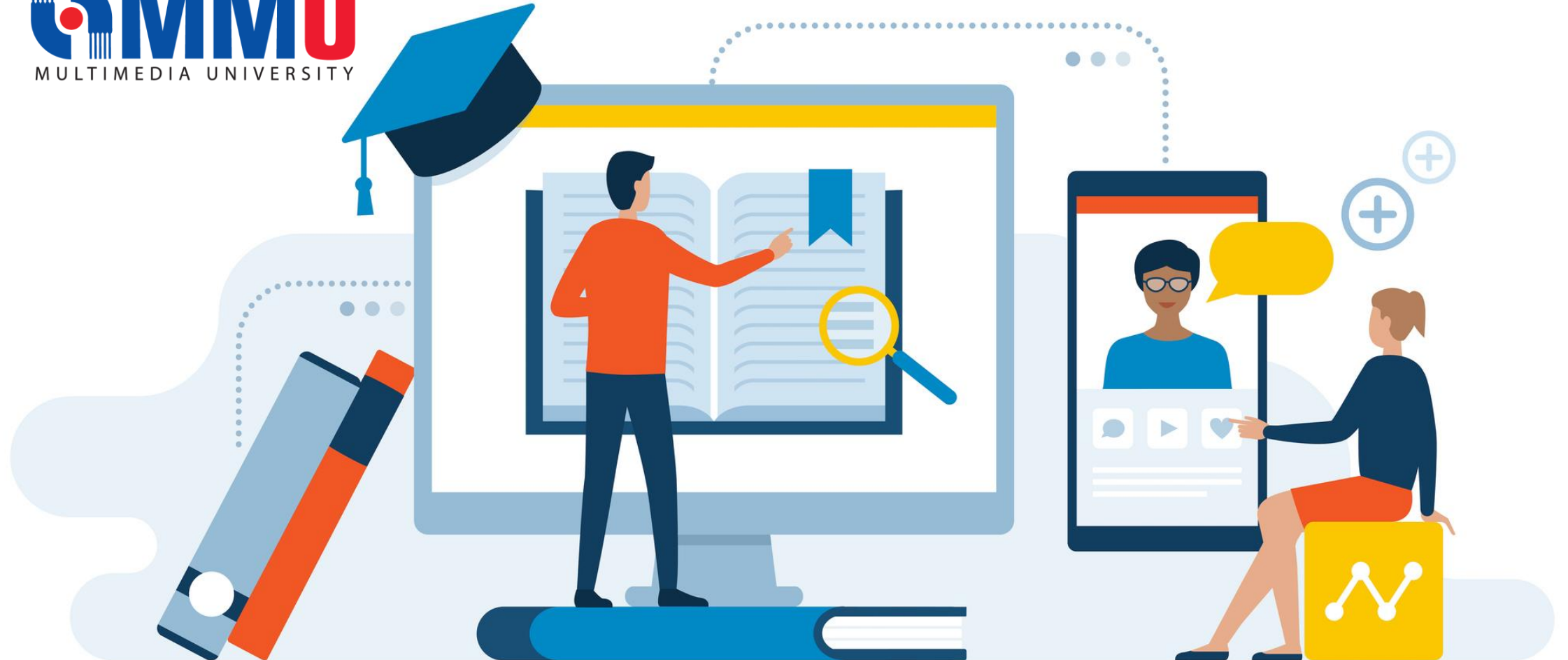


COVID-19: The New Normal

RETURN TO CAMPUS GUIDELINE FOR MMU STUDENTS



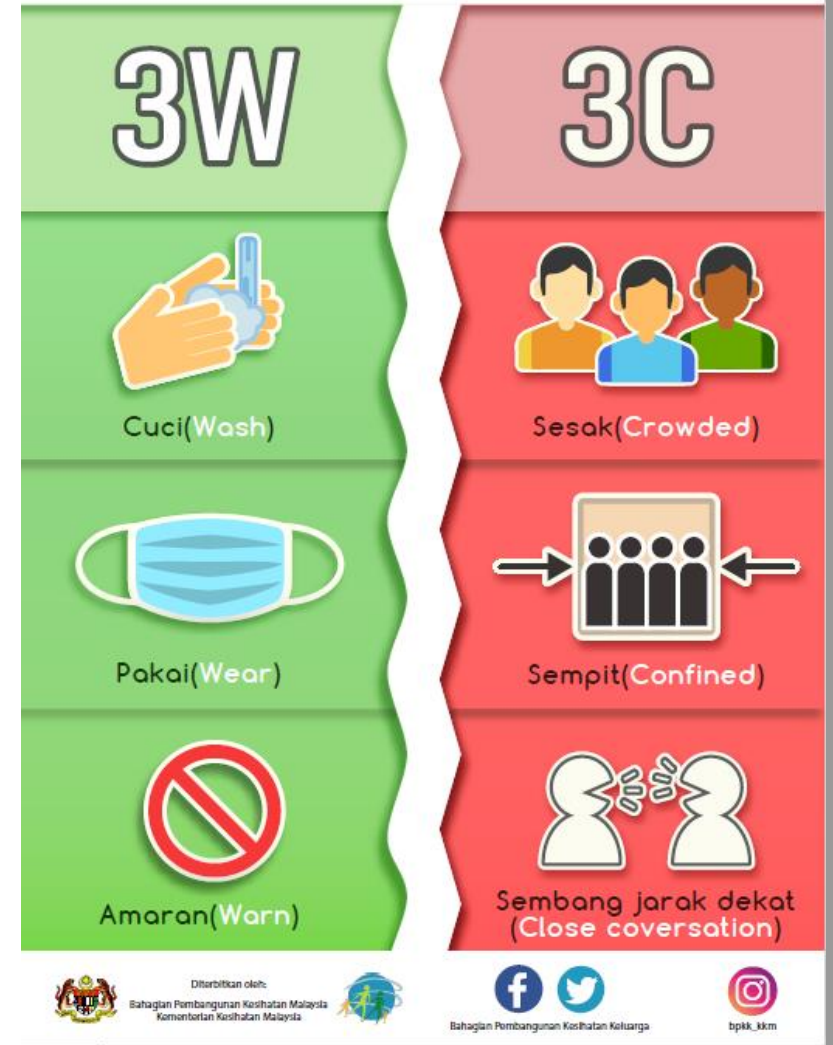
General Guidelines

In general, the New Normal consists of the following for all activities and all venues:

- ☐ Need to complete 2 doses of vaccination
- ☐ Required to do covid-19 self test upon arrival at the campus
- ☐ Temperature screening
- ☐ Self Check-In using **MySejahtera Apps**
- ☐ Use **MMU Mobile Apps** to record entering different premises
- ☐ Hygiene measures – use of soap and hand sanitizers
