



OFFICIAL GUIDELINE ON EMERGENCY REMOTE TEACHING AND LEARNING (ERTL) DURING THE COVID-19 PANDEMIC 04/2020

** This guideline supersedes the previous IIUM Official Guidelines on Emergency Remote Teaching and Learning during the Covid-19 Pandemic 03/2020.*

SECTION 1: BACKGROUND

1. The COVID-19 outbreak which has led to the Movement Control Order (MCO) and Conditional Movement Control Order (CMCO) from 18th March 2020 has affected all academic activities in IIUM.
2. The University's initial decision was to defer the normal classes until 1st June 2020. This is due to the following considerations:
 - a. The physical and mental well-being of the students and staff.
 - b. The equality in terms of the number of students with no or insufficient access to the internet and devices for online learning.
 - c. The assumption that any form of movement control order would be lifted by 1st June 2020.
 - d. To facilitate easier movement of students from home to campus post-CMCO.
 - e. To provide reasonable lead time for preparation of post-CMCO teaching and learning (T&L) spaces and deliveries.
3. It was initially decided that the University would receive students back on campus and normal classes, with adjustments to ensure physical distancing and other risk minimisation practices, would resume on 1st June 2020.
4. However, given the current development with regard to the COVID-19 pandemic, the University has decided to adopt Emergency Remote Teaching and Learning (ERTL) to continue the Semester 2, 2019/2020 lectures and until all students are allowed back on campus.
5. This is to minimise the disruption in learning and to ensure the delivery of academic programmes, so students are able to continue acquiring the knowledge, competencies and attitudes required of them.

6. The University maintains that remote learning is a temporary emergency measure for addressing the needs to continue the teaching and learning process in light of the current pandemic.
7. A more long-term approach is to strategically enhance the face-to-face and online learning elements to create the best educational experience for students and the lecturers.
8. **[Update]** Given the recent directive issued by Ministry of Higher Education Malaysia (MOHE) dated 27th May 2020 on PENGENDALIAN AKTIVITI AKADEMIK DI KAMPUS INSTITUSI PENDIDIKAN TINGGI SEMASA DAN PASCA PERINTAH KAWALAN PERGERAKAN, this ERTL guideline is updated to reflect MOHE's requirements as stated in the directive.

SECTION 2: RESUMPTION OF SEMESTER 2, 2019/2020

1. Semester 2, 2019/2020 will resume on 1st June 2020. For programmes running on block system, students are to refer to their respective Kulliyahs. The revised academic calendar is as per Appendix A.
2. All classes, except those approved by DRAIL (Appendix B), are to be conducted via ERTL.
3. To ensure that no students are left behind, Kulliyahs are to start engaging with the students to identify the ones who could not participate in the ERTL should they remain at home. Their names and the specifics of their issues are to be submitted to AMAD by 22nd May 2020.
4. Between 1st June to 7th June 2020, lecturers are to conduct trial runs of synchronous and asynchronous class sessions with their students. Discretion on the part of the lecturers is advised for assignment submission during this period. There should be no graded assignments, quizzes, examinations, virtual presentations and the likes in this period.
5. Trial runs include informing students on the way classes will take place, identifying students with problems to participate in ERTL such as lack of access to devices, internet and learning space at home.
6. **[Update] Formal synchronous sessions can begin from 15th June 2020.** However, since students will only be allowed to return to campuses later than 15th June 2020 (refer Section 4), lecturers may **ONLY** conduct synchronous sessions if all students in the class can participate in the sessions. **Otherwise, lecturers are suggested to begin with asynchronous sessions first.**
7. Class sessions may continue until the end of the scheduled exam period, taking into account there is now no centralised sit-in exam (the scheduled examination period is 3rd August until 16th August, 2020).
8. Students are allowed to defer his/her study for this Semester 2, 2019/2020 by applying for a leave of absence at his/her respective Kulliyah. For PG students, this will be uncounted

as leave of absence. Fees paid for the semester will be brought forward to the following semester.

9. Timeline for Semester 2, 2019/2020 resumption is as per Appendix C.
10. **[Update]** IIUM believes that any mode of teaching and learning must be of quality, equality and just. Therefore, lecturers' decisions to conduct formal synchronous sessions prior to 1st July 2020 must ensure that no students are deprived of quality and equality in education.

