



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



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

ADVISORY

ADVISORY DURING THE MOVEMENT CONTROL ORDER 01/2021

**TO BE READ WITH ANNOUNCEMENT MCO 1/2021*

This students advisory is applicable to **students of Gombak Campus only*

**For Kuantan campus, please refer to the guidelines issued by the Office of Campus Director.*

**For Pagoh and Gambang campuses, please refer to the respective Office of the Dean.*

** The advisory for staff is applicable to all staff of **Gombak, Kuala Lumpur, Pagoh and Gambang Campuses.***

This health advisory is applicable to **students and staff of Gombak, Kuala Lumpur, Pagoh and Gambang Campuses.*

SECTION	ITEM	CAMPUS	PAGE
1	ADVISORY FOR STUDENTS	GOMBAK	2
2	ADVISORY FOR STAFF	ALL CAMPUSES	3
3	HEALTH ADVISORY BY IHWC	ALL CAMPUSES	6
4	CONCLUSION		9

SECTION 1: ADVISORY FOR STUDENTS

1. IIUM is steadfast in sustaining the safety of the IIUM community.
2. On the 10th of May 2021, the government announced a nationwide Movement Control Order (MCO) beginning 12th May to 7th June.
3. The decision is necessary due to the rapid rise of the COVID-19 cases.
4. In light with the recent increase in the number of COVID-19 cases and the multiple clusters identified nationally, with regret to inform that a number of COVID-19 positive cases has been diagnosed among students and staff of IIUM Gombak campus.
5. Currently, the situation in the university is under control and we collectively continue to undertake pro-active, preventive, and precautionary measures as issued by *Kementerian Kesihatan Malaysia (KKM) and Majlis Keselamatan Negara (MKN)*.
6. Therefore, starting from **Monday, 17th May to 6th June 2021, FOR GOMBAK CAMPUS** students who are currently on campus, are **NOT** allowed to go out of campus (outing).
**For Kuantan Campus students, please refer to the guidelines issued by the Office of Campus Director*
**For Pagoh Campus students, please refer to the Office of the Dean.*
**For Gambang students, please refer to the Office of the Dean.*
7. On campus students (**GOMBAK CAMPUS**) will not be allowed to leave the campus from **Monday, 17th May to 6th June 2021** unless deemed necessary. Students must obtain permission from the *Mahallah Principals* before going out for necessary/essential services.
8. For off campus and PG students of all Kulliyahs and Institutes (**GOMBAK CAMPUS**), please refer to your respective Kulliyahs and Institutes for more information.

9. Cafés operation at *Mahallahs* (**GOMBAK CAMPUS**) will be extended until 12am and kiosks will be until 10.30pm.
10. Food delivery and postal delivery services will be allowed to enter the campus during MCO, subject to the SOP set by the University (**GOMBAK CAMPUS**).
11. E-hailing and public buses will not be allowed to enter the campus during MCO (**GOMBAK CAMPUS**).
12. General computer labs at ITD will operate as usual according to office hours (**GOMBAK CAMPUS**).
13. All campus libraries are open only for:
 - a. 'Collect&Go' (borrowing of books)
 - b. 'Book drop' (returning of books)
 - c. Virtual reference services are available at the Library's webpage via Live Chat and on-trial Virtual Readers' Advisory, and
 - d. online classes for Information Literacy and Library Skills.
14. Banks and shops will remain open as usual.

SECTION 2: ADVISORY FOR STAFF

1. As a proactive initiative due to the COVID-19 current situation, the University has come up with the following working hours for all staff at all IIUM campuses.
2. The reasons for this measure are to avoid large crowd in the office and staff movement, as well as to ensure the continuation of the services of all K/C/D/I/O/Ms.
3. **These arrangements are to be followed until further notice.**
4. There are two options that shall be adopted by the K/C/D/I/O/Ms in assigning staff for the **important and urgent** tasks to avoid large crowd in the office.
5. The arrangement of these options shall be decided by the K/C/D/I/O/M management.

