

KULLIYAH OF ALLIED HEALTH SCIENCES

**GUIDELINES TO
CONDUCT
RESEARCH
(DURING
MOVEMENT
CONTROL ORDER &
POST)**

OFFICE OF DEPUTY DEAN (POSTGRADUATE AND
RESEARCH)

5-20-2020

INTRODUCTION

This document will serve as a guideline to conduct research during the pandemic of COVID 19 either within the period of conditional movement control order (CMCO) or after the CMCO. In general, Kulliyyah of Allied Health Sciences (KAHS) has agreed to adopt two main documents as the general guideline for our own standard operating procedure. Therefore, KAHS guideline for conducting research should be read together with IIUM Safety and Health at workplace: COVID-19 (appendix A) and SOP on the use of research facilities by Centre of Postgraduate Studies (CPS) and Research Management Centre (RMC) (appendix B). There are two different SOPs presented in this guideline to cover (i) research in the laboratories (appendix C and D) and (ii) research in the clinical facilities (appendix E). Research in the laboratories will cover the research needs for Department of Biomedical Science, Nutrition Sciences, Physical and Rehabilitation Science and Diagnostic Imaging and Radiotherapy. Research in the clinical facilities will cover the research needs for Department of Optometry and Visual Sciences and Department of Audiology and Speech-language Pathology. At this point, research in the clinical facilities in KAHS has been suspended until end of December 2020. The SOP highlighted in this guideline for research in the clinical facilities is served as a preparation should the decision to suspend this type of research is revoked in the future.

PROCESS FLOW

The main aspects of the process would be to screen the researcher/research participants, record the attendance of the researcher when using the research facilities and monitoring the research activities in accordance to the new norms in the research facilities. The researcher can be an academic staff, postgraduate student or registered research assistant/graduate research assistant. Figure 1 summarized the process follow for conducting research in KAHS building.

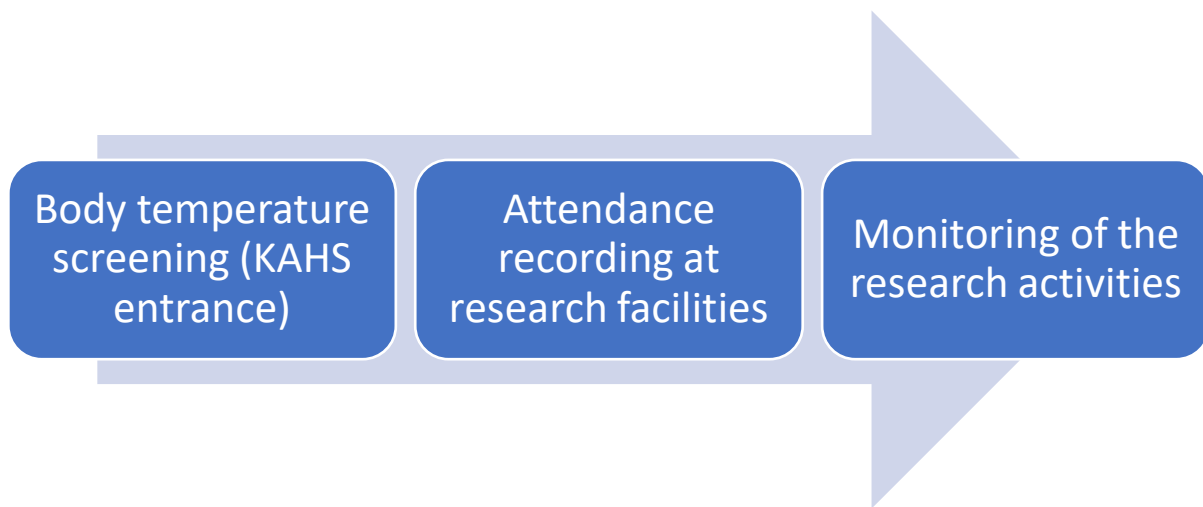


Figure 1

Screening Process

The screening process at the entrance to the research facilities will be conducted in collaboration with the general administration of KAHS. It is recommended that, all individuals body temperature to be screened at only one single entrance in KAHS and some forms of identification that the individual has passed the screening (e.g. sticker) to be given to them. Anyone who failed the screening test e.g body temperature $> 37.3^{\circ}\text{C}$ and with COVID 19 related symptoms will not be allowed to enter KAHS building and therefore the research facilities. Once the individual passed the body temperature screening, they will enter KAHS research facilities as follows:

