



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



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

OFFICIAL GUIDELINES

DURING THE LOCKDOWN PERIOD 01/2021

**** These guidelines are applicable to the staff and students at International Islamic University Malaysia (IIUM).**

***This guideline is subject to change as per instructed by MKN and other authorities.**

SECTION	ITEM	PAGE
1	INTRODUCTION	2
2	GUIDELINES FOR STAFF	3
3	GUIDELINES FOR STUDENTS	4
4	GUIDELINES ON ACADEMIC MATTERS	5
5	GUIDELINES ON SECURITY	6
6	GUIDELINES FOR HEALTH AND WELLNESS SERVICES	7
7	GUIDELINES FOR ICT FACILITIES	10
8	GUIDELINES FOR LIBRARY FACILITIES/SERVICES	11
9	GUIDELINES FOR IMMIGRATION AND INTERNATIONAL SERVICES	12
10	GUIDELINES FOR IIUM MOSQUE AND MUSOLLA FACILITIES	13
11	GUIDELINES FOR RESIDENTIAL SERVICES	14
12	GUIDELINES FOR DEVELOPMENT AND MAINTENANCE SERVICES	18
13	COUNSELLING SERVICES	19
14	IMPORTANT CONTACT NUMBERS	20
15	CONCLUSION	21
16	APPENDIX 1: MEDIA STATEMENT BY MOHE	22

SECTION 1: INTRODUCTION

1. IIUM is steadfast in ensuring the safety of the IIUM community.
2. On 28th of May 2021, the prime Minister has announced a nationwide total lockdown for **14 days** beginning **1st June to 14th June 2021**.
3. The decision is necessary due to the rapid rise of the COVID-19 cases.
4. All staff who are not involved with essential services are required to work from home during this period.
5. Students who are on university campuses are not allowed to leave during this period **UNLESS** deemed necessary.
6. All academic activities are to continue online.
7. **All staff and students are encouraged to register for COVID-19 vaccination through MySejahtera application.**
8. **All staff and students must always practice physical distancing and good hygiene.**
9. This guideline is subject to change as per instructed by MKN and other authorities.

SECTION 2: GUIDELINES FOR STAFF

1. For the purpose of working from home, staff are allowed to bring back 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 during this period. **DO NOT unnecessarily enter the University campuses.**
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, SASMEC, Family Health Clinic (Kuantan), RSD, Development Division, Daya Bersih, ITD, Visa Management Unit, STADD and Finance Division** will continue to be in operation.
6. Other K/C/D/I/O/M that are NOT mentioned in item (5) are requested to identify own essential services and, to monitor and manage the operation accordingly.
7. 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/I/O/M that provide essential services or deal with any urgent matters. The supervisors may assign the tasks accordingly.
8. Letter to enter campuses will be issued by MSD, however request letter must be made through respective Deans and Directors of K/C/D/I/O/M.
9. Log in and log out are **NOT** officially recorded during lockdown period.
10. This guideline is in accordance with the announcement issued by the Ministry of Higher Education dated 31st May 2021 (Please refer to appendix 1)

SECTION 3: GUIDELINES FOR STUDENTS

1. Students on campuses **MUST** observe the rules and regulations of the University.
2. Students are to stay alert on official emails from IIUM and, official and latest announcements on IIUM website.
3. Students on any of the campuses are not allowed to leave **UNLESS** deemed necessary.
4. Returning and living outside campus (LOC) students will **NOT** be allowed to enter the campuses, except for selected PG students with special permission from the kulliyah.
5. Students are not allowed to go out for work outside campus.
6. **All recreational facilities are closed, and students shall avoid using these facilities.**
7. **NO** student activities, including clubs, societies and co-curricular, conducted in-person and in groups are allowed.
8. **NO** social, religious, economic, sports and recreational activities conducted in groups are allowed.
9. **ONLY** jogging and individual exercise are allowed as sports and recreational activities. This is to be done individually in an open space, with **NO** physical contact, conforming to a physical distancing of 2-3 meters; and subject to the restricted movement order that is in effect.
10. Programs/activities are to be conducted online or using any other appropriate digital/virtual platforms.
11. Shops and cafés will remain in operation. The operating hours are from 8.00 am to 8.00 pm.
12. Principals and Fellows of *Mahallahs* will be on standby mode and ready to be contacted.
13. Students who have vaccination appointments are allowed to go for the vaccination using the University's transportation.
14. For students with vaccination appointments that require to cross states, will have to make their own transportation arrangement and to undergo a 10-day isolation upon returning to campus.

