

UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**SEKOLAH
PERNIAGAAN DAN
EKONOMI**
School of Business and Economics



AACSB
ACCREDITED

COVID-19

TRANSMISSION
PREVENTION
GUIDELINES AT THE
SCHOOL OF BUSINESS
AND ECONOMICS (SPE)
UNIVERSITI PUTRA
MALAYSIA

AGRICULTURE • INNOVATION • LIFE

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

ACADEMIC FACILITIES IN USE



[NOTE]:

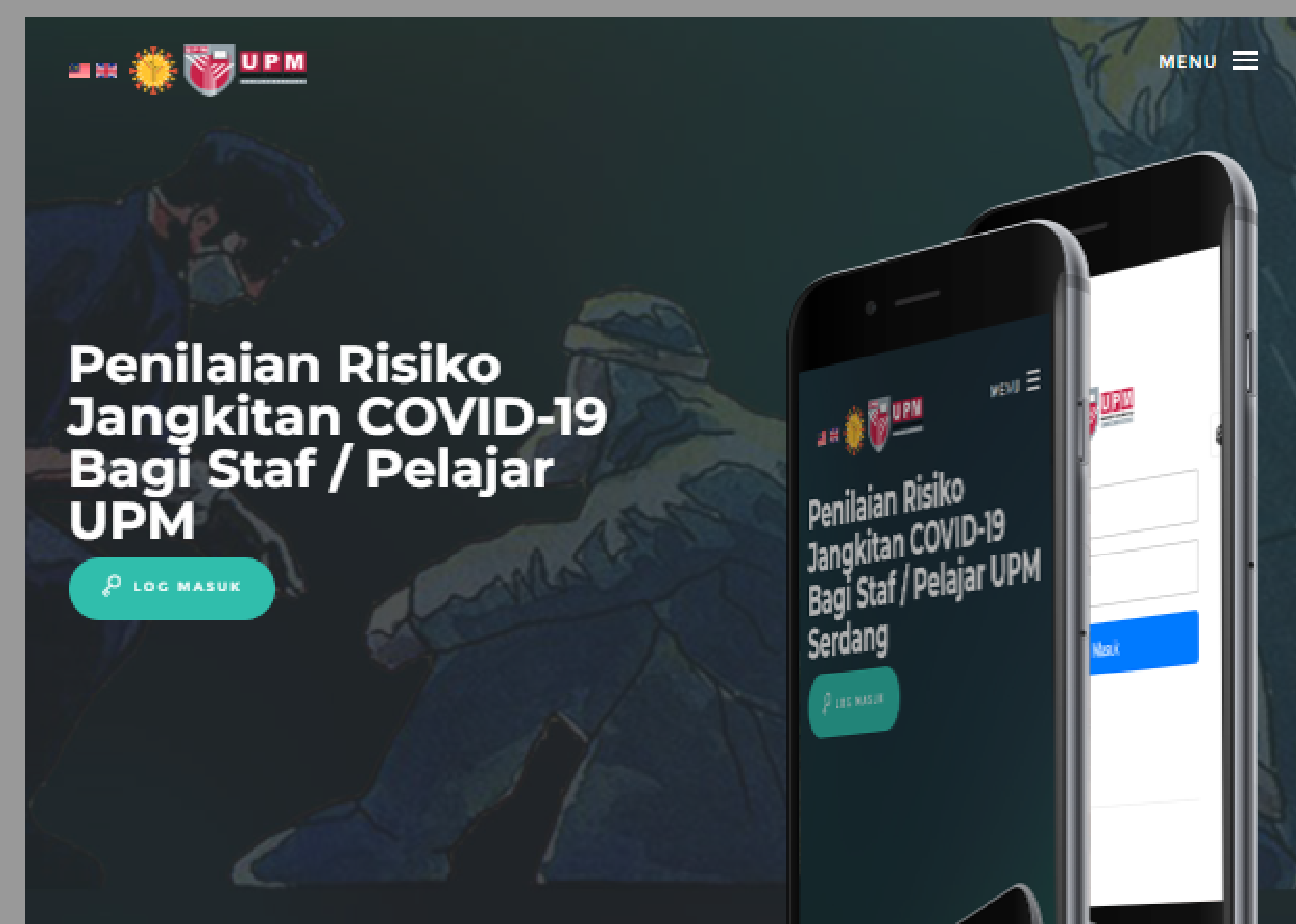
STUDENTS ARE ALLOWED TO ACCESS COMPUTER LAB AND THE LOBBY AREA AS TRANSITS WHILE WAITING FOR FACE-TO-TACE CLASS. HOWEVER, THE SOP PROVIDED MUST BE STRICTLY ADHERED TO.