SECTION 3: RESUMPTION OF SEMESTER 2, 2019/2020 FACE-TO-FACE COURSES

1. The list of courses, as approved by the Office of DRAIL, where real-time face-to-face mode can be used is as per Appendix B.
2. **[Update]** No full online option is available for students for these courses.
3. No other courses are allowed to be conducted through face-to-face mode even by agreement of both lecturers and students.
4. Lecturers will be held accountable if they decide to conduct face-to-face classes for courses without Office of DRAIL's approval.
5. **[Update]** Courses listed in Appendix B will begin with asynchronous sessions from 15th June 2020. Formal face-to-face sessions can only begin from 1st July 2020.
6. **[Update]** Kulliyahs are required to prepare their own SOPs to ensure risk minimisation measures (such as physical distancing and hygiene practices) are implemented for all face-to-face courses.
7. **[Update]** Larger venues vacated due to ERTL can be used to hold face-to-face classes to facilitate physical distancing. **Venues should be identified and prepared by 15th June 2020.**
8. Students are allowed to drop courses using face-to-face mode without incurring any penalty.

SECTION 4: STUDENTS ALLOWED ON CAMPUS DURING ERTL PERIOD

1. The following students are allowed to be on campus during the ERTL period:
 - a. Students who are ill-equipped to follow ERTL (without necessary devices and internet access) as verified by the Kulliyyahs.
 - b. Students with a challenging home environment to follow ERTL as verified by the Kulliyyahs.
 - c. **[Update]** Students with face-to-face courses and industrial trainings.
 - d. **[Update]** Postgraduate students with laboratory research assignments as verified by the Kulliyyahs.
 - e. Students who have not returned home during CMCO period and are already on campus prior to 1st June 2020.
2. **[Update]** Returning students, except for Section 4(1-d), shall be allowed to return to campus by 30th June 2020 but not earlier than 26th June 2020.
3. Students returning to campus will be subjected to the SOP as in Appendix D.
4. Apart from students listed under Section 4(1), no other students are allowed to return to campus during ERTL period.
5. **[Update]** Postgraduate students with research laboratory assignments may return to campus beginning 1st June 2020, subject to approval by the Kulliyyahs.
6. **[Update]** All returning students must declare their health status using an online form issued by the IIUM Sejahtera Council. Only students who are healthy will be allowed to return to campus. Kulliyyahs will notify students who are allowed to return to campus.
7. **[Update]** All returning students must observe the SOPs of the University and the Ministry of Health Malaysia during travel to campuses and while on campuses. These include wearing of face mask in crowded, confined and contact situations such as on public transport and in face-to-face classes. Students must also practice good hygiene wherever they are.
8. **[Update]** All returning students from Red Zone areas must travel to campus in private vehicles. In selected cases, students may be required to undergo swab tests.
9. **[Update]** Students who are found to breach the University or MOH SOPs and regulations will be required to leave the campuses and not return to campuses during the ERTL period.

SECTION 5: UNIVERSITY SUPPORT FOR ERTL

1. The University may be able to support students on a limited basis in terms of access to devices and the internet. Plans toward this are being formulated. Further announcement on this will be made in due course.
2. The Centre for Professional Development (CPD) will provide knowledge support to lecturers and students for the following platforms: iTa'leem, Google Classroom and MS Teams.
3. Information and Technology Division (ITD) will provide technical support to lecturers and students for the following platforms: iTa'leem, Google Classroom and MS Teams.
4. The Office of Knowledge for Change and Advancement (KCA) will provide advices for lecturers wishing to amend their assessment components.
5. The Admission and Academic Management Division (AMAD) will provide support for CAM and SIS issues.
6. The University will not entertain requests for purchase of paid platforms for lecturers to use in conducting remote learning.

SECTION 6: CONDUCT OF CLASSES DURING ERTL PERIOD

1. Only courses approved by the Office of DRAIL are allowed to be conducted using real-time face-to-face mode.
2. Remote learning is done by both synchronous sessions (live sessions) and asynchronous sessions (non-live sessions).
3. For synchronous sessions:
 - a. A flipped classroom approach is recommended. Contents such as notes, videos etc. should be made available to students prior to the synchronous sessions.
 - b. The length of each synchronous session may vary; lecturers are to allocate sufficient time to cover the objectives of the sessions.
 - c. To avoid clashes of sessions, synchronous sessions must follow the normal course offering schedule (class timetable).
 - d. However, there is no need for lecturers to conduct synchronous sessions at the same duration/length as scheduled in the timetable. Synchronous sessions can be of shorter duration but sufficiently address the learning objectives.
 - e. Lecturers may not need to conduct synchronous sessions for every scheduled class time.
 - f. Nevertheless, lecturers must be available for online consultations during the whole period of every scheduled class time as stated in the timetable.
 - g. Attendance is at the discretion of the lecturers. No warning or barring letter will be issued this semester. However, lecturers may give marks to attendance, for a maximum of 10% of the total marks.

