

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J02.02/10.12/2 (67)

10 Februari 2022
8 Rejab 1443H

PEKELILING PENTADBIRAN BIL. 7/2022

PELAKSANAAN PANDUAN KAWALAN PERGERAKAN STAF BAGI MENGAWAL PENULARAN COVID-19 DI UNIVERSITI TEKNOLOGI MALAYSIA

Melihat kepada peningkatan kes jangkitan COVID-19 sejak kebelakangan ini yang agak membimbangkan, pihak Universiti melihat keperluan untuk mengekang penularan bagi menghentikan rantaian wabak ini.

2. Sehubungan dari itu, Mesyuarat Jawatankuasa Pengurusan Universiti bertarikh 10 Februari 2022 secara edaran telah meluluskan pemakaian pelaksanaan Panduan Kawalan Pergerakan Staf bagi Mengawal Penularan COVID-19 di Universiti Teknologi Malaysia yang melibatkan pelaksanaan berikut:

- 2.1 Kehadiran Bekerja di Pejabat (BDP) dilaksanakan secara penggiliran sebanyak 50 peratus;
- 2.2 Aktiviti mesyuarat, bengkel, kursus dan sebarang majlis dijalankan secara dalam talian sepenuhnya;
- 2.3 Perubahan aktiviti kawalan di pintu masuk Universiti dengan pemansuhan imbasan suhu badan dan menggantikannya dengan semakan *Health Declaration Form* dan kelulusan BDP;
- 2.4 Penempatan semula Pusat Kuarantin dan isolasi.

3. Tempoh **pelaksanaan berkuat kuasa mulai 13 Februari 2022 (Ahad) hingga 28 Februari 2022 (Isnin) di semua kampus Johor Bahru, Pagoh dan Kuala Lumpur**. Walau bagaimanapun tempoh ini akan dibuat penilaian semula berdasarkan situasi semasa. Sekiranya terus berlaku peningkatan dalam kes COVID-19 terutamanya di dalam Universiti, pelaksanaan kawalan pergerakan akan dilanjutkan tempohnya. Namun sekiranya kes jangkitan adalah terkawal dan berlaku penurunan kes, maka kawalan pergerakan ini akan ditamatkan pada 28 Februari 2022 (Isnin) tersebut.

4. Panduan berkaitan Kawalan Pergerakan Staf bagi Mengawal Penularan COVID-19 di Universiti Teknologi Malaysia adalah seperti di Lampiran.

Semua warga Universiti adalah diingatkan untuk terus patuh dengan SOP penjarakan fizikal, memakai penutup muka, mencuci dan sanitasi tangan dengan kerap. Bersama kita mencegah penularan jangkitan COVID-19 dan memastikan kampus dalam keadaan selamat dan sejahtera.

Sekian, terima kasih.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

Saya yang menjalankan amanah,



(NOR AZIZAH BINTI ISMAIL)

Pendaftar

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

GA/saah/ra

**PANDUAN KAWALAN PERGERAKAN STAF BAGI MENGAWAL PENULARAN COVID-19
DI UNIVERSITI TEKNOLOGI MALAYSIA
BERKUAT KUASA MULAI 13 FEBRUARI 2022 HINGGA 28 FEBRUARI 2022**

1.1 PENDAHULUAN

- 1.2 Panduan Kawalan Pergerakan Staf bagi Mengawal Penularan COVID-19 di Universiti Teknologi Malaysia ini adalah bagi tempoh **13 Februari 2022 (Ahad) hingga 28 Februari 2022 (Isnin)**. Walau bagaimanapun tempoh ini akan dibuat penilaian semula berdasarkan situasi semasa.
- 1.3 Sekiranya terus berlaku peningkatan dalam kes COVID-19 terutamanya di dalam Universiti, pelaksanaan kawalan pergerakan akan dilanjutkan tempohnya. Namun sekiranya kes jangkitan adalah terkawal dan berlaku penurunan kes, maka kawalan pergerakan ini akan ditamatkan pada 28 Februari 2022 (Isnin) tersebut.

2.0 KAEDAH PELAKSANAAN

2.1 Kehadiran Bekerja di Pejabat (BDP) Secara Penggiliran

- 2.1.1 Staf adalah diarahkan untuk Bekerja di Pejabat (BDP) secara penggiliran dalam tempoh pelaksanaan kawalan.
- 2.1.2 Maklumat penggiliran adalah seperti berikut:

Kategori Staf	% BDP	% BDR
Staf PPP dan Akademik (bukan staf barisan hadapan)	50%	50%
Staf barisan Hadapan	100%	-
Tempoh penggiliran	13 Februari 2022 (Ahad) hingga 28 Februari 2022 (Isnin)	

- 2.1.3 Bagi memastikan perkhidmatan di Pejabat tidak terjejas, Ketua Jabatan perlu menyediakan jadual penggiliran bertugas dan memastikan semua operasi tetap berjalan lancar.
- 2.1.4 Ketua Jabatan juga perlu memastikan staf yang BDP tidak mempunyai sebarang gejala seperti demam, batuk, selsema dan sakit tekak. (Staf perlu sentiasa mengemaskini *Health Declaration Form* (HDF) pada aplikasi UTMSmart/ Portal MyUTM). Staf yang mempunyai gejala tersebut perlu diarahkan Bekerja di Rumah (BDR) dengan mematuhi peraturan di bawah Pekeliling Perkhidmatan Bil. 5 Tahun 2020 Dasar Bekerja di Rumah.
- 2.1.5 **Semua permohonan BDP dan BDR melalui aplikasi UTM Smart atau Portal MyUTM dikuatkuasakan semula berkuat kuasa mulai 13 Februari 2022.**
- 2.1.6 Staf yang hadir ke pejabat perlu membuat imbasan MySejahtera untuk memudahkan *contact tracing* di lokaliti masing-masing.

2.2 Aktiviti mesyuarat, bengkel, kursus dan majlis dijalankan secara dalam talian sepenuhnya

- 2.2.1 Semua aktiviti seperti mesyuarat, bengkel, kursus, majlis dan lain-lain aktiviti diteruskan tetapi TIDAK DIBENARKAN dijalankan secara bersemuka dan hanya boleh dibuat melalui atas talian.
- 2.2.2 Semua aktiviti yang telah dirancang untuk diadakan di luar Universiti secara fizikal juga perlu DITANGGUHKAN.
- 2.2.3 Permohonan dari agensi luar untuk mengadakan aktiviti secara fizikal di dalam Universiti juga adalah DITANGGUHKAN.
- 2.2.4 Penggunaan bilik mesyuarat dibenarkan bagi Urus setia mesyuarat tetapi tidak lebih tiga (3) orang dalam ruang tersebut. Pematuhan SOP seperti penjarakan fizikal dan kerap mencuci atau sanitasi tangan perlu diteruskan.

2.3 Perubahan aktiviti kawalan di pintu masuk Universiti;

2.3.1 Aktiviti imbasan suhu di pintu masuk Universiti oleh Pengawal Keselamatan akan dimansuhkan mulai 13 Februari 2022 sesuai dengan saranan Kementerian Kesihatan Malaysia (KKM) pada 20 Januari 2022 dan pemakluman sidang media oleh Menteri Kanan Pertahanan pada 8 Februari 2022.

2.3.2 Walau bagaimanapun, aktiviti ini akan digantikan dengan semakan HDF dan kebenaran hadir ke pejabat melalui aplikasi UTM Smart. Hanya staf yang berstatus 'Healthy' dan diluluskan BDP sahaja dibenarkan masuk ke kampus dalam tempoh ini.

2.4 Penempatan Pusat Kuarantin

2.4.1 Ketika ini, salah satu pusat kuarantin pelajar dan staf yang memerlukan penempatan kuarantin adalah ditempatkan di blok G05 dan G08, Kolej Rahman Putra. Penempatan baharu adalah di blok S47 berhampiran dengan blok isolasi S46, Kolej Tuanku Canselor untuk memudahkan pemantauan berpusat.

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J02.02/10.12/2 (67)

10 February 2022
8 Rejab 1443H

ADMINISTRATIVE CIRCULAR NO. 7/2022

IMPLEMENTATION OF STAFF MOVEMENT CONTROL GUIDELINES TO CONTROL THE TRANSMISSION OF COVID-19 AT UNIVERSITI TEKNOLOGI MALAYSIA

Reflecting on the recent alarming increase in cases of COVID-19 infection striking the nation, the University observes the need to curb the spread to stop the chain of this pandemic.

2. With regard to this matter, the University Management Committee Meeting dated 10 February 2022 by circulation has approved the implementation of the Staff Movement Control Guide to Control the Transmission of COVID-19 at Universiti Teknologi Malaysia to be implemented as follows:

- 2.1 Working Attendance in the Office (WFO) is implemented on a rotation basis of 50 percent;
- 2.2 Meetings, workshops, courses and any events are conducted entirely online;
- 2.3 Change of control activities at the entrance of the University with the abolition of body temperature scan and its replacement with revision of Health Declaration Form and WFO approval;
- 2.4 Relocation of Quarantine and isolation centers.

