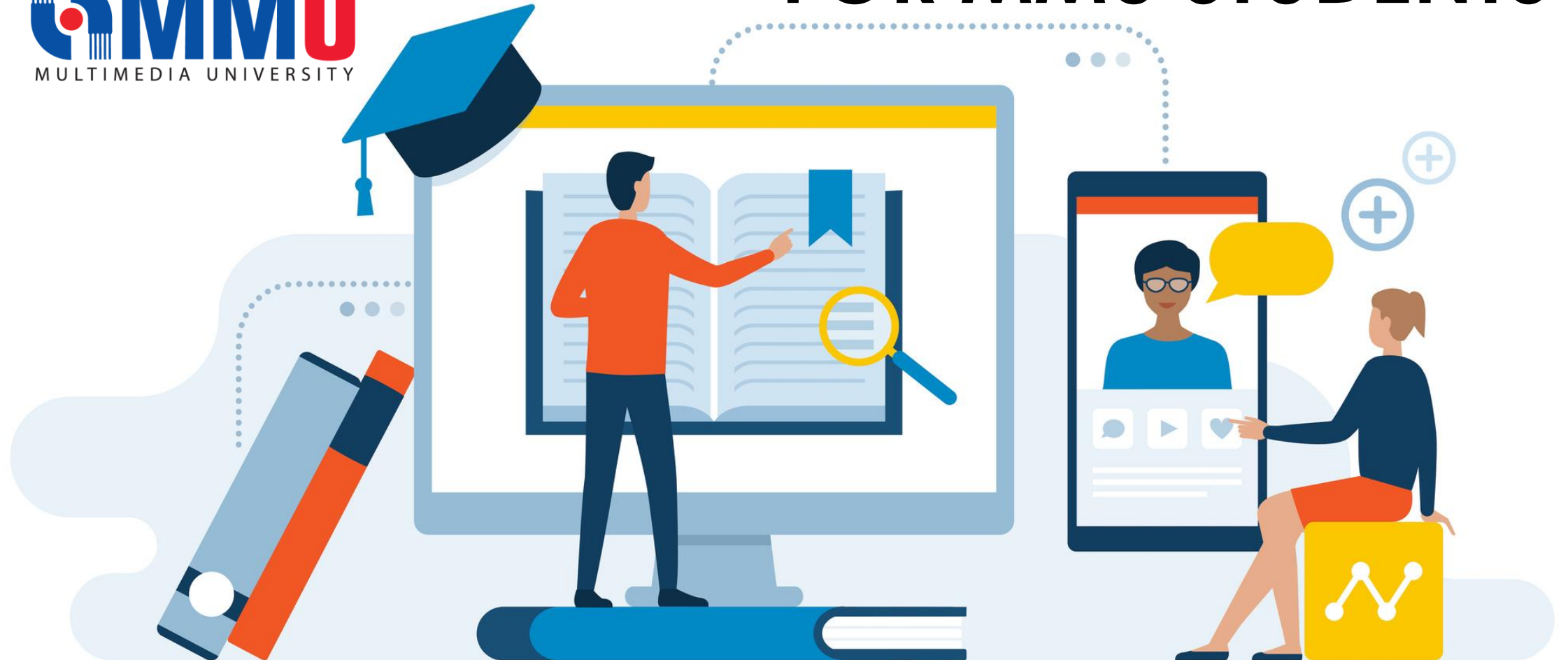


COVID-19: The New Normal

RETURN TO CAMPUS GUIDELINES FOR MMU STUDENTS



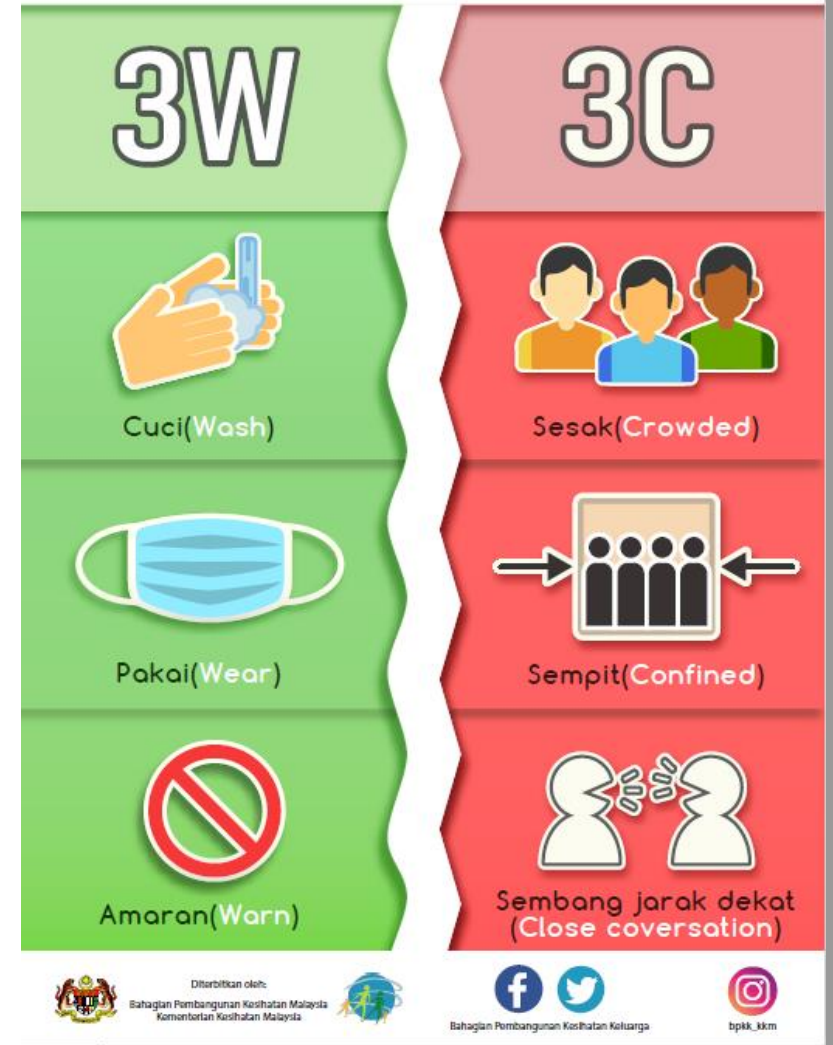
General Guidelines

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

- **Daily Health Declaration** (To obtain green pass, 10 days before returning to 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



