UTM
UNIVERSITI TEKNOLOGI MALAYSIA

UNIVERSITI TEKNOLOGI MALAYSIA

POST MCO WORKING GUIDELINES

VERSION 1.0

Keep Our Workplace Safe!

Practice good hygiene

Stop hand shakes and use **non-contact greeting methods**

Clean hands at the door and schedule **regular hand washing** reminders

Disinfect surfaces like doorknobs, tables, and desks regularly

Avoid touching your face and cover your coughs and sneezes

Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non–essential travels

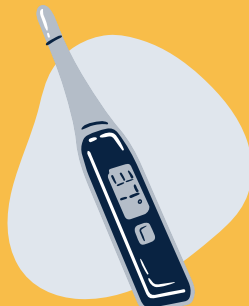Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips

Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home

Take care of your emotional and mental well–being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to hr@reallygreatsite.com anytime.

1.0 OBJECTIVES

This guide is intended to explain the Post-MCO working procedures that all UTM staff must adhere to, including the control measures that must be implemented at all PTJs to curb the transmission of COVID-19 at UTM

2.0 DEFINITIONS

2.1 Work From Home (WFH)

Performs work from home during working hours in accordance with the suitability of the job and with the permission of the Head of Department. Staff who are allowed to work from home must comply with the following rules:

a) Be at home during designated office / working hours;
b) Always be ready if the Head of Department directs you to attend office or any other location; and
c) To ensure that staff could be contacted within working hours;
d) Ensure that work is carried out within the specified time frame.

2.2 Work Rotation

Perform work at the office within the specified working hours and perform work from home in rotation according to the work schedule as determined by the Head of Department.

2.3 Restricted Working Hours

Perform office work within the restricted working hours specified by the University either the morning session beginning at 8am, or the afternoon session beginning at 1pm. Each restricted working session is of a maximum of 4 hours while the remaining working hours must be continued from home. For staff working according to shifts, the execution of restricted working hours is subject to the decision of the respective Head of Department according to the suitability of the duty and function of the department.

3.0 METHOD OF IMPLEMENTATION

To facilitate the planning at PTJ-level and safeguarding the welfare and well-being of UTM staff, the University has agreed to implement the Post-MCO Work Implementation from May 13, 2020 to December 31, 2020. The implementation carried out in stages is intended as an adjustment period for staff to return to work according to the new normal. However, the implementation of each stage will be subject to further instructions given out from time to time depending on the status of COVID19 issued by the Government and / or the Ministry of Health Malaysia.

STAGES OF WORKING POST MCO

STAGE 1 MAY – JULY 2020	STAGE 2 AUG – OCT 2020	STAGE 3 NOV – DEC 2020	STAGE 4 FROM JANUARY 2021
▪ Work from home should be prioritized except for essential services ▪ Percentage of staff to attend the office (not applicable for essential services): ○ 13-31 May: 30% ○ 1-30 June: 40% ○ 1-31 July: 50% ▪ Work rotation scheduled according to **restricted working hours**, except for essential services.	▪ Work from home can continue ▪ Percentage of staff to attend the office **50%-70%** ▪ Work rotation scheduled according to **normal working hours**	▪ Work from home can continue ▪ Percentage of staff to attend the office **70%-100%** ▪ Work rotation, if necessary, should be scheduled according to **normal working hours**	▪ Full attendance to the office, as normal ▪ Back to normal working hours routine
1	2	3	4

STAGE 1: 13th May until 31st July 2020

STAGE 2: 1st August until 31st October 2020

STAGE 3: 1st November until 31st December 2020

STAGE 4: From 1st January 2021

The implementation of the work should be planned by each PTJ based on the guidelines for each stage:

3.1 STAGE 1 (13th May until 31st July 2020)

- Work that could be carried out from home should be done at home except for essential services or other essential works that require office presence;
- Perform work rotation according to restricted working hours, daily or weekly, in accordance to the service requirements at PTJ;
- Perform work rotations according to normal working hours, daily or weekly, for essential or critical / essential services;
- Percentage of staff allowed to attend the office at any one time, according to the schedule set by the Head of Department are as follows:
  - 13th May - 31st May 2020: 30%
  - 1st June - 30th June 2020: 40%
  - 1st July - 31st July 2020: 50%
- Academic staff are required to Work from Home (WFH).

