ENGLISH VERSION

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Guidelines for Learning and Teaching (TnL) and Research Activities at UTM During and After the Movement Control Order Period

Prepared by:
Office of Deputy Vice-Chancellor (Academic & International)

#kitajagakita
#kitamestimenang

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1. PURPOSE

1.1 The guideline is prepared to assist faculty/school/other departments in the management of students returning to campus for TnL and research activities during and after the movement control order. It explains on matters related to:

(a) The **return to campus phase** for TnL and research activities;
(b) The **categories of students allowed** to return to campus for TnL and research activities;
(c) **Return to campus procedures** for TnL and research activities;
(d) **The responsibility** of the parties involved;
(e) **Standard operating procedures (SOPs) for the operation of facilities** related to TnL and research, and;
(f) COVID-19 prevention information and tips.

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2. BACKGROUND

2.1. This guideline is prepared following the press release issued by the Ministry of Higher Education on May 27, 2020, and the ministry's letter dated June 4, 2020, related to the conduct of Learning and Teaching (TnL) activities and students' research on campus during and after the movement control order period.

2.2. Based on the media statement, **all teaching and learning (TnL) activities should be implemented online until December 31, 2020.**

2.3. However, **exemption is granted to five (5) categories of students who need to return to campus in stages** to continue with their learning activities.

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3. **RETURNING TO CAMPUS**

3.1. To ensure the safety and well-being of the campus, the UTM campus will open gradually beginning June 1, 2020.

3.2 Admissions to the campus will be made in stages (see Figure 1) to enable the faculty / school to provide a good learning and research environment and to comply with the standard operating procedures (SOP).

3. RETURN TO CAMPUS PHASE

PHASE 1

1. Postgraduate students in research mode programme: Master of Philosophy and Doctoral of Philosophy.
2. **Starting 14 June 2020**

Note: Refer next page for the detail requirements

PHASE 2

1. Final year/semester students for Diploma, UG & PG (Taught course and mixed mode programme).
2. Postgraduate students in research mode programme who missed the admission in Phase 1.
3. **Starting 1 July 2020**

Note: Refer next page for the detail requirements

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4. CATEGORIES OF STUDENT ALLOWED TO RETURN TO CAMPUS

4.1. POSTGRADUATE RESEARCH STUDENTS (MASTERS BY RESEARCH & DOCTOR OF PHILOSOPHY)

4.1.1. Only students who need to attend physical laboratories, workshops, design studios or require specialized equipment to conduct research are allowed to return to campus.

4.1.2. Priority is given to Masters of Philosophy and Doctor of Philosophy who are in the maximum semester of study and completing thesis corrections

4.1.3. Students not in the maximum semester may be considered for admission to the campus based on the support of the supervisor and approval from the faculty.

4.1.4. Students who have been staying at UTM's residences since the Movement Control (PKP) began and students who are in the same district as the UTM (Johor Bahru and Kuala Lumpur) campuses will be among the first to be allowed to continue their research. Regulation of movement across regions / states is based on the truth set by MKN and may change from time to time.

4.1.5. Students are required to be 'Active' and not postpone their studies by semester 2 20192020.

4.2. FINAL SEMESTER/YEAR STUDENTS FOR DIPLOMA/ UNDERGRADUATE/POSTGRADUTE STUDIES

4.2.1. Students who are physically required to attend for clinical work, charity training, laboratories, workshops, design studios, practical or in need of specialized equipment.

4.2.2. Students who do not have the access and the conducive environment to implementing online TnL.

ACTION

A1: Faculty assisted by the School of Graduate Studies will identify postgraduate candidates who are allowed to return to campus.

A2: Faculty must identify the undergraduate and post-graduate final year/ semester-end students who fall into the two categories described in item 4.2.

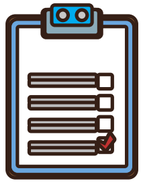
A3: UTMDigital to provide return-to-campus functions through UTMSmart application

A5: Faculty to make announcements to students and HEK makes announcements through UTM official platform.