4. Lecturers' responsibilities:
 - a. To set-up virtual meeting rooms.
 - b. To ensure synchronous sessions are properly conducted.
 - c. To keep a log of the sessions, and activities carried out during the sessions.
 - d. To ensure learning outcomes are potentially achieved.
 - e. To create or curate content - to be delivered via asynchronous sessions.
 - f. To create or enhance social presence.
 - g. **[Update]** To ensure no students are left behind in all synchronous sessions.

SECTION 7: ASSESSMENT DURING ERTL PERIOD

1. Assessment methods or tools which do not require real-time interactions (asynchronous assessment) should be given priority as the level of access to the internet among students differs.
2. The assessment load should be appropriate as the ability to access information through the internet differs.
3. The methods and criteria used (including rubrics and rating instruments), and when and how they can access their assessment results are to be made explicit to the students.
4. There will be NO centralised sit in, timed final examination. However, professional qualifying examinations may be conducted subject to the professional boards' requirements.
5. All final examinations as per in the course outline may be changed to final assessments.
6. Should the lecturers decided to use final examination as the final assessment for their courses, the conduct of the final examination will be under the purview of the Kulliyahs.
7. Kulliyahs have the discretion to decide on alternative forms of assessment not indicated in the Senate-endorsed course outlines. The changes are to be approved in the relevant Kulliyah committee meetings and notified to KCA.
8. Any assessment methods adopted have to be constructively aligned to the course learning outcomes and the ERTL approach.
9. Vetting is still required for final assessments, Kulliyahs are to come up with their own SOPs for vetting processes.
10. For further details on conducting ERTL assessment, please refer to IIUM emergency Remote Teaching and Learning Handbook.

SECTION 8: CONDUCT OF INDUSTRIAL TRAINING DURING ERTL PERIOD

1. **[Update]** For Semester 2, 2019/2020, face-to-face industrial training is not allowed until 1st July 2020.
2. **[Update]** All industrial trainings suspended due to MCO may be resumed by 1st July 2020.
3. All industrial trainings currently conducted through work-from-home mode may continue until completion.
4. Kulliyahs may arrange for equivalent internal industrial training programmes and assessments such as capstone projects, special industrial training courses, etc. to complete the required industrial training duration.
5. Kulliyahs shall inform relevant professional bodies of this arrangement.
6. Interns who are currently undertaking industrial training through 'work-from-home' mode may continue to do so from wherever they are.
7. **[Update]** Interns who are currently 'working-from-home' from campus are allowed to remain on campus until 1st July 2020. They will not be charged additional Mahallah fee from 18th March 2020 until 1st July 2020.
8. **[Update]** Interns who are currently 'working-from-home' from off-campus locations will not be allowed to return to IIUM campuses until 26th June 2020 to resume face-to-face industrial training.

SECTION 9: CONDUCT OF RESEARCH DURING ERTL PERIOD

1. **[Update]** Students with laboratory assignments may return to campus beginning 1st June 2020 subject to Kulliyahs' approval.
2. Kulliyahs are required to prepare their own SOPs to ensure risk minimisation measures are implemented for all research laboratories usage.
3. Kulliyahs may also adopt the Standard Operating Procedure on the Use of Research Facilities prepared by the Centre for Postgraduate Studies (CPS) and Research Management Centre (RMC) as in Appendix E.

SECTION 10: ERTL TRAININGS

1. CPD will continue to offer ERTL training courses. All lecturers are highly encouraged to enrol in the trainings.
2. The provision for e-learning facilitators (ELFs) in the IIUM e-learning Policy shall now be activated.
3. All Kulliyyahs must appoint at least one e-learning facilitator from members of the Kulliyyah to assist lecturers to prepare for ERTL.