3.2 STAGE 2 (1st August - 31st October 2020)

- Work that could be done at home are encouraged to continue WFH, except for essential services or other essential tasks that require office presence;
- Perform work rotations according to normal working hours, daily or weekly, in accordance to the service requirements at PTJ;
- Only 50% to 70% of staff are allowed to attend the office at any one time, according to the schedule set by the Head of Department;
- Academic staff are required to Work from Home (WFH).

3.3 STAGE 3 (**1st November 2020 - 31st December 2020**)

- Work from home may be continued or discontinued, subject to the decision of the Head of Department except for essential works that require office presence.
- Work rotation during normal working hours may be continued or discontinued subject to the decision of the Head of Department.
- 70% to 100% of staff may be allowed to attend office at any one time, including academic staff, subject to the decision made by the Head of Department.

3.4 STAGE 4 (**From 1st January 2021**)

- Back to normal working hours;
- 100% of staff are allowed to attend office as usual.

4.0 RECORDING OF ATTENDANCE

4.1 For staff who have been allowed to work from home:

- Staff are required to record work attendance according to normal working hours (time-in and time-out) using the GPS check-in method through the UTMSmart application.
- Academic staff are required to record attendance once a day using the GPS check-in method through the UTMSmart application.
- Staff do not need to record attendance through the iHadir system.
- For staff who do not have a smartphone, the supervisor needs to confirm the staff's daily attendance and attendance records need to be updated by the clerk in-charge of leave in the SMIS system.

4.2 For staff who have been assigned to work in the office according to their work schedule whether it be for restricted working hours or regular working hours:

- Apply for campus entrance using the Staff Movement Form which is accessible from the MyUTM Portal (only staff with official approval will be allowed on campus by the UTM Security Division);
- Record attendance time-in and out through the iHadir system according to the working hours set by the Head of Department.

4.3. For staff who have been allowed to work from home but would like to attend office for work /other matters:

- Apply for campus entrance using the Staff Movement Form which is accessible from the MyUTM Portal (only staff with official approval will be allowed on campus by the UTM Security Division).
- Record attendance time-in and out through the iHadir system.

4.4. Since face-to-face teaching and learning (T&L) activities are not permitted to avoid any form of gathering, all academic staff are automatically expected to work from home. Academic staffs (including Academic Administrators) who are required to attend office by Head of Department for official urgent matters, **rules as stated in paragraph 4.2 must be followed.** Work from home period for academic staffs is in effect immediately until notified by the University.

Maintain physical distancing (1 meter)

5.0 RESPONSIBILITY OF THE HEAD OF DEPARTMENT

5.1 Determine the type of tasks that can be performed from home which do not require the presence of staff in the office and determine the type of work that cannot be performed from home according to the function of the respective Department / Division / PTJ.

5.2 Ensure that Department / Division / PTJ operations are up to date and comply with the University's Post-MCO Working Guide.

5.3 Plan a work rotation schedule for work from home and in office in accordance with the guidelines set by the University and ensure that continuity of service delivery runs as usual and that the staff's prerogative to work from home does not affect service delivery.

5.4 Provide specific guideline for implementing service delivery in accordance with the function of each Department / Division / PTJ.

5.5 Ensure safe working environment and eliminate the risk of COVID19 infection by conducting regular sanitation work focusing on strategic locations such as meeting rooms, waiting rooms, elevators, doorknobs and toilets.

5.6 Ensure compliance with COVID19 prevention measures prescribed by MKN / MOH / MOHE / University.

5.7 Ensure the presence/whereabouts of staff from the respective Departments / Divisions / PTJs and report to the University if staff cannot be contacted for reasons of their safety and health.