NO.	BLOCK	NAME OF ROOM	CAPACITY	CAPACITY WITH S.O.P
1	BLOCK A	TUTORIAL ROOM 1 / TUTORIAL ROOM 2	40	20
2	BLOCK B	PRAYER ROOM MEN/ WOMEN	30	15
3	BLOCK C	DKSPE 1	300	70
		DKSPE 2 / DKSPE 3 / DKSPE 4 / DKSPE 5 / DKSPE 6 / DKSPE 7 / DKSPE 8	80	40
4	BLOCK D	DKSPE 9 & DKSPE 10	120	60
5	BLOCK E	TUTORIAL ROOM 3 / TUTORIAL ROOM 4 / TUTORIAL ROOM 5 / TUTORIAL ROOM 6 / TUTORIAL ROOM 7 / TUTORIAL ROOM 8 / TUTORIAL ROOM 9 / TUTORIAL ROOM 10	40	20
		DKSPE 11 / DKSPE 12 / DKSPE 13/ DKSPE 14 / DKSPE 15 / DKSPE 16 / DKSPE 17	80	40
		COMPUTER LAB 1 & COMPUTER LAB 2	40	20
		PRAYER ROOM MEN/ WOMEN	20	10

RESPONSIBILITIES OF STAFFS AND STUDENTS IN GENERAL

1

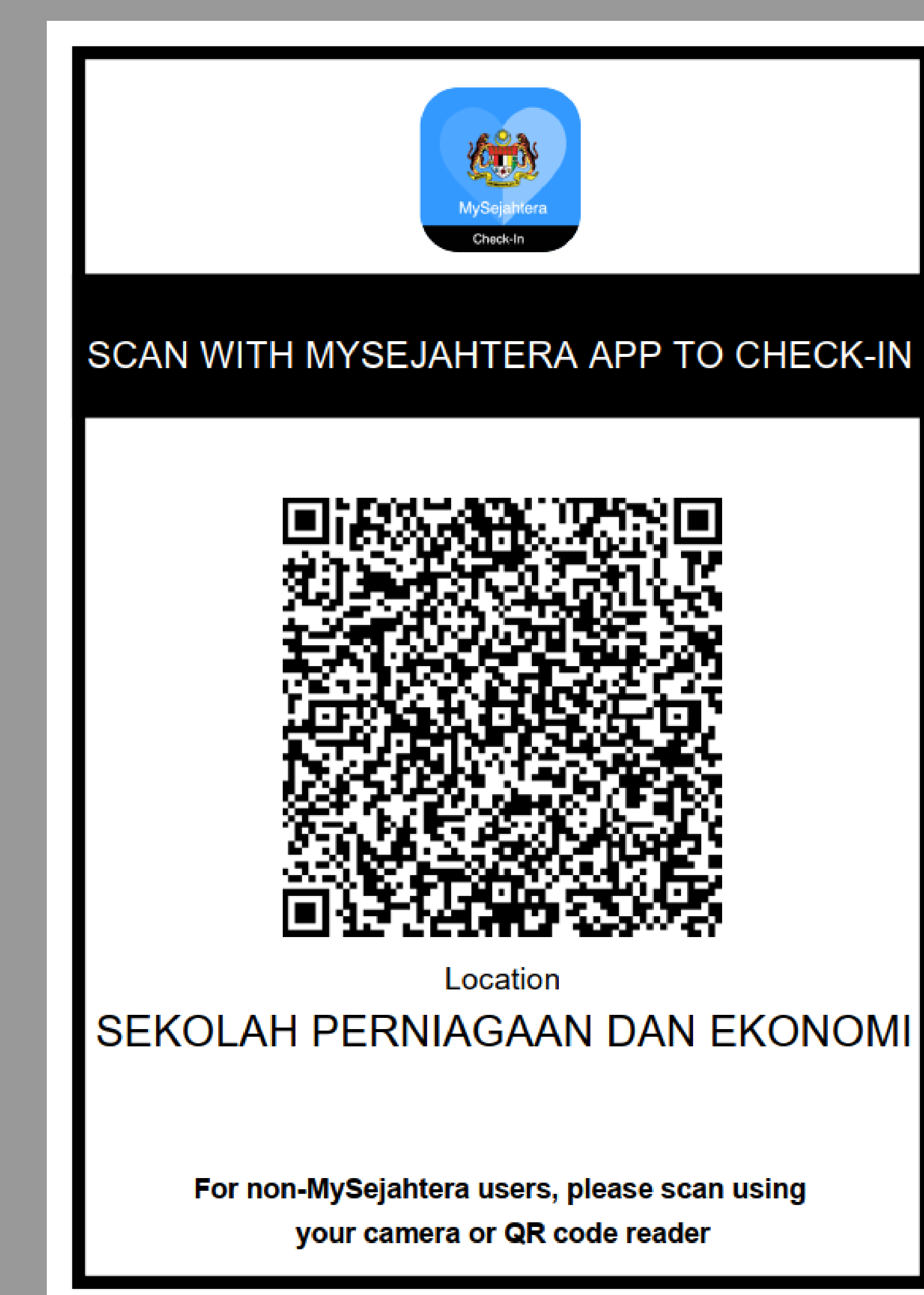
Fill in the COVID-19 Infection Risk Assessment for UPM Staffs / Students at <https://ertcovid19.upm.edu.my/> before entering SPE.



