

GUIDELINES FOR LABORATORY OPERATIONS POST COVID-19 MOVEMENT CONTROL ORDER (MCO)

This guideline applies to all staff, students or anyone who has been granted permission from the Head of Department to use laboratory facilities.

1. **Practice social distancing** in the laboratory. Each laboratory can allow **only one (1) person to work within a 1.5 square meter area**. The number of staff/ students who can be in the laboratory depends on the size of the laboratory and only 30% of the original capacity is allowed to enter. Technical staff or officer in charge of each laboratory should ensure that social distancing is complied with and **students do not work in groups**.
2. Avoid handshaking and physical contact.
3. Laboratories can only be opened for operation from **8.30 am to 5.00 pm**.
4. All students and staff entering the laboratory must complete the Daily Health Screening For COVID-19 Symptoms Form (Appendix), undergo **temperature checks** and **must record their attendance** in a logbook provided by the staff/ officer responsible for the laboratory. Those with body temperature above **37.5° Celsius** are not allowed to enter. All PTJs must generate laboratory schedules and postgraduate students who are allowed to use the laboratory must follow the **schedule provided**.
5. Those showing signs of flu/ cough symptoms, difficulty in breathing will NOT be allowed to enter the laboratory.
6. Hand sanitizers **MUST** be provided and used at the entrance and exit of the laboratory. Sanitizers should also be placed at strategic locations within the laboratory as to encourage regular use. An area for hand washing with soap must be provided in the laboratory.
7. The use of **face mask is COMPULSORY**.
8. The officer in charge of the laboratory must be responsible for the movement of the any undergraduate students carrying out their Final Year Projects and ensure that each laboratory is not occupied by **too many students** at one time.
9. Any discussions involving **more than two (2) people** is STRICTLY NOT allowed.
10. Posters on social distancing and personal hygiene guidelines should be **CLEARLY displayed** in each laboratory.
11. All surfaces that are frequently touched (e.g. doorknobs, desks, chairs etc.) should be cleaned daily through disinfection methods.
12. The management will conduct random inspections (spot checks) periodically to ensure that all of the above guidelines are complied with at all times. Laboratory operations may be ordered to **STOP** immediately if **ANY** of these guidelines are **not followed**.

13. Visitors, suppliers or industry partners are NOT ALLOWED to enter the laboratory.
14. The Head of Department may impose additional guidelines other than the above that is deemed appropriate to avoid any related risks.

NOTE:

- This post COVID-19 MCO guideline **SHOULD NOT BE TAKEN AS A PERMISSION** by The Division of Research & Innovation for staff/ students to access the laboratory. Approval for entering a laboratory can **ONLY** be given by the USM Nerve Centre or the Top Management/ Head of Department.
- This guideline can be amended from time to time subjected to USM Top Management and instructions from the Ministry of Higher Education.

Source:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions>
(Getting your workplace ready for COVID-19)

<https://www.moh.gov.my/index.php/pages/view/2269?mid=760>
(Annex 25-COVID guide for workplaces)



**SARINGAN KESIHATAN GEJALA COVID-19 HARIAN
DAILY HEALTH SCREENING FOR COVID-19 SYMPTOMS**

Tarikh/ Date : Masa/ Time :

Nama Jantina
Name: Sex :

No. Kad Pengenalan No Pasport
Identification kad : Passport No:

No. Telefon
Telephone No:

SILA JAWAB DENGAN JUJUR DAN BETUL/ PLEASE ANSWER WITH SINCERE AND TRUTH

**Jika ADA jawapan 'YA' dan/atau 'Suhu Badan ≥ 37.5 C' segera mendapatkan rawatan di fasiliti kesihatan
If ANY answer is 'YES' and/or 'Body Temperature ≥ 37.5 ' immediately seek treatment at the nearest health facility**

Adakah Anda Sedang Mengalami GEJALA BERIKUT; <i>Do you have these symptoms?</i>	JAWAPAN / ANSWER
DEMAM / FEVER	YA/YES TIDAK/NO
BATUK / COUGH	YA/YES TIDAK/NO
SAKIT TEKAK / SORE THROAT	YA/YES TIDAK/NO
SELSEMA / RUNNING NOSE	YA/YES TIDAK/NO
SESAK NAFAS / SHORTNESS OF BREATH	YA/YES TIDAK/NO
BACAAN SUHU BADAN / BODY TEMPERATURE	<input type="checkbox"/> < 36.9 C <input type="checkbox"/> 37.0 C– 37.4 C <input type="checkbox"/> ≥ 37.5 C

Saya mengesahkan bahawa semua maklumat yang diberikan adalah betul dan tepat. Tindakan boleh dikenakan jika maklumat yang diberikan adalah palsu.

I hereby declare that all the information given in this form is true and correct. Action can be taken if the information provided is false.

Tandatangan

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TERIMA KASIH DIATAS KEJUJURAN DAN KERJASAMA ANDA