5.8 Monitor the work performance, work outcomes and work ethics of staff from time to time and report to the University any misconduct as set out in the Statutory Bodies Act (Discipline & Surcharge) 2000 [Article 605]

5.9 Ensure ongoing communication with staff in their respective Departments / Divisions / PTJs to make sure staff are informed of the University's directive from time to time.

5.10 Identify the Committee Members for OSHE at PTJ and ensure they are ready when needed.

5.11 Contact the UTM Health Center for assistance and guidance on preventive and sanitary information.

6.0 STAFF RESPONSIBILITY

6.1 Staff are required to adhere to the schedule for work rotation set by the Head of Department.

6.2 Staff should notify the supervising officer immediately if he/she has any symptoms of fever, cough, cold or sore throat, and should seek immediate medical attention as soon as possible.

6.3 Staff who are allowed to WFH should remain at home during the designated office hours and be prepared to attend office or any other location, as required by the job when directed by the Head of Department. Disciplinary action may be taken against staff who are not at home during designated work / office hours without the approval of the Head of Department.

6.4 Staff should always be available to be contacted during working hours.

6.5 Staff need to ensure the safety of the University's documents and belongings that are allowed to be taken home for the purpose of carrying out their work;

6.6 Staff shall maintain the security and confidentiality of the University's official documents during the period of WFH.

6.7 Record the attendance of each working day in the prescribed manner including while WFH.

6.8 Safeguard the safety and health of yourself, co-workers and others who may be affected during work including self-declaration of health status.

6.9 Immediately report to their supervisor or Head of Department if an officer is suspected, confirmed positive or subject to quarantine orders at home due to COVID-19.

6.10 Comply with all regulations and SOP in force at UTM. Staff is subject to the Statutory Bodies Act (Discipline & Surcharge) 2000 [Article 605] and other regulations issued by the University from time to time

7.0 GENERAL GUIDELINE FOR OFFICERS ATTENDING OFFICE

Officers attending office must comply with the following requirements:

- Avoid shaking hands or contacting others.
- Practice social distancing at least one (1) meter from the other person.
- Adhere to personal hygiene standards such as wearing face masks, washing hands frequent or using hand sanitizer as recommended by the Ministry of Health Malaysia (MOH).
- Avoid gatherings / meetings / events involving more than 10 people.

- Do not bring family members to the office.
- Perform regular personal and surrounding workspace sanitation.

8.0 PROCEDURE FOR PREVENTIVE MEASURES IN OPEN PUBLIC SPACES

8.1 Use of Meeting Rooms

- The use of meeting rooms will be given priority for important meetings only with a limited number of meeting participants and secretariat.
- Less important meetings can be conducted online.
- Attendance of the participants will be taken by the secretariat of the meeting for record purposes.
- Meeting participants are encouraged to always wear a face mask and use hand sanitizer while in the meeting room.
- Meeting participants with symptom are not allowed to attend face-to-face meetings.
- Meeting participants should practice social incarceration in the meeting room space provided.
- Meeting secretariat should ensure that the meeting room sanitation work is carried out before and after the meeting.

8.2 Elevator Use

- Elevator use is limited to 4 persons at a time for social distancing.
- Each lift should be marked with a standing spot at the appropriate distance and the user must stand at the marked location and social distancing guidelines are included in each lift.
- Avoid direct contact with surfaces on elevators such as leaning or holding railings.

- Wash your hands with soap after using the elevator or use hand sanitizer regularly.
- Users need to comply with social distancing while waiting for the elevator by queuing at the 1 meter distancing line mark provided at the elevator waiting area.

8.3 Counter Management

- Practice social distancing by providing the 1 meter distancing line mark.
- Distance the seats in the waiting room.
- Customers/visitors having transactions at counters are only allowed to sit in designated areas with 1 meter distance from each other.
- Place hand sanitizer at each counter for customer use.

8.4 Use of Pantry

- All employees are encouraged to pack food and are not allowed to eat in the pantry to avoid gathering in groups
- All employees are encouraged to eat at their respective workstations.
- The use of pantry in the office is limited to the cleaning of food containers only.

8.5 Use of Prayer Room

- No religious activities are allowed in prayer rooms such as religious lectures.
- The use of the prayer room is for the purpose of prayers only and require the practice of social distancing.
- The capacity of the user is half the capacity of the prayer room.
- Use personal prayer items such as prayer attire and prayer mat.

Prevent the spread of COVID-19 in
7 STEPS

01 Wash your hands frequently

02 Avoid touching your eyes, nose and mouth

03 Cover your cough using the bend of your elbow or a tissue

04 Avoid crowded places and close contact with anyone that has fever or cough

05 Stay at home if you feel unwell

06 If you have a fever, cough and difficulty breathing, seek medical care early — but call first

07 Get information from trusted sources

SOURCE: WORLD HEALTH ORGANIZATION

8.6 Workplace / Office Use

- Reduce social interaction and practice social distancing among workers.
- Avoid shaking hands.
- Practice hand washing frequently with soap for 20 seconds or hand sanitizer use.

8.7 Use of Toilet in the Office

- Wash hands with soap before and after using the toilet.
- Make sure the toilet is flushed after use.
- The door handle must be sanitized by the person entering and exiting the toilet.

9.0 Health Declaration

9.1   All staff are required to make a self-declaration regarding their health status (using the google form that was distributed via email) before being allowed to return to work.

9.2 The Health Declaration form using the Google Form method will be distributed by the Organizational Management Division, Department of Registrar by email and must be completed by all staff.
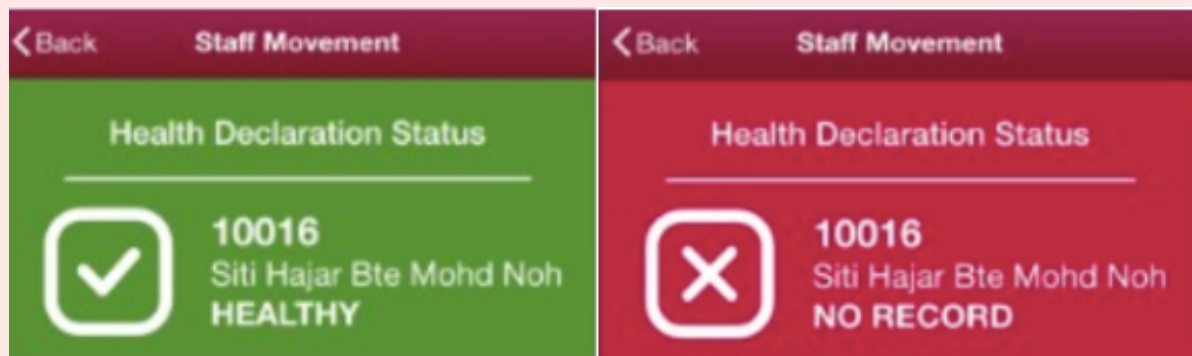
9.3 This declaration of health must only be made once and within the period stipulated by the University.

9.4 Staff with health symptoms or who have had contact with COVID19 positive patients, need to undergo further examination at the University Health Center before being certified to return to work.

9.5 Staff certified by the Health Center will receive a Health Certificate Pass via email/ UTMSmart, and this pass must be shown to Security at the main entrance before entering campus.
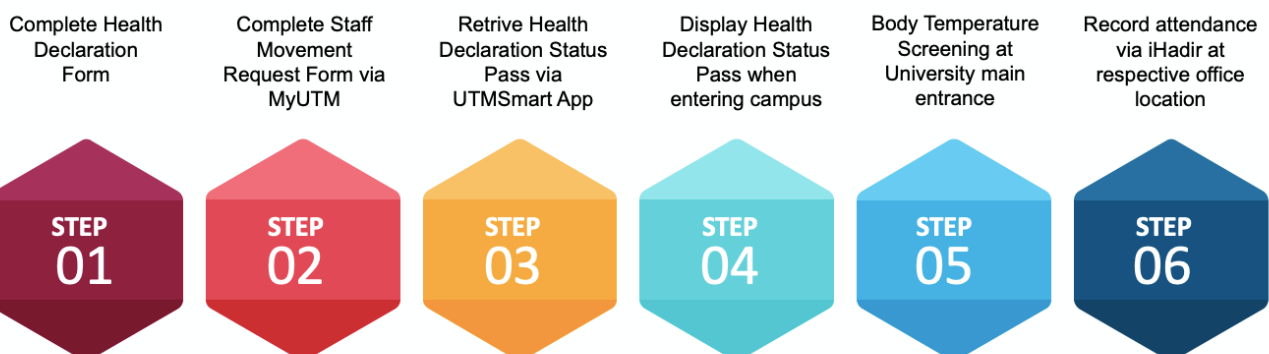
9.6 Staff who has been certified unhealthy and given a Red Pass will be given medical supervision, treatment and monitoring by the Medical Officer at the UTM Health Center. A healthy certificate of certification will be given by the Health Center upon regular medical check-ups.