Guidelines for Daily Health Declaration

How to do self health declaration & obtain green pass

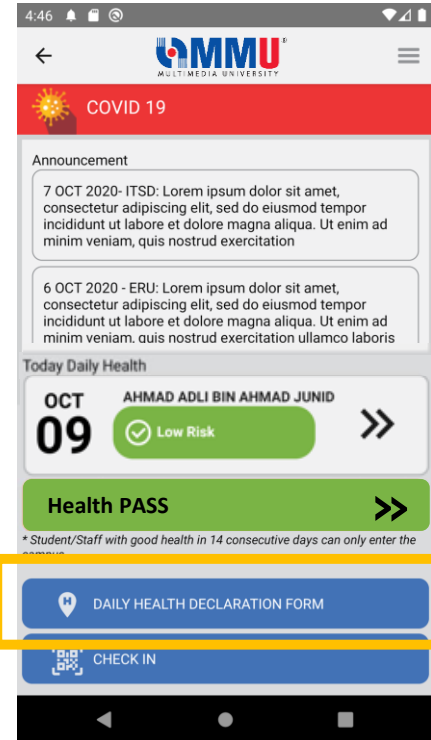
01

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



02

Select **Daily Health Declaration Form** button



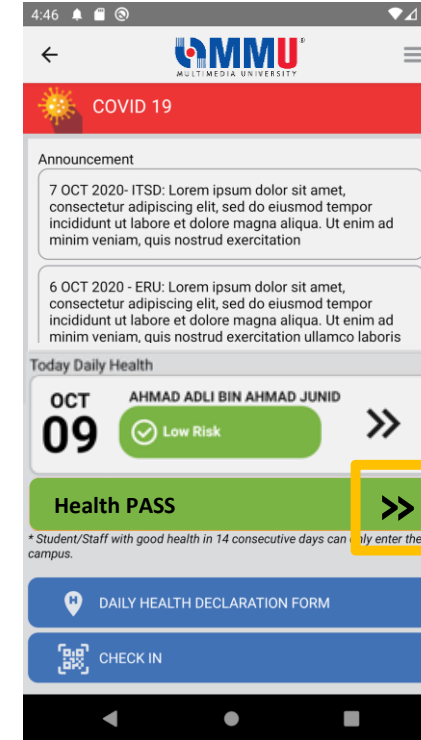
03

Fill in current health condition & update body temperature



04

Get your risk indicator & pass



05

Click **arrow button** to see your health history



Only when the status of both 'Today Daily Health' & 'Health Pass' are **green**, students will be allowed to come back / enter to campus.

TYPE OF PASS INDICATOR

Low Risk
(Green Pass)

Health PASS



High Risk
(Red Alert)

Health PASS



Missing declaration
(Orange Puzzle)

Health PASS



Guidelines 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



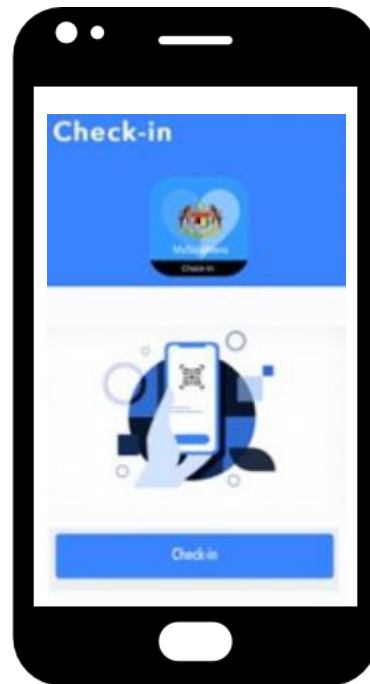
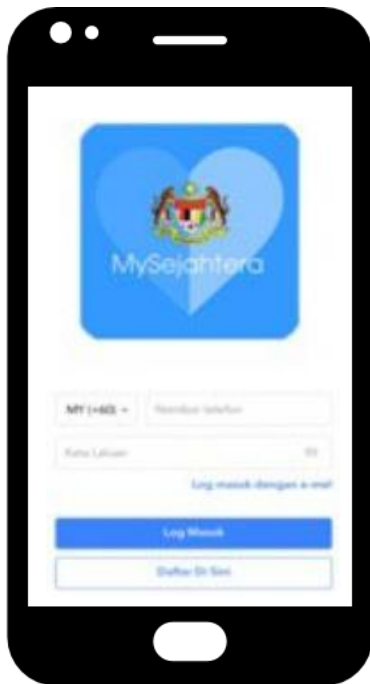
04