SECTION 11: QUALITY ASSURANCE DURING ERTL PERIOD

1. All Kulliyyahs must ensure all teaching and learning meet the required standard of quality.
2. Relevant changes to the design and delivery of courses should be documented for quality assurance.

SECTION 12: CONCLUSION

1. Staff and students are to adhere to all the safety measures and regulations put into place by Kulliyyahs and the University.
2. Staff and students must practice Cleanliness, ensure Obedience to all instructions, always be Vigilance of their whereabouts, Istiqamah/Integrity in translating instructions into practice, and Discipline themselves at all times
3. All Kulliyyahs are requested to begin the preparation towards implementation of ERTL for Semester 2 and Semester 3, 2019/2020 as well as Semester 1 2020/2021.
4. **[Update]** Academic staff may enter the campus to retrieve materials (including personal computers) to prepare for ERTL. Academic staff may conduct ERTL from campus.
5. **[Update]** Off campus students who need to enter the campuses to retrieve personal computers and study materials shall fill up the online form issued by the IIUM Sejahtera Council. The dates for students to fill up the form and to come to Mahallahs to retrieve their personal computers and study materials will be informed accordingly.
6. This guideline is applicable until further notice.

7. For any queries, please contact:

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IIUM SEJAHTERA COUNCIL
2ND JUNE 2020 (as of 11am)

APPENDIX A: IIUM REVISED ACADEMIC CALENDAR

ACADEMIC CALENDAR
SEMESTER II, 2019/2020 SESSION

REGISTRATION OF NEW STUDENTS (INTERNATIONAL UG & PG) (MALAYSIAN PG)	:	30/01/2020 (Thursday)	-		1 day
REGISTRATION OF NEW STUDENTS (EX-CFS & MALAYSIAN UG)	:	03/02/2020 (Monday)	-		1 day
LECTURES	:	10/02/2020 (Monday)	-	17/03/2020 (Tuesday)	5 weeks
MID SEMESTER BREAK, COVID-19-RMO, EID FITR'	:	18/03/2020 (Wednesday)	-	31/05/2020 (Sunday)	10 weeks
LECTURES	:	1/06/2020 (Monday)	-	28/07/2020 (Tuesday)	9 weeks
EID ADHA BREAK	:	29/07/2020 (Wednesday)	-	02/08/2020 (Sunday)	5 days
EXAMINATION* PERIOD	:	03/08/2020 (Monday)	-	16/08/2020 (Sunday)	2 weeks
INTER SEM. VACATION	:	17/08/2020 (Monday)	-	23/08/2020 (Sunday)	7 days
RELEASE OF EXAMINATION RESULT	:			30/08/2020 (Sunday)	