NOTA: Students who are not staying in campus during the MCO are required to refer to the Deputy Vice Chancellor of Student Affairs to return to hostel. Staying at hostel without permission is NOT ALLOWED.

5. CAMPUS ENTRANCE PROCEDURE DURING AND POST MCO

5.1. Every student returning to campus for teaching and learning (TnL) and research activities will need to comply with the procedure below.



STEP 1: SUBMIT THE HEALTH DECLARATION FORM

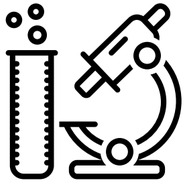
1. Students will receive email from SPS (Research Mode students) and TNCAA Office (Diploma, UG and PG Taught Course and Mixed Mode) to complete the health declaration form in Google form.
2. Students received ‘Green Pass’ notification from UTMSMART. Only students receiving 'Green Pass' notification from UTMSMART and may proceed with application
3. For students who do not pass the health declaration, they will be contacted by Faculty for re-examination by UTM Health Centre medical officer (students will need to provide an active phone number) and UTM Health Centre will report to the faculty whether or not they are allowed on campus.

STEP 2: LODGE APPLICATION TO ENTER CAMPUS VIA UTMSMART APPS

1. Student applications must be made through the UTMSmart apps. This includes existing students on campus.
2. Application in Phase 1 , which includes the postgraduate research mode students will be verified by SPS.
3. Application in Phase 2, application will be approved by faculty/School's representatives
4. Applications must be made 3 days before entering the campus. Students received APPROVED/ NOT APPROVED notification along with date to enter the campus from UTMSMART. Approval of the application will be notified via email.

STEP 3 ARRIVED AT CAMPUS

1. Students are only allowed to enter through the main entrance to the university.
2. Students must display the results of the health declaration and permission to enter campus in UTMSMART application
3. Students must undergo a body temperature check by the security guard at the campus entrance.



STEP 5: ARRIVED AT LAB/WORKSHOP/STUDIO/CLASS

1. Students should report to the lab / studio / faculty after entering the campus for activity and immediately return to their respective homes upon completion of the activity.

RESPONSIBILITIES RELATED TO MANAGEMENT OF TnL & RESEARCH FACILITIES

FACULTY/SCHOOL/PTJ
FACILITY MANAGER/LAB MANAGER/
TECHNICIAN/LAB ASSISTANT
STUDENTS

TNCAA, 2020

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5.1 RESPONSIBILITIES OF FACULTY/SCHOOL AND OTHER DEPARTMENTS

1. Comply with government and university circulars, regulations, directives & SOPs
2. Providing adequate staff to maintain and control the facilities.
3. Control access to TnL and research facilities, provide screening stations & conduct disinfection processes
4. Ensure safe and healthy environment
5. Provides information related to operating hours as well as research facilities usage rotation schedules.
6. Keep operations records as well as entry and exit records to the TnL fand research facilities
7. Encourage online customer service and service delivery
8. Promoting information & awareness on COVID-19

5.1 RESPONSIBILITIES OF FACULTY/SCHOOL AND OTHER DEPARTMENTS

- **Provides information on operating hours of PdP facilities and research from 8am to 5pm only.** No laboratory activities are permitted after working hours.

- **Preparing schedules for use of TnL and research facilities with** control on the number of designated staff and students present in the facilities/lab/workshop/studio at any given time and should follow the following recommendation:(a) Phase 1 (13 May 2020 to 31 May 2020) – Maximum of 30% occupancy
  (b) Phase 2 (1 June 2020 to 30 June 2020) – Maximum of 40% occupancy
  (c) Phase 3 (1 July 2020 to 31 July 2020) – Maximum of 50% occupancy

- **Provide sufficient staff** to maintain and control the TnL and research facilities. It is recommended for at least two people to serve at a time.