- ☐ Cleaning and disinfection at all venues where activities are conducted
- ☐ Wearing of face mask is mandatory on campus
- ☐ Physical distancing of at least 1m apart

It is important that all students take responsibility for their own health & safety by practicing good hygiene, put on face mask and frequently wash or sanitize their hands.

AMALKAN 3W DAN ELAKKAN 3C



Guideline for Check-In at MMU Premises

How to check in using MySejahtera

01

Register with
MySejahtera



02

Log into
MySejahtera



03

Press the
Check- In
Button



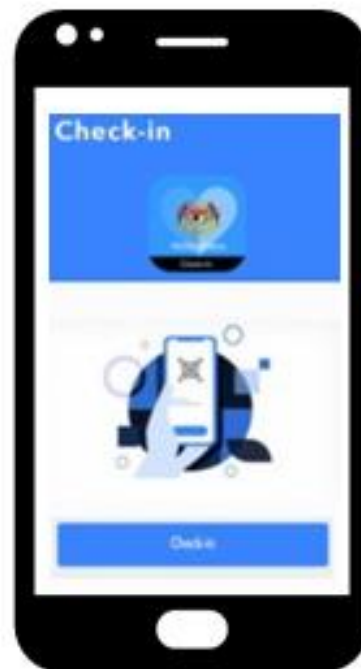
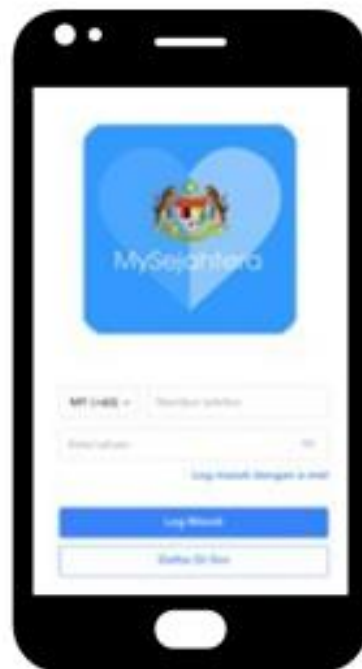
04

