



**LEADING THE WAY**  
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN LIL-ĀLAMĪN



## IIUM OFFICIAL GUIDELINES DURING THE MOVEMENT CONTROL ORDER NO. 1/2021

- \* *These guidelines are applicable to the staff and students of International Islamic University Malaysia (IIUM).*
- \* *These guidelines are applicable during the period of Movement Control Order ONLY for **Gombak, Kuala Lumpur and Pagoh campuses.***
- \* *For **Kuantan and Gambang campuses**, please refer to the Office of Campus Director*

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## SECTION 1: GENERAL RULES

- 1) The period of *Movement Control Order (MCO)* (**13<sup>th</sup> until 26<sup>th</sup> January 2021**) aims to **reduce individual contact** to avoid the spread of COVID-19.
- 2) IIUM is committed in ensuring the safety of the students. Therefore, the University takes all instructions by the Government seriously.
- 3) These guidelines are subjected to change from time-to-time following announcement from the relevant authorities.
- 4) K/C/D/I/O/M are encouraged to prepare the details on risk minimisation Standard Operating Procedures (SOP) that suit the nature of their operations.
- 5) Non-essential services staff are to **Work From Home (WFH)** during this period (refer Section 2).
- 6) Students on all campuses are not allowed to leave during this period **UNLESS** deemed necessary (refer Section 3).
- 7) **Students who are staying off-campus are not allowed to enter Gombak, Kuala Lumpur and Pagoh campuses unless with \*authorisation letter from respective *Kulliyahs*.**  
\*This authorisation letter is ONLY for the purpose of entering the campuses and not to be used for traveling across states. Students need to arrange the required travelling documents on their own.
- 8) **ONLY those with authorisation letters are allowed to enter the campuses.**
- 9) **No face-to-face gatherings such as weddings receptions, conferences, meetings, seminars, courses, and group sport activities.**
- 10) **All staff and students must practice physical distancing and good hygiene wherever they are.**

**SECTION 2: GUIDELINES FOR STAFF**

- 1) For the purpose of working away from the universities, 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.
- 2) Staff are also required to remain at home. **DO NOT unnecessarily enter the University campus.**
- 3) All staff must be on standby and available to be contacted by their supervisors.
- 4) All staff must be alert of important messages from the University or their supervisors either through Email, IIUM website or other communication channels.
- 5) The central essential services i.e. MSD, OSeM, IHWC, RSD, Finance Division, Development Division & Daya Bersih, ITD and OCAP will continue to be in operation.
- 6) Other K/C/D/IO/M that are NOT mentioned in item (5) are requested to identify their own essential services and, to monitor and manage the operation accordingly.
- 7) No face-to-face gathering is allowed during the MCO period.
- 8) 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 K/C/D/IO/M that provide essential services or deal with any urgent matters. The supervisors may assign the tasks accordingly.
- 9) Staff are required to clock in and clock out according to official working days/ hours.

**SECTION 3: GUIDELINES FOR STUDENTS**

- 1) Students on IIUM campuses **MUST** observe the rules and regulations of the University.
- 2) Students on Gombak, Kuala Lumpur and Pagoh campuses are **NOT ALLOWED TO GO OUT FOR OUTING**.
- 3) IIUM Students staying off-campus are not allowed to enter Gombak, Kuala Lumpur and Pagoh campuses unless with authorisation from respective *Kulliyahs*.
- 4) Students are allowed to go back to their hometowns before 12.01am 13th January 2021 (Wednesday) but are not allowed to re-enter the campus until further notice.
- 5) Students who choose to sit for the final examinations on campus are not allowed to go back to their hometowns until further notice and they must inform their respective *Kulliyahs* of their decisions to stay on campus.
- 6) Students who choose to return home and to sit for online examinations are responsible for their own arrangements such as Internet connection and other relevant facilities as required for the examinations.
- 7) Students should consult their respective *Kulliyahs* should they need clarification on matters related to teaching and learning, and examination.
- 8) Students should consult their Mahallah Principals should they need clarification on Mahallah matters.
- 9) Students who have to visit hospital for follow-up appointments must:
  - a. require verification by IHWC before requesting for transportation through respective Principals or Fellows.
  - b. inform Mahallah Principal or Fellow, who will then inform STADD.
- 10) In cases where a Fellow is required to accompany a student to the hospital, STADD will prepare a support letter to Fellow and STADD will arrange for transportation from campus to hospital and back.
- 11) Students going to hospital must adopt safe travel practices including physical distancing, good hygiene and minimise contact with others.
- 12) Any matters pertaining to international students can be referred to the Office of International Affairs hotline numbers; 012-700 6160 / 010-319 6004 / 011-1334 0603 (WhatsApp only).
- 13) Students are not allowed to go for outside off-campus work.