- **Scheduled maintenance** of critical research equipment

- **Ensure adequate screening equipment,** disinfected materials, PPE and others are available to the on-duty staff and users of the TnL and research facilities.

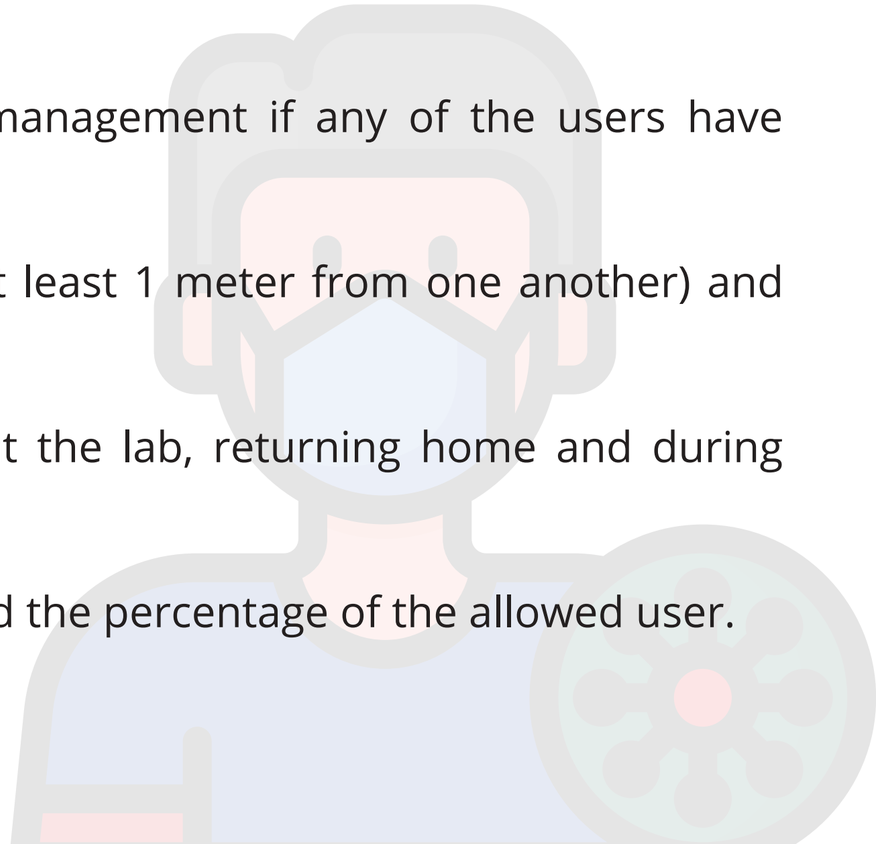
- **Regularly plan workplace sanitation** (chairs, desks and counters) using disinfectant spray spray.

5.2 RESPONSIBILITIES OF FACILITY MANAGER/LAB MANAGER

- **Advises the Head of PTJ on COVID-19** infection prevention measures.
- **Carry out infection prevention measures** recommended by Government and universities.
- **Form an action unit** to perform procedures before, during, and after entering the laboratory as well as the emergency action unit.
- **Provide operating hours information** for PdP and research facilities and during and post MCO period.
- **Prepare PdP and research facilities timetable** with control of the number of users in the lab at a time.
- **Notify Head of PTJ and UTM Health Centre (PKU)** if anyone has COVID-19 symptoms in the laboratory.
- **Ensure adequate screening equipment,** disinfected materials, PPE and others are available.
- **Coordinate, record and analyze the implementation data** of this prevention program and report to the management of PTJ.
- **Evaluate the effectiveness** of the precautionary measures implemented.
- **Provide advise on disinfection** process on high risk/contact surface such as doorknobs, whenever neccessay.