Scan QR Code
of the premise



05

Show report to
the premise
guard/owner



Guideline for Check-In Inside Campus Area

How to record your visit using MMU Mobile Apps

01

Go to your students MMU Mobile Apps & Select **COVID 19** in the menu



02

Select **Check-In** button



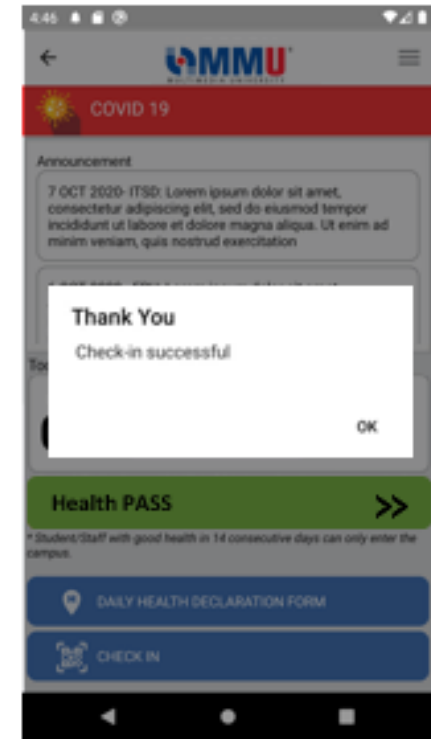
03

Scan the QR Code provided at the premise



04

Your check-in is successfully recorded



Safe Journey Guideline in MMU Campus



Guideline Contents

Student
01

General Guidelines for Students

Parents
02

General Guidelines for Parents

Visitors/Vendor
03

General Guidelines for Visitors/Vendors

01
Enter MMU

Guidelines When Entering Campus / Guard House

02
During Class

Guidelines In Classes /Lectures Hall /Library

03
Toilet

Guidelines For Using Toilet

04
Laboratory

Guidelines In The Laboratory

05
Lift

Guidelines When Using Lift

06
Office

Guidelines At MMU's Offices / Meeting Room

07
F&B Outlets

Guidelines At The Cafeteria / F&B Outlets

08
Surau

Guidelines When Using Surau

09
Stadium

Guidelines At The Stadium/ Sports Centre

10
Pool

Guidelines At The Swimming Pool

11
Sports Facilities

Guidelines At The Gym/ Sports Facilities

12
Gathering

Guidelines For Students' Events/ Gathering

13
Exit MMU

Guidelines When Exiting Campus

14
Hostel

Guidelines At The Hostel

Upon Arrival
at the Campus



COMPULSORY for
Students **to do 1st
check-in** using
MySejahtera
once at the
entrance on the
buildings

In the Campus



Subsequently
students are
advice to use
**MMU Mobile
Apps check-in**
to record visit
at different
premises

SOP Checklist



In the Campus:

- ☐ Usage of face mask is **COMPULSORY** in classrooms/ laboratories/ library/ auditoriums/ any other crowded place
- ☐ Sanitise your hands regularly (automated hand sanitisers are provided)
- ☐ Maintain a social distance at all times (markers & signages are available to guide you)

Upon Arrival at the Campus:



Please Check-in using MySejahtera app and record your temperature at thermal scanners

SOP Checklist



In the Campus:

- ☐ Ensure you check-in via MySejahtera at every location: classroom / laboratories / auditoriums
- ☐ Usage of face mask is **COMPULSORY** in classrooms/ laboratories/ library/ auditoriums/ any other crowded place
- ☐ Sanitise your hands regularly (automated hand sanitisers are provided)
- ☐ Maintain a social distance at all times (markers & signages are available to guide you)
- ☐ Disposed used face mask in the bins provided

Upon Arrival at the Campus:



Please Check-in using MySejahtera app and record your temperature at thermal scanners

SOP Checklist



In the Campus:

- ☐ Ensure you check-in via MySejahtera at every location: classroom / laboratories / auditoriums
- ☐ Usage of face mask is **COMPULSORY** in classrooms/ laboratories/ library/ auditoriums/ any other crowded place
- ☐ Sanitise your hands regularly (automated hand sanitisers are provided)
- ☐ Maintain a social distance at all times (markers & signages are available to guide you)
- ☐ Disposed used face mask in the bins provided
- ☐ Vendors who has been awarded projects in MMU, is encouraged to submit their documents via online (OSHE unit) for document verification and safety briefing appointment.

Guidelines When Entering Campus

COMPULSORY for
Students **to do 1st check-
in using MySejahtera** once
at the entrance on the
buildings

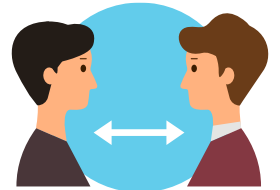
Subsequently students
are advice to use **MMU
Mobile Apps check-in**
to record visit at
different premises



ALWAYS practice..