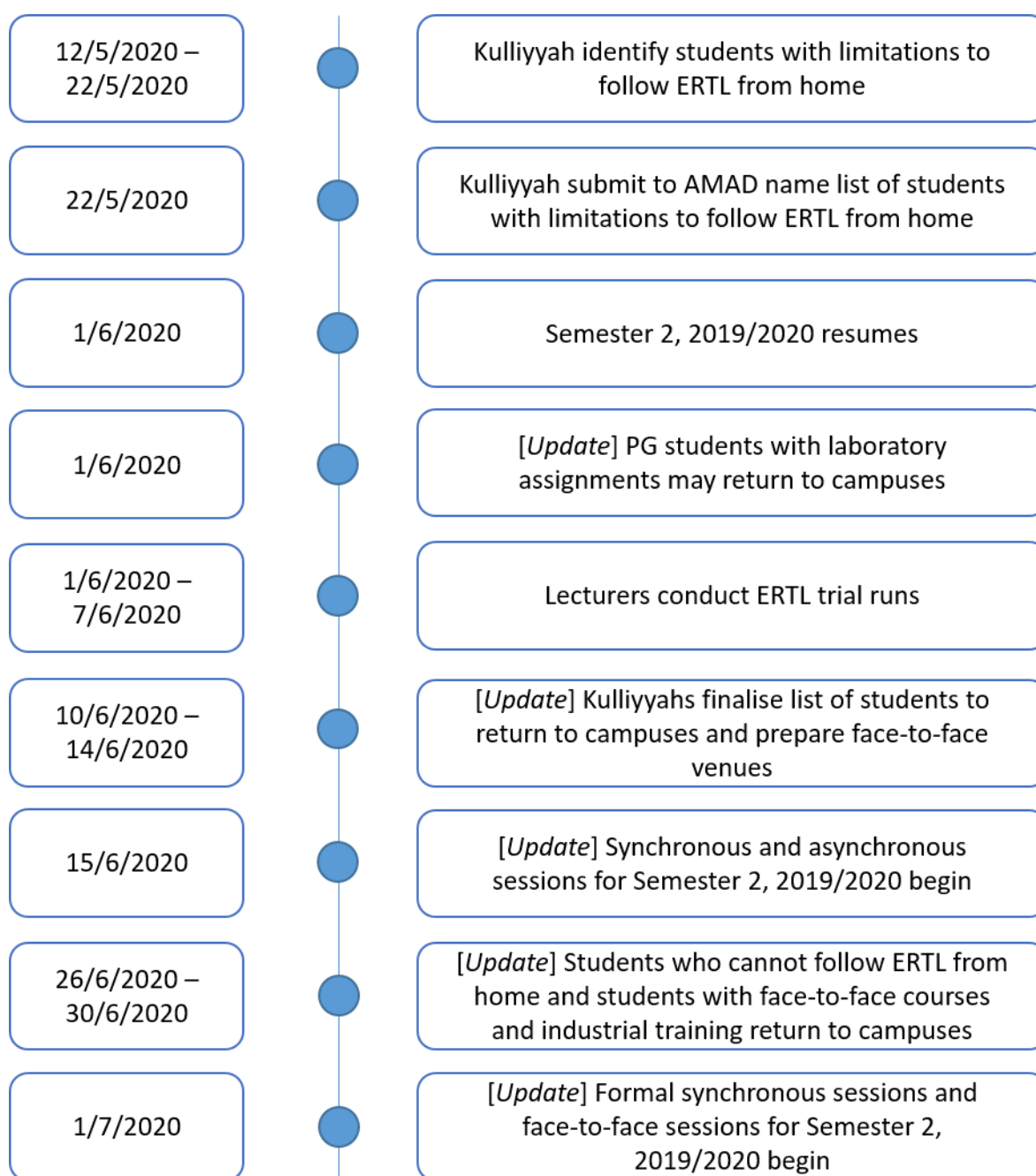
*Class sessions may continue until the end of the scheduled exam period, taking into account there is now no centralised sit-in exam.

