



MANAGING STUDENTS' BACK-TO-CAMPUS MOVEMENT (INBOUND STUDENTS)

STANDARD OPERATING PROCEDURE 16th February 2021

1.0. INTRODUCTION

In order to ensure that the study program of students is conducted smoothly by the Higher Education Institutions (KPT) despite the challenges of the COVID-19 pandemic, the Ministry of Education (MOE) in the statement on January 31, 2021, has allowed six (6) categories of students to return to campus physically as early as March 1, 2021, which include students from Certificate, Diploma, Bachelor and Postgraduate study programs that require practical, laboratory, clinical, design studios, workshops and special equipment. Also, students who do not have adequate online access and/or environment that is not conducive to follow online teaching & learning are allowed to return to campus. Accordingly, Jabatan Pendidikan Tinggi (JPT) in their circular on 15th February 2021 (Ref no: JPT/GS 1000-519 Jld.7 (31)) communicated the Standard Operating Procedure for student movement to campus and also the guidelines for the management and operation of IPT Isolation Centres.

2.0 OBJECTIVES

This Standard Operating Procedure (SOP) aims to explain the procedure along with the preventive and safety measures set by "AIMST University COVID Task Force" to facilitate the movement of the students back to AIMST campus and also the guidelines for the management of students in AIMST in-campus isolation centre.

The SOP is meant to ensure compliance with the directives from Higher Education Ministry dated 15th and 16th February 2021 and prioritizing the safety and welfare of our students.

3.0 TIMELINE

3.1 Based on the requirement of the programmes, 'AIMST COVID Task Force" has identified the students from the following faculties who are required to return to campus for effective conduction of Teaching and Learning in a hybrid mode (both Face-2-Face and online):

- Faculty of Medicine
- Faculty of Dentistry
- Faculty of Pharmacy
- Faculty of Allied Health Professions

Note: Classes for the students of other programmes will continue via online mode.

- 3.2 Students will be allowed to return to campus from end of February, in phases.
- 3.3. All the students returning to the campus (irrespective of the covid status of their place of residence) MUST undergo compulsory observation for 10 days in the self-isolation block identified by the University (in the student residential facilities).
- 3.4 All the returning students including hostellers and non-hostellers MUST undergo compulsory observation.
- 3.5 Exemption to 3.4: Students who are currently staying in campus and non-hostellers who are staying in the vicinity of the campus (with no recent inter-district / interstate travel history during the festival break) are not required to undergo compulsory observation. However, they have to provide an undertaking stating that they did not perform any recent inter-district / interstate travel. The students shall be further inquired by the respective faculties while providing the undertaking and if found to have performed inter-district / interstate travel, they shall as well undergo 10 days of compulsory observation in the in-campus isolation center before attending the F2F sessions.

4.0 STANDARD OPERATING PROCEDURE (SOP)

4.1 General

- a) The date of return of students shall be communicated by the respective faculties, ensuring adequate time is provided to the students to make their travel arrangements.
- b) In order to effectively manage the students' back-to-campus movement, the students will be allowed to return to campus in batches.
- c) The preferable check-in date for the compulsory observation will be communicated by the faculties and check-out will be after medical screening on the 10th day.
- d) The date of return of student will be fixed following the discussion with the respective faculties based on the priority and the students are requested to strictly follow the date allotted. This is to ensure that the movement is effectively managed and to ensure that there will not be overcrowding of the students during isolation.
- e) Student entry to the campus is strictly based on the schedule and any unscheduled entry will not be permitted.
- f) Students requiring inter-state or inter-district travelling shall request the respective faculties to provide supporting letter stating the need for travelling to return back to campus.
- g) Students who are experiencing fever or have symptoms of cough, flu, sore throat, shortness of breath are advised not to return to campus and seek immediate treatment.

- h) Any student who is not scheduled for return to campus and having difficulty with online mode of teaching and learning due to internet connectivity or any other valid reasons shall submit a request to the respective Dean for permission to return to the campus. However, the approval is subjected to the availability of accommodation in the self-isolation block.