OPTION 1	OPTION 2
<p>Work rotation for relevant staff</p> <p>All K/C/D/I/O/M must come out with two teams and work in rotation basis.</p> <p>For example:</p> <p>For week 1, team A will come to office on Monday, Wednesday and Friday and team B will come to office on Tuesday and Thursday.</p> <p>For week 2, team B will come to office on Monday, Wednesday and Friday and team A will come to office on Tuesday and Thursday.</p>	<p>Only 30% of the total staff of the K/C/D/I/O/Ms can be present at one time.</p>

6. Staff with symptoms of COVID-19 should immediately consult the IIUM Health and Wellness Centre or Family Health Clinic.
7. Staff are required to **'Log In' and 'Log Out' in HURIS system** to track his/her presence/attendance.

8. The detailed measures during the MCO can be referred to the table below.

NO	AREA	MEASURES
1	Prohibited Activities	<p>The following activities are prohibited:</p> <ul style="list-style-type: none"> a) Entertainment and Recreation b) Mass Gatherings c) Conferences/Seminars/Trainings d) Sports Activities/Events e) Social Activities
2	Working Environment	<ul style="list-style-type: none"> a) Handshake is not encouraged, if possible, to be avoided. b) Wearing face mask is highly encouraged. c) Physical space between staff/workers at the workplace (at least one metre apart) shall be implemented. d) Workplace shall always be cleaned and is hygienic. Surfaces (e.g. desks/tables) and objects (e.g. telephones/ keyboards) need to be wiped with disinfectant regularly (or twice a day). e) Promoting regular and thorough handwashing by staff, contractors, and customers by displaying posters is encouraged. f) Hand sanitisers shall be placed at strategic locations and are regularly refilled. g) Staff, contractors, and customers shall have access to places where they can wash their hands with soap and water. h) Promoting good respiratory hygiene in the workplace by displaying posters is encouraged. i) The number of staff using the lifts shall be limited and staff are encouraged to use the stairs. j) Ventilation system shall be increased by opening windows or by adjusting the air-conditioning. k) Office areas need to be cleaned and disinfected regularly or twice a day, particularly for touching surfaces (e.g., doorknobs, lift rails and buttons, handrails, light switches)
3	Handling Meetings	<ul style="list-style-type: none"> a) Face-to-face meeting are to be limited and not encouraged. If it is unavoidable, duration of meeting shall be short and physical distancing shall be observed. b) Conference and video call meetings are encouraged. c) Large work-related gatherings (e.g., staff meetings, after-work functions) shall be avoided.
4	Having Meals and Prayers	<ul style="list-style-type: none"> a) Staff are encouraged to bring packed food and eat at their own workstation/desk. b) Performing prayers in musolla may need to be staggered and prayer items like mats must not be shared. c) Physical distancing and high standard cleanliness are required to be observed in musolla.
5	Sickness/Illness	<ul style="list-style-type: none"> a) Staff who are having symptoms of respiratory tract infection or mild fever (37.3 C or more) are required to stay at home and inform their immediate supervisor.

SECTION 3: HEALTH ADVISORY BY IHWC AND FHC**1. WHAT IF THE IIUM COMMUNITY ON CAMPUS ARE HAVING SYMPTOMS OF RESPIRATORY TRACT INFECTION OR LOST OF ABILITY TO SMELL OR TASTE?**

For Gombak, Pagoh & KL Campuses	<p>They are required to inform their PRINCIPAL / HOD or CALL IHWC for ONLINE CONSULTATION.</p> <p>-Students / staff will be advised accordingly on the steps to be taken.</p> <p>-Arrangement will be made by clinic on case-by-case basis</p>
For Kuantan Campus	<p>They are required to inform their PRINCIPAL / HOD or CALL FHC for ONLINE CONSULTATION.</p> <p>-Students / staff will be advised accordingly on the steps to be taken.</p> <p>-Arrangement will be made by clinic on case-by-case basis</p>
For Gambang Campus:	<p>They are required to inform their PRINCIPAL / FELLOW / HOD before they consult IHWC personnel for ONLINE CONSULTATION.</p> <p>-Students / staff will be advised accordingly on the steps to be taken.</p> <p>-Arrangement will be made by clinic on case-by-case basis.</p>

Notes:

Please refrain yourself from attending physically to your workplace/class /event/ public activities if you develop the above symptoms.