1. Kulliyah Research Laboratories (KRL) Level 4
2. Cell and Tissue culture Laboratories Level 1
3. Animal House, Ground floor
4. Chemical Storage house
5. IIUM Optometry clinic JHC and IMC
6. IIUM Hearing and Speech Clinic JHC and IMC
7. DDIR General Physics Laboratory Ground Floor

Recording attendance

At the point of entrance to these research facilities, attendance of the researcher will be recorded by scanning the QR code using mobile phone QR code scanner or using manual form. This apps will link to the respective research facilities administrative google form. Once submitted, the attendance will be recorded and kept by the respective research facilities administration for any future need e.g. for contact tracing. Data that will be captured, will include Name, staff/student ID, time in, time out and phone number.

Monitoring research activities according to the new norms

Research at KAHS consists of several research sub-types that require different approaches to follow the set of new norms. Specific monitoring according to the various research types are explained in the appendix C, D and E. In general, the aims of the monitoring are to limit the time spent by the researcher in the research facilities, to avoid mass gathering and to promote physical distancing between the researcher and the study participants. To limit the time spent in the research facilities, the respective research facility administration will require a pre-booking of the facility through online platform (google form). This will limit the time for the researcher to come over to the facility to book and will ensure the respective researcher to come to the lab or clinic only during the allocated time period. Each of the research facilities (highlighted in the appendix C, D and E) will also have their own maximum number of researches allowed to be in the facility at any particular one time. To promote research with new norms several posters will be displayed across the research facilities. To promote physical distancing and to avoid too many social contacts, researchers are encouraged to ensure the appointment of their study participant to end within the allocated time and a buffer period should be given between the previous and the next appointment. This will limit the number of study participant in the research facilities waiting area and to limit the contact between them.

RESPONSIBILITY

Deputy Dean (Postgraduate and Research) and Head of Research and Innovation (HORI) is responsible on monitoring the execution of this guideline. The following staff is responsible to ensure this guideline is implemented at the respective research facilities:

Research facilities	PIC	email
Kulliyah Research Laboratories (KRL) Level 4	Asst. Prof Mohd. Yusof Bin Mohamad Asst. Prof. Dr, Mardiaty Iryani Binti Abdullah Br. Mohd Azril Bin M. Yusof Farhana binti Ramli	yusofkajs@iium.edu.my mardiatyiryani@iium.edu.my azril_yusof@iium.edu.my farhana_r@iium.edu.my
Cell and Tissue culture Laboratories Level 1	Asst. Prof Dr. Munirah Sha'ban	munirahshaban@iium.edu.my
Animal House, Ground floor	Asst. Prof Mohd. Yusof Bin Mohamad Asst. Prof. Dr, Mardiaty Iryani Binti Abdullah Br. Mohd Azril Bin M. Yusof Farhana binti Ramli	yusofkajs@iium.edu.my mardiatyiryani@iium.edu.my azril_yusof@iium.edu.my farhana_r@iium.edu.my
Chemical Storage house	Asst Prof Dr Izzuddin Bin Hj. Ahmad Nadzirin	izzuddin_a@iium.edu.my
IIUM Optometry clinic JHC and IMC	Asst Prof Azuwan Bin Musa	azuwan@iium.edu.my
IIUM Hearing and Speech Clinic JHC and IMC	Muhammad Rizal Bin Marsudin Asst. Prof Dr Rahayu Mustaffa Kamal	rizal_marsudin@iium.edu.my rahayumk@iium.edu.my

DDIR General Physics Laboratory Ground Floor	Asst. Prof Dr Zafri Azran Abdul Majid	amzafri@iium.edu.my
Postgraduate Coordinators	Asst Prof Dr Zaitunnatakhin Binti Zamli Asst.Prof Dr Mohd Radzi Bin Hilmi Asst. Prof Dr Zafri Azran Abdul Majid Asst. Prof Dr. Muhamad Ariff Ibrahim	zaitun@iium.edu.my mohdradzihilmi@iium.edu.my amzafri@iium.edu.my ariffib@iium.edu.my

Any issues pertaining to the research facilities should be directed to person in charge highlighted above including for any emergency situation.