- 14) **All sports and recreational facilities are closed, and students shall avoid using these facilities.**
- 15) Principals and Fellows of Mahallahs will be on standby mode and ready to be contacted.

**SECTION 4: GUIDELINES ON SECURITY**

- 1) The University Entrance at Gombak campus will operate as follows:

No	Access Operation	Remarks
1.	Main Entrance	Open 24 hours.
2.	Second Entrance	Open for 'Meeting Point' only 8:00 am to 7:00 pm (daily)
3.	Third Entrance	Closed

- 2) **ONLY those with authorisation letters are allowed to enter the Gombak, Kuala Lumpur and Pagoh campuses.**
- 3) Only staff with authorisation letter and pass the health screening process (by OSEM) will be allowed to enter IIUM campuses.
- 4) No returning students will be allowed to enter IIUM campuses until further notice.
- 5) No public transport i.e. Taxi, E-hailing services, etc. can enter the campus.
- 6) RAPIDKL busses are to drop and pick-up passengers at the main entrance ONLY. RAPIDKL busses are not allowed to enter campuses.
- 7) Food delivery and courier services i.e. Grabfood, Foodpanda, Dominos, JnT, and etc. are allowed during this period provided:
- a. They wear face masks.
  - b. They pass the health screening process done by OSEM.
  - c. They sanitise their hands prior to entering the campuses.

**SECTION 5: GUIDELINES FOR HEALTH AND WELLNESS SERVICES**

- 1) The IIUM Health and Wellness Centre (IHWC) for Gombak Campus will operate as follows:

No	Day	Time	Operation
1.	Weekdays	8.00 am to 10.00 pm	Outpatient Clinic, Dentist and Administration
		10.00 pm to 8.00 am	Emergency Cases only
2.	Weekends	9.00 am to 2.00 pm	Outpatient Clinic
		2.00 pm to 9.00 am	Emergency Cases only
* Staff and students outside of campus by appointment only.			

- 2) Services provided IIUM Gombak Campus
- a. Radiology service is available every weekday.
  - b. Medical Lab Technologist (MLT) & Dental Services are available every weekday.

**SECTION 6: GUIDELINES FOR ICT FACILITIES**

- 1) Computer labs and BYOD labs at ITD are open as follows:

No.	Campus	Time
1.	Gombak Campus	9:00am to 4:30pm (Monday – Friday)
2.	Pagoh Campus	9:00am to 3:30pm (Sunday – Thursday)

- 2) ITD Helpdesk Hotline: 016-9832415 (for WhatsApp only)



**SECTION 7: LIBRARY FACILITIES**

- 1) All libraries will be opened only for **ON CAMPUS** students with strict SOP.
- 2) The operation hours for library will be as follows:

No.	Library	Time
1.	Gombak	9:00 am – 6:00 pm (Daily)
2.	Pagoh	
3.	Kuala Lumpur	8:30am – 4:45pm (Monday – Friday)

## **SECTION 8: GUIDELINES FOR IMMIGRATION AND INTERNATIONAL SERVICES**

- 1) Any matters pertaining to international students can be referred to the Office of International Affairs hotline numbers; 012-700 6160 / 010-319 6004/ 011-1334 0603 (WhatsApp only).
- 2) All submission of forms is to be made through the hotline number (via WhatsApp) or through email to [visa\\_unit@iium.edu.my](mailto:visa_unit@iium.edu.my).
- 3) Submission of documents for renewal of student pass will only be for passes with 30 days validity or less. Penalty will not be imposed until further notice.
- 4) International students who are interested to return to their home countries must get clearance from the Office of International Affairs.
- 5) To obtain clearance, students must submit to Office of International Affairs:
  - a. Valid travel ticket to home country.
  - b. Clearance form.
- 6) Once students leave the campuses, it is the responsibility of the students to ensure they arrive in their home countries safely. IIUM will not be held accountable for students not arriving in their home countries as planned.

## **SECTION 9: GUIDELINES FOR IIUM MOSQUE AND MUSOLLA FACILITIES**

- 1) All mosques and *musollas* at Gombak, Kuala Lumpur and Pagoh campuses are in operation, following the guidelines given by the *Majlis Agama Islam Negeri*.
- 2) *Adzhan* will be as usual at every prayer time.
- 3) Congregational prayers are allowed for only a maximum of 5 people.
- 4) Mosque staff will be on a rotational basis to monitor the schedule of *imam* and *bilal*, and *jenazah* management (if any).