NOTE: ONLY STAFFS / STUDENTS WITH LOW (GREEN) AND MEDIUM (YELLOW) RISKS ARE ALLOWED TO BE PHYSICALLY PRESENT AT UPM. HOWEVER FOR INDIVIDUALS WITH MEDIUM (YELLOW) RISK OR SYMPTOMATIC, THEY ARE REQUIRED TO GO TO THE UNIVERSITY HEALTH CENTER OR ANY NEARBY HEALTH FACILITY TO GET FURTHER MEDICAL EXAMINATION BEFORE ENTERING THE WORKPLACE / LECTURE HALLS.

2

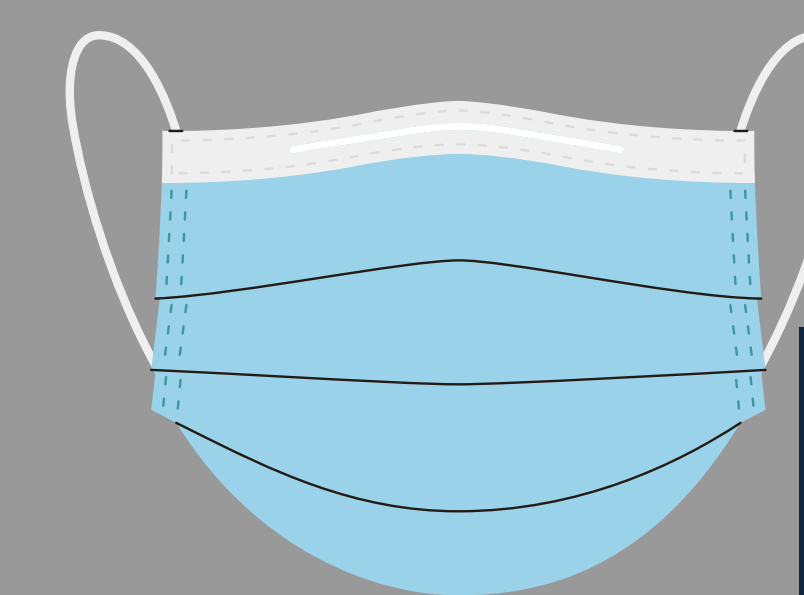
Only completely vaccinated staffs and students are allowed to enter SPE. Staffs / students are required to scan MySejahtera QR code at SPE entry points.