RESTRICTION IN CERTAIN RESEARCH ACTIVITIES/FACILITIES

Certain research or clinical procedure at KAHS may be at high risk for COVID 19 infection. Because of that certain procedure are completely prohibited during this COVID 19 pandemic. Respective researcher should in communication with PIC in each research facilities to seek for further information. This restriction may change from time to time (for clinical procedure refer to the appendix E). To avoid mass gathering among postgraduate students, it has been decided that Postgraduate common room at level 2 (sisters) and level 3 (brothers) will be closed immediately until further notice. DDPGR office administration is required to change all of the key at this respective office to avoid entrance by the postgraduate students. Ample notice will be given to them to collect any of their personnel belongings/items. Postgraduate students are encouraged to stay in mahallah or at home and only come to the kulliyah whenever it is very important for them to collect data in the laboratories or clinics. Face to face appointment with their supervisor can be conducted when necessary. Online platform (like google meet, skype etc) should be utilized during this period.

PPEs (INCLUDING FACE MASK) AND HAND SANITIZER

Certain research or clinic procedure at KAHS may requires certain level of protection, therefore certain types of personal protective equipment (PPE) may be required. PPE has their own levels of safety protection and it is anticipated that only Level 1 and Level 2 PPE will be used for research in KAHS. Level 3 PPE (full PPE) whilst important for enhance protection (especially when dealing with patient confirmed with COVID-19) may not be required as KAHS will strictly restrict any research procedures that have high risk for infection. This restriction may change in future depending on the decision made by KAHS administration. Appendix F shows the sample of PPEs to be used in the clinical research facilities.

Researcher should note that, some PPEs are disposable and some are reusable. KAHS has no mechanism to clean any reusable PPEs at this time, therefore it is highly recommended for the researcher to use disposable PPEs and it should be disposed in the special bin at each of the research facilities. Whilst this guideline highlighted the use of PPEs, it is the responsible of the researcher to purchase the respective PPEs using their own research grant/fundings. Hand sanitizer will be provided by the kulliyah at all entrance and strategic places of the research facilities and KAHS building. Use of face mask is mandatory not only at the researcher facilities but at the KAHS building. Face mask again is the own responsibility of the researcher to purchase not kulliyah. Hand gloves should be used when-ever necessary according to the specific research procedure. For clinical studies (appendix E), physical distancing of minimum of 1 meter should be always applied except during the required procedure in which, appropriate PPEs are used (e.g. face shield, gloves, apron and gowns). Where-ever applicable (Appendix F), use of appropriate mask such as N95 may be required. Guideline of the new norms should be strictly followed such as frequent hand washing as per appendix A and B.

PREPARED BY

Assoc. Prof Dr. Ahmad Aidil Arafat bin Dzulknain,
Deputy Dean (Postgraduate and Research)
Kuliyah of Allied Health Sciences
International Islamic University Malaysia

Asst Prof. Dr Mohd Hafidz Ithnin
Head of Research and Innovation
Kuliyah of Allied Health Sciences
International Islamic University Malaysia

Dr Mohd Yusof bin Mohamad
KRL Manager,
Kuliyah of Allied Health Sciences
International Islamic University Malaysia

Dr Izzuddin Bin Ahmad Nadzirin
CSF Coordinator,
Kuliyah of Allied Health Sciences
International Islamic University Malaysia

APPENDIX A: IIUM Safety and Health at workplace: COVID 19

As attached

APPENDIX B: SOP on the use of research facilities by Centre of Postgraduate Studies (CPS) and Research Management Centre (RMC)

As attached

APPENDIX C: SOP FOR USE OF RESEARCH LAB FACILITIES

STANDARD OPERATING PROCEDURE IN KULLIYAH RESEARCH

Introduction

The COVID-19 pandemic has gravely affected major activities at higher learning institutions. This SOP is prepared as a guideline in assisting smooth day-to-day research activities in Kulliyah Research Laboratories during the post-COVID-19 period. This SOP must be read together with the Guidelines for All IIUM Staff During Conditional Movement Control Order (CMCO) due to COVID-19 issued by the Management Services Division and any other related documents issued by the University from time to time.

Application

This SOP applies to all Kulliyah staff, researchers, students and any other person who wishes to utilise KRL premises which include Kulliyah Research Laboratory, Level 4, Cell and Tissue Culture Laboratory (CTCL), Level 1 and Animal House during the post-COVID-19 period.