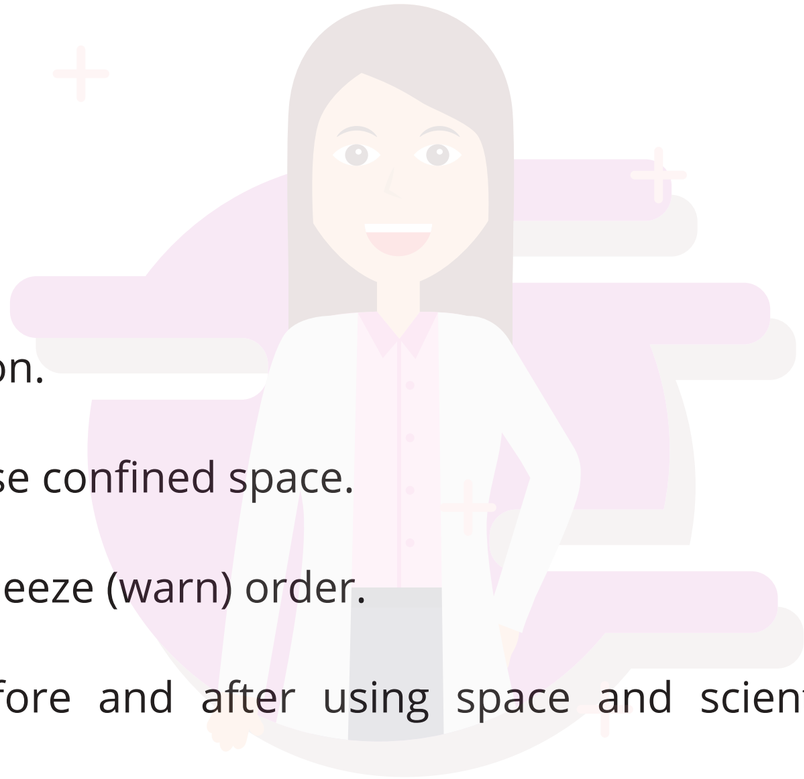
5.3 RESPONSIBILITIES OF TECHNICIAN/LAB ASSISTANT

- **Implement regulations, circulars or SOPs** at PdP facilities and research locations.
- **Prepare health screening equipment and assists in the implementation** of health screening processes in PdP facilities and research.
- **Performs periodic disinfection** process to equipment & space at risk.
- **Ensures that users are always avoiding 3C** (confine, narrow and speaking areas in close proximity) and practicing 3W (wash, wear and warn).
- **Report to facility manager/laboratory manager** and faculty management if any of the users have symptoms.
- **Ensure social distancing is practiced** (a minimum distance of at least 1 meter from one another) and avoid physical contact while in the facilities.
- **Record attendance at PdP facilities and research** on arrival at the lab, returning home and during intervals using UTMSmart apps /attendance log book.
- **Controls the capacity of the laboratory** so that it does not exceed the percentage of the allowed user.
- **Give verbal warnings** against non-compliance.



5.4 RESPONSIBILITIES OF STUDENTS

- **Obtain permission** from the university before entering the campus.
- **Make time planning & work preparation** before going to the lab.
- **Not to be present in the laboratory if COVID-19 symptoms are present**. fever, cough, flu.
- **Perform screening** and complete health declaration faithfully.
- **Read, understand & comply with SOPs & regulations.**
- **Do not enter the laboratory** if it exceeds capacity.
- **Record your movement** in and out of each lab/learning session.
- **Avoid 3C** - avoid crowded space, talk & close conversation, close confined space.
- **Practice 3W** - always wash, wash 3 ply mask (worn), cough / sneeze (warn) order.
- **Practice proactive steps by performing disinfection** before and after using space and scientific equipments.
- **Comply with all instructions** and regulations issued by the laboratory.



Standard Operating Procedure for TnL Facilities and Laboratories during and post MCO

- SCIENCE LABS
- ENGINEERING WORKSHOP
- COMPUTER LAB
- STUDIO
- CLASSROOM

TNCAA, 2020

6.1 PURPOSE

This SOP is intended to clarify the working procedures to be followed by all UTM staff and students including the control measures that must be implemented in order to contain the transmission of COVID-19.