3

Students are allowed to be in SPE from 7.30 am to 9.30 pm only on Monday until Friday.

OPERATIONAL
HOURS



WEAR FACE
MASK

4

- Practice social distancing with at least 1 metre with other individuals.
- Wear a face mask, use hand sanitizer and always practice good personal hygiene habits such as regular hand washing.
- Avoid sharing personal items like telekung, prayer mat etc.

RESPONSIBILITIES OF STAFFS DURING TEACHING & LEARNING SESSIONS

1

INFECTION RISK ASSESSMENT

Remind students to complete the COVID-19 Infection Risk Assessment at <https://ertcovid19.upm.edu.my/> and register their entry intoSPE via QR Code MySejahtera.

2

RANDOM CHECKS

Conduct random check on students on evidence of screening result of MySejahtera.

3

S.O.P COMPLIANCE

Comply with Standard Operating Procedures (SOP) set by UPM and other Authorities in Malaysia.

4

DISINFECTION

Disinfection will be conducted by Occupational Safety And Health Management Office (PPKKP) UPM ONLY if there is any positive Covid-19 cases in SPE's facilities.

5

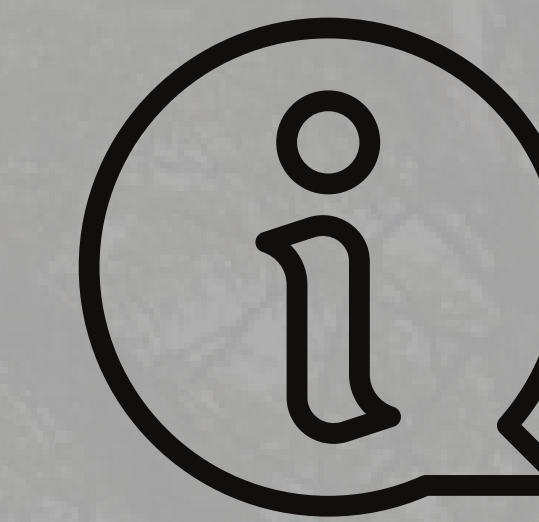
HAND SANITIZER

Hand sanitisers will be placed on the main lobbies and corridors. However, staff / students are encouraged to bring hand sanitiser for personal use.

