

GUIDELINES FOR STUDENTS RETURNING TO CAMPUS (8 FEBRUARY 2021 UPDATE)

Background

1. These guidelines are created to assist students who would like to return to campus based on the FAQs (16 January 2021) and the media statement (31 January 2021) from the Ministry of Higher Education (MOHE) and the SOPs from *Majlis Keselamatan Negara* (MKN). The dates mentioned below are also subject to change depending on the subsequent latest updates from MOHE.
2. Students, including those from Sarawak, travelling back to off-campus accommodations must undergo the process of self-quarantine / home surveillance for TEN (10) days in advance, prior to returning to the campus.
3. Students from Labuan and Sabah MUST undergo the Covid-19 swab test ONCE only which is THREE (3) DAYS before arrival before being placed under the 10-day quarantine period. Kindly contact the Jabatan Kesihatan Negeri Sabah for further info and arrangement.
4. For those students who have returned to campus previously and are currently staying around the campus (for more than 2 weeks), they are not required to have self-quarantine / home surveillance for 10 days anymore (except for students with Covid-19 symptoms and those who came to close contact with Covid-19 patients).
5. For UTAR international students who are abroad and who wish to return to Malaysia, MOHE announced that, effective 1 January 2021, all international students (**new and existing students**), except those from the United Kingdom, may proceed to enter Malaysia to continue their studies. Please email the respective officers of the Department of International Students Services (DISS) below for further information and the SOPs to follow:

DISS : diss@utar.edu.my
Kampar Campus : Mr Ngan Mun Wai: nganmw@utar.edu.my
Sungai Long Campus : Mr Foo Wai Wai: fooww@utar.edu.my

6. Students are required to comply with the guidelines outlined in this document. Safety is a shared responsibility, and every student plays an important role in maintaining a safe and healthy campus community as we work together towards flattening the Covid-19 curve.

A. Before Arrival

1. Local students currently in Malaysia are allowed to return to campus to attend designated physical classes from 1 March 2021 onwards. Local students and international students who are currently in Malaysia, and who wish to return to campus, must check the status (MCO/CMCO/RMCO/EMCO) and zone (green/yellow/orange/red) of their current location of stay based on MKN's Covid-19 Pandemic instructions and SOPs.

2. Based on the latest announcement from MOHE (dated 31 January 2021) and SOPs from Majlis Keselamatan Negara (MKN), the following groups of students who need to fulfil special requirements (“*pelajar yang berkeperluan*”) can arrange to return to campus from 1 March 2021, but must follow strictly the relevant physical distancing and safety SOPs. Please refer to respective faculty/centre/department for further information.
 - a. Students who registered for courses that require access to laboratory / practical training / clinical work / studio / special equipment or with special requirement from the professional bodies / faculties.
 - b. Students who need to use campus facilities for a more conducive online learning experience; such as, access to learning space, library and internet access.
 - c. Students who sit for MUET Examination, International / External or Professional Examination (for example: MBBS, ACCA) AND continue with their hybrid lessons on campus.
 - d. Students who have special needs (OKU).
 - e. International students (existing and new), except for those arriving from the United Kingdom.

Students from Enhanced Movement Control Order (EMCO) areas* will have their reporting to campus postponed until further notice.



***Note:**

Students are required to visit <http://covid-19.moh.gov.my/terkini-negeri> and click on its **READ MORE** button for the daily updates on the status of their respective location of stay.

3. Any changes / updates on the above arrangements will be announced from time to time, depending on the latest directives from MOHE and relevant authorities. All students are advised to keep up with the updates on all announcements issued by the Ministry of Health (MOH) and MOHE on the development of the Covid-19 pandemic, and to always follow the SOPs of the Malaysian Government and to practice safety and health precautionary measures.
4. Students who intend to return to campus **physically** to attend the classes in a hybrid mode from 1 March 2021 onwards as allowed by MOHE, they should report at the designated counter set up by the Department of Students Affairs (DSA) (either at the **Foyer of Tun Dr Ling Liong Sik Hall OR KB Block SB Level Computer Numerical Control (CNC) Laboratory**) **between 18 and 21 February 2021** to have sufficient time for self-quarantine (10 days).
5. If students are **not able** to report to campus **physically** between 18 and 21 February 2021 or wish to return to campus later, they are required to contact DSA and/or respective faculties/centres/institutes for necessary arrangements before returning to the campus.

