

UNIVERSITI TEKNOLOGI MALAYSIA

# STAFF MOVEMENT GUIDE

VERSION 3.0

DURING RECOVERY MOVEMENT CONTROL ORDER  
PERIOD





## 1.0 BACKGROUND

This guide is intended to explain the **implementation of staff movement** including control measures that will be taken to ensure that staff are free from COVID-19 outbreak before entering the University area. This is due to the increase in COVID-19 cases as well as the existence of new clusters.

Preventive measures should be taken to ensure that staff movement within the University can be recorded so that immediate action can be taken in the event of COVID-19 case.

## 2.0 OBJECTIVES

- 2.1 Ensure the staff are **aware of the rules** that need to be followed when they are in the University.
- 2.2 As a preparation to ensure that each PTJ / Faculty has the **QR code to record staff attendance** and implement preventive measures to prevent the spread of COVID-19 pandemic at the University.
- 2.3 Staff movement between zones is controlled and monitored in an effort **to avoid the risk of spreading COVID-19 outbreaks** following the existence of clusters and the increase in new cases.

## 3.0 MONITORING METHODS

Staff monitoring methods will be carried out as follows:

- 3.1 Monitoring **University entrance (Health Declaration Form)**;
- 3.2 Recording **QR Code system** of staff movement in the University/ Office/ Faculty;
- 3.3 Monitoring staff **inter-state/ district/ zone** travel;
- 3.4 Applying or instructing staff to **Work From Home (WFH)**.



## 4.0 MONITORING METHODS AT UNIVERSITY ENTRANCE

### 4.1 Temperature Screening

Staff must pass the temperature screening test (**not exceeding 37.5 ° C**) and display the health declaration status before being allowed to enter the University area.

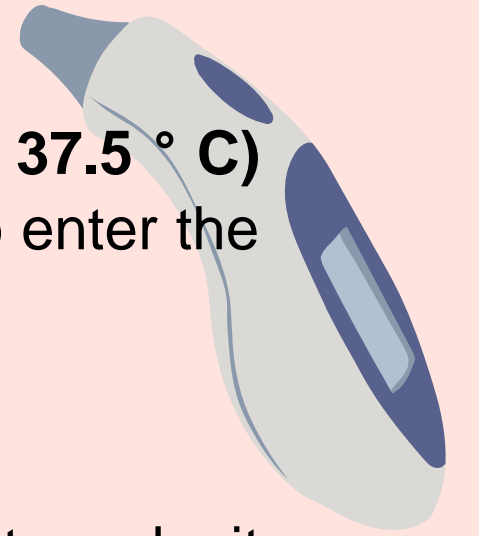
### 4.2 Display Matric Card

Individual matric card should be displayed at University entrance to make it easier for security to distinguish between staff, students and visitors.

### 4.3 Declaration of Health Level

Staff must make health level declaration through the Health Declaration Form (HDF) in myUTM Portal / UTMSmart **every 14 days** starting from **1st November 2020**.

4.4 Staff who **fail to pass the temperature screening** at University entrance/Guard Post, **do not have HDF or HDF** records displaying Red Pass or Orange Pass in UTMSmart are **not allowed to enter the University** and must immediately go to any health facility near their respective homes for checkup and treatment. Staff need to inform the Head of Department about his/her health status. Only HDF with Green Pass is allowed to enter the University area.



Use of face mask is mandatory for staff /students / visitors while in the University area especially in the following situations:



Crowded and confined area



High risk of COVID-19 infection



# Take Note of **COVID-19** **SYMPTOMS**

The following symptoms will appear between 2-14 days after the exposure:

- Fever
- Cough
- Breathing Difficulty

## Seek medical advice if:

- You are experiencing worsening symptoms
- You are in close contact with COVID-19 patients
- You live in an area where COVID-19 is spreading continuously



## 5.0 UNIVERSITY INTERNAL QR CODE SYSTEM

### 5.1 UTM QrC System

UTM QrC system will be used to replace MySejahtera QR Code to record the movement of staff in offices / lecture halls / locations that have been set within the University area using UTMSmart application.



- 5.2 This internal QR Code aims to enable the University to obtain staff movement records quickly in the event of COVID-19 case.

## 6.0 STAFF INTER-STATE/DISTRICT/ZONE TRAVEL MONITORING

Zone Classification based on National Security Council

### GREEN ZONE

No positive case

### YELLOW ZONE

1 to 40 positive cases

### RED ZONE

41 cases or more

### 6.1 Staff Movement Module

All staff who want to make Inter-State / Region / Zone travel (from Green Zone to Yellow Zone or Red Zone) must notify their Supervisor / Head of Department via UTMSmart application or myUTM Portal starting from 1 November 2020.

- 6.2 This application includes weekend trips which do not include staff's Entitled Leave.

- 6.3 Supporting Officers / Staff Leave Approver are advised not to approve staff leave applications in advanced until the staff fill up the Staff Movement Module for notification of Inter-States / Districts / Zones travel. Staff also need to state travel information when applying for Entitled Leave.

- 6.4 Staff who fail to inform their Inter-State / District / Zone travel, will be given a **special letter of reminder** by PSM PTJ for negligence of instruction.