SECTION 4: GUIDELINES ON ACADEMIC MATTERS

1. All teaching and learning will be done remotely during the lockdown period.
2. For postgraduate students in need to use lab facilities, please contact your Kulliyyah for further detail.
3. All online classes are to remain as scheduled.
4. All online conferences and webinars can proceed as scheduled.
5. All final examinations for Semester 2 2020/2021 are to be conducted through online mode.
6. Students should consult their respective Kulliyyahs for teaching and learning matters for the remaining of the semester.

SECTION 5: GUIDELINES ON SECURITY

1. The University Entrance will operate as follows:

No.	Access Operation	Remarks
1.	Main Entrance (All Campuses)	Open 24 hours Under Inspection
2.	Second Entrance Gombak campus only Kuantan campus	Closed 7:00 am – 9:00 am 4:30 pm – 6:30 pm
3.	Third Entrance (Gombak campus only)	Closed

2. Visitors are NOT allowed to enter the IIUM Campuses.
3. Public transport i.e. taxi, e-hailing services, public buses etc. are **NOT ALLOWED** to enter the campus.
4. Only motorcycle food delivery services are allowed to enter campuses during this period.
5. Parcel delivery services are allowed to enter campuses during this period.
6. All delivery services are allowed to enter campuses daily from 8 am to 8pm.

SECTION 6: GUIDELINES FOR HEALTH AND WELLNESS SERVICES

1. The IIUM Health services will operate as follows:

No	Gombak/KL/Gambang campuses
1	Clinic visit for collection of monthly medicines by appointment ONLY for staff or students living off campus. Please set the appointment via IHWC Outpatient hotline
2	Staff and their dependents living off campus are required to use the PM Care health facility at the nearby panel clinics for consultation.
3	Students living off campus are required to use the government health facilities in their neighbourhood for consultation. No reimbursement is allowed for visits at private clinics / hospitals
4	Walk-in patients for consultation are allowed ONLY for those staff and dependents and students living on campus.

No	Kuantan campus
1	Clinic visits for collection of monthly medicines by appointment ONLY for staff or students living off campus. Please set the appointment via FHC Outpatient hotline
2	Staff and their dependents living off campus are encouraged to use the PM Care health facility to the nearby panel clinics. However, IIUM FHC Kuantan will be available for outpatient services during clinic operation time.
3	Students living off campus are encouraged to use government health facilities in their neighbourhood. No reimbursement is allowed for visits at private clinics / hospitals. However, IIUM FHC Kuantan will be available for outpatient services during clinic operation time.

No	Pagoh campus
1	Staff and their dependants, and students can use the government or panel clinics facilities as usual.

Operation hours for IHWC Gombak/Gambang campuses			
No.	Day	Time	Operation
1.	Weekdays	8.00 am to 5.00 pm	Outpatient Clinic, Dental and Administration
		5.00 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

Operation hours for FHC Kuantan campus			
No.	Day	Time	Operation
1.	Weekdays	8.00 am to 5.00 pm	Outpatient Clinic and Administration

2. 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 consulting 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

3. 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 having positive result for COVID-19 swab test.
- v) Please notify to:

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

4. COVID-19 TEST

- i) IHWC does not run RT PCR in our lab in view of inadequate facility that comply with 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.
Kuantan	Will be sent to SASMEC.
Gambang	Will be sent to SASMEC.
Pagoh	Will be sent to the nearest MOH facilities.