Scan QR Code
of the premise



05

Show report to
the premise
guard/owner



Guidelines for Check-In Inside Campus Area

How to record your visit using MMU Mobile Apps

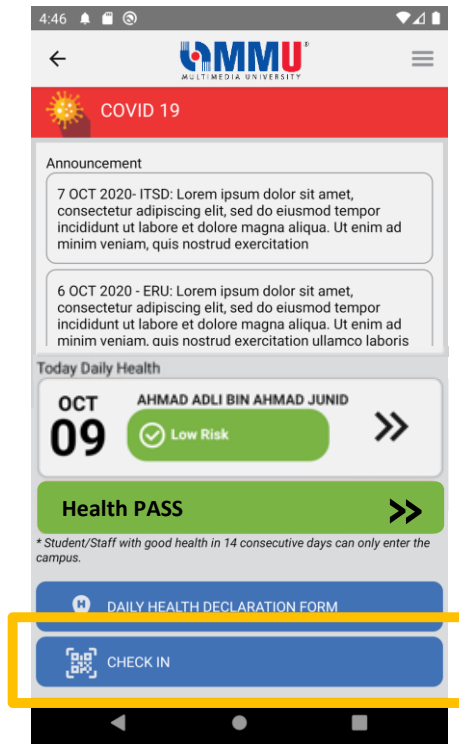
01

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



02

Select **Check-In** button



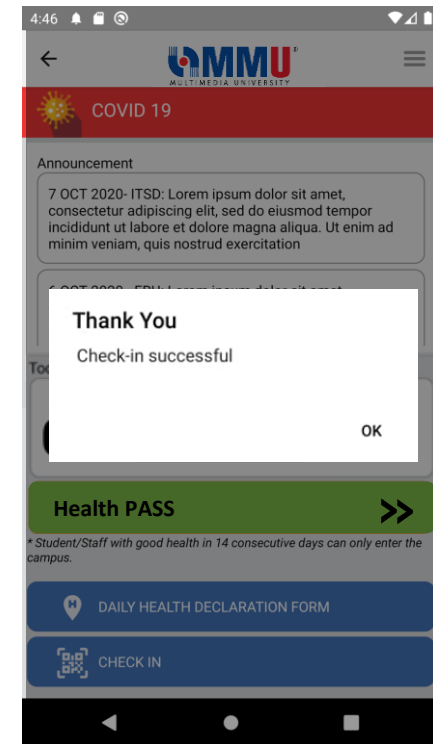
03

Scan the QR Code provided at the premise



04

Your check-in is successfully recorded



Safe Journey Guideline on MMU Campus



Guidelines Content

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

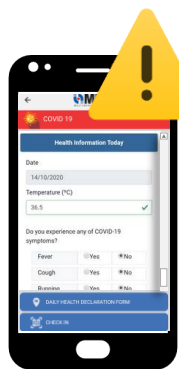
**Guidelines When
Exiting Campus**

14

Hostel

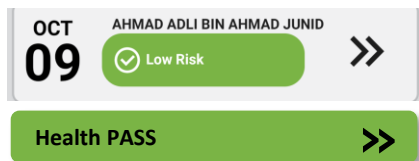
**Guidelines At The
Hostel**

Prior to Arrival on the Campus

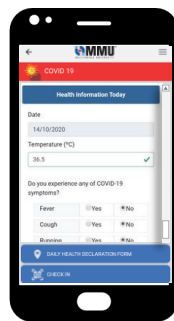


Students must declare their health for **10 days consecutively** in **Daily Health Declaration** via MMU Mobile apps to obtain their **green** 'Health Pass'.

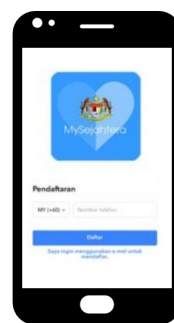
Only when the status of both 'Today Daily Health' & 'Health Pass' are **green**, students will be allowed to come back / enter to campus.



Upon Arrival on the Campus



1. Do your Daily Health Declaration in MMU Mobile application



2. COMPULSORY for Students **to do 1st check-in using MySejahtera** once at the entrance of the building

On the Campus



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

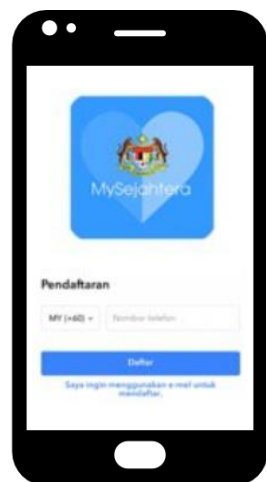
SOP Checklist



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 on the Campus:



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

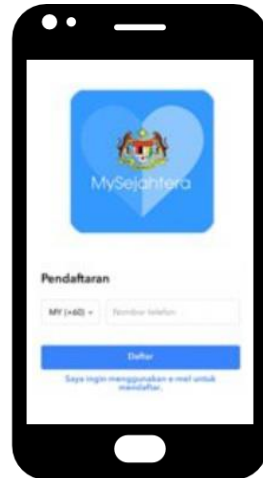
SOP Checklist



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)
- ☐ Dispose used face mask in the bins provided

Upon Arrival on the Campus:



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

SOP Checklist

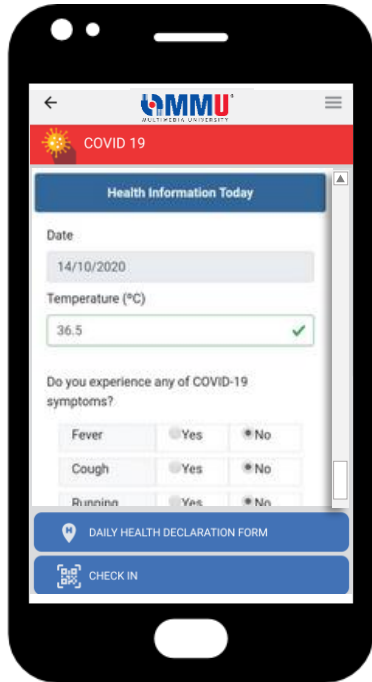


In the Campus:

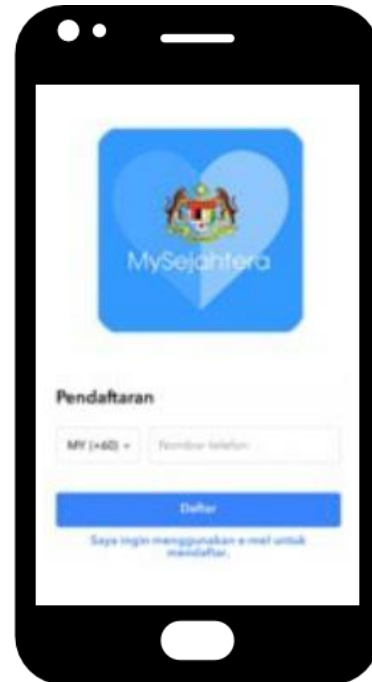
- ☐ Ensure you check-in via MySejahtera at every location: classroom / laboratories / auditoriums
- ☐ Usage of face mask is **COMPULSORY** in classrooms/ laboratories/ library/ auditoriums/ any other crowded place
- ☐ Sanitise your hands regularly (automated hand sanitisers are provided)
- ☐ Maintain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

Do your **Daily** Health Declaration in MMU mobile application



COMPULSORY for Students to do 1st check-in using MySejahtera once at the entrance of the building



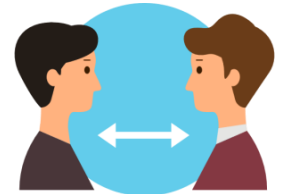
Subsequently students are advised to use **MMU Mobile Apps check-in** to record visit at different premises



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 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

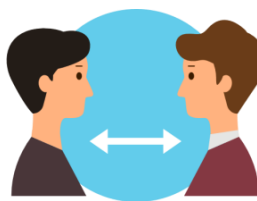
ALWAYS practice..



