



**CENTRE FOR FOUNDATION STUDIES (CFS)  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
GAMBANG CAMPUS**

**OFFICIAL CFS'S PLAN OF ACTION FOR STUDENTS OUTING  
DURING RECOVERY MOVEMENT CONTROL ORDER (RMCO)**

*\*This plan of action was decided by IIUM Covid-19 Task Force which comprises of IIUM management, experts from Sultan Ahmad Shah Medical Centre @IIUM, CFS Management, Principals of Mahallah and based on guidelines provided by Ministry of Higher Education (MOHE) for all higher learning institution during the Covid-19 pandemic and supersedes the previous announcement on students outing process during Covid-19 pandemic.*

## **1. BACKGROUND**

Since the announcement on RMCO, the university has been allowed to conduct face-to-face Teaching and Learning with strict SOP provided by MOHE. All universities have been authorized by MOHE to manage the students' activities to ensure the safety of their respective campus from Covid-19. As for CFS IIUM, all foundation programmes take about **one year** to complete. Hence, the university has imposed strict restrictions on all outing activities for the CFS students to ensure the Teaching and Learning process proceeds without any disruption. The main objective of this plan of action is to maximize the safety of the campus for the interest of all 4000 students, staff, and other services.

## **2. THE DECISION**

Due to the extension of RMCO until 31<sup>st</sup> December 2020, the Task Force has decided to give flexibility to the restrictions. Among the decisions is to allow the students to go for alternate weekend outing between brothers and sisters. During mid-semester break, students are allowed for overnight outing but strictly in **Kuantan District** only. Students and parents/guardians are required to sign a declaration form provided by the Centre. The outing permission will be effective from **19<sup>th</sup> September 2020** onwards. However, students are strongly advised to stay on campus to focus on their studies. CFS management will ensure good services are provided by all business operators.

### 3. OUTING GUIDELINE

The permission for other outing requests will be considered based on these criteria:

- 3.1 The purpose of outing is urgent and very important to their academic and welfare in CFSIIUM. Any engagement with crowded activities such as wedding, JPJ test, MUET, Awards ceremony and any competition other than those supervised by the Centre is strictly prohibited.
- 3.2 Medical and Emergency purposes.
- 3.3 Student programme/activities under the supervision of *SDCE* office.
- 3.4 Official trips conducted and supervised by academic departments.
- 3.5 To be responsible and accountable for any breaching and negligence of SOP which includes to pay for their own cost for quarantine, swab test etc.
- 3.6 To be accountable for causing hazards to others (spreading infection) upon returning to campus in term of financial, social and other implications.

### 4. STANDARD OPERATING PROCEDURE (SOP) FOR OUTING

All students should adhere to the SOP decided by the Task Force.

	Items	Weekend Outing	Mid Sem Break
1	Alternate day by gender	√	NA
2	Safety SOP briefing (5 minutes by lecturer before class from 14-19 Sept 2020 via sharing link on video and posters)	√	√
3	TEMCO and red Zone area restriction	√	√
4	Avoid crowded, confined space and close conversation	√	√
5	Physical distancing	√	√
6	Always wear face mask, wash hands with sanitizer	√	√
7	Register time out and time in via QR code provided at each Mahallah	√	√
8	Outing period from 8.00 am until 8.00 pm	√	√
9	Need to print, agree and sign declaration form	NA	√
10	Must be fetched by parents/guardians	NA	√

Prepared by

CFS IIUM Covid-19 Task Force

## DECLARATION FORM

**I hereby declare that I will:**

1. adhere to all SOPs as outlined by the Centre.
2. not engage with crowded activities such as wedding, JPJ test, MUET, Awards ceremony and any competition other than supervised by the Centre.
3. be responsible and accountable for any breaching and negligence of SOP including to bear the cost for quarantine, swab test etc.
4. be accountable for causing hazards to others (spreading infection) upon returning to campus in terms of well-being, financial, and other implications.

Signed by student

Acknowledged by parent/guardian

.....  
Name :  
Matric No :  
Date :  
Contact No :  
Mahallah/room :

.....  
Name :  
IC No :  
Date :  
Contact No :

*\*This form should be printed by the applicants, signed and submitted to the authority before leaving the campus.*