SECTION 7: GUIDELINES FOR ICT FACILITIES

1. ICT Services Helpdesk Counter (Gombak) will be closed.
2. For any request on ICT services, our Helpdesk can be contacted using the following methods:

ICT Services Helpdesk		
Campus	Hotline number	e-mail
Gombak	016-983 2415 (WhatsApp only)	servicedesk@iium.edu.my.
Kuantan	09- 570 4666	helpdeskktn@iium.edu.my
Gambang	09-518 3435	servicedeskcs@iium.edu.my

- Staff are also encouraged to log the request through ICT Service Desk tab in the staff portal (my.iium.edu.my/staff > ICT Service Desk > Submit Request.)
3. ITD General Lab will be opened from 8.30am to 5pm with strict SOP. Students who enter and/or leave the lab must follow the required SOP (wear a face mask, scan temperature, scan MySejahtera QR code or register in the logbook provided, and sanitize their hands before and after using the computer in the lab).
 4. BYOD lab will be closed.

SECTION 8: GUIDELINES FOR LIBRARY FACILITIES/SERVICES**1. All campus libraries are not physically accessible to all clients.****2. Facilities and services offered during lockdown period:**

- 2.1 Collect 'n Go (books booked in advance and collected on an agreed date)
- 2.2 Book drop/book return
- 2.3 Online reference services through:
 - a. LiveChat
 - b. Virtual Readers' Advisory Desk (VRAD)Links to these services are posted on the Library's webpage.
- 2.4 Online classes for:
 - a. Information literacy
 - b. Library skills
 - c. Research support

3. Library contact details:

Gombak Campus Library	03-6421 4815 03-6421 4822 03-6421 4825
Kuantan (IMC & CFS) Library	09-570 4185
Syed Muhammad Naquib al-Attas Library (SMNAL)	03-6421 1260
Shared-facility Library of Education Hub Pagoh	06-974 2425
E-mail	library@iium.edu.my

SECTION 9: GUIDELINES FOR IMMIGRATION AND INTERNATIONAL SERVICES

1. The IIUM International Office counter service (visa unit) will operate from 9.00 am to 12.00 noon for collection and submission of passport only.
2. Submission of documents (renewal of student pass, new application and renewal of dependant pass, cancellation, Special Pass and transfer endorsement) must be submitted online at the following link: <https://sites.google.com/iium.edu.my/visaunitupdater/home>
3. All foreign students must secure appointments through the International Office **Hotline 3**, before they are allowed to come to the Office.
4. Students may contact the International Office Hotlines for advisory on visa and immigration matters using the hotlines numbers:
Hotline 1 - 012 700 6160
Hotline 2 - 010 319 6004
Hotline 3 – 011 1334 0603 (for appointment only)
5. For welfare service (including urgent financial assistance), students may contact the following number for advice: **011 5995 0683**.

SECTION 10: GUIDELINES FOR IIUM MOSQUE AND MUSOLLA FACILITIES

1. All mosques and *musollas* in IIUM campuses will be completely closed during lockdown period.
2. *Adzhan* will be as usual at every prayer time.
3. All Kulliyahs and *mahallahs* are responsible to lock-up their respective *musollas*.
4. Operation of all Mosque and musollas are subject to respective states' religious authority.