### Red Zone

- 6.5 Staff who have just returned from zones declared as Red Zone must go through the procedures set by the National Security Council (MKN) / Ministry of Health Malaysia (MOH) from time to time.

### Yellow Zone

- 6.6 Meanwhile, for the staff who have just returned from the Yellow Zone and showed signs of symptoms, are asked to **IMMEDIATELY** conduct a screening test at a nearby MOH health facility. For the staff who are not symptomatic and want to conduct screening tests, it can be carried out in private health facilities and the cost of treatment is under the responsibility of the staff themselves. PSM PTJ is requested to monitor the status of the staff involved and submit reports and developments from time to time to the Registrar.





## 7.0 APPLICATION OR INSTRUCTION TO WORK FROM HOME (WFH)

- 7.1 To reduce the risk of COVID-19 infection, staff movement control includes permission to Work From Home (WFH). The approval of WFH is at the discretion of the Head of Department with the advice from the University Health Center.



7.2 **Failure to Pass the Temperature Screening**

Staff who do not pass the temperature screening at the University entrance and staff with symptoms or Health Declaration Form (HDF) displaying a Red Pass must apply to Work From Home for that day or seek treatment and medical certificate at a health facility near the residence.

7.3 **Staff from Red Zone**

The staff movement in the Red Zone is subject to the instruction from the National Security Council (MKN) from time to time. Staff also need to inform their Supervisor / Head of Department for WFH permission and they need to record their working hours attendance via GPS Check-In / Out.

7.4 **Staff from Yellow Zone**

Staff who live in the Yellow Zone area (based on the status issued by the MOH) are given the flexibility to work from home. Staff also need to inform their Supervisor / Head of Department for WFH permission and they need to record their working hours attendance via GPS Check-In / Out.

7.5 **WFH Quota**

The set limit on the number of staff allowed to Work From Home has been increased from 10% to a maximum of **25%**. However, it is subject to the current situation at the discretion of the Head of Department.

7.6 **Recording Attendance in UTMSmart**

If the staff need to fully work from home during working hours, they need to record their attendance using GPS Check-In / Out through UTMSmart twice a day which is during working hours and again after working hours, according to their daily working hours. Attendance records will be displayed directly in the iHadir system. If the staff does not record GPS, Check-In late or Check-Out too early, it will be considered an attendance offence.



# QUARANTINE PROCEDURE

**Quarantine at home or '*Self- quarantine*'**  
is recommended for individuals who have  
direct contact with COVID patients or have  
a history of travelling to the Red Zone

## STAY AT HOME

Do not go out in public and make  
sure there is no contact with others.

## MONITOR TEMPERATURE

Take your own temperature at least 2  
times a day

## BE AWARE OF OTHER SYMPTOMS

Be aware for other COVID-19  
symptoms such as fever, cough,  
breathing difficulty and tiredness



## 8.0 STAFF RESPONSIBILITIES

### 8.1 Scan QR Code

Staff are responsible for scanning QR Codes at every place visited within the University area.

### 8.2 Fill Up Health Declaration (HDF)

Staff must ensure that the completion of the Health Declaration (HDF) is done honestly and based on a set period (every 14 days). If the staff is found to have intentionally not fill up the HDF, the staff should apply for Leave and not WFH.

### 8.3 Work from Home

Staff who are approved for special consideration to work from home must record their work attendance using the UTMSmart (GPS Check-In / Out) application for each working day.

8.4 For staff who have been approved to work from home, must always be at home within the stipulated office hours and always be ready if directed by the Head of Department. Disciplinary action can be taken against staff who are not at home during working hours. Staff should always be contacted during working hours from home.

8.5 Staff should maintain the confidentiality of information and ensure the security of University documents and property that are allowed to be taken home with the purpose of implementing the task.

8.6 Staff should notify the supervising officer immediately if they have symptoms or signs of pain such as fever, cough, cold or sore throat and they should seek medical attention as soon as possible.

8.7 Staff must comply with all the rules and SOPs currently in force at UTM. Staff are subject to the Statutory Bodies (Discipline & Surcharge) Act 2000 [Act 605] and other regulations issued by the University from time to time.

## 9.0 HEAD OF DEPARTMENT RESPONSIBILITIES

- 9.1 Ensure compliance with **COVID-19 prevention measures** set by MKN / MOH / Ministry of Higher Education / University.
- 9.2 Ensure the **workplace is safe** and without the risk of COVID-19 infection, and to carry out sanitation work regularly (if necessary) by focusing on strategic locations such as meeting rooms, waiting rooms, elevators, doorknobs, and toilet.
- 9.3 Head of Department must provide approval to the staff to work from home when confirmed by PKU or any Government health facility that the staff need to be quarantined.
- 9.4 Ensure the staff declare outer State / District / Zone travel (including on public holidays and weekends).
- 9.5 Ensure the staff presence in respective Department / Division / PTJ and report to the University if the staff cannot be contacted or their safety or health is worrying.
- 9.6 Ensure continuous communication with the staff in their respective Departments / Divisions / PTJ to ensure they received information issued by the University from time to time.
- 9.7 Contact PKU for any assistance and guidance for preventive information and sanitation action.