Detailed Procedures

1) Before entering the lab

- a) Need to pre-book according to the schedule provided.
- b) Need to notify person-in-charge if any changes on the booking 24-hours before the scheduled time.
- c) Booking is void if no notification or absent for the first 10 minutes.
- d) No booking after office hours is allowed.

2) When entering the research facilities such as laboratories

Any individual, whether he is a Kulliyah staff, researcher, or student who wishes to enter the research facilities such as laboratories **MUST**:

- a) always wear a mask when entering research facilities.
- b) sanitise or wash hands at the designated area.
- c) avoid shaking hands with anybody in the premise.
- d) observe social distancing of 1 meter from each other.
- e) report and record attendance by filling in the provided document
- f) undergo a temperature screening test at the designated area.
- g) anybody who fails the screening test ($> 37.3^{\circ}\text{C}$ body temperature) or has COVID-19 symptoms (fever, cough, shortness of breath, sore throat, headache) will be denied from entering the premise.
- h) not more than 5 students are allowed in the general lab (**only 3 students for CTCL & 2 students for the animal house**).

- i) Comply with all the instructions given from time to time.

3) When leaving the research facilities

Any individual, whether he is a Kulliyyah staff, researcher, or student who leaves the research facilities MUST:

- a) sanitise or wash his hands at the designated area.
- b) disinfect all surfaces and objects such as tables, chairs and other laboratory apparatus.
- c) clean the doorknobs, handrails, and light switches before leaving.
- d) dispose of masks, gloves, and tissues in a separated trash bin.
- e) record time out in the provided document.
- f) comply with all the instructions given from time to time.

4) Procedures in Emergency Situation

- a) To report the matter to the person-in-charge if a person is suspected with COVID-19 symptoms.
- b) To isolate the suspect at the designated area and call the IIUM Clinic for a further medical procedure.
- c) To identify the individuals who may have interacted with the suspect and report to the IIUM Clinic for further monitoring.
- d) To disinfect the area in accordance with the procedures set by the Ministry of Health

APPENDIX D: SOP FOR CHEMICAL STORAGE

STANDARD OPERATING PROCEDURE IN KULLIYAH CHEMICAL STORAGE FACILITY (CSF) DURING POST-COVID-19

Introduction

The COVID-19 pandemic has gravely affected major activities at higher learning institutions. This SOP is prepared as a guideline in assisting smooth day-to-day research activities in Kulliyah Chemical Storage Facility during post COVID-19 period. This SOP must be read together with the Guidelines for All IIUM Staff During Conditional Movement Control Order (CMCO) due to COVID-19 issued by the Management Services Division, Flow Chart for Storing of Chemical at Kulliyah of Allied Health Sciences Chemical Storage Facility (KAHS CSF) issued by KAHS CSF, and any other related documents issued by the University from time to time.

Application

This SOP applies to all Kulliyah staff, researchers, students and any other person who wish to utilise CSF premise which is located behind the Kulliyah building.

Detailed Procedures

1) Before entering the facility

- a) Need to set an appointment with person-in-charge (PIC) of Kulliyah CSF, either on Monday or Wednesday.
- b) Need to notify PIC if any changes on the booking 24-hours before the scheduled time.
- c) Booking is void if no notification or absent for the first 10 minutes.
- d) No booking after office hours is allowed.

2) When entering the facility

Any individual, whether he/she is a Kulliyah staff, researcher, or student who wishes to enter the facility **MUST**:

- a) always wear mask when entering research facilities.
- b) sanitise or wash hands at the designated area.
- c) avoid shaking hands with anybody in the premise.
- d) observe social distancing of 1 meter from each other.
- e) report and record attendance by filling in the provided document
- f) show proof that he/she has passed the screening test located at the entrance of the kulliyah.
- g) bring and wear his/her own PPE.

- h) acknowledge that only TWO people are allowed to be in the CSF at one time, together with the PIC.
- i) minimise, as much as possible, the time spent in the facility.
- j) comply with all the instructions given from time to time.