Wear mask



Avoid over crowded

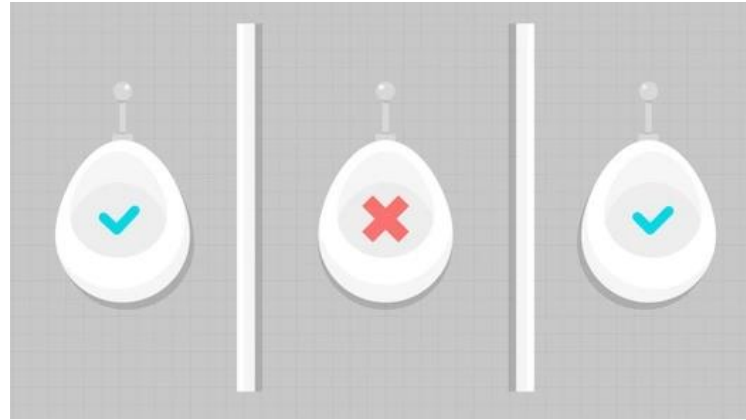


Keep physical distancing



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

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



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 Log Book 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.

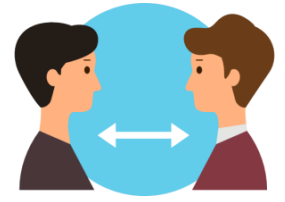
AFTER Laboratory/Research Activity is Completed

- ❑ All users must **record their check out time** at the Attendance Log Book 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

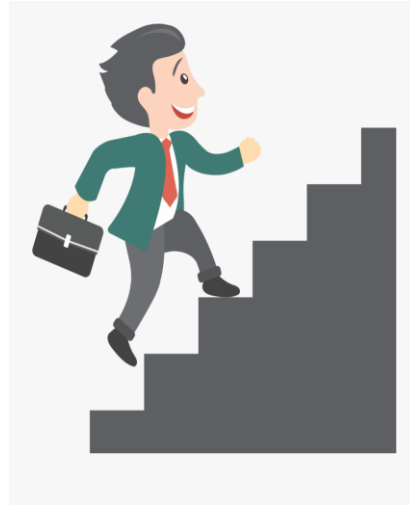
Student needs to obtain the Approval Letter from the faculty where your research activities (require special equipment's) to be undertaken in the laboratory with the recommendation from your supervisor(s) and approved by the Dean of the Faculty.



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 inside the lifts.



OR
Students may opt using stairs with precaution

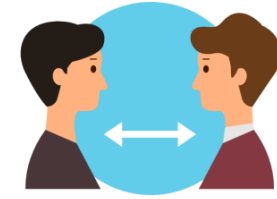
ALWAYS practice..



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

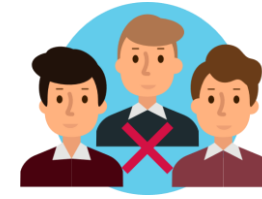


Meeting attendees must
ensure that they do not
have runny nose, continues
cough, high fever and sore
throat.

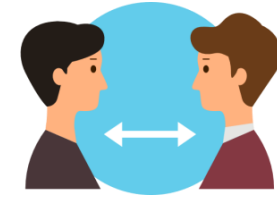
ALWAYS practice..



Wear mask
before
entering the lift



Avoid over
crowded in
the lift



Keep
physical
distancing

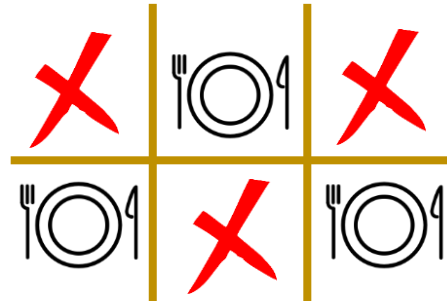


Don't
shake



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.

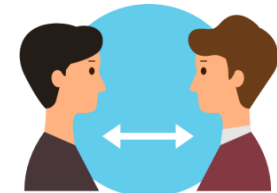
ALWAYS practice..



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

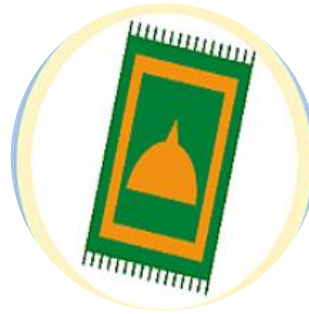


Are advised
against
touching any
surfaces if it is
not necessary

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

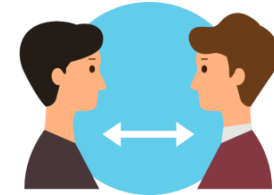


Please disperse immediately and quietly after each prayer.