DSA	: dsa@utar.edu.my
Kampar Campus	: Mr Chiang Jeng Feng: chiangjf@utar.edu.my
Sungai Long Campus	: Ms Loh Nyuk Leung: lohnl@utar.edu.my

6. For students who have registered all courses for the January 2021 Trimesters which are conducted via online teaching and learning (OTL) mode only, and students who have chosen full OTL academic study mode, then you need **NOT** return to campus.
7. Students who have registered for industrial training / clinical training in the January 2021 Trimester and who have been attached to the company / institution outside the University, please follow the latest government announcement and students need **NOT** return to campus. Please follow the instructions of your faculty and company / institution for the latest industrial training / clinical training arrangements.
8. For students of Postgraduate Programmes by research mode, if you are **NOT** required to carry out essential physical hands-on classes / activities / hands-on laboratory / practical training / clinical work, then you need **NOT** return to campus. Please discuss with your supervisors on the arrangements.
9. For those students who intend to return to campus, they are required to download, install, register and keep the MySejahtera and Hi Hive applications activated always.

Apps	My Sejahtera Download	Hi Hive Download
Platform		
iOS	https://apps.apple.com/my/app/mysejahtera/id1504055630	https://apps.apple.com/app/id1542551041
Android	https://play.google.com/store/apps/details?id=my.gov.onegovappstore.mysejahtera	https://play.google.com/store/apps/details?id=com.slc.hihivecommunity

10. Students are required to complete the following requirements before departure (*please ensure that you are already logged on to you UTAR email account before clicking on the respective links*):
 - a. Students confirm the date and time of their return to campus via this link **BEFORE 11 FEBRUARY 2021 (THURSDAY), 11.59pm**:
<https://forms.gle/CHwjGrcQgCB9jQhV8>

The available time slots for returning to campus dated 18 to 21 February 2021 are as follows:

- i. 8.30am – 9.30am
- ii. 9.30am – 10.30am
- iii. 10.30am – 11.30am
- iv. 11.30am – 12.30pm
- v. 12.30pm – 1.30pm
- vi. 1.30pm – 2.30pm
- vii. 2.30am – 3.30pm
- viii. 3.30pm – 4.30pm

- b. Students must complete and submit the **FIRST online Health Declaration Form THREE (3) DAYS BEFORE** returning to campus:
<https://forms.gle/oyZ44LTLk3tc5Pk47>

11. After their Health Declaration Form is checked and they fulfil the criteria set by MOHE to return to campus, students will be issued a letter by the Department of Students Affairs as a supporting document for their cross state or district travel permit application to return to campus.
12. Students are advised to pack and travel light and to follow the guidelines / SOPs provided by the *Majlis Keselamatan Negara* (MKN) and the Ministry of Health Malaysia.

B. Upon Arrival (Drive-Thru / Walk-In)

Upon entry at the University's main entrances, all students must follow the Standard Operating Procedures (SOPs) below:

1. Enter the campus through the main entrance / gate of the campus via the security guard checkpoints.
2. Check in using the MySejahtera App and Hi Hive App. For those who are unable to download, access or use the Apps, they are required to manually record in the logbook at the entrance checkpoints.
3. Take body temperature using the static standing thermal scanner or handheld thermometer:
 - a. Students with a body temperature below 37.5°C are allowed to enter the campus and proceed to the respective venue to submit the **SECOND Health Declaration Form (hardcopy)**, which can be downloaded / printed from:
<https://tinyurl.com/y4bzgrvp>

Students are required to complete the **SECOND Health Declaration Form** by referring to his/her medical condition *on the day of returning to the campus*. The signed *printed form* (hard copy) must be submitted to the staff-in-charge at the following locations:

Kampar Campus	: Foyer of Tun Dr Ling Liong Sik Hall
Sungai Long Campus	: KB Block SB Level Computer Numerical Control (CNC) Laboratory

- b. Students with temperature of 37.5°C and above will be **denied entry** to the campus. A tele-consultation would be arranged by DSA with medical doctors for further examination at a designated venue.
4. **Students with no symptoms** will proceed with the **10-day self-quarantine** at their **own accommodation / rented premises**.