6.2 SCOPE

This SOP is applicable during the COVID-19 pandemic related to the management and use of science laboratories, engineering laboratories, architecture & landscape studios, computer labs and lecture halls / classrooms at UTM for TnL and postgraduate student research activities . This activity period applies only (weekdays) from 8.30am to 5.00pm (working hours only).

6.3 IMPLEMENTATION

All staff and students are required to adhere to these general guidelines and other guidance / references issued by the government and universities from time to time. Faculty/School/related PTJ may refer to these guidelines when designing specific guideline for faculty/school/office use.

6.4 VIOLATION OF SOP

Disciplinary action may be taken against staff and students who fail to comply with current regulations. Staff and students are subject to the Statutory Bodies (Discipline and Surcharge) Act 2000 [Act 605] and other regulations as may be prescribed from time to time. In addition, the operation of the PdP and research facilities may also be terminated if it fails to comply with the prescribed SOP.

6.5 ENFORCEMENT

The SOP for the see of science labs, engineering laboratories, architecture & landscape studios, computer labs and lecture halls / classrooms at UTM is in accordance with the Government and University-issued Guidelines effective June 14, 2020 until a period to be determined by the University. This guide is dedicated to dealing with the spread of the COVID19 outbreak in UTM and is subject to any new directives / orders by the relevant authorities or the Government in light of the recent development of this pandemic.

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STANDARD OPERATING PROCEDURE FOR SCIENCE LAB AND ENGINEERING WORKSHOP

JTNCAA, 2020

1. BEFORE THE OPENING

1. Ensure sanitation and cleaning processes are implemented before laboratory activities begin. Professional cleaning contractor services can be used by the faculty.
2. Provides hand sanitizer / disinfecting kits and body temperature filters at the entrance, laboratory / work space and all common areas.
3. All laboratories need to ensure good ventilation.
4. Provides 1-meter mark on floor, desk and chair especially in laboratory / work room.
5. Calculates the capacity of a laboratory user at a safe distance.
6. Ensure adequate laboratory materials and laboratory equipment are in good condition.
7. Provides laboratory usage / rotation tables.
8. Put up a signage / poster to remind social needs, practice 3W, avoid 3C and obey laboratory rules.
9. Provides information on laboratory operations on faculty and school websites and social media as well as at the offices and labs involved

2. DURING OEPRATING HOURS

1. Ensure hand sanitizer / disinfecting kits are provided at the entrance, laboratory / work space and all common areas.
2. Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily. Screening should be done daily at the entrance of the premises. Students who have a body temperature of 37.5 ° Celsius or show any symptoms should be referred to the PKU and not allowed to enter the laboratory.
3. The use of face masks by each student and staff in the laboratory / work room and all common areas is mandatory.
4. Ensure social distancing is practiced.
5. Ensure the capacity of the laboratory user at a safe time and in accordance with the specified rotation schedule.
6. Uses the designated entry and exit route & records it
7. Ensure regular sanitation and cleaning processes are carried out.

3. CLOSING OF FACILITIES

1. Make sure all users leave the facilities before closing the lab.
2. Ensure sufficient quantity of hand sanitizer and other requirements for the next day.
3. Creating disinfection is done by risky desk, appliances, door knobs, chairs etc.
4. Make sure the schedule for use and rotation of the lab for the next day is stated on the faculty / school website and social media as well as at the office and lab involved.
5. Record testing / sampling activities using electrical equipment for more than 4 hours and ensuring that the equipment is automatically turned off once the test is complete.
6. Ensure adequate laboratory materials and laboratory equipment are in good condition for the next day and report damage in the event of equipment malfunctions.