**SECTION 10: GUIDELINES FOR RESIDENTIAL SERVICES**

- 1) The Residential and Services Department will operate as follows:

No.	Office	Time
1.	Mahallah Office	9:00 am – 4:00 pm (Monday to Friday)
2.	RSD Main Office	

- 2) **All *Mahallah* cafés will be opened for TAKE-AWAY MEALS ONLY.**
- 3) Other services (convenience shop, photocopy etc.) at *Kulliyahs* and Central areas will be opened.

**SECTION 11: GUIDELINES FOR DEVELOPMENT AND MAINTENANCE SERVICES**

- 1) Cleaning services will remain in operation but minimised.
- 2) Landscaping work will remain in operation but minimised.
- 3) Operation of air-conditioning will be based on K/C/D/I/O/M operation.
- 4) Other technical services will be on a rotational basis, with technicians to be on night standby as usual.

## **SECTION 12: 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](mailto:ccsc@iium.edu.my)
- 3) IIUM COVID-19 Psychosocial Support Team can be contacted at [impact@iium.edu.my](mailto:impact@iium.edu.my)

### SECTION 13: SUPPORT SERVICES

- 1) The University is steadfast in ensuring the safety of staff and students. Hence, the University has taken the MCO instructions by the Government very seriously. Staff and students are also required to do the same.
- 2) It is important for on-campus students to stay in the Mahallahs to ensure minimum contact with outside communities.
- 3) Students are also required to practice physical distancing and good hygiene all the time.
- 4) It is important for students to abide by item (2) and item (3) above so that they can be sure that they are not infected by COVID-19 and would not pose risk to their families and friends when students return to their homes later.
- 5) To ensure the safety and well-being of students while staying in IIUM campuses during MCO period, the following services are provided:
  - a. All cafés at Mahallah will remain in operation. Café operating hours are from 7.00 am to 10.00 pm (refer Section 9).
  - b. Selected kiosks/grocery shops at Mahallah will remain in operation.
- 6) Mahallahs and other bodies in IIUM are also encouraged to undertake suitable activities to fill up students' time and to reduce feelings of isolation among students.
- 7) Such activities can be in the form of online activities such as virtual hangouts and online usrah and tazkirah sessions.
- 8) Physical activities, such as students taking care of Mahallah cleanliness and students volunteering may also be implemented but with strict implementation of physical distancing and hygiene.
- 9) Students and staff to practice **C**leanliness, ensure **O**bedience to all instructions, always be **V**igilance of your whereabouts, **I**stiqamah/Integrity in translating instructions into practice, and **D**iscipline yourself during this period of MCO and beyond.

## SECTION 14: CONCLUSION

### Emergency numbers

	GOMBAK/K.L	PAGOH
IHWC/Family Health Clinic (Kuantan)	03-6421 4444	06-9741122
OSEM	03-64214555	06-9741122
DAYA BERSIH	03-6421 5415	06-9741122

- 1) Staff and students must:
  - i. practice physical distancing of 1 metre apart at all times;
  - ii. avoid the **3C** (**C**rowded, **C**onfined and **C**losed conversation);
  - iii. practice the **3W** (**W**ash hands, **W**ear mask and **W**arn self and others on best COVID-19 practices);
  - iv. observe appropriate coughing and sneezing etiquette.
  
- 2) Staff and students must immediately and directly report and/or go to IHWC (General Line: 03- 6421 4444) if you have had:
  - i. any COVID-19 symptoms; and/or
  - ii. close contact with someone tested positive for COVID-19 and/or a Person Under Surveillance (PUS).
  
- 3) All shall be subject to action under the Prevention and Control of Infectious Disease Act 1988 (Act 342) for failure to declare, or false declaration of your health condition and/or contact tracing situation; or intentionally refuse to provide any relevant information as required by the University authority.
  
- 4) Any students caught leaving the campus illegally will be placed in isolation at designated Mahallah for 10 days and shall be subject to further disciplinary actions by the University.



- 5) For any inquiries, please contact:
- a. Assoc. Prof. Dr. Zulkifli Hasan  
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- k. Dr. Harmi Taazim Mohamad  
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These guidelines are to be followed until further notice.

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

**IIUM SEJAHTERA COUNCIL**

**12<sup>th</sup> JANUARY 2021 (as of 1pm)**