5. **Symptomatic students** (based on the **second Health Declaration Form** and temperature checking) will be referred to a FMHS doctor by the Department of Student Affairs for further examination via tele-consultation. After tele-consultation, the student(s) will be recommended by the FMHS doctor to go either to the quarantine centre (for 10 days of self-quarantine) provided by the university or to the nearest medical facility / clinic for the comprehensive examination / Covid-19 **test** at their **own cost** between:
 - i. RT-AK: RM100.00 – RM180.00
 - ii. RT-PCR: RM250.00 – RM350.00
 - a. If the Covid-19 test result is **positive**, students will be referred to MOH for further arrangements to be sent to the nearby hospital. While waiting for further arrangements, students continue to stay at the **quarantine centre** (up to 10 days quarantine or longer) and wait for the clearance from MOH.
 - b. If the result is **negative**, students will go to their own **accommodations / rented premises** for the 10-day self-quarantine.
6. Students are required to submit the **THIRD online Health Declaration Form**: <https://forms.gle/Do7mAtaja8fgN7ag9> on **Day 9 of the quarantine**.
7. If the condition of students is good with no symptoms throughout quarantine period, then the Department of Student Affairs will issue a **Release Letter** (soft copy) upon completion of the quarantine period. Students are required to show the said letter at the main entrance or anytime needed on campus if it is requested by the security guard / staff in charge.

C. After Self-quarantine Period

1. Students are required to complete the **online Weekly Health Declaration Form**: <https://forms.gle/oSfPohqW8hTydWab7> (**Monday and Thursday**) for precautionary measures.
2. Any students who fail to complete the **online Weekly Health Declaration Form** may be **denied entry** to the campus.
3. For entry to campus, students must follow the University health and safety SOPs strictly.

D. Reminder

1. All students from Foundation, Undergraduate and Postgraduate students (including EEP) who are allowed to return to campus may use the campus facilities, including the available Learning Spaces, and meet with their Academic Advisors, Project Supervisors (final year projects, design, capstone or research projects) and Course Lecturers but must adhere strictly to the SOP below.

2. Students **MUST** always:
 - a. Practice physical distancing of 1-meter apart.
 - b. Avoid the 4Cs (Crowded, Confined, Close Conversation, and Continuous Exposure).
 - c. Practice the 3Ws (Wash and sanitize hands, Wear face masks and Warn).
 - d. Observe appropriate coughing and sneezing etiquette.
 - e. Take time to rest when feeling unwell and drink plenty of fluids.

3. Your cooperation in adhering to all the physical distancing procedures and safety precautionary measures issued by the University is required and very much appreciated. The SOP for Staff and Students of UTAR can be accessed at <https://dccpr.utar.edu.my/COVID-19-News-Announcements.php>

4. Students who are sick or have symptoms while on-campus **MUST** do the following:
 - a. Immediately inform the course lecturers and Faculty / Centre general office regarding your physical condition.
 - b. Request for special consideration and flexibility to join OTL classes, if applicable.
 - c. See a medical doctor.
 - d. Stay at home until fully recovered.
 - e. Update your physical condition to staff of the following units:

Unit	Kampar Campus	Sungai Long Campus
Bilik Gerakan	Room A007, Ground Hall, Heritage Hall 0111-061 3354 (Hotline) bilikgerakan.kpr@utar.edu.my	Room KAG007, North Lobby, KA Block 0111-060 3354 (Hotline) bilikgerakan.sl@utar.edu.my
Department of Student Affairs dsa@utar.edu.my	016-2100864 (Hotline)	016-2100862 (Hotline)

Please stay safe and stay healthy.

Thank You.

Department of Students Affairs and Bilik Gerakan Covid-19
Universiti Tunku Abdul Rahman

8 February 2021