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STANDARD OPERATING PROCEDURE FOR COMPUTER LAB

1. BEFORE THE OPENING

1. Ensure sanitation and cleaning processes are implemented before laboratory activities begin. Professional cleaning contractor services can be used by the faculty.
2. Provides hand sanitizer / disinfecting kits and body temperature filters at the entrance, laboratory / work space and all common areas.
3. All laboratories need to ensure good ventilation.
4. Provides 1 meter mark on floor, desk and chair especially in laboratory / work room.
5. Calculates the capacity of a laboratory user at a safe distance.
6. Ensure adequate laboratory materials and laboratory equipment are in good condition.
7. Provides laboratory usage / rotation tables.
8. Put up a signage / poster to remind social needs, practice 3W, avoid 3C and obey laboratory rules.
9. Provides information on laboratory operations on faculty and school websites and social media as well as at the offices and labs involved.

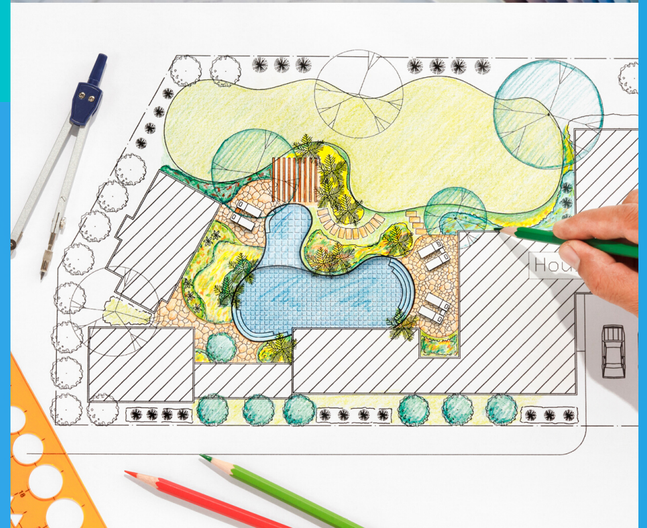
2. DURING THE OPERATING HOURS

1. Ensure hand sanitizer / disinfecting kits are provided at the entrance, laboratory / work space and all common areas.
2. Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily. Screening should be done daily at the entrance of the premises. Students who have a body temperature of 37.5 ° Celsius or show any symptoms should be referred to the PKU and not allowed to enter the laboratory.
3. The use of face masks by each student and staff in the laboratory / work room and all common areas is mandatory.
4. Ensure social distancing is practiced.
5. Ensure the capacity of the laboratory user at a safe time and in accordance with the specified rotation schedule.
6. Uses the designated entry and exit route & records it
7. Ensure regular sanitation and cleaning processes are carried out.

3. CLOSING OF FACILITIES

1. Make sure all users leave the facilities before closing the lab.
2. Ensure sufficient quantity of hand sanitizer and other requirements for the next day.
3. Perform disinfection processes on desktops, appliances, touch screens, monitors, keyboards, door knobs, chairs, etc.
4. Make sure the schedule for use and rotation of the lab for the next day is stated on the faculty / school website and social media as well as at the office and lab involved.
5. Ensure laboratory equipment is in good condition for the next day and report damage in the event of equipment malfunctio

STANDARD OPERATING PROCEDURE FOR ARCHITECTURE AND LANSDCAPE STUDIO



1. BEFORE THE OPENING

1. Ensure sanitation and cleaning processes are implemented before studio activities begin. Professional cleaning contractor services can be used by the faculty.
2. Provides hand sanitizer / disinfecting kits and body temperature filters at the entrance, studio space and all common areas.
3. All studios need to ensure good ventilation.
4. Provides 1 meter mark on floor, desk and chairs especially in studio space
5. Calculates the capacity of a studio user at a safe distance.
6. Ensuring adequate studio equipment is in good condition.
7. Provides studio use / rotation schedule. Minimize working time in the studio by 12 hours a week for crit and evaluation purposes only.
8. Put up signage / posters to remind social media needs, practice 3W, avoid 3C and obey studio rules.
9. Provides information on studio operations on faculty and school websites and social media as well as at the offices and studios involved.