6

SYMPTOMS

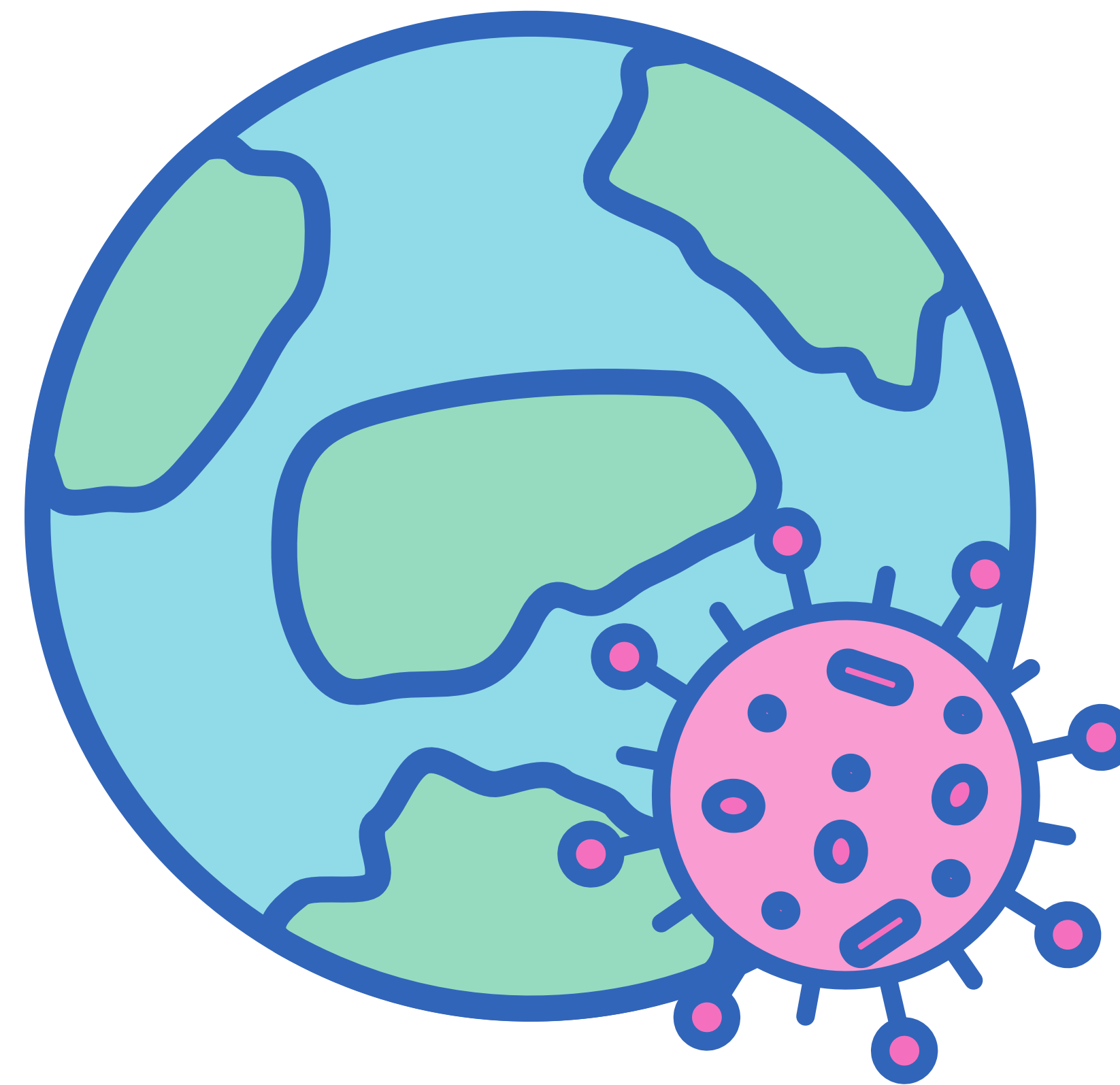
Students with Covid 19 symptoms are not allowed to come to SPE until they have obtained a negative result through the Covid 19 self- test.