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 are strictly PROHIBITED.

ALWAYS practice..



Smoking is
strictly
prohibited



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



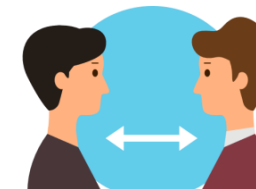
To reduce physical
interactions among
players before,
during and after
sports activity



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



Use 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.

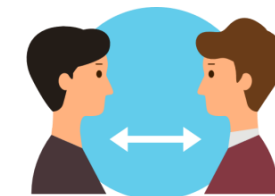


- To strictly adhere to all "Protokol Am Individu" for SOP Sukan Rekreasi listed in MKN and KKM SOPs.
- To bring your own swimming equipment (goggles, caps, board etc.) and personal equipment (water bottle, clothes, towels etc.).
 - **No sharing of swimming/personal equipment is allowed. All swimming/personal 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..



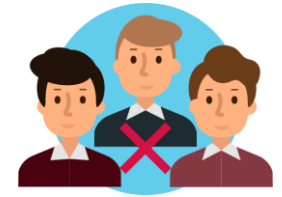
Usage of
MySejahtera &
MMU Mobile App



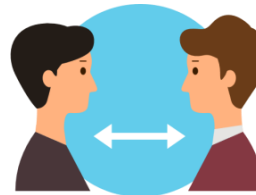
Check your
body
temperature



Always wear
mask



Avoid crowd
places



Keep
physical
distancing



Use soap to
wash hand



Use sanitizer



Smoking is
strictly
prohibited in
campus



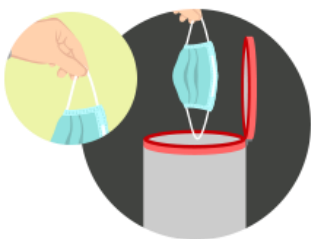
When exiting the campus and you want to dispose your mask, please follow these steps and do not litter.



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.

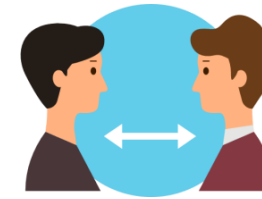
ALWAYS practice..



Wear a
3 layer mask



Avoid crowd
places



Keep
physical
distancing



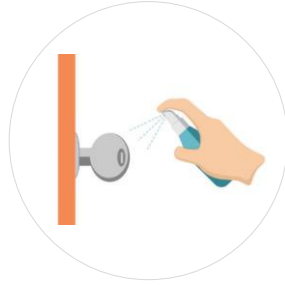
Use sanitizer



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



Always keep your hostel room clean



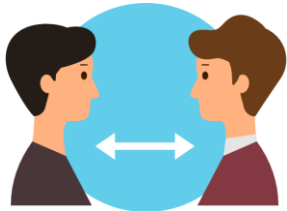
Sanitize your room door knob and usage of disposable gloves is encouraged.



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



Keep your room ventilated



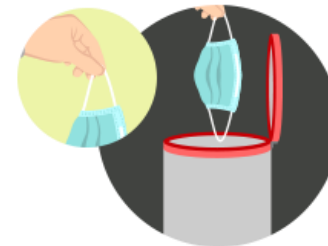
Remember to practice physical and social distancing when you are in hostel.



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.