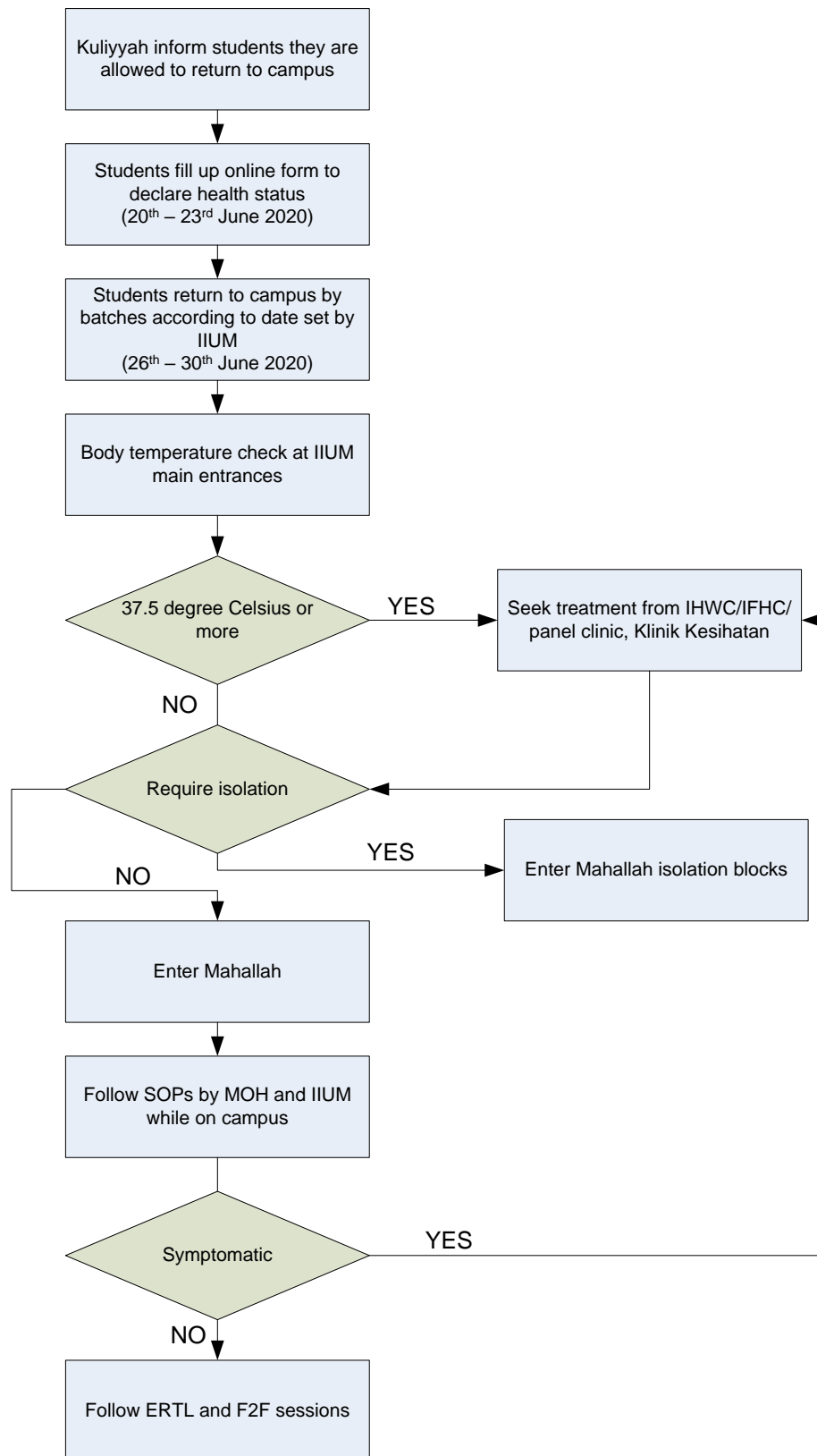
APPENDIX B: LIST OF APPROVED FACE-TO-FACE COURSES FOR SEMESTER 2. 2019/2020

Kull	Course Name	Course Code
KAED	Principles of Measurement For Building Works1	AQS 1200
	Land Surveying	AQS 1292
	Principles of Measurement of Building Services and External Works for Building	AQS 2200
	Practical Training	AQS 3271
	Principles of Measurement of Advanced Civil Engineering	AQS 4202
	Planning Studio 4:Local Planning	AUP 2204
	Planning studio 2: Mixed Development	AUP 1203
	Planning studio 6 : Project Planning	AUP 3202
	Community Landscape Design	ALA 1203
	Landscape Grading and leveling	ALA 1282
	Urban Landscape Design	ALA 2203
	Landcsape Seminar	ALA 3211
	Landscape Architectural Design 7	ALA 4202
	Architectural Design 2 (Studio)	AAR 1201
	Building Construction & Materials 2	AAR 1295
	Architectural Design 4 (Studio)	AAR 2201
	Architectural Design 6 (Studio)	AAR 3201
	AAD Studio 2	AAD 1200
	Community Project	AAD 1212
	Applied Arts and Design (AAD) Studio 4	AAD 2200
	Workshop Practice	AAD 2211
	Applied Arts and Design (AAD) Studio 6	AAD 3200
	Degree Project	AAD 4200
	Model Making & Final Project	AAD 4210
	Master Design Thesis 1	AAR 7410
	Advanced Architectural Design 2 (Studio)	AAR 7210
	Master Design Thesis 2	AAR 7250
	Master Design Studio 2	AAR 7500
KOED	Introduction to School Counseling	EDGC 1001
	Theories of Guidance and Counseling	EDGC 1002
	Counseling Lab 1 (Individual)	EDGC 1901
	Guidance & Counseling Programme Planning and Evaluation	EDGC 1502
	Counseling Lab II	EDGC 2902
	Individual Appraisal : Counseling Children and Adolescent	EDGC 1501
	Career Counseling	EDGC 3005
	Psycho Educational and Consultation	EDGC 3006
	Seminar in Counseling : Professional and Human Development	EDGC 4013
	Counseling Children and Play Therapy	EDGC 3252
	Counseling Practicum	EDGC 3903
	Action Research	EDGC 3402

