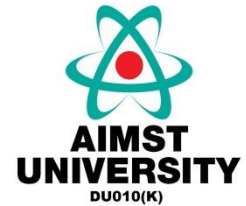


MCO - Operational Guidelines for AIMST University

Dear Staff of AIMST University,



Please find appended below the guidelines for all staff during MCO

1. Academic staff are to work from home during the MCO period. Teaching and learning will continue as per schedule via online.
2. Academic staff who are required for clinical/practical teaching during this period are to come to campus as per the respective faculty dean's advice.
3. Administrative staff are required to come to work as usual. The Human Resource Division will issue letters to all the staff who require travel documents.
4. All staff and students are to alert the security personal if any vendors are coming into the campus. This includes food delivery services.
5. Staff who are working in campus are requested to restrict their movements in campus. Staff are encouraged to bring their own packed food. There will be no dining in our cafeteria.
6. During the MCO period, staff and students will not be allowed to leave the campus from 8pm to 6 am.
7. Please be informed that the Swimming Pool and the Gymnasium will be closed during the MCO period.
8. Staff in the following categories are advised not to come to work
 - a. Staff who have been in contact with a confirmed/suspected Covid-19 patient
 - b. Staff who have been in contact with a contact of a confirmed Covid-19 patient
 - c. Staff who experience Covid-19 related symptoms. Please seek medical advice and keep your respective Heads and Human Resource Department updated.

We would like to express our gratitude for your understanding, cooperation, and support in aiding us to carry out the best measures possible to overcome this situation. We will keep updated on any further developments pertaining to this pandemic.

The University will resume its normal operation once the MCO is lifted.

Stay Safe and Thank you.

Sincerely,

Snr. Assoc. Prof. Dr. Kathiresan V.Sathasivam,
Registrar,
AIMST University
20 Jan 2021