Always wear
mask
(Compulsory)



Keep
physical
distancing



Wash hand with
soap



Sanitize hand

Step 1: Student to sanitise their hands and take body temperature in front of the building.



Step 2: Student to scan the QR code on their **MMU Mobile App** as provided in front of the building.



Step 3: Student to sanitize their hands before entering the classroom.



Step 4: Student are advised to sanitize their chair and table before leaving the class.

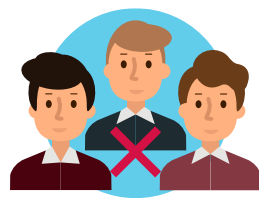


Tables and chairs are marked for physical distancing in classrooms and lecturer rooms and students are to adhere to the rules

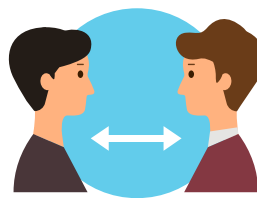
ALWAYS practice..



Wear mask



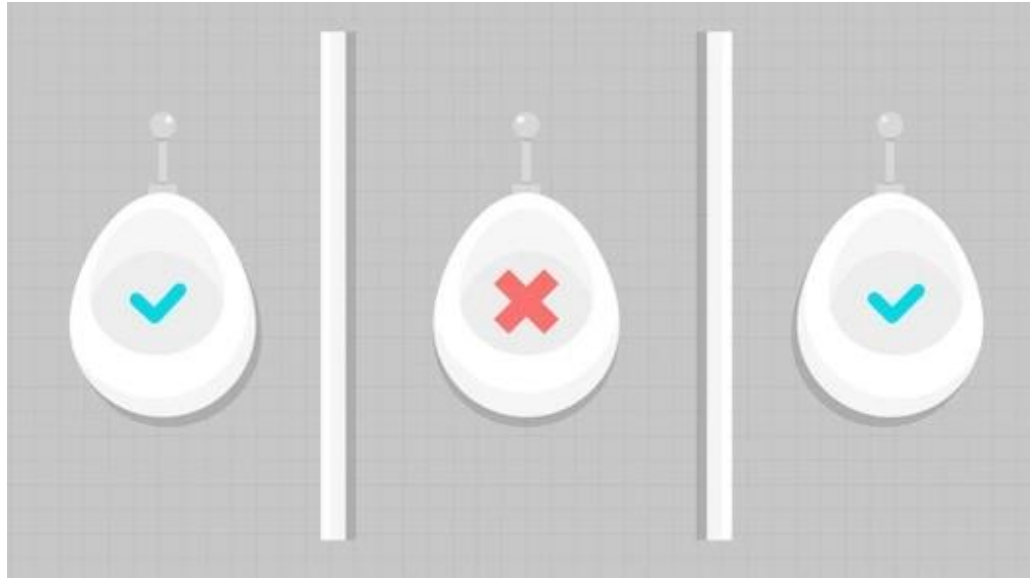
Avoid over crowded



Keep physical distancing



DO NOT remove the markers on the tables and chairs when you are attending the class/ library



There is a maximum capacity for all washrooms at the campuses. Some wash basins have been deactivated to ensure social distancing between the users.

ALWAYS practice..



Wear mask
before
entering toilet



Wash hands
and avoid
touching
surfaces



Use soap before
and after usage
of toilet's
equipment



Use
Disinfectant

Ensure to record your visit with **MMU Mobile Apps** Check-In. Scan the QR Code provided



Students must ensure that they do not have any symptoms; runny nose, continues cough, high fever and sore throat.



BEFORE Entering Laboratory/Research

- ❑ Prior to entering a laboratory/workspace, student is required to show to Approval Letter issued by the faculty.
- ❑ Fill up the Attendance Logbook designated at the laboratory/workspace with required information as Full name, Student ID, Contact phone number, Date, Time In/Out, Location, Purpose of activities undertaken.

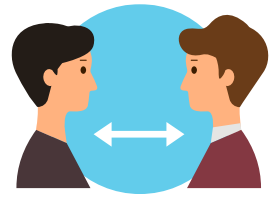
AFTER Laboratory/Research Activity is Completed

- ❑ All users must **record their check out time** at the Attendance Logbook when leaving the lab.
- ❑ All users have to **sanitize your hand before leaving** the laboratory/workspace.
- ❑ Faculty laboratory engineer/ **technician** have to arrange and **carry out cleaning and sanitization** processes before and after each laboratory/research activity is done.

ALWAYS practice..



