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°C 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 subject to USM Top Management and instructions from the Ministry of Higher Education.

Source:

(Getting your workplace ready for COVID-19)

(Annex 25-COVID guide for workplaces)

Prepared by Division of Research and Innovation, May 11th, 2020
SARINGAN KESIHATAN GEJALA COVID-19 HARIAN
DAILY HEALTH SCREENING FOR COVID-19 SYMPTOMS

Tarikh/ Date : ...................................... Masa/ Time : ......................................

Nama Name: .............................................. Jantina Sex : ......................................

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

<table>
<thead>
<tr>
<th>Adakah Anda Sedang Mengalami GEJALA BERIKUT; Do you have these symptoms?</th>
<th>JAWAPAN / ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMAM / FEVER</td>
<td>YA/YES TIDAK/NO</td>
</tr>
<tr>
<td>BATUK / COUGH</td>
<td>YA/YES TIDAK/NO</td>
</tr>
<tr>
<td>SAKIT TEKAK / SORE THROAT</td>
<td>YA/YES TIDAK/NO</td>
</tr>
<tr>
<td>SELSEMA / RUNNING NOSE</td>
<td>YA/YES TIDAK/NO</td>
</tr>
<tr>
<td>SESAK NAFAS / SHORTNESS OF BREATH</td>
<td>YA/YES TIDAK/NO</td>
</tr>
<tr>
<td>BACAAN SUHU BADAN / BODY TEMPERATURE</td>
<td></td>
</tr>
<tr>
<td>□ &lt; 36.9 C</td>
<td></td>
</tr>
<tr>
<td>□ 37.0 C– 37.4 C</td>
<td></td>
</tr>
<tr>
<td>□ ≥ 37.5 C</td>
<td></td>
</tr>
</tbody>
</table>

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
                                                                                      
TERIMA KASIH DIATAS KEJUJURAN DAN KERJASAMA ANDA