SECTION 11: GUIDELINES FOR RESIDENTIAL SERVICES**1) MAHALLAH CAFETERIA**

ZONE	MAHALLAH	OPEN	OPERATION HOURS
Zone 1	Hafsa	1/6/2021 – 14/6/2021	8AM – 8PM
	Asma'		
Zone 2	Nusaibah	1/6/2021 – 14/6/2021	8AM – 8PM
	Sumayyah		
	Salahuddin Al-Ayubi		
Zone 3	Halimatus Sa'adiah	1/6/2021 – 14/6/2021	8AM – 8PM
	Maryam		
Zone 4	Aminah	1/6/2021 – 14/6/2021	8AM – 8PM
	Asiah		
Zone 5	Ruqayyah	1/6/2021 – 14/6/2021	8AM – 8PM
Zone 6	Safiyyah	1/6/2021 – 14/6/2021	8AM – 8PM
Zone 7	Uthman Al-Affan	1/6/2021 – 14/6/2021	8AM – 8PM
	Al-Farouk		
	Bilal Ibn Rabah		
Zone 8	As-Siddiq	1/6/2021 – 14/6/2021	8AM – 8PM
	Ali		

2) CENTRAL COMPLEX FOOD OUTLET

PREMISES	OPEN	OPERATION HOURS
CX7 (Edu Café)	1/6/2021 – 14/6/2021	8AM – 8PM
Al-Zauq Café	1/6/2021 – 14/6/2021	8AM – 8PM

Subject to population of staff Work On Campus (WOC)

3) CONVENIENCE SHOP AT MAHALLAH

ZONE	MAHALLAH	OPEN	OPERATION HOURS
Zone 1	Hafsa	1/6/2021 – 14/6/2021	8AM – 8PM
	Asma'		
Zone 2	Nusaibah	1/6/2021 – 14/6/2021	8AM – 8PM
	Salahuddin Al-Ayubi		
Zone 4	Asiah	1/6/2021 – 14/6/2021	8AM – 8PM
	Aminah		
Zone 5	Ruqayyah	1/6/2021 – 14/6/2021	8AM – 8PM
Zone 6	Safiyyah	1/6/2021 – 14/6/2021	8AM – 8PM
Zone 7	Al-Farouk	1/6/2021 – 14/6/2021	8AM – 8PM
	Bilal Ibn Rabah		
Zone 8	As-Siddiq	1/6/2021 – 14/6/2021	8AM – 8PM
	Ali Ibn Abi Talib		
	Zubair Al-Awwam		

4) CONVENIENCE SHOP AT CENTRAL COMPLEX

PREMISES	OPEN	OPERATION HOURS
CX-B10 (Dre. Shop)	1/6/2021 – 14/6/2021	8AM – 8PM

RESIDENTIAL & ENTREPRENEURIAL SERVICES IN KUANTAN CAMPUS

- 1) The operation hours of the café, kiosks, convenient shops and laundry services under the Food & Service Unit are as follows: *(Kuantan campus)*

No.	Services	Operation Hours
1.	All Cafés at Mahallahs (Takeaways and deliveries only, No Dine-In)	8AM – 8PM
1.	Selected Cafés at OCD, OSC and Kulliyahs (Takeaways and deliveries only, No Dine-In)	8AM – 8PM
2.	Kiosks at Mahallah	8AM – 8PM
3.	Convenience Shops	8AM – 8PM
4.	POSLAJU, OSC	8AM – 8PM
4.	Self-Service Laundry at Mahallahs	24 Hours

- 2) The operation hours of shops under the Entrepreneurship Development Centre are as detailed below: *(Applicable to Kuantan Campus Only)*

No.	Services	Operation Hours
1.	D'Store Budiman Parcel Service, OSC	8AM – 8PM
2.	KOSISWA Budiman IIUM Kuantan Bhd, OSC	8AM – 8PM
3.	Heroes Coffee Shop (Heroes Café, OSC)	8AM – 8PM
4.	Kiosks (Hot & Roll, OSC)	8AM – 8PM
5.	Barber Shop (Gunteng, OSC)	8AM – 8PM
6.	Printing Services (Mentari Wadi Budi Printing, OSC)	8AM – 8PM
7.	NQ Kebun Kecil	8AM – 8PM
8.	IIUM Kuantan Souvenir Shop, OSC	8AM – 8PM
9.	RedONE Kiosk, OSC	8AM – 8PM