2. DURING THE OPERATING HOURS

1. Ensure hand sanitizer / disinfecting kits are provided at the entrance, studio space and all common areas.
2. Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily. Screening should be done daily at the entrance of the premises. Students who have a body temperature of 37.5 ° Celsius or show any symptoms should be referred to the PKU and not allowed to enter the studio.
3. The use of face masks by each student and staff in the laboratory / work room and all common areas is mandatory.
4. Ensure social incarceration is followed. Must not meet in more than 3 capacity to carry out any practical project (hands on), critique or evaluation.
5. Ensure the capacity of the laboratory user at a safe time and in accordance with the specified rotation schedule. Each studio space is determined by a specific capacity limit based on social inclusion of 1.5 meters from each student studio workspace excluding routes, suggesting a maximum of 50% of users' average capacity.
6. Uses the designated entry and exit route & records it.
7. Ensure regular sanitation and cleaning processes are carried oUT

3. CLOSING THE FACILITIES

1. Make sure all users leave the facilities before closing the lab.
2. Ensure sufficient quantity of hand sanitizer and other requirements for the next day.
3. Make disinfecting processes on desks, appliances, door knobs, chairs etc. risky.
4. Make sure the schedule for use and rotation of the lab for the next day is stated on the faculty / school website and social media as well as at the office and lab involved.
5. Ensure studio equipment is in good condition for the next day and report damage in the event of damage to equipment.

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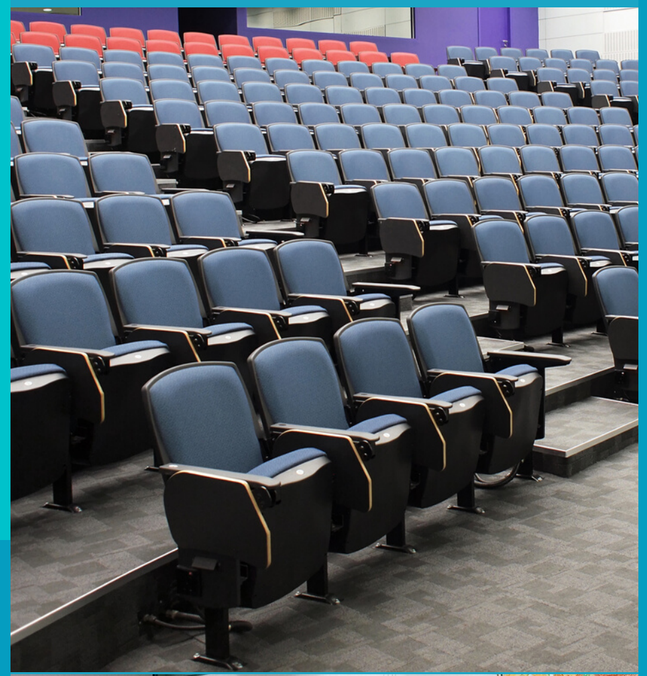
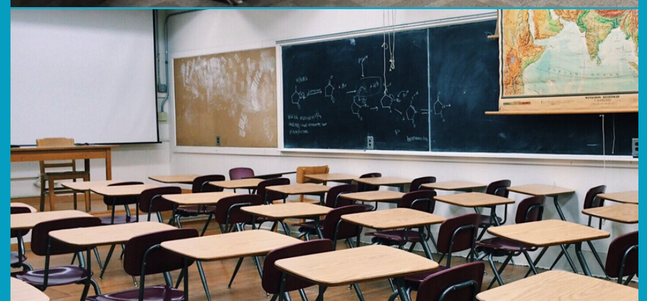
STANDARD OPERATING PROCEDURE FOR CLASSROOM AND LECTURE HALLS





1. BEFORE THE OPENING

1. Ensure that sanitation and cleaning processes are carried out before the lecture begins. Professional cleaning / disinfectant contractor services can be made by the faculty.
2. Provides hand sanitizer / disinfecting kits and temperature sensors for entrance hall and lecture halls.
3. All laboratories need to ensure good ventilation.
4. Provides 1 meter mark on floor, desk and chair. The seats that cannot be changed should be marked with an 'X' and cannot be used.
5. Calculates student capacity at a safe distance.
6. Make sure the lecture / classroom is in good condition and safe.
7. Provides laboratory usage / rotation tables.
8. Put up a signage / poster to remind social needs, practice 3W, avoid 3C and obey laboratory rules.
9. Provides information on laboratory operations on faculty and school websites and social media as well as at the offices and classrooms involved.

2. DURING THE OPERATING HOURS

1. Ensure hand sanitizer / disinfecting kits are provided at the entrance of the hall / lecture hall.
2. Perform screening to detect Covid-19 related symptoms such as fever, cough, sore throat or shortness of breath daily. The filter needs to be done daily at the entrance. Students who have a body temperature of 37.5 ° Celsius or show any symptoms should be referred to the PKU and not allowed into the lecture hall.
3. The use of face masks by each student and staff is mandatory.
4. Ensure social distancing is practiced.
5. Group activities can be carried out in a capacity of not more than 3 persons and the same member.
6. Ensure the capacity of the hall / classroom at all times in a safe manner and according to the schedule of lectures.
7. Uses the designated inbound route & records it
8. Ensure regular sanitation and cleaning processes are carried out.

3. AFTER LECTURE

1. Make sure all users leave the facilities before closing the classrooms/lecture halls.
2. Ensure sufficient quantity of hand sanitizer and other requirements for the next day.
3. Makes the process of disinfection a risky desk, chair, door knob etc.
4. Ensure room and hall use schedules for the following day are posted on the faculty / school website and social media and at the academic office involved.
5. Make sure the classroom is in good shape for the next day and report damage in the event of equipment malfunctio

10.COVID-19 PREVENTION INFORMATION AND TIPS.

1. MySejahtera is an application developed by the Government of Malaysia to assist in managing the COVID-19 outbreaks in the country. It allows users to perform health self-assessment on themselves and their family members. The users can also monitor their health progress throughout the COVID-19 outbreak. Also, MySejahtera enables the Ministry of Health (MOH) to monitor users' health condition and take immediate actions in providing the treatments required.TOGETHER MALAYSIA, WE CAN STOP THE SPREAD OF COVID-19.

2. Users may download the app here at Google Store.

3. Watch video about this app here

1. MyTrace is a mobile application (app) to help the health authority to manage the COVID-19 outbreaks. MyTrace adopts a community-driven approach where participating devices exchange proximity information whenever an app detects another nearby device with MyTrace installed. The app enables identification of people who have been in close proximity to an infected person.

2. Users may download the app here at Goolge Playstore.

3. Watch video about this app here

10. CIRCULAR & REFERENCES

CIRCULAR

1. GARIS PANDUAN PENGURUSAN AKTIVITI PENYELIDIKAN DI BAWAH JABATAN TIMBALAN NAIB CANSELOR (PENYELIDIKAN DAN INOVASI)

REFERENCES

1. Prosedur Kerja Selamat Pencegahan COVID-19 Di Tempat Kerja, Jabatan Keselamatan dan Kesihatan Pekerjaan Kementerian Sumber Manusia, 2020.

2. Garis Panduan Pengurusan COVID-19 di Malaysia No.5/2020, Annex 1-35, Kementerian Kesihatan Malaysia http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-guidelines

3. Guidance on Preparing Workplaces for COVID-19 (2020), OSHA 3990-3 https://www.osha.gov/Publications/OSHA3990.pdf

4. Maklumat berkenaan Covid19 dari Kementerian Kesihatan Malaysia, http://covid-19.moh.gov.my/

5. Pejabat Persekitaran, Keselamatan dan Kesihatan Pekerja, https://www.utm.my/oshe/

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DISEDIAKAN OLEH:

JABATAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA