



'HEALTH DECLARATION FORM' (HDF)

Following the existence of new clusters and the increase in COVID-19 infection, the University has outlined preventive measures to ensure immediate action be taken in the event of any COVID-19 cases. Accordingly, staff are requested to make a health declaration through the 'Health Declaration Form' (HDF) beginning **1 November 2020**.

Definition

'Health Declaration Form' (HDF) is a health declaration form in **UTMSmart application** intended as a health screening for COVID-19 disease. HDF status is **only valid for 14 days** and renewal can be done as early as 3 days before the expiration date (day 12). From **3 November 2020**, staff **must show their HDF status** at the University entrance before they are being given permission to enter the campus.

Status



Green Pass: Passed HDF screening. Staff are allowed to enter University



Red Pass: Did not pass HDF screening. Staff are not allowed to enter University.



Orange Pass: No HDF record. Staff are not allowed to enter University.

Step 1 : Staff Action

Staff Application Process

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Method 1: UTMSmart Application > Staff Movement > Health Declaration Form Display (Renew Now) > Fill up > Submit

Method 2: myUTM Portal > Staff Movement > Health Screening > HDF Staff > Health Declaration > Fill up > Select PSM > Save > Submit

If the staff get a 'Red Pass', it is necessary to contact PKU during office hours for further action:

UTMJB: 07-55 37233 / 011-3334 0646

UTMKL: 017-9833009

UTMPagoh: 06-9742804 / 06-9742816

COVID-19 HOTLINES
Untuk sebarang pertanyaan berkenaan Coronavirus (Covid-19) boleh hubungi

UTM	KKM Kementerian Kesihatan Malaysia
Hanya untuk kakitangan dan pelajar UTM	24
UTMJB 010 800 1337 011 3334 0646	03 88810200 03 88810600 03 88810700
UTMKL 017 983 3009	CONTACT US

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PSM Verification Process

myUTM Portal > Staff Movement > Health Screening > HDF Staff > Faculty PSM Review > Click Staff > Verification (to PKU)