RESIDENTIAL SERVICES IN GAMBANG CAMPUS

NO	COMPANY/LOCATION	DATE: 28/5-10/6/2021	DATE: 11/6-24/6/2021	DATE: 25/6 - 9/7/2021	DATE: 10/7-31/7/2021
CAFETERIA					
1.	Rantau Benua Sdn Bhd, Dining Hall 2	Close	OPEN	Close	
2.	Supiah Sujak, Dining Hall 2	OPEN	Close	OPEN	Close
3.	Zen Delima Enterprise, Dining Hall 3	Close	OPEN	Close	
4.	Alnakhla Global Sdn Bhd, Dining Hall 3	OPEN	Close	OPEN	Close
5.	SRH Mega Enterprise, Mahallah Al-Biruni	Close	OPEN	Close	
6.	Tenergy Quest Sdn Bhd, Mahallah Al-Biruni	OPEN	Close	OPEN	Close
7.	Tenergy Quest Sdn Bhd, Admin Café	Close	OPEN (Starting 17/6/2021)		
8.	He & She Café	Close			
AUXILIARY					
9.	Koperasi UIAM Berhad, Mahallah Al-Biruni	OPEN			Close
10.	Aim Man Point Enterprise, Mahallah Azdah	OPEN			Close
11.	ZC Mini Market, Mahallah Fatimah	OPEN			Close
12.	Nas Photocopy & Stationery Services, Mahallah Aisyah	Close			
13.	Sohabah Salam Enterprise, Mahallah Umamah	Close			

NOTES:**1) Operation hours:**

- Food Outlets (8.00a.m. – 8.00p.m.)-SUBJECT TO SOP MKN

- Convenience Shop (8.00a.m. – 8.00p.m.)-SUBJECT TO SOP MKN

2) STRICTLY NO DINE-IN until further notice**3) Staff and students to adhere the practise of physical distancing****4) Operators to ensure workers wear face mask all the time****5) All business premises at Kulliyah are closed until further not****SECTION 12: GUIDELINES FOR DEVELOPMENT AND MAINTENANCE SERVICES**

- 1) Cleaning services will remain in operation with rotational of cleaners, and focusing on disinfection work at general areas, i.e., corridors, railing, lifts, doorknobs etc.
- 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 rotational basis, with technician to be on night standby as usual.
- 5) All non-essential construction work is suspended until further notice.

SECTION 13: COUNSELLING SERVICES

- 1) Counselling services are provided by Counselling and Career Services Centre and IIUM Covid-19 Psychosocial Support Team (IMPACT). These services are exclusive for IIUM Community ONLY.
- 2) Counselling and Career Services Centre can be contacted at **ccsc@iium.edu.my**
- 3) For Counselling and Career Services Department, Kuantan campus All session will be conducted through google meet and can be reached as follows:
 - a) Book appointment through i-Ma'luum. Kindly login to imaluum.iium.edu.my or
 - b) Student will receive confirmation email with google link invitation.
 - c) Student may join mental health support through <https://t.me/MeantalHealthSupportCOVID19>
- 4) For Counselling and Career Services Unit, Gambang campus, please contact Madam Asniza Mamat at asniza@iium.edu.my and Bro Hairunnaja Hj Najmuddin at hairunnaja@iium.edu.my
- 5) IIUM Covid-19 Psychosocial Support Team can be contacted at impact@iium.edu.my

SECTION 14: IMPORTANT CONTACT NUMBERS

	GOMBAK/K.L	KUANTAN	PAGOH	GAMBANG
IHWC/ Family Health Clinic (Kuantan)	03-6421 4444	09-570 4444	06-9741122	09-591 2525
OSEM	03-6421 5555	09-5705555	06-9741122	09-570 5555
DAYA BERSIH	03-6421 5415	09-5734819	06-9741122	09-5716777
KPAG (Gambang)				09-5486166
SASARAN ETIKA (Kuantan)				09-573 2482 019-6728464