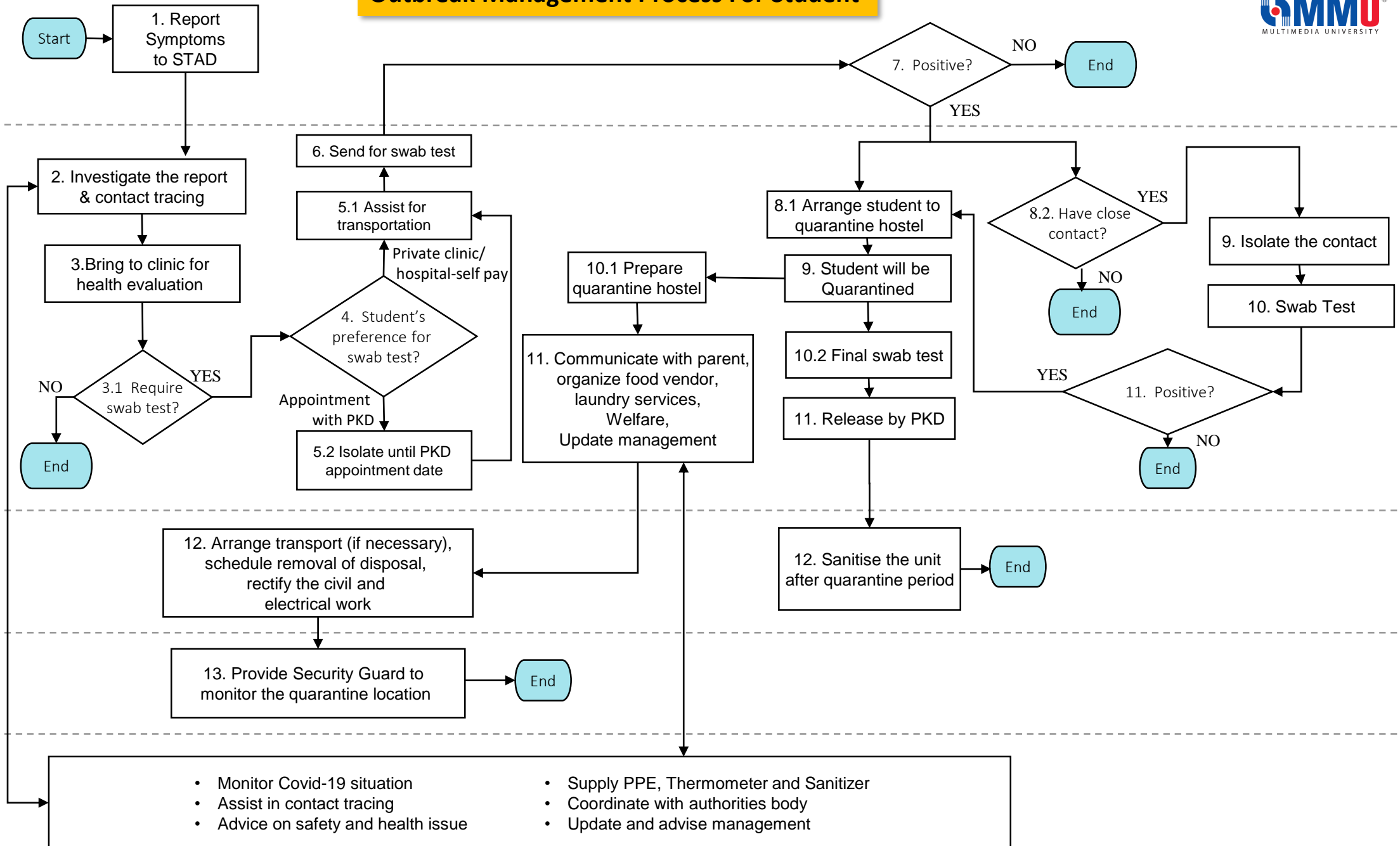


If you have any symptoms of sore throat, runny nose, continues dry cough and high fever, **you are advised to contact hostel warden or Student Affairs Officer**



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

**Outbreak Management
Process Flow**



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 Counsellor & 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

Mdm.Arina Afiza Razali
Counselor
arina.razali@mmu.edu.my
based at Johor 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