



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



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

ADVISORY

DURING THE CONDITIONAL MOVEMENT CONTROL ORDER 02/2021

**This advisory is applicable to students of Gombak Campus only and Staff of Gombak and Kuala Lumpur Campuses.*

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

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SECTION 1: ADVISORY FOR STUDENTS

1. Starting from **Tuesday, 27th April 2021**, students who are currently on campus, are allowed to go out of campus (outing) to attend matters of necessity.
2. The conditions of the outing are the same as per ***IIUM OFFICIAL GUIDELINES DURING THE CONDITIONAL MOVEMENT CONTROL ORDER 01/2021, dated 31st March 2021.***
3. For off-campus students and visitors, the conditions are the same as per ***IIUM OFFICIAL GUIDELINES DURING THE CONDITIONAL MOVEMENT CONTROL ORDER 02/2021 (MOVEMENT IN AND OUT OF CAMPUS FOR OFF-CAMPUS STUDENTS, VISITORS & THE PUBLIC) dated 4th April 2021.***
4. To ensure IIUM Gombak campus is COVID-19-free, please be informed that:
 - i) **Mahallah Salahuddin (Block G) and**
 - ii) **Mahallah Uthman (Block A),**will be closed from **22nd to 29th April 2021**, for contact tracing and decontamination by the IIUM Health and Wellness Centre (IHWC) as per standard procedures required by the Ministry of Health (MOH).
5. All students in the affected Mahallahs are **NOT ALLOWED** to leave their blocks during the period.
6. Food will be provided to the affected students by the University.

SECTION 2: ADVISORY FOR STAFF

1. The table below consists of the offices that are closed due to contact tracing and decontamination by the IIUM Health and Wellness Centre (IHWC) as per standard procedures by the Ministry of Health (MOH).

OFFICES		DATES														
		APRIL												MAY		
		20	21	22	23	24	25	26	27	28	29	30	1	2	3	
1	Academic Management and Admission Division (AMAD) <i>22nd Apr – 1st May</i>															
2	Mahallah Salahuddin Office <i>22nd Apr – 1st May</i>															
3	Office of International Affairs <i>20th – 29th Apr</i>															
4	Residential Services Department Office (RSD), Main Office (Level 2 and 3) <i>26th Apr – 3rd May</i>															
5	Information Technology Division (ITD), Main Office <i>23rd Apr – 3rd May</i>															
6	Information Technology Division (ITD), CELPAD Office. <i>23rd Apr – 3rd May</i>															

2. All staff of the affected offices are required to work from home.
3. 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 the Gombak and KL campuses. 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. **These arrangements are valid until 12th May 2021 or until deemed necessary.**

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 in order to avoid large crowd in the office. The arrangement of these options shall be decided by the K/C/D/I/O/M management.
- i. Work rotation for relevant staff (some staff can come for the first half of the day according to their staggered working hours, for example: 8.00 am until 12.00 pm, and the other half of the staff can come in the second half of the day – 1.00 pm until 5.00 pm (4.00 pm for Ramadan).
 - ii. Only 30% of the total staff of the K/C/D/I/O/Ms can be present at one time.
5. Staff who have symptoms of COVID-19 should immediately consult the IIUM Health and Wellness Centre.
6. Staff are required to **‘Clock In’ and ‘Clock Out’ in HURIS system** in order to track their presence/attendance.
7. The detailed measures during the CMCO can be referred to the table below.

NO	AREA	MEASURES
1	Prohibited Activities	The following activities are prohibited: a) Entertainment and Recreation b) Mass Gatherings c) Conferences/Seminars/Trainings d) Sports Activities/Events e) Social Activities
2	Working Environment	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).

		<p>e) Promoting regular and thorough handwashing by staff, contractors, and customers by displaying posters is encouraged.</p> <p>f) Hand sanitisers shall be placed at strategic locations and are regularly refilled.</p> <p>g) Staff, contractors, and customers shall have access to places where they can wash their hands with soap and water.</p> <p>h) Promoting good respiratory hygiene in the workplace by displaying posters is encouraged.</p> <p>i) The number of staff using the lifts shall be limited and staff are encouraged to use the stairs.</p> <p>j) Ventilation system shall be increased by opening windows or by adjusting the air-conditioning.</p> <p>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)</p>
3	Handling Meetings	<p>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.</p> <p>b) Conference and video call meetings are encouraged.</p> <p>c) Large work-related gatherings (e.g., staff meetings, after-work functions) shall be avoided.</p>
4	Having Meals and Prayers	<p>a) Staff are encouraged to bring packed food and eat at their own workstation/desk.</p> <p>b) Performing prayers in musolla may need to be staggered and prayer items like mats must not be shared.</p> <p>c) Physical distancing and high standard cleanliness are required to be observed in musolla.</p>
5	Sickness/Illness	<p>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.</p>

SECTION 3: HEALTH ADVISORY BY IHWC**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	They are required to inform their PRINCIPAL / HOD or CALL IHWC for ONLINE CONSULTATION. -Students / staff will be advised accordingly on the steps to be taken. -Arrangement will be made by clinic on case-by-case basis
For Gambang Campus:	They are required to inform their PRINCIPAL / FELLOW / HOD before they consult IHWC personnel for ONLINE CONSULTATION. -Students / staff will be advised accordingly on the steps to be taken. -Arrangement will be made by clinic on case-by-case basis.

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 or your absence

2. URGENCY OF NOTIFICATION TO IHWC 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 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
IHWC Outpatient Clinic (Gombak)	03-64214444
IHWC Gambang	09-5183580

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.
- ii) 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.
Gambang	Will be sent to SASMEC.
Pagoh	Will be sent to the nearest MOH facilities.

- iii) 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.
- iv) 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 (Crowded, Confined and Closed conversation)**;
 - c. practice the **3W (Wash hands, Wear mask and Warn)**;
 - 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. Assoc. Prof. Dr. Mohd Ramzi Mohd Hussain, Director, OSHBE
(ramzi@iium.edu.my);
 - e. Madam Nor Aminah Kostor, Director, MSD
(aminah@iium.edu.my);
 - f. Dr. Siti Masitah Jamaludin, Chief Medical Officer IHWC
(masitahjamaludin@iium.edu.my);
 - g. Madam Hafsa Mohd Yusoff, Director STADD
(hafsa@iium.edu.my);
 - h. Madam Siti Thuraiya Abdul Rahman, Director RSD
(sthuraiya@iium.edu.my);
 - i. Dr. Ahmad Zahirani Ahmad Azhar, Chief Mahallah Principal
(zahirani@iium.edu.my).
 - j. Dr. Harmi Taazim Mohamad, Director, OCAP
(harmi_taazim@iium.edu.my)
 - k. Bro. Muhammad Darwisy Roslan, President, IIUM Student Union
(darwisyroslan@iiumstudentunion.com.my)
 - l. Sr. Anasofea Md Ridzwan, Coordinator, Covid-19 Student Taskforce
(anasofea@iiumstudentunion.com.my)

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