4.2 Travel and entry to campus

- a) Students are required to make the necessary travel arrangements based on the date allotted by the respective faculties and update the time of arrival and other required details to the faculties. (Refer to Attachment 1)
- b) Students are requested to plan their travel so that they reach the campus during the working hours on the prescribed date (8:30 am to 5:00 pm).
- c) All students must provide self-declaration and travel details via online form prior to entering the campus. (link will be shared by respective faculties)
- d) Students are required to take all the safety measures during their travel and entry to campus.
- e) Entry into campus will only be through a supervised and designated entry point (main security gate) in order to ease the monitoring process.
- f) All students who enter the campus MUST undergo a temperature check and COVID-19 symptom check at the screening check point (main security gate). In the event that students whose body temperature exceed 37.5 degree Celsius or exhibit any COVID-19 related symptoms (cough, sore throat, or difficulty in breathing) at the COVID-19 screening check point, they will immediately be referred to the nearest hospital / health facility for further examination and will not be allowed to enter the campus.
- g) In the event that students do not exhibit any COVID-19 related symptoms at screening check point, they will be allowed to enter the campus.
- h) All students are encouraged to use MySejahtera / QR Code at the security gate while entering the campus.
- i) Students are advised to limit the number of accompanying persons (Parents, family members, guardians etc.,) during their travel and the drop-off point is the foyer in front of cafeteria building.
- j) Friends or family members travelling with the students will not be allowed to enter the cafeteria or hostel facilities. They are requested to drop off the students and if required shall wait in the vehicle near sports complex while the students undergo comprehensive medical screening.
- k) Students travelling from Sabah & Sarawak kindly refer to the Attachment 2 for the procedure to travel to campus.

4.3 Health Screening

- a) All returning students will be subjected to a comprehensive health screening by our doctors at AIMST clinic.
- b) Following the doctor's suggestion the students will be directed to meet the chief wardens (male/female) at the warden office, who will allot the compulsory observation area (rooms) for the students.
- c) During the room allotment, each student is requested to fill-in an online health declaration form along with the allotted room number. QR Code for the online health declaration will be provided by the warden.
- d) Students should deposit the "Student ID" to the warden office during check-in and collect the same while checking-out.
- e) Students will be provided with an online health assessment tool to fill-in their health status twice a day (Morning & evening) on a daily basis for monitoring purpose. (QR Code for the health assessment will be displayed in the isolation center.

4.4 Compulsory observation

- a) Students are requested to pack all their necessary toiletries and daily needs for a week stay during compulsory observation. Students are also advised to bring their own masks and hand sanitizers.
- b) Placement in the isolation center will be based on one (1) student per room.
- c) All the students MUST follow strict SOP including wearing mask, frequent hand washing etc., and maintaining social distancing during their compulsory observation period.
- d) Students MUST fill-in their daily health assessment tool and are required to immediately contact the warden or AIMST clinic if they experience any symptoms, emergency or other health issues during the compulsory observation period.
- e) Packed meals will be provided at the self-isolation block by the wardens and students are not allowed to exit the room during compulsory observation period. Food timing will be as follows Breakfast 7:30 to 8:00 am, Lunch 11:30 am to 12:00 pm and Dinner 6:30 to 7:00 pm.
- f) Students will be charged a nominal amount of RM 120 for the food during the 10 days of compulsory observation.
- g) Students are not allowed to gather or perform group activities during their compulsory observation period.
- h) Students are not allowed to engage in or perform leisure activities in the isolation

center nor allowed to receive any visitors during their compulsory observation period.

4.5 Post compulsory observation period

- a) Students are required to undergo a comprehensive medical screening on completion of compulsory observation period.
- b) Doctors shall decide on completion/extension of compulsory observation or referring for additional test if required.
- c) Students are allowed to continue their studies on campus as soon as the compulsory observation period ends.
- d) Movement of non-hostellers to their residences outside the campus and their movement into the campus thereafter on a daily basis is permitted, however subjected to strict health screening every time they enter the campus. Their movement inside the campus is restricted only to the site of training and encouraged to leave the campus immediately after completion of the session.
- e) Students will not be allowed to perform any further inter-district / inter-state travelling until they complete their semester/term or until further notice by the respective faculties.



**STANDARD OPERATING PROCEDURE FOR FACULTIES
TO MANAGE STUDENTS RETURNING TO CAMPUS**

16th February 2021

1. Faculty selects the date of return of students (batch) following discussion with the AIMST COVID Task Force.
2. Date and number of students per batch shall be decided based on priority basis and equal chance given to all the concerned faculties.
3. The check-in and check-out date for each batch of students will be fixed following discussion with the faculties.
4. Faculties shall collect the following details of the students who are returning to campus.(template will be provided)
 1. Full Name
 2. Student ID
 3. I/C Number
 4. Gender
 5. Programme of Study
 6. Year of Study
 7. Hosteller / non-hosteller
 8. Current Residential details
 - i. State
 - ii. Town/city
 - iii. COVID status of town/city
 9. Details of travelling back to campus
 - i. Date of arrival
 - ii. Time of arrival
 - iii. Mode of transportation – Public transportation / own transportation
5. Faculties shall compile the above mentioned details for each batch of students and forward it to
 - a. Student Affairs Division for accommodation and food arrangements – rajasegar@aimst.edu.my
 - b. AIMST Clinic for screening arrangements - gunasundari@aimst.edu.my
 - c. AIMST Security Department – elangkovan@aimst.edu.my
6. The details have to be submitted to Student Affairs, AIMST Clinic and Security department at least 3 days before the arrival date of each batch.

