

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2 ( 48 )

28 September 2021

21 Safar 1443

## PEKELILING PENTADBIRAN BIL. 44/2021

### PERGERAKAN MASUK KE SEMUA KAMPUS UNIVERSITI TEKNOLOGI MALAYSIA BERKUAT KUASA 1 OKTOBER 2021

Dimaklumkan bahawa selaras dengan pengumuman Kementerian Pengajian Tinggi bagi kemasukan pelajar ke kampus mulai 15 Oktober 2021, Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 17/2021 pada 8 September 2021 telah menetapkan hanya staf yang telah melengkapkan dua (2) dos vaksin sahaja (termasuk tempoh matang mengikut jenis vaksin) akan dibenarkan hadir Bekerja di Pejabat (BDP).

2. Sehubungan dengan itu, berikut adalah proses pergerakan masuk kampus yang akan dilaksanakan oleh pihak Universiti bagi mengekang penularan COVID-19 mulai tarikh berkenaan:

#### **2.1 Semakan Kelulusan Bekerja di Pejabat (BDP)**

Kawalan keselamatan akan dikuatkuasakan di pintu masuk Universiti di mana hanya staf yang mempunyai kelulusan BDP melalui aplikasi *UTMSmart* dibenarkan masuk kampus; dan

#### **2.2 Status *Health Declaration Form***

Semua staf adalah diminta untuk sentiasa mengemas kini status *Health Declaration Form (HDF)* di aplikasi *UTMSmart* dan *MyUTM* bagi memudahkan pemantauan terhadap tahap kesihatan dan status vaksinasi staf UTM; dan

#### **2.3 Status Lengkap Vaksinasi**

Staf perlu membuktikan status lengkap vaksinasi (e-Sijil) (menerima dua (2) dos termasuk tempoh matang mengikut jenis vaksin) yang akan disemak di peringkat PTJ buat kali pertama sahaja apabila seseorang staf tersebut BDP.

3. Peratus kehadiran pada Fasa 2 bagi staf Bekerja di Pejabat (BDP) di semua kampus UTM (JB, KL, Pagoh) pada kadar 60%. Manakala 40% lagi adalah Bekerja Dari Rumah (BDR) (tidak termasuk staf dalam kategori perkhidmatan perlu (*essential service*) - anggota barisan hadapan, perkhidmatan kesihatan, keselamatan, pertahanan dan penguatkuasaan). Universiti akan mempertimbangkan kenaikan peratusan kehadiran staf BDP dari semasa ke semasa bersesuaian dengan Fasa di bawah Pelan Pemulihan Negara (PPN) yang dikeluarkan oleh Majlis Keselamatan Negara (MKN).

4. Bagi staf BDP adalah diingatkan untuk mematuhi Prosedur Operasi Standard (*SOP*) di bawah PPN mengikut Fasa sebagaimana ditetapkan oleh Majlis Keselamatan Negara (MKN) dan Kementerian Kesihatan Malaysia (KKM). Jawatankuasa Keselamatan dan Kesihatan Pekerjaan (JKKP) di setiap Jabatan adalah bertanggungjawab memantau pematuhan ketat *SOP*. Ketua Jabatan dibenarkan mengeluarkan peringatan secara bertulis kepada mana-mana staf yang melanggar *SOP* di premis jabatan masing-masing.

5. Pelaksanaan Pergerakan Masuk ke Semua Kampus Universiti Teknologi Malaysia ini adalah berkuat kuasa mulai **1 Oktober 2021**. Ketua Jabatan adalah diminta menyediakan jadual penggiliran bertugas BDP kepada semua staf yang telah lengkap vaksin.

Sekian, terima kasih.

**“Wawasan Kemakmuran Bersama 2030”**

**“Berkhidmat untuk Negara kerana Allah”**

Saya yang menjalankan amanah,



**(ABDUL RAZIB BIN HJ. SHAHUDDIN)**

Pendaftar

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

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## ADMINISTRATIVE CIRCULAR NO. 43/2021

### ENTRY MOVEMENT INTO ALL UTM CAMPUSES EFFECTIVE 2021

It is informed that in line with the announcement by the Ministry of Higher Education student admission to the campus from 15 October 2021, the University Management Committee Meeting No. 17/2021 on 8 September 2021 has stipulated that only staff who have completed two (2) doses of vaccine only (including maturity period according to the type of vaccine) will be allowed to attend Work at Office (WAO).

2. Therefore, the following are the process of movement into the campus that will be implemented by the University to curb the spread of COVID-19 from the stated date:

#### **2.1 Review of Approval to Work at Office (WAO)**

Security controls will be enforced at the University entrance where only staff with WFO approval through the UTMSmart app are allowed to enter the campus; and

#### **2.2 Health Declaration Form Status**

All staff are requested to constantly update the Health Declaration Form (HDF) status in the UTMSmart and MyUTM applications to facilitate monitoring of the health status and vaccination status of UTM staff; and

#### **2.3 Complete Vaccination Status**

Staff must prove the complete status of vaccination (e-Certificate) (receiving two (2) doses including maturity period according to the type of vaccine) which will be checked only the first time at the PTJ level when the staff come for WAO.

3. Percentage of attendance in Phase 2 for Work at Office (WAO) staff in all UTM campuses (JB, KL, Pagoh) is set at 60%. While another 40% is allocated for Work From Home (WFH) (excluding staff in the essential service category - frontline members, health services,

security, defense and enforcement). The University will consider increasing the attendance percentage of WAO staff from time to time in accordance with the Phase under the National Rehabilitation Plan (PPN) issued by the National Security Council (MKN).

4. WAO staff are reminded to comply with Standard Operating Procedures (SOP) set in NRP according to Phases as set by the National Security Council (NSC) and the Ministry of Health Malaysia (MOH). The Occupational Safety and Health Committee (JKKP) in each Department is responsible in monitoring strict compliance to SOPs. The Head of Department is allowed to issue a written warning to any staff found violating the SOP at the premises of their respective departments.

5. The implementation of the Entry Movement to all Universiti Teknologi Malaysia campuses is effective from **1 October 2021**. The Head of Department is requested to provide the WAO duty rotation schedule to all staff who have completed their vaccination.

Thank you.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who uphold trust,



**(ABDUL RAZIB BIN HJ. SHAHUDDIN)**

Registrar

- c.c. - 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

GA/mrar