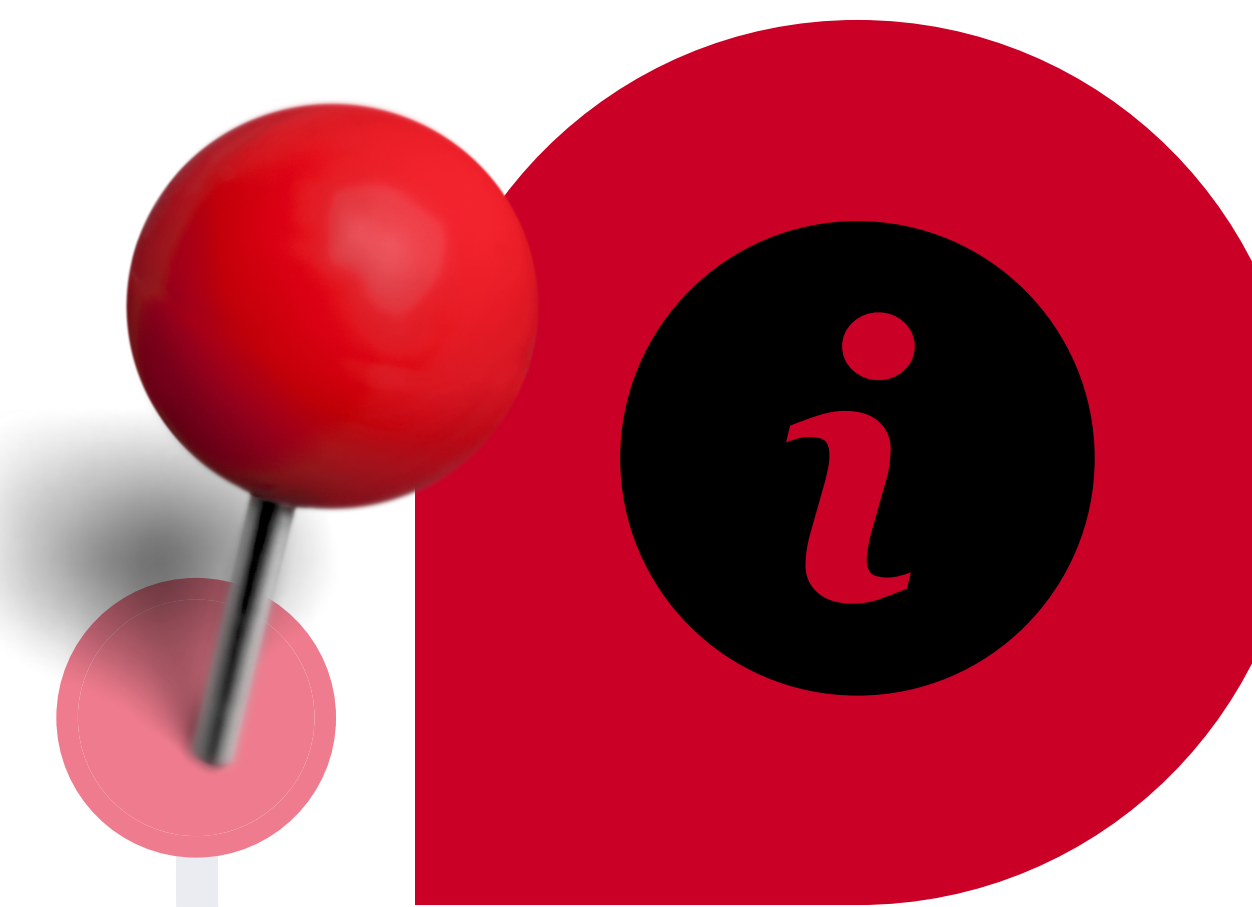
[NOTE]

- Students who have not completed their vaccination are asked to defer their studies.
- Staffs who refuse or have not completed the COVID-19 vaccination as defined by the Ministry of Health Malaysia are prohibited from being present in the campus or SPE. Staffs who are not exempted from COVID-19 vaccination programme, may be instructed by the Head of Department / Supervisor to complete the COVID-19 vaccination as prescribed by the Ministry of Health Malaysia.
- In case of negligence or refusal of instructions, the officers may be subject to disciplinary action or termination of service under the Statutory Bodies Act (Discipline and Surcharge) 2000 as stated in Service Circular No. 4 of 2021 dated 18 October 2021 in accordance with the resolution of the Board of Directors UPM.

SUMMARY OF COVID-19 TRANSMISSION PREVENTION PRACTICES AND PROCEDURES



BEFORE

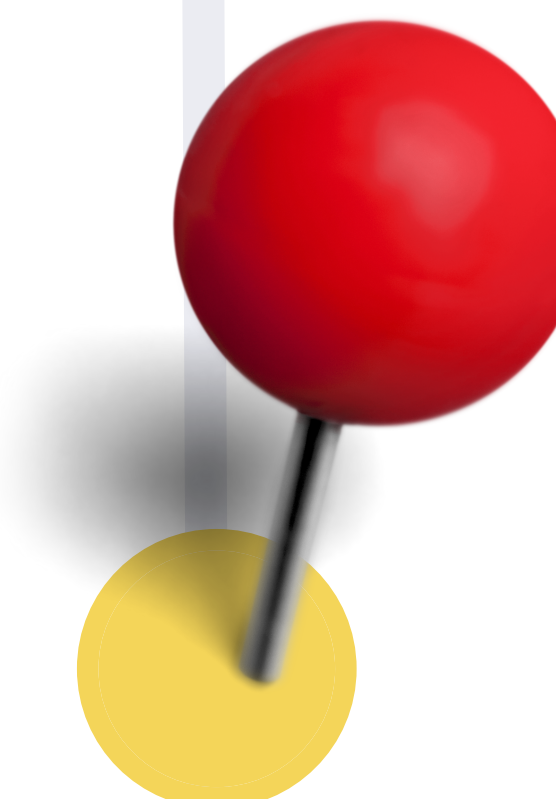


BEFORE ARRIVING SPE

- Fill in the COVID-19 Infection Risk Assessment. If the risk level is MODERATE (YELLOW) and symptomatic, please head directly towards University Health Centre or any nearby health facilities for further check-up.
- Wear face mask.
- Bring your own hand sanitizer.
- Arrive 15 minutes earlier for registration via QR Code MySejahtera.