Always wear mask



Keep physical distancing



Wash hand with soap



Sanitize hand

FOR RESEARCH STUDENT

Student is to obtain the Approval Letter from the faculty where your research activities (require special equipment's) to be undertaken in the laboratory with the recommendation from your supervisor(s) and approved by the Dean of the Faculty.



Thing To Do



All lifts at MMU campuses have a maximum capacity of 4 persons per trip. Kindly follow the standing positions as indicated on the floor to maintain the social distance while in the lifts.

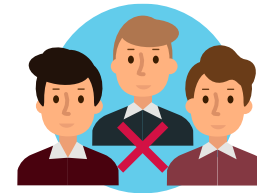


OR
Students may opt using stairs with precaution

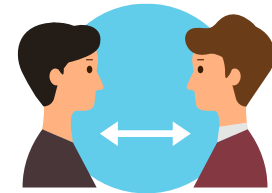
ALWAYS practice..



Wear mask
before
entering the lift



Avoid over
crowded in
the lift



Keep
physical
distancing



Don't
shake



Use sanitizer
after using
the lift / stairs

Ensure to record your visit with **MMU Mobile Apps** Check-In. Scan the QR Code provided

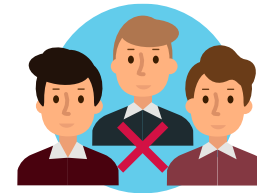


Meeting attendees must ensure that they do not have runny nose, continues cough, high fever and sore throat.

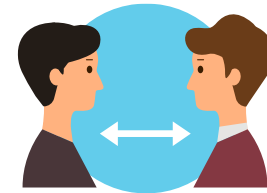
ALWAYS practice..



Wear mask before entering the lift



Avoid over crowded in the lift



Keep physical distancing

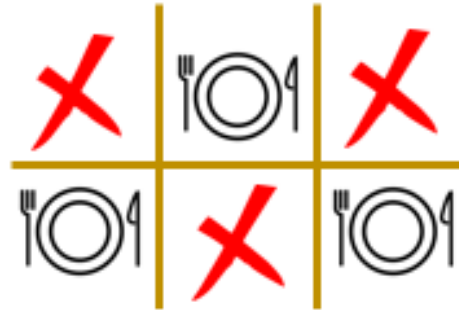


Don't shake



Sanitize your hand before entering & after use of meeting room

Ensure to record
your visit with **MMU
Mobile Apps**
Check-In. Scan the
QR Code provided



Tables & chairs at the
cafeteria have been re-
arranged to accommodate
a limited capacity. Kindly
follow the markers on the
tables and do not rearrange
the tables / chairs while
using the cafeteria.

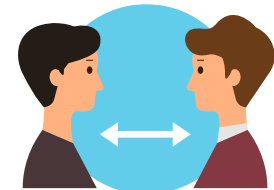
ALWAYS practice..



Wear mask
before entering
the cafeteria



Not
encouraged
to talk to
each other



Keep
physical
distancing



Wash hand using
soap before
purchasing any
meal



Use sanitizer
after using
the lift / stairs

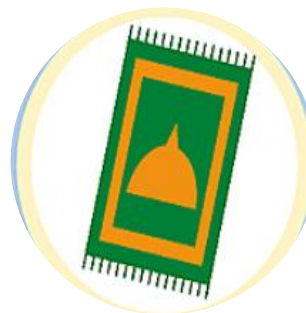


Are advised
against
touching any
surfaces if it is
not necessary

Ensure to record
your visit with **MMU
Mobile Apps**
Check-In. Scan the
QR Code provided



Take wudu'
from home/
hostel



Bring your
personal prayer
mat, and
telekung for
ladies

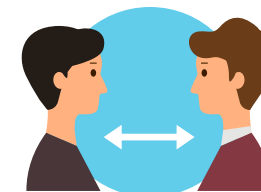


Please disperse immediately and
quietly after each prayer.

ALWAYS practice..



Always wear
mask



Keep 1 (one)
meter physical
distancing



Don't shake
before and
after prayer



Sanitize your hand
before entering &
after use of prayer
room

Ensure to record
your visit with **MMU
Mobile Apps**
Check-In. Scan the
QR Code provided



Mandatory Body
Temperature Scan
upon arrival



- No sharing of personal equipment (drinking water bottles, food, clothing, face towels, personal belongings etc.) & must be taken back when leaving the MMU sports centre.
- Unhygienic practices such as spitting and peeing at the sports centre is strictly PROHIBITED.