3) When leaving the facility

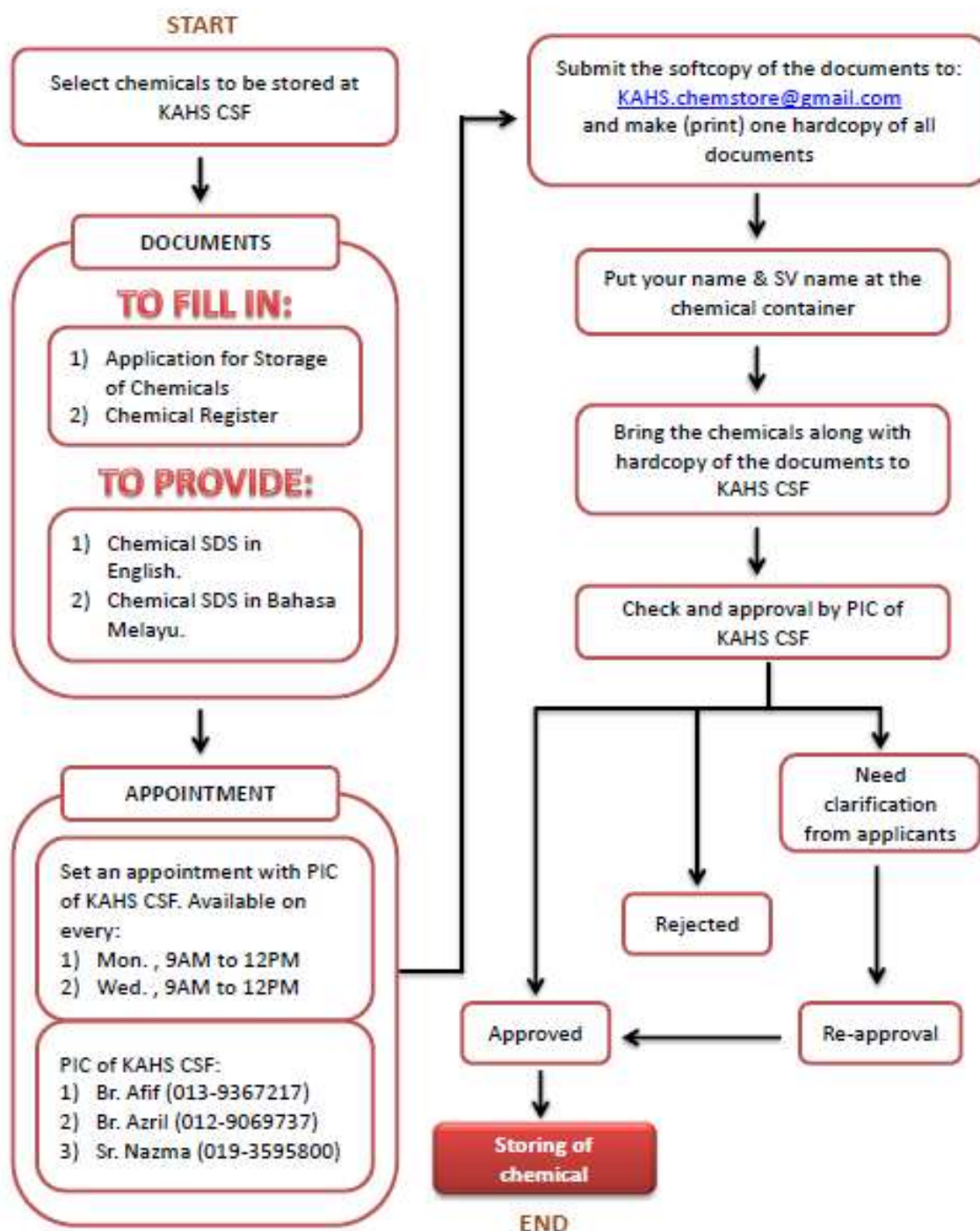
Any individual, whether he/she is a Kulliyyah staff, researcher, or student who leaves the facility MUST:

- a) sanitise or wash his/her hands at the designated area.
- b) dispose masks, gloves, and tissues in separated trash bin.
- c) record time out in the provided document.
- d) comply with all the instructions given from time to time.