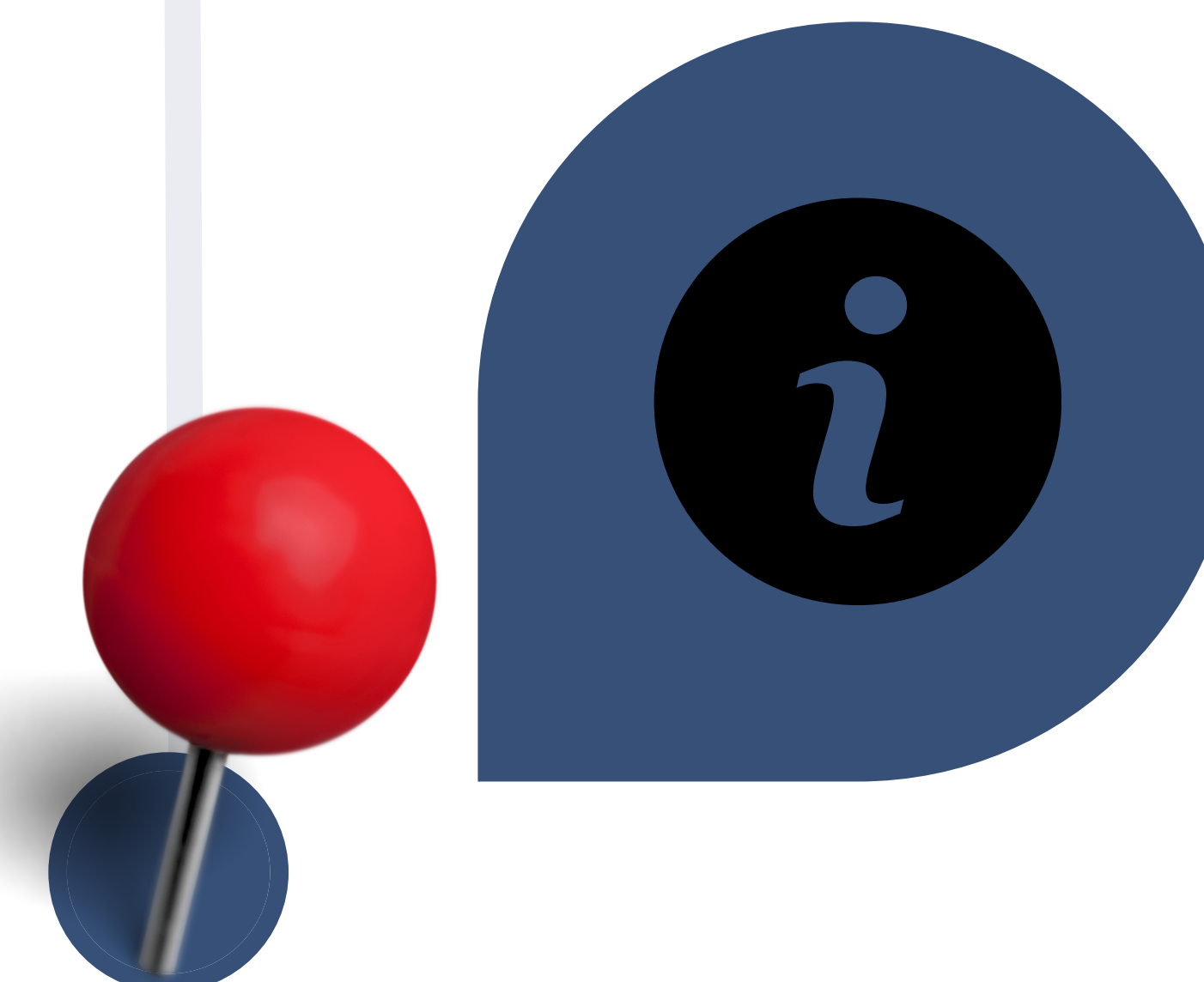
WHILE IN SPE

- Comply with SOP.
- Use only the designated space and academic facilities.
- Scan QR Code MySejahtera AND QR Code UPM COVID 19-Tracking.
- Remind colleagues (staffs / students) to comply with SOP.