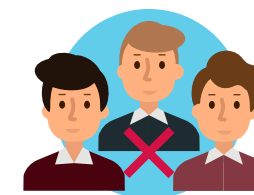
ALWAYS practice..



Smoking is
strictly
prohibited



To wear a face
mask when not
playing and
exiting the sports
centre



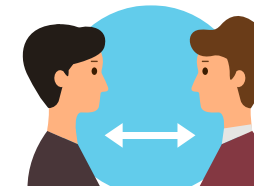
To reduce physical
interactions among
players before,
during and after
sports activity



Strictly a
maximum of
30 participants
is allowed at
one time at
the sports
centre



Sanitize
using hand
sanitizer
provided at
the
entrance



Keep
physical
distancing

Guidelines At The Swimming Pool

Ensure to record your visit with **MMU Mobile Apps** Check-In. Scan the QR Code provided



To complete the registration before entry into the swimming pool complex

Students must ensure that they do not have runny nose, continues cough, high fever and sore throat.

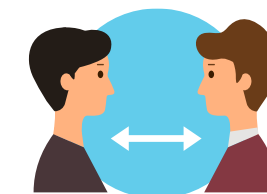


- To strictly adhere to all "Protokol Am Individu" for SOP Sukan Rekreasi listed in MKN and KKM SOPs.
- To bring your own swimming equipment (goggles, caps, board etc.) and personal equipment (water bottle, clothes, towels etc.).
 - **No sharing of swimming/personal equipment is allowed. All swimming/personal equipment must be taken when leaving the swimming pool complex. No privately-owned equipment will be kept in the swimming pool complex.**
- To utilise enclosed public facilities responsibly. Toilets and changing rooms are available for three (3) users at one time. No waiting and/or showering allowed to minimize congestion in an enclosed space. Students can use the outdoor shower before entry into the pool and after exiting the pool.
- To keep a physical distance of at least three (3) meters apart in the pool from other swimmers at all times.
- To utilise the pool within the maximum limit of one (1) hour per session.
- To ensure parents/guardian/family to drop off students because **ONLY** participants are allowed into the swimming pool complex.
 - NO parents/family or accompanying persons are allowed to enter and wait inside the swimming pool complex.
- To refrain from using and entering areas that have been cordoned off due to social distancing measures, including the baby pool.
- To ensure that no food and drinks are consumed/brought into the swimming pool complex.
- To monitor students and stop them from unhygienic practices such as spitting and peeing in the swimming pool.
- To refrain from smoking inside and outside the swimming pool complex. The university campus is a NO-Smoking Zone and non-compliance will result in a fined.
- To strictly adhere to instructions from the university-appointed lifeguard on-duty.

ALWAYS practice..



Wear mask when not in the pool



Keep physical distancing



To strictly follow the limit on number of students at any one time in the swimming pool. (A maximum of 20 people).



Sanitize your hand before entering pool complex

Ensure to record your visit with **MMU Mobile Apps** Check-In. Scan the QR Code provided



All users will have to undergo temperature check before using or conducting their activities



Kindly show proof of your booking to the officer in charge before using the sport facilities.

GENERAL PROCEDURES

- Please ensure your workout/ game attire is already on (to minimize spending time to change your attire)
- Please wear face mask before and after the activities.
- Minimize long conversation while conducting the activities/tournaments.
- No sharing of personal equipment e.g. drinking bottle, face towel & etc.
- **Unhygienic practices such as spitting and peeing are strictly PROHIBITED.**
- **Disposed used face mask in the bins provided**
- Make sure to leave the premises as soon as possible after the activity/ tournaments is finished.
- Please report to staff on duty before or after finish the session.
- General SOPs by National Security Council and Ministry of Health are applicable.

PERMITTED ACTIVITIES

- All contact and non-contact sports/recreation are **ALLOWED**.
- For tournaments, only local tournaments are **ALLOWED**. International level tournaments are **NOT ALLOWED**.
- Tournaments with spectators are **NOT ALLOWED**.
- Tournaments and competitions must be conducted in a controlled environment by owner of premises which is by MMU as well as the organizer.
- Kindly refer to SOP by Ministry of Youth and Sport for further details.
- General SOPs by National Security Council and Ministry of Health are applicable.

Students are advised to bring along their own...