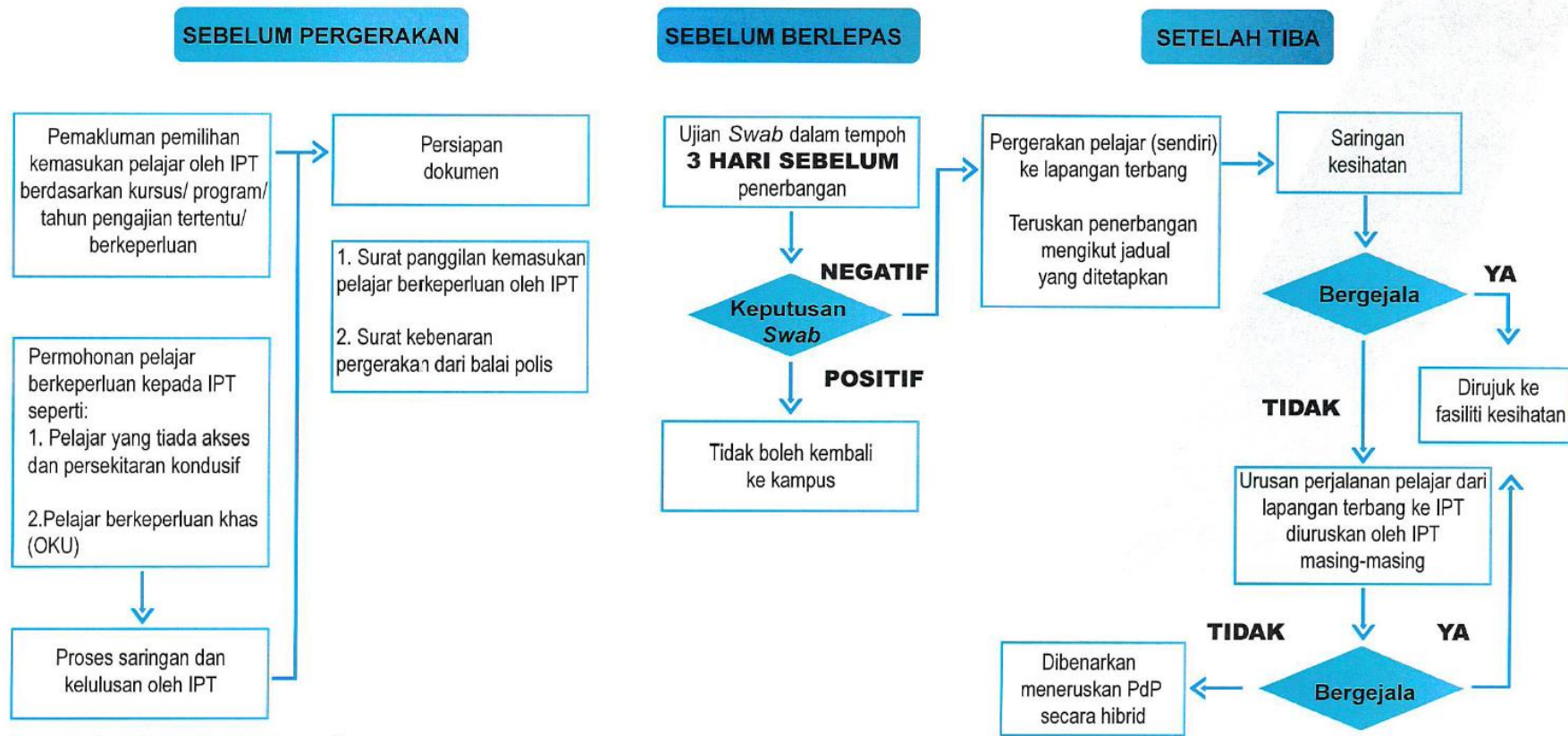
SCHEDULED DATE AND NUMBER OF STUDENTS RETURNING TO THE CAMPUS

SN	Check-in Date	Faculty / Programme	Number of incoming students		Total number of students		Expected check-out date
			Male	Female	Male	Female	
1	24 – 25 February 2021	FAHP (Nursing)	3	52	47	153	5 – 6 March 2021
		FAHP (Physiotherapy)	1	2			
		FOM (Year 5)	43	97			
		FOD BDT (Year1)	0	2			
2	6 – 7 March 2021	FOP	31	50	60	144	15 – 16 March 2021
		FAHP (Physiotherapy)	11	22			
		FOD BDS (Year 5)	13	35			
		FAHP (Nursing)	5	37			
3	16 – 17 March 2021	FOP	20	59	73	143	25 – 26 March 2021
		FOM (Year 3)	53	84			
4	26 – 27 March 2021	FAHP (Physiotherapy)	7	31	34	137	4 – 5 April 2021
		FOD BDS (Year 1)	19	56			
		FAHP (Nursing)	8	50			
