

CAMPUS ACCESS GUIDELINES FOR STUDENTS (OCTOBER 2021 TRIMESTER)

(15 October 2021)

A. Background

1. These guidelines are drafted to assist new and existing students who would like to access the campus based on the media statement on 10 October 2021 from the Prime Minister as well as the guidelines and FAQs (14 September 2021) from the Ministry of Higher Education (MOHE).
2. Students are required to comply with the guidelines outlined in this document. Safety is a shared responsibility, and every student plays an important role in maintaining a safe and healthy campus community as we work together towards flattening the Covid-19 curve.
3. Starting from 18 October 2021 onwards, students who plan to physically access the campus will be allowed to enter campus with permission only given to students who have been fully vaccinated. For students who have not completed the full vaccination process, please refer to your respective Faculty / Institute / Centre for further advice and arrangement.
 - a. Students who registered for courses that require access to laboratory / practical training / clinical work / studio / special equipment or with special requirements from the professional bodies / faculties.
 - b. Students who need to use campus facilities for a more conducive online learning experience; such as, access to learning space, library and internet access.
 - c. Students who sit for MUET Examination, International / External or Professional Examination (for example: MBBS, ACCA) AND continue with their hybrid lessons on campus afterwards.
 - d. Students who have special needs (OKU).
 - e. International students (existing and new), except for those arriving from the countries listed here (**Item 2.2: [EDUCATION MALAYSIA GLOBAL SERVICES \(EMGS\) UPDATE](#)**). Please send an email to the respective officers of the Department of International Students Services (DISS) below for further information and the SOPs to follow:
 - i. **DISS : diss@utar.edu.my**
 - ii. **Kampar Campus : Mr Ngan Mun Wai: nganmw@utar.edu.my**
 - iii. **Sungai Long Campus : Mr Foo Wai Wai: fooww@utar.edu.my**

[Standard Operating Procedures \(SOPs\) for UTAR International Students Living Abroad and Wish to Return to Malaysia](#)

The following is the definition of fully vaccinated:

- Individuals who have taken the Pfizer, AstraZeneca or Sinovac vaccines, which require two doses, must have passed 14 days from the date of their second vaccination.
- Individuals who have taken the Johnson & Johnson or CanSino vaccines, which require one dose, must have passed 28 days from the date of their vaccination.

Full Report:

[CLINICAL GUIDELINES ON COVID-19 VACCINATION IN MALAYSIA THIRD EDITION](#)

4. For students who have registered all courses for the October 2021 Trimester which are conducted via online teaching and learning (OTL) mode only, or have chosen full OTL academic study mode, then you need NOT come to campus.
5. For students of Postgraduate Programmes by research mode, if you are NOT required to carry out essential physical hands-on classes / activities / hands-on laboratory / practical training / clinical work, then you need NOT come to campus. