

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (15)

5 Mac 2020
10 Rejab 1441

PEKELILING PENTADBIRAN BIL. 11/2020

PANDUAN PENCEGAHAN PENULARAN WABAK NOVEL CORONAVIRUS (COVID-19) UNTUK WARGA UNIVERSITI

Universiti telah mengeluarkan arahan penangguhan perjalanan staf UTM ke China, Korea Selatan, Jepun dan Iran melalui Pekeliling Pentadbiran UTM Bil. 4/2020 dan Bil. 10/2020.

2. Walau bagaimanapun, dengan pertambahan terkini kes COVID-19 di Malaysia, semua staf/pelajar diminta mengambil langkah berjaga-jaga terutama bagi staf/pelajar yang baru pulang dari negara China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran serta negara-negara yang dikenal pasti berisiko tinggi sepertimana yang dinyatakan oleh Kementerian Kesihatan Malaysia (KKM).

3. Bagi pencegahan penularan wabak COVID-19 di UTM, semua staf/pelajar yang baru pulang dari negara China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran serta negara-negara yang dikenal pasti berisiko tinggi oleh KKM **DIWAJIBKAN** untuk terus melapor diri di kaunter Saringan di Pusat Kesihatan Universiti (PKU) Johor/Kuala Lumpur atau Pejabat Kesihatan berdekatan sebaik sahaja tiba di Malaysia dan menjalani *home surveillance* selama 14 hari. Bagi staf/pelajar di UTM Hub Pagoh, boleh terus ke Pejabat Kesihatan Daerah atau Hospital Kerajaan yang berdekatan.

4. Staf/pelajar perlu mematuhi *Standard Operation Procedure* (SOP) yang telah ditetapkan seperti di Lampiran I (untuk staf) dan Lampiran II dan III (untuk pelajar) sebelum disahkan boleh menjalankan tugas atau menghadiri sesi pembelajaran. PKU UTM akan bekerjasama dengan Pejabat Kesihatan Daerah (PKD) bagi pengawasan dan pemantauan *home surveillance* sepertimana yang dinyatakan di bawah Seksyen 15(1) Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 (Akta 342).

...2/-

5. Staf/pelajar yang mempunyai hubungan terus (*direct contact*) dengan individu yang telah disahkan menghidapi COVID-19 perlu mendapatkan rawatan dengan **SEGERA** di Hospital Kerajaan yang berdekatan.

6. Semua warga UTM yang berurusan dengan individu dari negara China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran, bagi apa-apa program rasmi Universiti yang telah dirancang lebih awal, juga diminta mengambil langkah berjaga-jaga dan mengamalkan langkah-langkah pencegahan seperti penggunaan *face mask* dan *hand sanitizer*. Sekiranya mempunyai simptom-simptom seperti demam, batuk, selsema, sakit tekak atau kesukaran bernafas, sila dapatkan rawatan dengan kadar segera.

7. Bagi staf yang telah disahkan oleh pegawai perubatan perlu menjalani kuarantin di rumah (*home surveillance*); staf layak menggunakan kemudahan Cuti Kerantina Bergaji Penuh (Perintah Am Bab 'C' Perkara 24) sepanjang tempoh kuarantin tersebut.

8. Bagi pelajar yang telah disahkan oleh pegawai perubatan perlu menjalani kuarantin di rumah (*home surveillance*); pelajar adalah dikecualikan daripada peraturan masa pertemuan sebanyak 80% bagi sesuatu kursus dalam sesuatu semester sepertimana dalam Peraturan Akademik yang berkuat kuasa.

9. Amat penting arahan ini dipatuhi oleh semua warga UTM bagi memastikan pencegahan penularan wabak ini terutamanya di UTM. Universiti adalah tidak bertanggungjawab terhadap mana-mana warga UTM yang masih ingin meneruskan perjalanan ke negara-negara yang berisiko sama ada menghadiri program rasmi atau persendirian. Semua Ketua Jabatan diminta memastikan pematuhan kepada arahan ini. Ketua Jabatan bertanggungjawab untuk melaporkan kepada PKU sekiranya terdapat staf/pelajar di PTJ/Fakulti/Kolej Kediaman masing-masing yang tidak mematuhi peraturan ini.

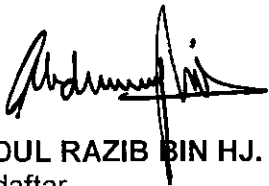
10. Sebarang pertanyaan, boleh berhubung dengan pegawai sepertimana berikut:

UTM Johor Bahru	UTM Kuala Lumpur	UTM Pagoh
Pusat Kesihatan Universiti 07-5530999 (Hotline)	Pusat Kesihatan Universiti Pejabat: 03-26154873 Tel. Bimbit: 013-3001549 (Dr. Izzat Hazmir bin Ismaal)	Pejabat Pentadbiran Pejabat: 06-9742803 Tel. Bimbit: 014-9501833 (Hj. Mohd. Farid bin Hj. Rahmat)
Pejabat Hal Ehwal Pelajar Pejabat: 07-5530265 Tel. Bimbit: 017-7897025 (En. Arman bin Md. Yasin)	Pengarah Hal Ehwal Pelajar Pejabat: 03-26154421 Tel. Bimbit: 013-3504321 (Ir. Dr. Puziah binti Mohamad)	
Bahagian Sumber Manusia, Jabatan Pendaftar Pejabat: 07-5530473 Tel. Bimbit: 013-6526767 (Puan Noerwati binti Dolhaji)	Bahagian Pendaftar UTMKL Pejabat: 03-26154468 Tel. Bimbit: 012-6348914 (Hj. Mohd. Najib bin Masroom)	
UTM International Pejabat: 07-5536843 Tel. Bimbit: 012-2920060 (Puan Norfaeza binti Ali)		

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

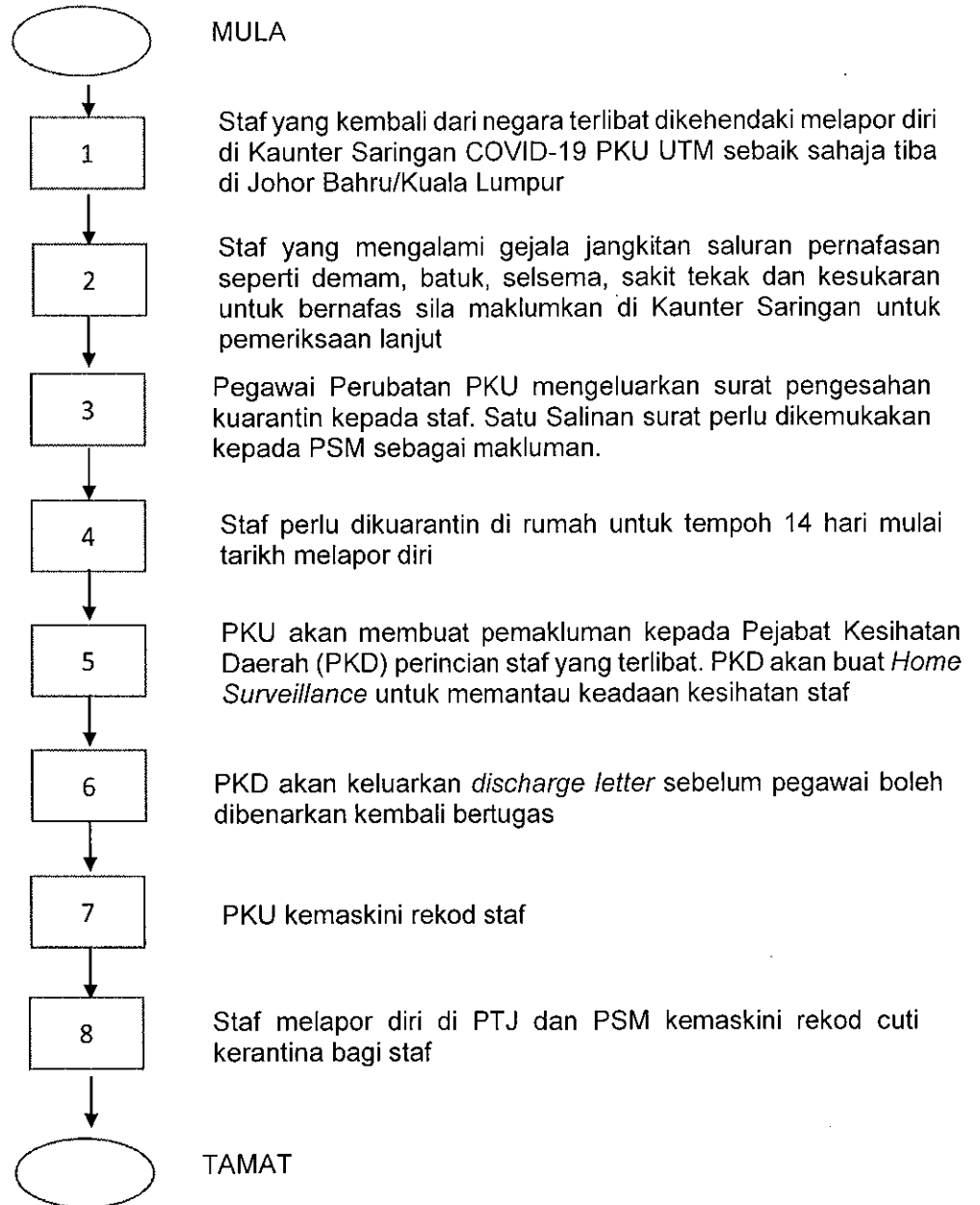
Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah

CARTA ALIR
UNTUK KETIBAAN STAF UTM DARI NEGARA TERLIBAT GEJALA COVID-19

**Nota:**

PKU: Pusat Kesihatan UTM

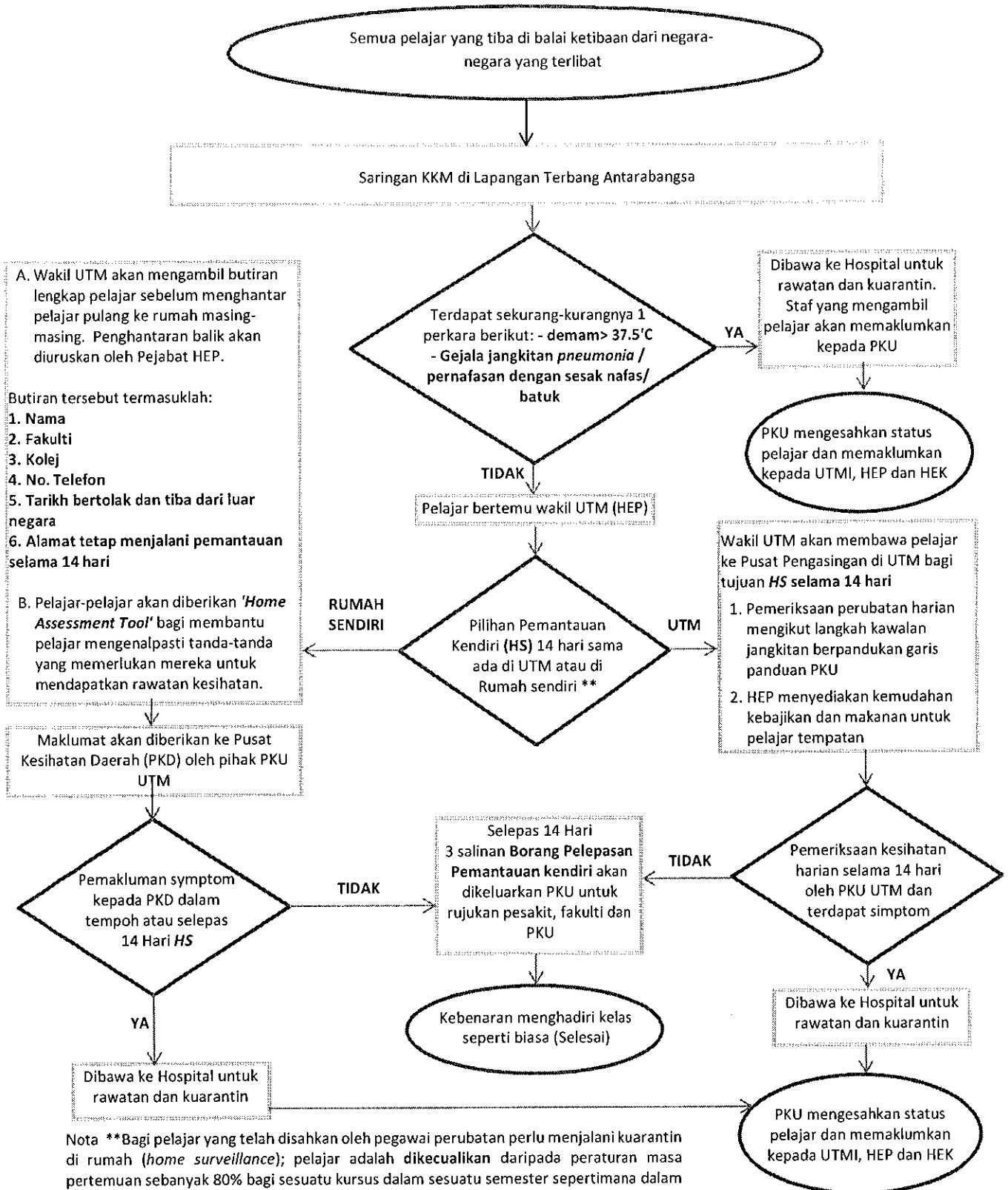
PKD: Pejabat Kesihatan Daerah

HEP: Jabatan Hal Ehwal Pelajar

PTJ: Pusat Tanggungjawab

PSM: Pengurusan Sumber Manusia

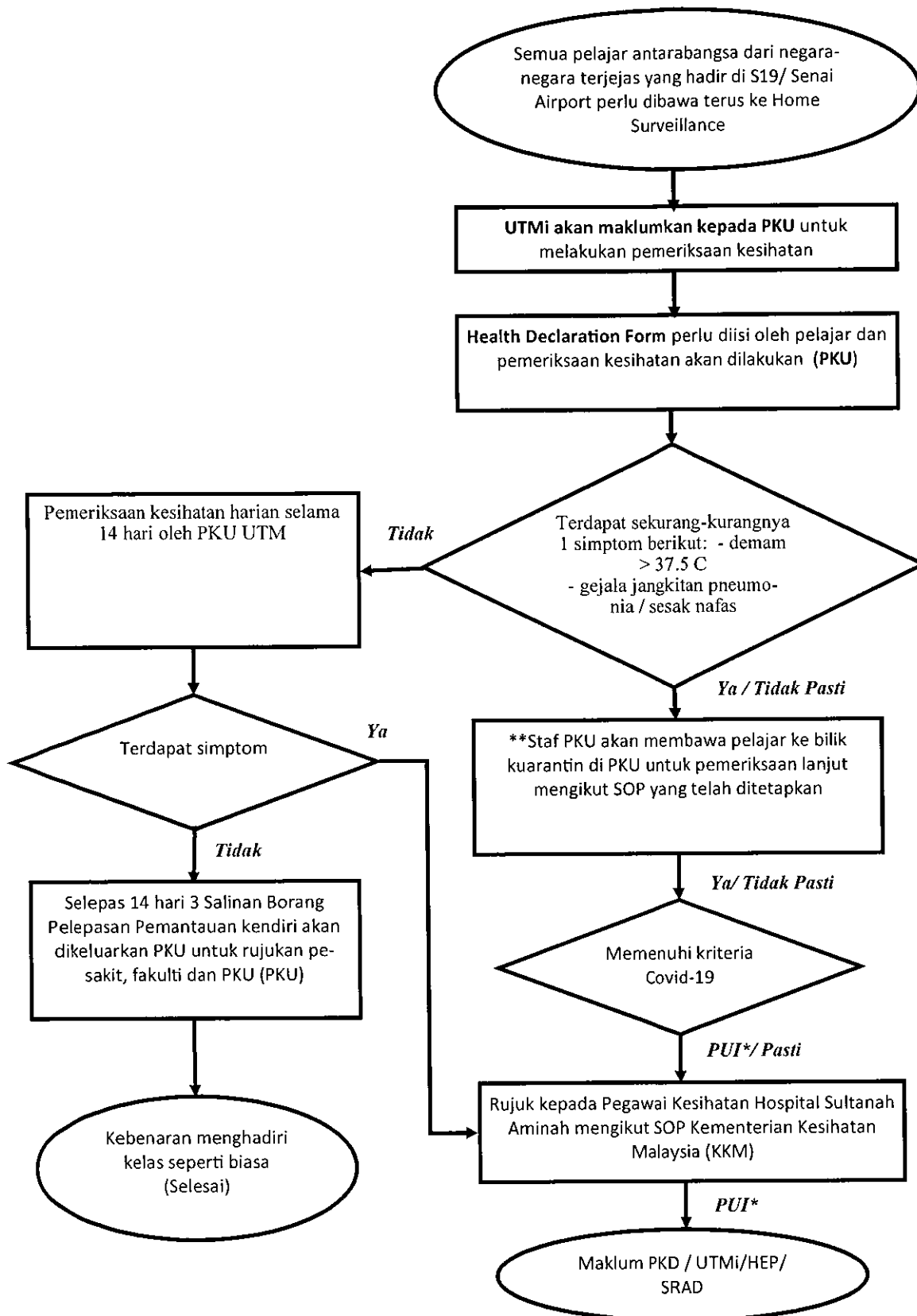
CARTA ALIR
UNTUK KETIBAAN PELAJAR TEMPATAN UTM DARI NEGARA TERLIBAT GEJALA COVID-19



Nota **Bagi pelajar yang telah disahkan oleh pegawai perubatan perlu menjalani kuarantin di rumah (*home surveillance*); pelajar adalah dikecualikan daripada peraturan masa pertemuan sebanyak 80% bagi sesuatu kursus dalam sesuatu semester sepertimana dalam Peraturan Akademik yang berkuat kuasa.

PKU: Pusat Kesihatan UTM
PKD: Pejabat Kesihatan Daerah
HEP: Jabatan Hal Ehwal Pelajar
UTMI: UTM International
HEK: Pejabat Hal Ehwal Korporat

**CARTA ALIR UNTUK KETIBAAN PELAJAR ANTARABANGSA UTM DARI NEGARA TERLIBAT
GEJALA COVID-19**



*PUI—Orang di bawah seliaan

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ADMINISTRATIVE CIRCULAR NO. 11/2020

GUIDELINES ON PREVENTIVE MEASURES WITH THE WIDESPEAD OUTBREAK OF THE NOVEL CORONAVIRUS (COVID-19)

The University has recently issued a circular to all UTM staff through the UTM Administrative Circular Bills. 4/2020 and Bills. 10/2020 for the suspension of trips to China, South Korea, Japan and Iran.

2. However, with the recent increase in COVID-19 cases in Malaysia, all staff / students are required to take precautionary measures especially for staff / students returning from China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran as well as other countries identified as high risk by the Ministry of Health Malaysia (MOH).

3. As a preventive measure of the COVID-19 outbreak in UTM, all newly arrived staff / students from China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran as well as other countries identified as high risk by the Ministry of Health Malaysia (MOH), **ARE REQUIRED TO** report to the Screening Counter at the University Health Center (PKU) in Johor / Kuala Lumpur or to any Health Clinics nearby and undergo home surveillance for 14-days. Staff / students at UTM Hub Pagoh can go to the nearest District Health Office or Government Hospital.

4. Staff / students must adhere to the Standard Operation Procedure (SOP) as set out in Appendix I (for staff) and Appendix II & III (for students) before being certified able to perform tasks or attend learning sessions. The UTM PKU will cooperate with the District Health Office (PKD) in inspecting and monitoring home surveillance as set out under Section 15 (1) of the Prevention and Control of Infectious Diseases Act 1988 (Act 342).

5. Staff / students who have direct contact with individuals who have been diagnosed with COVID-19 should seek **IMMEDIATE** treatment at a nearby Government Hospital.

6. All UTM staff/student dealing with individuals from China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran, for any pre-planned official University programs, are advised to take precautionary measures such as wearing face mask and hand sanitizer. If you experience symptoms such as fever, cough, colds, sore throat or difficulty breathing, please seek treatment immediately.

7. For staff who have been certified by medical personnel as having to undergo home surveillance; is entitled to the full payday quarantine facility (General Order 'Chapter' C 'Article 24) throughout the quarantine period.

8. For students who have been certified by medical personnel as having to undergo home surveillance; are exempted from the 80% attendance requirement for a course in a semester as stated in the Academic Regulations.

9. It is of utmost importance that all staff /students of UTM obey this directive to ensure the prevention of the outbreak in UTM. The University will not responsible for any UTM residents who wish to continue traveling to these countries which are at risk for the purpose of attending official or private programs. All Heads of Departments are required to ensure compliance with this directive. The Head of Department is responsible for reporting to the PKU if any staff / students in the PTJ / Faculty / Residential College do not comply with this directive.

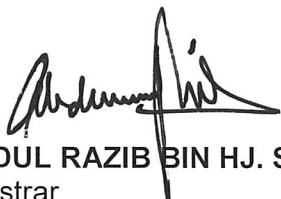
10. For further inquiries, please contact the following:

UTM Johor Bahru	UTM Kuala Lumpur	UTM Pagoh
University Health Center 07-5530999 (Hotline)	University Health Center Office : 03-26154873 Mobile No: 013-3001549 (Dr. Izzat Hazmir bin Ismaal)	Administrative Office Office: 06-9742803 Mobile No.: 014-9501833 (Hj. Mohd. Farid bin Hj. Rahmat)
Student Affairs Office Office: 07-5530265 Mobile No.: 017-7897025 (En. Arman bin Md. Yasin)	Director of Student Affairs Office: 03-26154421 Mobile No.: 013-3504321 (Ir. Dr. Pauziah binti Mohamad)	
Human Resources Division, Registrar Office: 07-5530473 Mobile No.: 013-6526767 (Puan Noerwati binti Dolhaji)	Registrar Division UTMKL Office: 03-26154468 Mobile No.: 012-6348914 (Hj. Mohd. Najib bin Masroom)	
UTM International Office: 07-5536843 Mobile No.: 012-2920060 (Puan Norfaeza binti Ali)		

Thank you

“Berkhidmat untuk Negara kerana Allah”

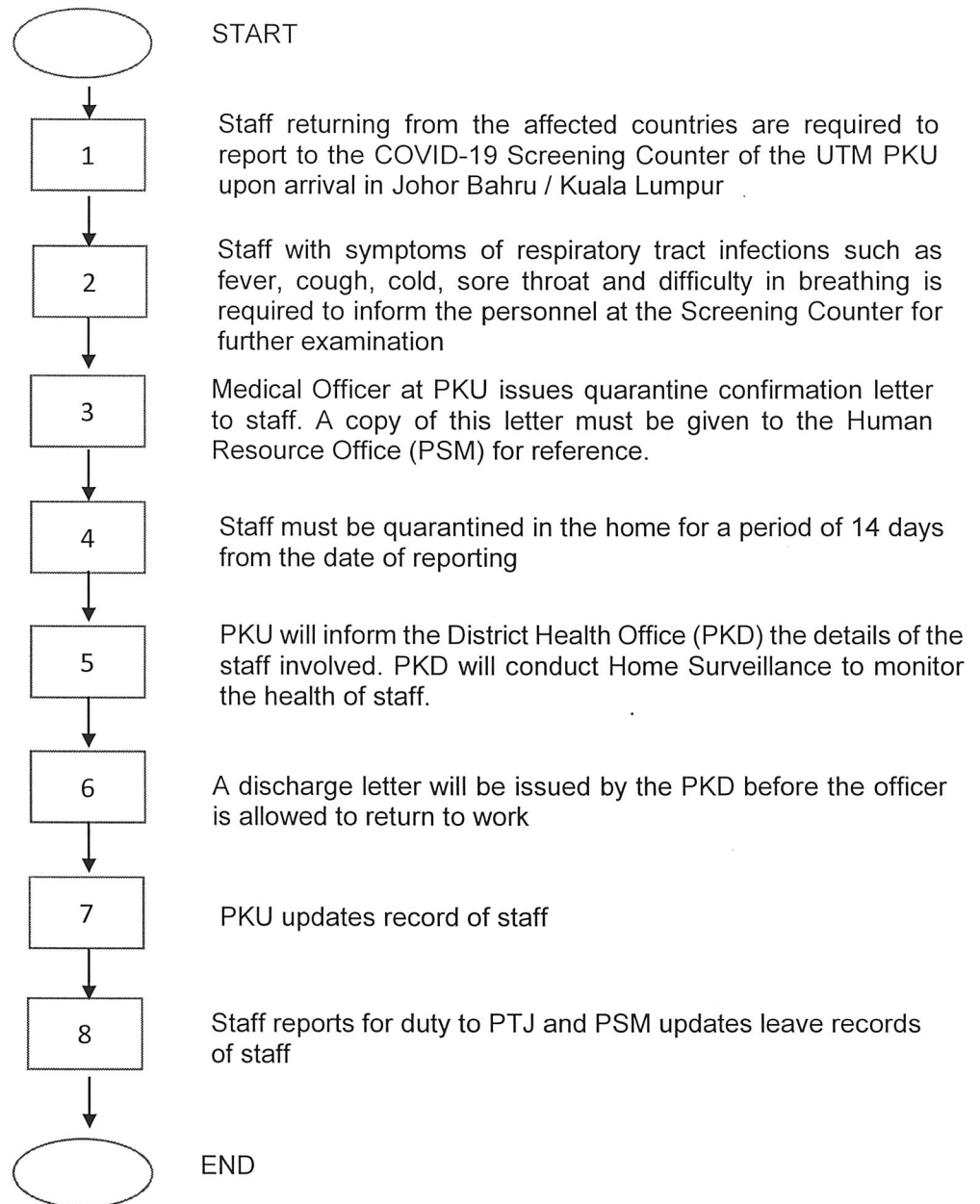
I, who Uphold Trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)
Registrar

- cc.
- Vice Chancellor
 - Deputy Vice Chancellor (Development)
 - Deputy Vice Chancellor (Research and Innovation)
 - Deputy Vice Chancellor (Academic and International)
 - Deputy Vice Chancellor (Student Affairs)
 - Pro - Vice Chancellor (UTM Kuala Lumpur)
 - Director Research Centre – UTM Pagoh
 - Senior Officers / Deans / Directors

FLOW CHART
ARRIVAL OF UTM STAFF FROM COUNTRIES AFFECTED WITH COVID-19



Nota:

PKU: Pusat Kesihatan UTM / University Health Center

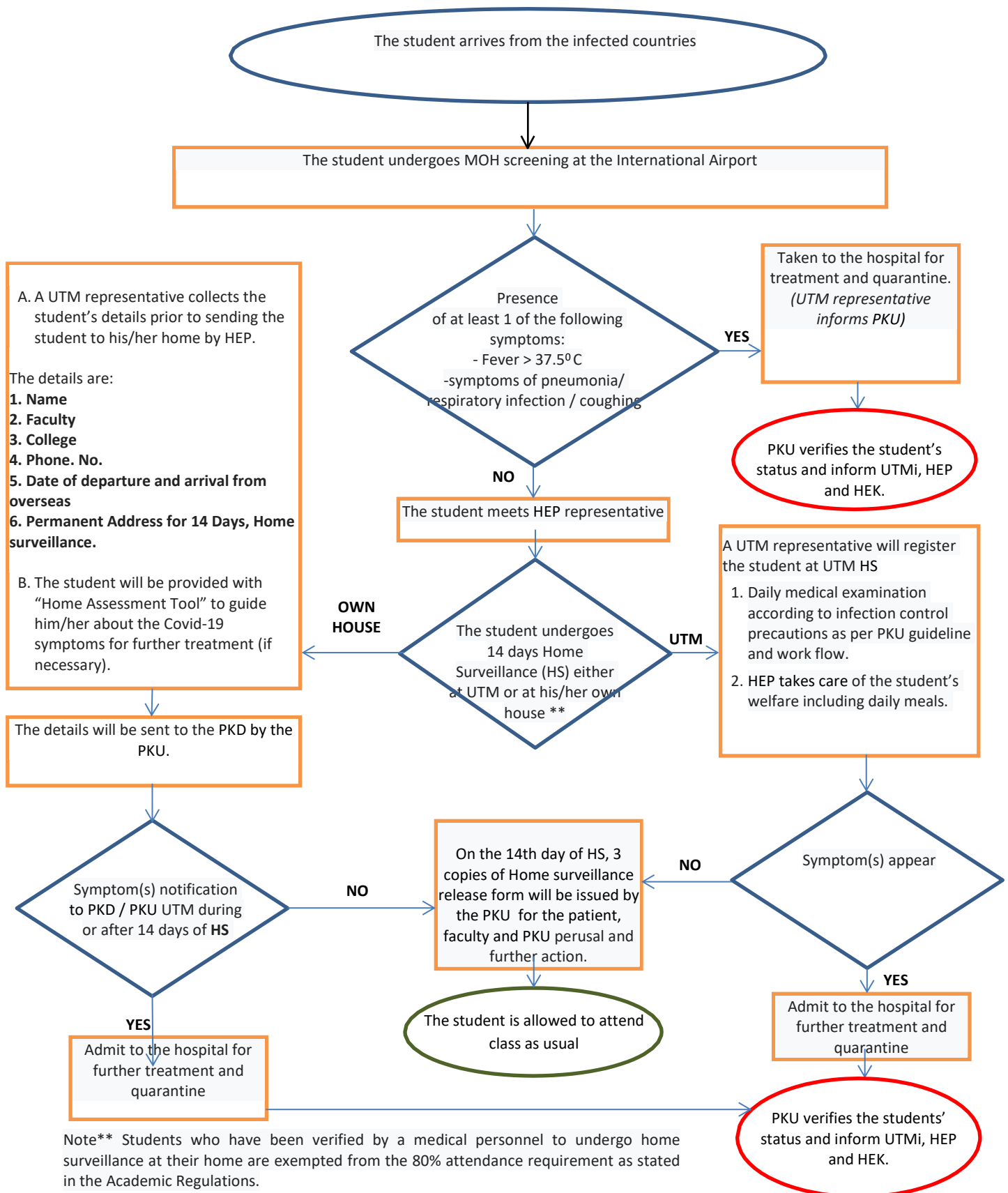
PKD: Pejabat Kesihatan Daerah / District Health Office

HEP: Jabatan Hal Ehwal Pelajar / Student Affairs Department

PTJ: Pusat Tanggungjawab / Centre of Responsibility / Office of work

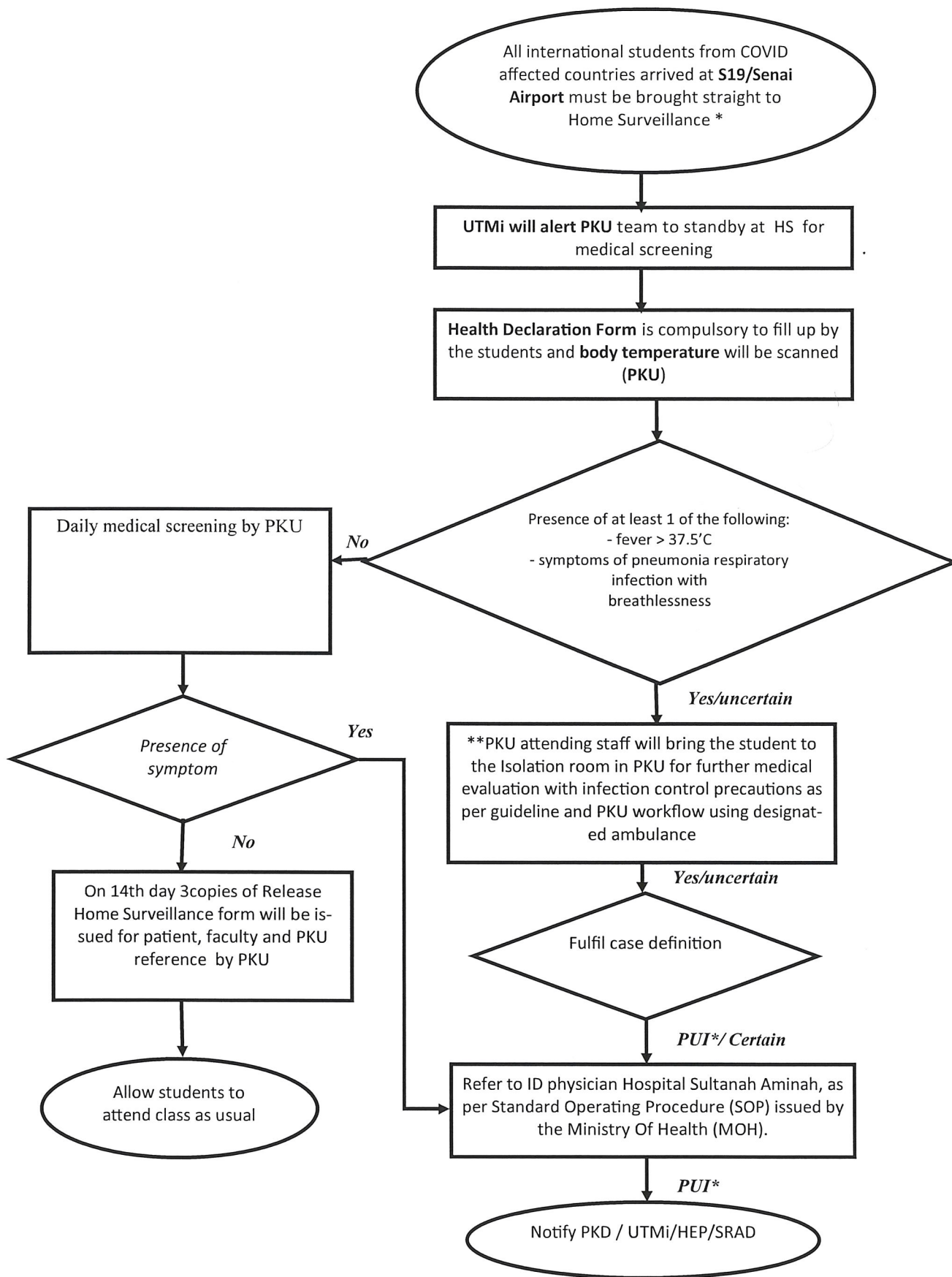
PSM: Pengurusan Sumber Manusia / Human Resource Management

PROCEDURES FOR A LOCAL UTM STUDENT ARRIVING FROM COUNTRIES AFFECTED WITH COVID-19



PKU : UTM Health Center
 PKD : District Health Center
 HEP : Department of Student Affairs
 UTMi : UTM International
 HEK : Office of Corporate Affairs

FLOW CHART OF UTM INTERNATIONAL STUDENTS ARRIVAL FROM COVID 19 AFFECTED COUNTRIES



*PUI—Person under investigation

'Home Assessment Tool'

Please do all the below while you are under *home surveillance*:

- Be contactable at all time.
- Stay at home during the self-monitoring period.
- Limit visitors to your house.
- List the name of those visiting you.
- Always practice good cough etiquette.
- If you develop any symptom, always wear face mask. If you did not wear *face mask*, close your mouth and nose with tissues when coughing or sneezing. Throw the tissues into closed dustbin and **immediately WASH YOUR HANDS** with soap or hand sanitizer.
- Limit your distance with healthy person(s) to at least 1 meter.
- Wear face mask when you go out of your room and avoid contact with others.
- Open all windows in your house to ensure good ventilation.
- Do not share utensils, tableware and personal hygiene items.

MONITOR YOURSELF FOR ANY SYMPTOMS

If you develop fever or cough or sore throat, **IMMEDIATELY** contact the District Health Office at _____.