SECTION 15: CONCLUSION

1. All staff and students must:
 - a. practice physical distancing of 2 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.
 - e. wear mask at public areas.
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_qld@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. Asst. Prof. Datin Dr. Fai'za Abdullah, Head, Family Health Clinic
(***drfaiza@iium.edu.my***)
 - h. Madam Hafsah Mohd Yusoff, Director STADD
(***hafsah@iium.edu.my***);
 - i. Br. Mohd Khairulzain Abdul Rahman, Director (Administration) Kuantan Campus
(***khairulz@iium.edu.my***);
 - j. Tn. Hj. Mir Azrul Shaharudin, Director (Administration) Gambang Campus
(***azrul@iium.edu.my***);

- k. Madam Hasleena Mohamad Arsad, Director (Administration) KL Campus
(hasleena@iium.edu.my);
- l. Madam Siti Thuraiya Abdul Rahman, Director RSD
(sthuraiya@iium.edu.my);
- m. Dr. Ahmad Zahirani Ahmad Azhar, Chief Mahallah Principal
(zahirani@iium.edu.my).
- n. Dr. Harmi Taazim Mohamad, Director, OCAP
(harmi_taazim@iium.edu.my)
- o. Bro. Muhammad Darwisy Roslan, President, IIUM Student Union
(darwisyroslan@iiumstudentunion.com.my)
- p. Sr. Anasofea Md Ridzwan, Coordinator, Covid-19 Student Taskforce
(anasofea@iiumstudentunion.com.my)

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

IIUM SEJAHTERA COUNCIL
31st MAY 2021 (as of 1730 hrs)

Appendix 1**KEMENTERIAN PENGAJIAN TINGGI****KENYATAAN MEDIA****PENGOPERASIAN INSTITUSI PENDIDIKAN TINGGI SEMASA TEMPORAL
PERINTAH KAWALAN PERGERAKAN (1 JUN 2021 HINGGA 14 JUN 2021)**

Susulan pengumuman pelaksanaan Perintah Kawalan Pergerakan (PKP) di seluruh negara bagi tempoh 14 hari bermula 1 Jun 2021 hingga 14 Jun 2021, Kementerian Pengajian Tinggi (KPT) ingin memaklumkan mengenai pengoperasian Institusi Pendidikan Tinggi (IPT) di seluruh negara sepanjang tempoh tersebut.

KEBERADAAN PELAJAR

- i. Pelajar berkeperluan yang telah berada di kampus diminta untuk **terus kekal** berada di kampus.
- ii. Bagi pelajar berkeperluan yang masih belum pulang ke kampus diminta untuk **menangguhkan** pergerakan sehingga ke suatu tarikh yang akan dimaklumkan kemudian. Pelajar perlu kekal berada di lokasi masing-masing dan meneruskan pengajaran dan pembelajaran (PdP) secara dalam talian.
- iii. Pelajar perlu berada di dalam kampus dan hanya dibenarkan keluar dengan kebenaran pengurusan IPT dan pematuan Prosedur Operasi Standard (SOP).

AKTIVITI PENGAJARAN DAN PEMBELAJARAN

- i. Semua aktiviti PdP secara bersemuka adalah **tidak dibenarkan**.
- ii. Aktiviti penyelidikan yang melibatkan kemudahan makmal dan peralatan khas yang berkeperluan sahaja dan secara individu adalah dibenarkan dengan kebenaran ketua jabatan mengikut SOP yang ketat.
- iii. Pihak IPT bertanggungjawab untuk memastikan SOP dipatuhi oleh semua pelajar berkenaan.
- iv. Pelajar luar kampus yang terlibat dengan aktiviti penyelidikan yang memerlukan kemudahan makmal dan peralatan khas, perlu mendapatkan surat kebenaran keluar masuk kampus dari IPT masing-masing.

KEHADIRAN STAF AKADEMIK DAN BUKAN AKADEMIK

- i. 100% Bekerja Dari Rumah (BDR). Kehadiran ke pejabat hanya boleh dibenarkan bagi proses kerja yang tidak boleh dilaksanakan secara BDR.
- ii. Kehadiran staf akademik dan bukan akademik bagi semua IPT hendaklah **tidak melebihi** 20% dan penggiliran kakitangan adalah bagi tempoh maksimum 4 jam sahaja.
- iii. Staf akademik dan bukan akademik tidak dibenarkan hadir ke pejabat kecuali untuk perkhidmatan perlu dengan disertai dokumen arahan rasmi daripada IPT masing-masing dan pas pekerja.
- iv. Semua mesyuarat dilaksanakan secara dalam talian melalui medium yang selamat dan terjamin kerahsiaan. Tiada perjumpaan atau aktiviti secara fizikal.

PELAKSANAAN AKTIVITI PELAJAR

- i. Semua aktiviti pelajar termasuk kelab, persatuan dan ko-kurikulum yang dilaksanakan secara bersemuka dan berkumpul adalah **tidak dibenarkan**.
- ii. Semua aktiviti sosial, keagamaan, ekonomi, sukan dan rekreasi secara berkumpul adalah **tidak dibenarkan**.
- iii. Aktiviti sukan dan rekreasi yang dilakukan secara individu di kawasan terbuka tanpa bersentuhan fizikal **terhad** kepada jogging dan senaman sahaja dengan mematuhi penjarakan fizikal sekurang-kurangnya 2 hingga 3 meter tertakluk kepada arahan kawalan pergerakan yang sedang berkuat kuasa.
- iv. Pelaksanaan program/aktiviti pelajar adalah secara dalam talian atau platform digital yang bersesuaian.

PENGOPERASIAN SEKTOR PERKHIDMATAN PERLU (ESSENTIAL SERVICES), FASILITI DAN KAFETERIA DI KAMPUS

- i. Perkhidmatan perlu seperti bank, farmasi, kedai runcit, dobi dan kafeteria **dibenarkan beroperasi** mengikut SOP dan masa yang telah ditetapkan oleh Kerajaan.
- ii. Bagi perkhidmatan kafeteria, penyediaan makanan adalah secara *pack food* sahaja.
- iii. Penggunaan fasiliti guna sama di asrama dan kampus perlu dipantau bagi memastikan penguatkuasaan SOP.

PELAKSANAAN PEPERIKSAAN ANTARABANGSA DAN BADAN PROFESIONAL

- i. Pelajar yang menduduki peperiksaan antarabangsa atau badan profesional **dibenarkan** tertakluk kepada pematuhan SOP yang ketat.
- ii. Penjadualan peperiksaan antarabangsa dan badan profesional ini diuruskan sepenuhnya oleh organisasi profesional dan antarabangsa.

- iii. IPT hanya membuat penyelarasan dari segi kemudahan fasiliti sahaja. Sebarang perubahan dari segi penjadualan adalah tertakluk kepada organisasi tersebut.

KEMASUKAN PELAJAR ANTARABANGSA

- i. Kemasukan pelajar antarabangsa tertakluk kepada SOP sedia ada yang ditetapkan oleh Jabatan Imigresen Malaysia (JIM) dari semasa ke semasa.

Kementerian prihatin dan menyedari kepentingan dalam memastikan keperluan program pengajian pelajar IPT berjalan dengan sempurna walaupun berhadapan dengan cabaran pandemik COVID-19.

Para pelajar boleh mendapatkan maklumat lanjut mengenai pengoperasian IPT dalam tempoh PKP melalui Bilik Gerakan COVID-19 KPT yang dibuka 24 jam di talian 03-8870 6777/6949/ 6623/ 6628, melayari laman web IPT atau terus menghubungi IPT masing-masing.

KEMENTERIAN PENGAJIAN TINGGI

31 MEI 2021