- Own Equipment's (Preferable)
- Own Towel
- Own Hand Sanitizer
- A Bottle of Water
- Own mat (if necessary for your workout)

MMU GYM OPERATION HOURS (Monday to Friday)

MALE

Monday 2.00 pm – 5.00 pm

Friday 2.30 pm – 5.30 pm

Wednesday 2.00 pm – 7.00 pm

FEMALE

Tuesday 2.00 pm – 5.00 pm

Thursday 2.00 pm – 7.00 pm

- **Note: Only 3 sessions (1 hour per session) are provided each day**
- **Limited to 10 users per session**
- **Kindly read and understand the sports facilities booking rules and regulations.**

Advice

- All gathering and event is as per advice by the Ministry of Health (MOH)
- Students are encouraged to leverage digital facilities such as live broadcast, online meeting, teleconference, webinar, E-learning and others.

ALWAYS practice..



Usage of
MySejahtera &
MMU Mobile App



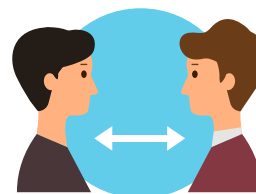
Check your
body
temperature



Always wear
mask



Avoid crowd
places



Keep
physical
distancing



Use soap to
wash hand



Use sanitizer



Smoking is
strictly
prohibited in
campus



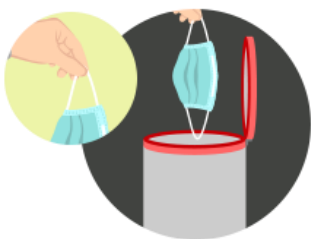
When exiting the campus and you want to dispose your mask, please follow this steps, do not litter.



1. Make sure you wash your hands thoroughly, or clean your hands with an alcohol-based hand sanitizer.



2. With clean hands, hold on to the straps or loops of your mask at your ear.

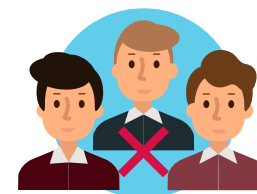


3. Discard your mask into an enclosed bin. Do dispose your mask by holding onto the straps only.

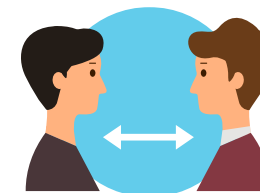
ALWAYS practice..



Wear a
3 layer mask



Avoid crowd
places



Keep
physical
distancing



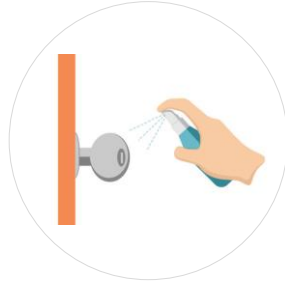
Use sanitizer



You are encouraged to
check your body
temperature before
leaving campus
compound



Always keep your hostel room clean



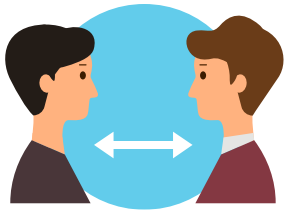
Sanitize your room doorknob and usage of disposable gloves is encouraged.



Always wear face mask when you are going out of your hostel compound



Keep your room ventilated



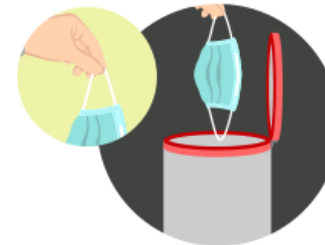
Remember to practice physical and social distancing when you are in hostel.



Practice to carry personal sanitizer when going in and out of hostel.



Always wash your hands with soap and sanitizers provided



Dispose the used face mask in the bins provided.