DURING

AFTER

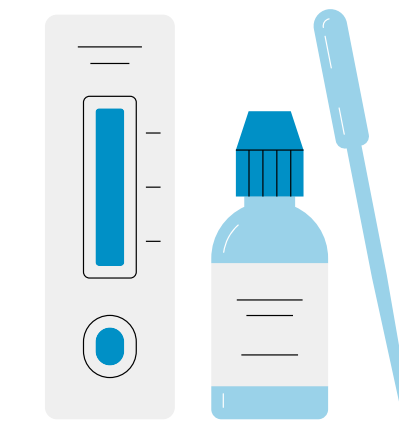


AFTER LEAVING SPE

- Practise personal hygiene habits as recommended by Ministry of Health.
- Do not join or hold public gatherings within / outside campus.



Staff / students are encouraged to self test if symptomatics.



IF YOU ARE POSITIVE COVID-19

- For staffs / students who are confirmed positive for covid-19, he / she should immediately isolate himself / herself and inform close contacts.
- Staffs / Students must report to Supervisor / Instructor / Staff of the Deputy Dean's Office (Undergraduate and Alumni) / Deputy Dean's Office Staff (Graduate and International).
- Positive Covid-19 staffs / students who attended SPE within 7 days from the date of confirmed positive must fill in the Detection Form and submit to:
 - Undergraduate Students - TDPA Office (salleh_asali@upm.edu.my / fariza_my@upm.edu.my)
 - Graduate Students - TDSA Office (aidi.suhaimi@upm.edu.my)
 - Staff - Secretary of JKPP SPE (sitinar@upm.edu.my)
- Update the status on MySejahtera and comply with the quarantine period.

IF YOU ARE CLOSE CONTACTS

- Inform your supervisor / instructor.
- Update your status by using the Health Assessment Tool (HAT) through MySejahtera application and comply with the quarantine period (if any).
- For Individuals who are symptomatic and confirmed negative COVID-19 should obtain treatment at a nearby health facility.



MANAGEMENT PROCEDURE FOR POSITIVE CASES AND CLOSE CONTACTS TO COVID-19 CASES ACCORDING TO COVID-19 VACCINATION STATUS



Effective 1 March 2022

POSITIVE CASE

	Received Booster Dose	Fully Vaccinated	Incomplete Or No Vaccination
Isolation Period	7 days	7 days	10 days

Note: Isolation period is the same for both asymptomatic or symptomatic.

CLOSE CONTACTS

Vaccination Status	Health Status On First Day Of Reporting	Quarantine Period	Covid-19 Test Requirement	Release From Quarantine
Received Booster Dose	Asymptomatic	No Quarantine	RTK (Ag) Self test on the first and third day	Not applicable
	Symptomatic	5 days	Perform RTK (Ag) Self-test	Day 5*
Fully Vaccinated	Asymptomatic or Symptomatic	5 days	Perform RTK (Ag) Self-test if symptomatic	Day 5*
Incomplete Or No Vaccination	Asymptomatic or Symptomatic	7 days		Day 7*

Note:
The quarantine period remains the same even if you are symptomatic during quarantine with condition that your RTK (Ag) self-test is negative. If tested positive, case management will follow the positive case management procedure.

Close contacts who are fully vaccinated and who were recently infected with COVID-19 in the last 60 days do not need to quarantine.

*No test required for release from quarantine if asymptomatic.



Bersama Hentikan Wabak COVID-19 moh.gov.my

Updated: 28 February 2022



Thank You
#KITAJAGAKITA



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