Example of Health Declaration Status at UTMSmart

10.0 GUIDE TO ENTER CAMPUS

POST MCO CAMPUS ENTRANCE PROCEDURE

Complete Health Declaration Form	Complete Staff Movement Request Form via MyUTM	Retrive Health Declaration Status Pass via UTMSmart App	Display Health Declaration Status Pass when entering campus	Body Temperature Screening at University main entrance	Record attendance via iHadir at respective office location
STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06

10.1 All staff are required to adhere to the campus entrance procedure as stated.

10.2 Three entrances will be opened for UTMJB, which is Gate 1/ University Main Gate, Gate 4/Desa Bakti Gate and Gate 5 / Sri Pulai Gate. Entry at each gate are set as follow:

Gate 1/University Main Gate - Staffs, students, visitors and publics
Gate 4/Desa Bakti Gate - Contractors only
Gate 5/Sri Pulai Gate - Staffs only (vehicles with valid UTM stickers only)

10.3 For UTMKL and UTM Pagoh, only the main entrance will be open.

10.4 A Health Status Pass will be provided through the UTMSmart app. The determination of health status is based on the result of the health declaration. Only staff with a Green Pass are allowed into campus.

11.0 ADHERANCE

To formulate the Department / Division / PTJ operating guidelines, all Head of Departments are required to adhere to these general guidelines as well as other guidelines / references issued by MKN / MOHE / MOH from time to time.

12.0 VIOLATION OF RULES

Disciplinary action may be taken against staff who fail to comply with the current regulations. The staff is subject to the Statutory Bodies Act (Discipline and surcharge) 2000 [Article 605] and other regulations as may be prescribed from time to time.

13.0 EFFECTIVE DATE

This guideline is effective from May 13, 2020 to a period to be determined by the University. This guide is specific 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 accordance with the latest developments of the COVID-19 outbreak.

DEPARTMENT OF REGISTRAR
UNIVERSITI TEKNOLOGI MALAYSIA
VERSION 1.0 UPDATED 11th MAY 2020

DISTANCE
MAKES US
STRONGER

#WorkFromHome

REFERENCES:

1. Infectious Disease Prevention and Control Act 1988 [Article 342]

2. Police Act 1967 [Article 344]

3. Statutory Bodies Act (Discipline and surcharge) 2000 [Article 605]

4. National Security Council FAQ, March 17, 2020

5. Public Service Department FAQ, March 17, 2020

6. Ministry of Higher Education's Movement Control Order, March 18, 2020 and March 21, 2020

7. PSD Circulation Letter, Remuneration Guide (S) 256/6/31 Vol.6 (6) - FAQs, Operations of Government Offices During Movement Control Order (MCO), May 2, 2020

8. MOHE Reference - 100-1 / 5/1 Vol 3 (74) Secretary General's Administrative Order No 1/2020. Office Operations Guidelines for Ministry of Higher Education During the Term of the Conditional Movement Control Order, May 3, 2020

9. Guideline to Safe Work Procedures, Department of Occupational Safety and Health, Ministry of Human Resources

10. FAQ on Conditional Movement Control Order, Ministry of Higher Education, May 7, 2020