

**RETURN TO CAMPUS  
STANDARD OPERATING PROCEDURES (COVID-19)**

**A. RETURNING TO CAMPUS**

- a. All HELP's campuses will be open with effect on Friday 15 October 2021.
- b. Only fully vaccinated staff, students, suppliers, vendors, contractors and visitors (either 14 days upon completion of a double dose vaccine e.g., Pfizer, Sinovac, Sinopharm, Moderna, Astra-Zaneca; or 28 days upon completion of a single dose vaccine e.g., Johnson and Johnson, CanSino) will be allowed on campus; those who do not meet this criterion will not be allowed entry.

**B. STAFF (INCLUDING PART-TIME LECTURERS)**

- a. Follow the rotation schedule strictly (applicable to administrative staff only).
- b. Wear a 3-ply mask on entry and throughout your stay on campus. Using double masks and facial shield is encouraged.
- c. Show your digital vaccination badge on MySejahtera for the security personnel to check on your vaccination and status. Only fully vaccinated staff (as defined in item 2), and who can show proof of health status (low risk/asymptomatic casual contact) are allowed into campus. Bear in mind that you must show confirmation of vaccination status on MySejahtera i.e., the digital badge; and a screenshot of the same is not acceptable. This is applicable to all staff walking or driving into the campus.
- d. Scan your body temperature. Those whose body temperature recorded at 37.5 degree Celsius and above will not be permitted to enter campus and will be advised to seek treatment immediately.
- e. Maintain social distancing by at least 1 meter from co-workers, students, vendors and suppliers.
- f. Refrain from going to other areas of the campus, other than your workplace unless it is work related.
- g. Check-out on MySejahtera when leaving campus for the day.

**4. STUDENTS**

- a. Obtain the letter of authorization to return to campus from the University. Please refer to the latest advisory on your qualification to return to campus.
- b. Wear a 3-ply mask on entry and throughout your stay on campus. Using double masks and facial shield is encouraged.

- c. Show your digital badge on MySejahtera for the security personnel to check on your vaccination status. Only fully vaccinated students and those who can show proof of health status (Low risk/asymptomatic casual contact) are allowed into campus. A screenshot of the vaccination or health status is not acceptable. This is applicable to those walking or driving into the campus.
- d. Scan your body temperature. Those who have body temperature of 37.5 degree Celsius and above will not be permitted entry. Wait in the waiting room for the security personnel to take you to the nearest medical facility. You may also call your parents or next of kin for the same. Medical treatment cost (including Covid-19 test) shall be borne by the students.
- e. Maintain social distancing by at least 1 meter from other students and staff.
- f. Refrain from going to other areas of the campus not related to your classes, exams or activities.
- g. Check-out on MySejahtera when leaving campus for the day.

## **5. CONTRACTORS, SUPPLIERS AND VENDORS**

- a. Obtain approval to deliver goods, or work in the campus premises from the relevant departments such as Facilities Department, Maintenance or Corporate Information Center (CIC) who will in turn inform the Security Department.
- b. Wear a 3-ply mask and other relevant PPEs. Double face masks or face shields are encouraged.
- c. Show your digital badge on MySejahtera for the security personnel to check on your vaccination status. Only fully vaccinated workers who can show proof of their health status (low risk/asymptomatic casual contact) are allowed into campus. A screenshot of the digital badge and health status is not acceptable. This is applicable to those walking or driving into the campus.
- d. Scan your body temperature. Those who have body temperature of 37.5 degree Celsius and above will not be permitted entry.
- e. Fill up your attendance in the logbook for security department's quick reference. You will be issued a pass to be worn while on campus. Please surrender the pass before leaving.
- f. Maintain social distancing by at least 1 meter from co-workers, staff, students, other vendors and suppliers.
- g. Refrain from going to other areas of the campus other than your workplace or work-related movement.
- h. If you become ill (suspected Covid-19 positive) whilst on campus, inform the department in-charge of your work immediately. They will arrange for your transfer from the campus for medical treatment.
- i. Check-out on MySejahtera when leaving campus for the day.

## **6. VISITORS (INCLUDING PROSPECTIVE STUDENTS AND/OR PARENTS)**

- a. Please get an appointment with the staff of the department relevant to your visit. The department (the host) will in turn inform the Security Department.
- b. Follow other procedures prescribed as per item 5 (b) – (i).

## **7. HOSTEL D28**

- a. Follow all the procedures prescribed in the advisory.
- b. Should a student show any symptom, the warden will inform Accommodation Department immediately. Accommodation Department will in turn notify the Security Manager or the Security Coordinator and the Department HoD to contact the student's parent/next of kin.
- c. The Security/Safety Officer will arrange the student to seek medical treatment/take the Covid-19 swab test according to the guidelines given by the Health Authorities. Cost of medical treatment/test/hospitalization shall be borne by the student.

## **8. STAFF (INCLUDING PART-TIME LECTURERS) – IF COVID-19 SYMPTOMS DETECTED WHILE ON CAMPUS**

- a. Inform the HOD and the Management (HR) immediately.
- b. Seek medical treatment / undergo Covid-19 test (if required).
- c. While waiting to leave for medical treatment, isolate yourself in the isolation room away from other staff/students/visitors.

Dedicated Isolation Rooms are as follows:

**SUBANG 2 CAMPUS  
ELM BUSINESS SCHOOL  
WISMA C & L  
WISMA HELP  
KPD BLOCK D**

**HLHG 7  
Ground Floor LH 1.1  
LG Sick Bay (First Aid Room)  
Ground Floor Lobby (Room Next to Security Counter)  
Level 1 Student Lounge**

- d. Follow the instructions given by the Health Authorities – Home Surveillance Order (HSO) or Ward admission etc. where needed.
- e. Cooperate with the Management and the Authorities by giving information of your closest contacts at home, office and so on.
- f. HR will be in touch with you on your health status.

- g. Return to campus ONLY after receiving a clean bill of health/release letter from the Authorities. Provide a copy of the release letter to HR.
- h. Seek approval from the Management/HR prior to returning to campus/office

#### **9. STUDENTS - IF COVID-19 SYMPTOMS DETECTED WHILST ON CAMPUS**

- a. Inform the Department or Faculty HOD/Admin immediately.
- b. You will be escorted to the isolation room by a Security Officer/staff (refer to item 8.c).
- c. Seek medical treatment / Covid-19 test.
- d. Follow the instructions given by the Health Authorities – Home Surveillance Order or ward admission.
- e. Cooperate with the University Management and the Authorities by giving information of your closest contacts at home, on campus and other places.
- f. Update your HOD/Department on your health status from time to time.
- g. Provide a copy of Release Letter to Department/HOD.
- h. Return to campus ONLY AFTER receiving a clean bill of health from the Authorities.
- i. Inform the department/Faculty prior to returning to campus.

#### **10. VISITORS / CONTRACTORS / VENDORS / SUPPLIERS - IF COVID-19 SYMPTOMS DETECTED WHILST ON CAMPUS**

- a. Inform your host (or your hosting department) immediately who in turn will inform the Management (Safety and Security).
- b. You will be isolated in the isolation room away from staff, students and other visitors while waiting for transport to go for medical treatment (refer item 8.c).
- c. Security Officer will escort you out of the campus to seek medical treatment.
- d. Follow the instructions given by the Health Authorities.
- e. Cooperate with the University Management by giving information of your closest contacts in the campus.

- f. Do not return to campus until you have clearance/Release Letter from the Health Authorities. Provide a copy of this Release Letter to your host who will forward a copy to HELP Safety and Security Officer.

(sent out by Corporate Communications on 14<sup>th</sup> October 2021)