Please inform your immediate supervisor/lecturer of your absence

2. URGENCY OF NOTIFICATION TO IHWC/FHC IF:

- i) If you are diagnosed as a Covid-19 positive patient.
- ii) Informed by MOH that you are a close contact to Covid-19 positive patient.
- iii) You have positive result while doing RTK Antigen.
- iv) Family member(s) living together or recently met / housemate is being quarantine or awaiting result for COVID-19 swab test.
- v) Please notify to:

IHWC COVID-19 Operation Room Gombak	03-64215815/5816/3279
FHC Kuantan	09-5704444
IHWC Outpatient Clinic (Gombak)	03-64214444
IHWC Gambang	09-5183577

3. COVID-19 TEST

- i) IHWC does not run RT PCR in the lab in view of inadequate facility that can comply to the test requirement.
- ii) Arrangement of RT PCR for the purpose of returning to own country (for international student) or pre-assessment prior to surgery or treatment at other hospital or attending any event that requires such test is available based on our arrangement with a private lab. Patients are required to pay RM200 before doing the test in IHWC.
- iii) RT PCR for the purpose of contact tracing of the COVID-19 cases:

Campus	RT PCR
Gombak / KL	Will be sent to the nearest MOH facilities via Pejabat Kesihatan Gombak or any other PKD as per MOH SOP.
Kuantan	Will be sent to SASMEC.
Gambang	Will be sent to SASMEC.
Pagoh	Will be sent to the nearest MOH facilities.

- iv) We are using RTK Antigen for our screening tool especially for those who have undergone their self-surveillance of more than 5 days onwards or new occurrence of suspected case on campus as indicated by the IHWC C19 Op Room. This procedure is only available in IHWC Gombak.
- v) Strictly observe all the above to ensure the safety and well-being of our campuses.

SECTION 4: CONCLUSION

1. All staff and students must:
 - a. practice physical distancing of 1 metre apart at all times;
 - b. avoid the **3C** (**C**rowded, **C**onfined and **C**losed conversation);
 - c. practice the **3W** (**W**ash hands, **W**ear mask and **W**arn);
 - d. observe appropriate coughing and sneezing etiquette.

2. All shall be subjected 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.

3. For any inquiries, please contact:
 - a. Assoc. Prof. Dr. Zulkifli Hasan, Deputy Rector SDCE
(zulkiflih@iium.edu.my);

 - b. Prof. Dr. Amir Akramin Shafie, Director, Office of International Affairs
(aashafie@iium.edu.my)

 - c. Assoc. Prof. Dr. Gairuzazmi Mat Ghani, Director AMAD
(gairuzazm@iium.edu.my);

 - d. Dr. Azrul Azlen Abdul Hamid, Dean KLM, Pagoh.
(azrul_ald@iium.edu.my);

 - e. Dr. Siti Masitah Jamaludin, Chief Medical Officer IHWC
(masitahjamaludin@iium.edu.my);

 - f. Madam Hafsah Mohd Yusoff, Director STADD
(hafsah@iium.edu.my);

 - g. Br. Mohd Khairulzain Abdul Rahman, Director (Administration) Kuantan Campus
(khairulz@iium.edu.my);

 - h. Tn. Hj. Mir Azrul Shahrudin, Director (Administration) Gambang Campus
(azrul@iium.edu.my);

 - i. Madam Hasleena Mohamad Arsad, Director (Administration) KL Campus
(hasleena@iium.edu.my);

 - j. Madam Siti Thuraiya Abdul Rahman, Director RSD
(sthuraiya@iium.edu.my);

- k. Dr. Ahmad Zahirani Ahmad Azhar, Chief Mahallah Principal
(zahirani@iium.edu.my).
- l. Dr. Harmi Taazim Mohamad, Director, OCAP
(harmi_taaazim@iium.edu.my)
- m. Bro. Muhammad Darwisy Roslan, President, IIUM Student Union
(darwisyroslan@iiumstudentunion.com.my)
- n. Sr. Anasofea Md Ridzwan, Coordinator, Covid-19 Student Taskforce
(anasofea@iiumstudentunion.com.my)

May Allah s.w.t. protect us all.

**IIUM SEJAHTERA COUNCIL
16th MAY 2021 (as of 1300hrs)**