	Counseling Internship	EDGC 4904
KAHS	Final Year Project 2	AHB 4124
	Research Project 2	AHMI 4621
	Case Management 2	AHOV 4221
	Primary Optometry Clinic 2	AHOV 4311
	Primary Optometry Clinic 3	AHOV 4321
	Specialisation clinics A2	AHOV 4322
	Specialisation clinics B2	AHOV 4324
	Clinical Physiotherapy VI	AHP 4216
	Data collection phase (lab and clinical works)	AHS 7002 and AHS 8002
KOS	Final Year Project II	SAP 4195
	Final Year Project II	SPL 4195
	Final Year Project II	SBT 4206
	Final Year Project II	SMT 4115
	Final Year Project II	SCH 4988
	Final Year Project II	SPS 4116
	Internship	SAP 4296
	Internship	SPL 4296
	Internship	SBT 3006
	Internship	SMT 4900
	Internship	SPS 3212
	Remote Sensing for Marine Application	SMT 4523
	GIS for Coastal Zone Management	SMT 4543
	Fish Health	SMT 4623
	Experimental Physics 1	SPS 1202
	Experimental Physics 2	SPS 2202
	Techniques for computerized experiments	SPS 4211
	Teaching Practicum in Secondary Schools	EDC 4902K
KOE	Project II	BTE 4199
	Final Year Project II	BTEN 4399
	Project II	ECE 4199
	Final Year Project II	ECOM 4399
	Final Year Project II	ECIE 4399
	Project II	MCT 4199
	Project II	MCTE 4399
	Project II	MME 4199
	Final Year Project II	MATR 4399
	Final Year Project II	MANU 4399
	Project II	MEC 4199
	Project II	MECH 4399
	Final Year Project II	CIVE 4322
	Mechatronics Lab III	MCTE 4105
	Computer Information Engineering Lab II	ECIE 4101/ECE4102

	Communication Engineering Lab II	ECOM 4101
	Manufacturing Engineering Lab IV	MANU 4102
	Aerospace Engineering Lab IV	MECH 4129
	Automotive Engineering Lab IV	MECH 4119
KIRKHS	Master of Human Sciences in Psychology (Clinical & Counselling Specialization)	
KOM	All courses for clinical years	
KOD	All courses with clinical components	
KON	All courses with clinical components	

[Update] APPENDIX C: TIMELINE FOR SEMESTER 2, 2019/2020 RESUMPTION

[Update] APPENDIX D: SOP FOR RETURNING STUDENTS FOR ERTL

APPENDIX E: SOP ON THE USE OF RESEARCH FACILITIES

STANDARD OPERATING PROCEDURE IN THE USE OF RESEARCH FACILITIES I.E. LABORATORIES DURING POST- MCO

Introduction

The COVID 19 pandemic has gravely affected major activities at higher learning institutions which among others include teaching and learning as well as research activities.

This SOP is prepared as a general guideline in assisting the Kulliyahs in resuming some aspects of the research activities after the Movement Control Order is lifted. It aims to delineate the steps that need to be taken in the use of research facilities such as laboratories during Post-Covid 19 periods. Actions to be taken during emergencies are also included.

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 research facilities such as laboratories during Post-Covid 19 periods.

Responsibility of the Kulliyahs

- 1) To provide a detailed SOP on the use of research facilities at the respective Kulliyahs.
- 2) To ensure a safe environment for staff and students involved in research activities i.e. provide temperature screening tests and hand sanitisers .
- 3) To ensure that people who enter and leave the research facilities are safe from the risk of Covid-19 infection i.e. proper logging system for contact tracing.
- 4) To ensure the availability of risk management procedure related to Covid-19.
- 5) To ensure that sufficient information, proper training, and control mechanism are disseminated and provided.
- 6) To ensure the details of people who enter and leave the research facilities are properly recorded and kept for at least 3 months.
- 7) To appoint a coordinator on research activities who will oversee and monitor the overall implementation of the SOP.

Responsibility of the Covid-19 Research Activities Coordinator

- 1) To assist the Kulliyahs in the implementation and monitoring of Covid-19 Risk Control SOP i.e. identify the designated laboratories used and the rotation of usage.
- 2) To advise the Kulliyahs on actions to be taken in preventing the risk of Covid-19 infection.
- 3) To implement the actions for preventing the risk of Covid-19 infection.
- 4) To investigate and report to the Kulliyahs and respective authorities if there is any person with symptoms of Covid-19 infection in the research facilities.
- 5) To ensure that the thermometers are regularly calibrated for proper functioning and the hand sanitizers are sufficient. Both items must be strategically placed.

