fluid at any time, change the mask immediately.

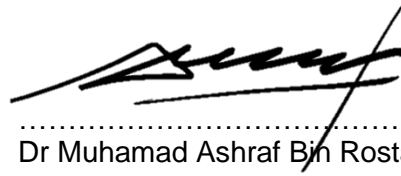
	<ul style="list-style-type: none">i) Discard all used surgical masks into a plastic bag which should then be tied properly before disposing it into a rubbish bin.j) Reusable cotton masks are typically more affordable and environmentally-friendly in the long run but must be properly cleaned after each use.
6.	<p>Disinfection procedures: surfaces</p> <ul style="list-style-type: none">a) If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.b) For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol should be effective.c) Diluted household bleach solutions can be used if appropriate for the surface.d) Follow manufacturer’s instructions for application and proper ventilation.e) Check to ensure the product is not past its expiration date.f) Never mix household bleach with ammonia or any other cleanser.g) Unexpired household bleach will be effective against coronaviruses when properly diluted.h) Prepare a bleach solution by mixing:<ul style="list-style-type: none">• 5 tablespoons (1/3rd cup) bleach per gallon of water* or• 4 teaspoons bleach per quart of water **i) For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.j) After cleaning, if the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. <p>* 1 Gallon = 3.8 Liters ** 1 Quart = 0.95 Liters</p>
<p>References:</p> <ol style="list-style-type: none">1. <i>Annex 25&26-MOH Guidelines COVID-19 Management No.5/2020 Updated On 24 March 2020</i>2. <i>HSE Standard Operating Procedure IIUM-HSE-SOP-01 07/05/2020 Safety & Health During Covid-19 for IIUM Kuantan Campus</i>	

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