3. The implementation period is effective from **13 February 2022 (Sunday) to 28 February 2022 (Monday) at all Johor Bahru, Pagoh and Kuala Lumpur campuses**. However, this period will be reassessed based on any current needs. If a continued increase in COVID-19 cases occur, especially in the University, the implementation of movement control will be extended. However, if the infection cases are controlled and there is a decrease in cases, then this movement control will be terminated on 28 February 2022 (Monday).

4. Guidelines on Staff Movement Control to Control the Transmission of COVID-19 at Universiti Teknologi Malaysia can be referred to in the Appendix.

All University residents are reminded to continue to abide by the SOPs of physical distancing, wear face masks, wash and sanitize hands regularly. Together we can prevent the spread of COVID-19 infection and keep the campus in a safe and excellent state.

Thank you.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(NOR AZIZAH BINTI ISMAIL)

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 UTM Pagoh Campus
 - Senior Officers/ Deans/ Directors

GA/saah/ra

**GUIDE ON STAFF MOVEMENT CONTROL TO CONTROL THE TRANSMISSION OF
COVID-19 AT UNIVERSITI TEKNOLOGI MALAYSIA
EFFECTIVE FROM 13 FEBRUARY 2022 TO 28 FEBRUARY 2022**

1.1 INTRODUCTION

- 1.2 This Staff Movement Control Guide to Control the Transmission of COVID-19 at Universiti Teknologi Malaysia is for the period 13 February 2022 (Sunday) to 28 February 2022 (Monday). However this period will be reassessed based on the current situation.
- 1.3 If there is an increase in COVID-19 cases, especially in the University, the implementation of movement control will be extended. However, if the infection cases are controlled and there is a decrease in cases, then this movement control will be terminated on 28 February 2022 (Monday).

2.0 METHOD OF IMPLEMENTATION

2.1 Working Attendance in the Office (WFO) on Rotation Basis

- 2.1.1 Staff are instructed to Work in the Office (WFO) on a rotation basis during the control implementation period.
- 2.1.2 The rotation information is as follows:

Staff Category	% WFO	% WFH
PPP and Academic Staff (not frontline staff)	50%	50%
Frontline Staff	100%	-
Rotation period	13 February 2022 (Sunday) to 28 February 2022 (Monday)	

- 2.1.3 To ensure that services in the Office are not affected, the Head of Department needs to prepare a duty rotation schedule and ensure that all operations continue to run smoothly.
- 2.1.4 The Head of Department should also ensure that the WFO staff do not have any symptoms such as fever, cough, cold and sore throat. (Staff must always update the Health Declaration Form (HDF) on the UTMSmart application/MyUTM Portal). Staff with such symptoms should be instructed to Work at Home (WFH) in compliance with the rules under the Service Circular No. 5 of 2020 Work at Home Policy.
- 2.1.5 **All WFO and WFH applications through the UTM Smart application or MyUTM Portal are re-enforced with effect from 13 February 2022.**
- 2.1.6 Staff present at the office need to scan their MySejahtera to facilitate contact tracing in their respective localities.

2.2 Meetings, workshops, courses and events are to be conducted entirely online

- 2.2.1 All activities such as meetings, workshops, courses, events and other activities are continued but are NOT ALLOWED to be conducted face to face and must be done online.
- 2.2.2 All activities that have been planned to be held outside the University physically also need to be POSTPONED.
- 2.2.3 Applications from external agencies to conduct physical activities within the University are also POSTPONED.
- 2.2.4 The use of a meeting room is allowed for the Secretariat of the meeting but not more than three (3) people in the space. Compliance with SOPs such as physical distancing and frequent washing of hand or sanitation should be continued.

2.3 Changes in control activities at the University entrance;

2.3.1 Temperature scanning at the University entrance by the Security Officers will be abolished from 13 February 2022 in accordance with the recommendation of the Ministry of Health Malaysia (MOH) on 20 January 2022 and the press conference notification by the Senior Minister of Defense on 8 February 2022.

2.3.2 However, this activity will be replaced with HDF review and permission to attend the office through the UTM Smart application. Only staff with 'Healthy' status and BDP approved are allowed to enter the campus during this period.

2.4 Quarantine Center Placement

2.4.1 At the moment, one of the quarantine centers for students and staff who need quarantine placement is located in blocks G05 and G08, Rahman Putra College. The new placement is in block S47 near the isolation block S46, Tuanku Chancellor's College to facilitate centralized monitoring.

Human Resource Unit
Registrar's Department
10 February 2022