5	5 – 6 April 2021	FAHP (Physiotherapy)	6	6	39	146	14 – 15 April 2021
		FAHP (Nursing)	0	35			
		FOD BDS (Year 2 & 4)	33	105			
6	15 – 16 April 2021	FAHP (Physiotherapy)	10	24	44	140	24 – 25 April 2021
		FOP	19	54			
		FOD BDS (Year 3)	15	62			

CARTA ALIR PERGERAKAN PELAJAR KE KAMPUS



KEMASUKAN DARI SABAH KE SEMENANJUNG

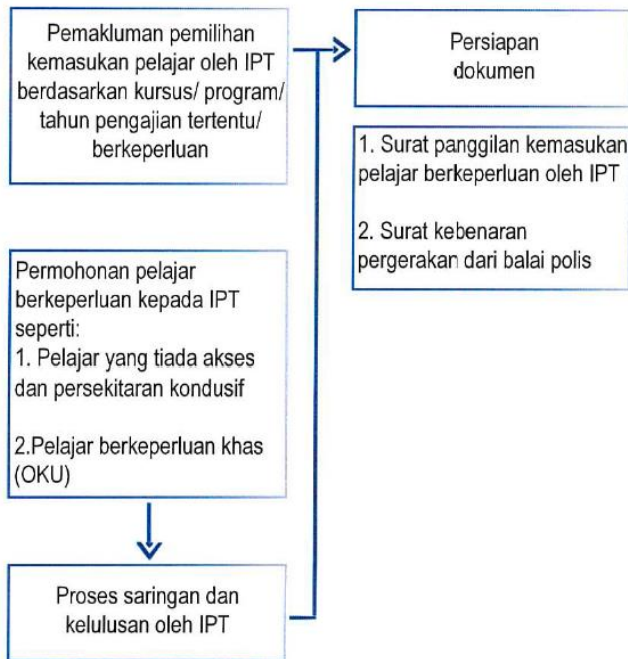


*Perubahan tertakluk kepada arahan semasa Kerajaan

** On reaching the campus students will be subjected to comprehensive screening by doctors at AIMST Clinic to decide on self-isolation.

KEMASUKAN DARI SARAWAK KE SEMENANJUNG

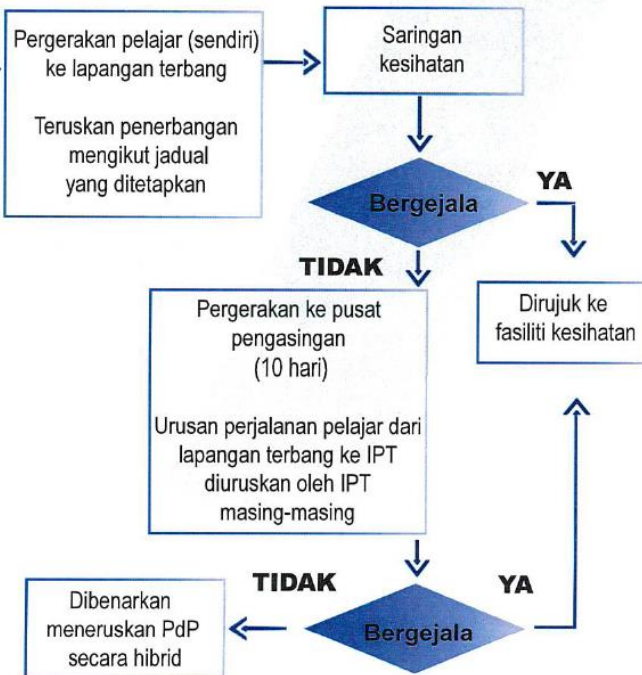
SEBELUM PERGERAKAN



SEBELUM BERLEPAS



SETELAH TIBA



*Perubahan tertakluk kepada arahan semasa Kerajaan