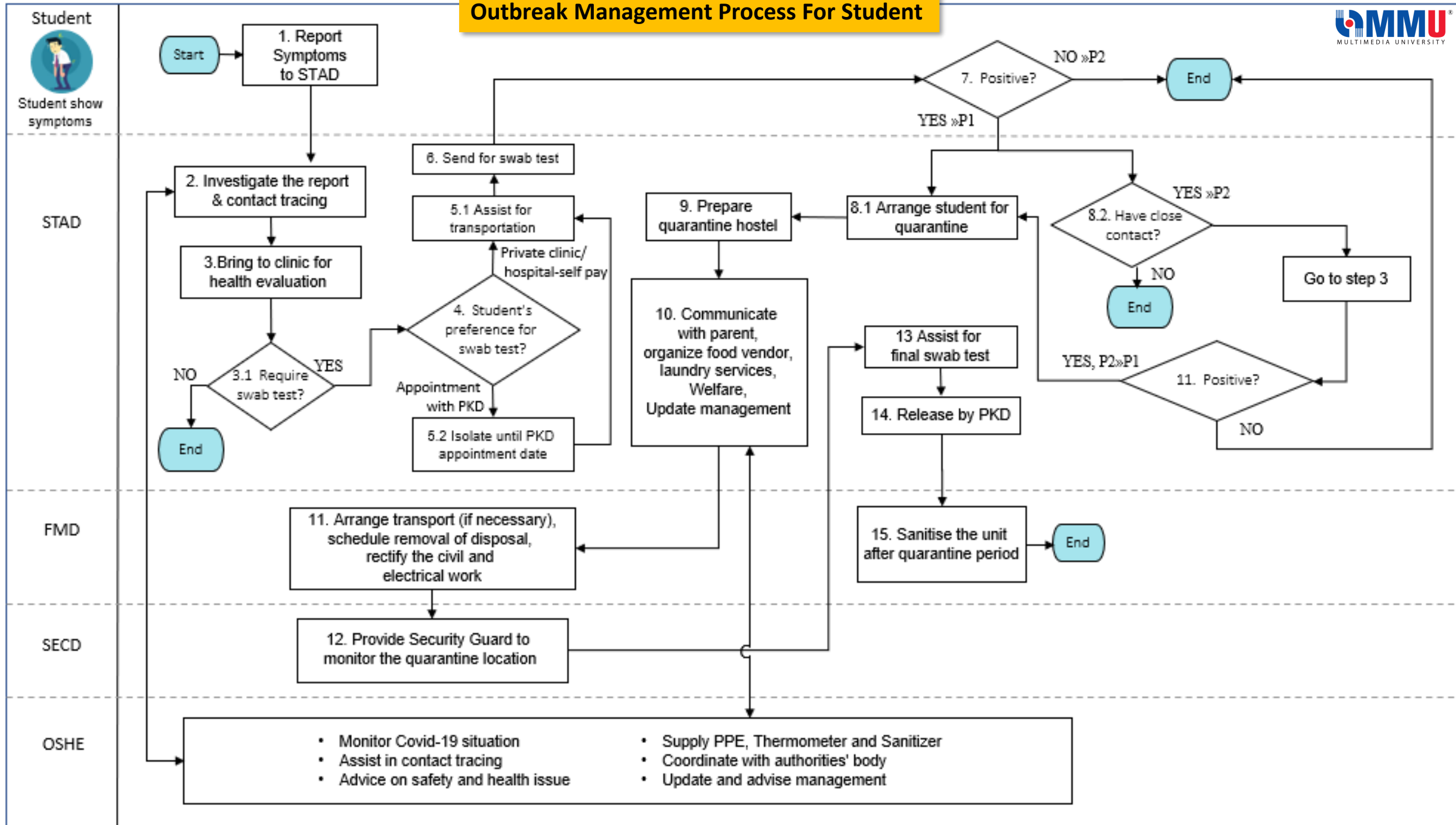
If you have any symptoms of core throat, runny nose, continues dry cough and high fever, **you are advised to contact hostel warden or student affairs Officer**



**In case of COVID-19 outbreak in
MMU campus , please refer to**

**Outbreak Management
Process Flow**

Outbreak Management Process For Student



Student's Support

For any questions and further information, please contact:

Occupational Safety and Health Unit (OSH)

Kesavan A Arumugam
Email: kesavan@mmu.edu.my
(HP) 016 380 1537

Nabilla Taryin
Email: nabilla.taryin@mmu.edu.my
(O) 03 8312 5482

Or you can email to oshe@mmu.edu.my

Student Affairs Division (STAD)

Mustapha bin Shukri (STAD Cyberjaya)
Email: Mustapha.shukri@mmu.edu.my
(O) 03-8312 5353
(HP) 011-5930 9808

Suaidi bin Rahim (STAD Melaka)
Email: suaidi@mmu.edu.my
(O) 06-2523469
(HP) 011-5934 9808

Pandemic can be stressful.. Take care of your mental health

The Counselor & Online Psychosocial Support Service

Ms.Nur Ramizah Alasri
Head of Counseling Unit/Counselor
Email: ramizah.alasri@mmu.edu.my
based at Cyberjaya Campus

Ms.Norhidayu Ahmad
Counselor
norhidayu.ahmad@mmu.edu.my
based at Melaka Campus

Mdm.Nurul Ahmal Nawawi
Counselor
ahmal.nawawi@mmu.edu.my
based at Melaka Campus

Reach to us via email in making appointment to 'Meet' online

Alternatively, can reach MOH Emotional Health and Psychological Covid-19 support line
from 8am to 5pm at 011-63996482, 011-63994236 or 03-29359935

Thank You!

Our safety and health are our responsibility. Please comply with all SOPs set by MOH, MOHE, NSC and MMU

#StaySafe #StayHealthy