- 6) To provide a database for recording of details of people who enter and leave the research facilities. These records must be kept for at least 3 months.

Responsibility of Kulliyah staff, researchers, or students

- 1) Responsible for the safety and health of himself, co-workers, and other people who may be affected during the interactions including self-declaration if he has the symptoms.
- 2) To comply with the SOP and wear a mask when he is in the research facilities.
- 3) To inform the immediate supervisor or coordinator if he has any symptoms of Covid-19 infection.

Besides that, precautions must be taken against fire and safety hazards:

- 1) To ensure that all users know the contact numbers of Lab Technicians or Lab Coordinators in cases of emergency.
- 2) To make sure that experiments are NOT left unattended, especially those involving heating elements such as hotplates and ovens as well as hazardous chemicals.
- 3) All electrical switches must be switched off before leaving the premises.
- 4) For safety reasons, please do not work alone. Follow the MCO Guidelines in terms of the acceptable number.

Detailed Procedures

1) 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) wear a mask at all times when he is in the said premises.
- b) sanitise or wash his 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. Detailed information which includes name, identification number, home address, handphone number, and contact number must be captured. This information must be kept for at least 3 months.
- f) undergo a temperature screening test at the designated area. 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.
- g) avoid mass activities of more than 10 people.
- h) comply with all the instructions given from time to time.

2) When in the research facilities such as laboratories

Any individual who enters the research facilities i.e. laboratories MUST:

- a) ensure that there shall not be more than 10 people in the office at one time.
- b) comply with the SOP.
- c) wear a mask at all times when in the premises.

- d) sanitise or wash hands regularly.
- e) avoid shaking hands with anybody in the office.
- f) observe social distancing of 1 meter from each other.
- g) avoid mass activities of more than 10 people.
- h) comply with all the instructions given from time to time.
- i) comply with the rotation duties provided by the Kulliyahs to minimise the number of people in each laboratory. There shall not be more than 5 people present at one time.

3) **When leaving the research facilities such as laboratories**

Any individual, whether he is a Kulliyah staff, researcher, or student who leaves the research facilities i.e. laboratories MUST:

- a) sanitise or wash his hands at the designated area.
- b) avoid shaking hands.
- c) observe social distancing of 1 meter from each other.
- d) record time out in the provided document.
- e) comply with all the instructions given from time to time.

The personnel are encouraged to change their clothes before leaving for home.

4) **Research Meetings Procedures**

- a) Conference and video call meetings are encouraged. Face-to-face meetings are to be limited.
- b) However, if there is a need to have a face to face meeting, all members MUST:
 - i) ensure that the number of attendees are not more than 10.
 - ii) wear a mask at all times.
 - iii) sanitise or wash hands regularly.
 - iv) avoid shaking hands.
 - v) observe social distancing of 1 meter from each other.
 - vi) record their detailed information in the provided form (including external members). This record must be kept for at least 3 months.
 - vii) be alert and take the necessary actions if there is anyone with Covid-19 symptoms.

5) **Procedures in Emergency Situation**

- a) To take immediate action if there is a person with Covid-19 symptoms.
- b) To report the matter to the coordinator or respective authorities.
- c) To isolate the suspect at the designated area and call the IIUM Clinic for further medical procedure.
- d) To identify the individuals who may have interacted with the suspect and report to the IIUM Clinic for further monitoring.
- e) To disinfect the area in accordance with the procedures set by the Ministry of Health.

6) **Disinfection Procedure**

- a) Cleansing and disinfection of the research facilities such as the laboratories and other related workstations must be done on a scheduled basis in accordance with the procedures set by the Ministry of Health. The activities must be recorded in a logbook.
- b) Cleansing and disinfection must be done before the start of operation after the lockdown.
- c) All surfaces and objects such as tables, chairs and other laboratory apparatus must also be disinfected regularly (at least twice a day).
- d) The doorknobs, handrails, and light switches need to be cleaned and disinfected regularly or twice a day, as these surfaces are being touched more often than other areas.
- e) Disposal bins to dispose masks, gloves, and tissues must be covered and separated from other trashes. The trash must be disposed on a scheduled basis.

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