4) Procedures in Emergency Situation

- a) To report the matter to the PIC if a person is suspected with COVID-19 symptoms.
- b) To isolate the suspect at the designated area and call the IIUM Clinic for further medical procedure.
- c) To identify the individuals who may have interacted with the suspect and report to the IIUM Clinic for further monitoring.
- d) To disinfect the area in accordance with the procedures set by the Ministry of Health

**FLOW CHART FOR STORING OF CHEMICAL AT
 KULLIYAH OF ALLIED HEALTH SCIENCES CHEMICAL STORAGE FACILITY
 (KAHS CSF)**



APPENDIX E: SOP FOR USE OF CLINICAL FACILITIES TO CONDUCT RESEARCH

STANDARD OPERATING PROCEDURE IN KULLIYAH CHEMICAL STORAGE FACILITY (CSF) DURING POST-COVID-19

Introduction

The COVID-19 pandemic has gravely affected major activities at higher learning institutions. This SOP is prepared as a guideline in assisting smooth day-to-day research activities in the clinical facilities either during CMCO or post COVID-19/CMCO. This SOP must be read together with the Guidelines for All IIUM Staff During Conditional Movement Control Order (CMCO) due to COVID-19 issued by the Management Services Division, KAHS guideline to conduct research, and any other related documents issued by the University from time to time.

Application

This SOP applies to all Kulliyah staff, researchers, students and any other person who wish to utilise any KAHS, IIUM clinical facilities for research.

Detailed Procedures

1) Before entering the facility

- a) Need to book any room for conducting research with the person-in-charge (PIC) of the respective clinic.
- b) Need to notify PIC if any changes on the booking 24-hours before the scheduled time.
- c) Booking is void if no notification or absent for the first 10 minutes.
- d) No booking after office hours is allowed.

2) When entering the facility

Any individual, whether he/she is a Kulliyah staff, researcher, or student who wishes to enter the facility **MUST**:

- a) always wear face mask when entering research facilities.
- b) sanitise or wash hands at the designated area.
- c) avoid shaking hands with anybody in the premise.
- d) observe social distancing of 1 meter from each other.
- e) report and record attendance by filling in the provided document or using any QR code procedure
- f) show proof that he/she has passed the screening test located at the entrance of the kulliyah. Anybody who fails the screening or has COVID-19 related symptoms will be denied from entering the clinical research facilities
- g) bring and wear his/her own PPE suitable for the respective hearing or

speech assessments. The PPEs types used for research at the clinic should be at least of level 2 as per appendix F.

- h) Ensure only 1 researcher and 1 patient are allowed at the testing booth at any one time except for paediatric case (child will be monitored by parent/primary care-giver)
- i) maintain 3- 6 feet (1-2 meter) distance from the research participants except during the clinical research procedure. During the research procedure, protection with PPE should be applied. Face shield should be used in situation direct contact with the research participant is required.
- j) avoid any mass social contact, therefore, the researcher should allow ample time for their research participants to leave the clinic on time and to avoid extra waiting time for the following research participants. Recommendation can be given to patient such as to ask patient to wait in their car or to wait at another place.
- k) ensure research participant especially those outside IIUM to be screened at the point of entrance either at KAHS building or the clinical facilities for their body temperature reading, free from COVID-19 related symptoms and has no history of travelling or in contact with PUI or patient diagnosed with COVID-19. Only research participant that passed the screening procedure and wearing face mask will be allowed to enter the clinical research facilities.
- l) ensure there is a gap between appointment is important. This is to give time for any cleaning of research equipment prior to the next appointment.
- m) consult with PIC at clinical facilities for any research procedures restriction. Researcher need to consult with PIC for further information from time to time.
- n) minimise, as much as possible, the time spent in the facility.
- o) comply with all the instructions given by the PIC from time to time.

3) When leaving the facility




Any individual, whether he/she is a Kulliyyah staff, researcher, or student who leaves the facility MUST:

- e) sanitise or wash his/her hands at the designated area.
- f) dispose masks, gloves, and tissues in separated trash bin.
- g) record time out in the provided document.
- h) comply with all the instructions given from time to time.

4) Procedures in Emergency Situation

- a) To report the matter to the PIC if a person is suspected with COVID-19 symptoms.
- b) To isolate the suspect at the designated area and call the IIUM FHC for further medical procedure.
- c) To identify the individuals who may have interacted with the suspect and report to the IIUM Clinic for further monitoring.
- d) To disinfect the area in accordance with the procedures set by the Ministry of Health

APPENDIX F: PPE FOR CONDUCTING RESEARCH IN THE CLINIC

Types	Picture
Disposable non-woven protective clothing isolation gown	
Disposable PPE apron	
Face shield	
N 95 mask	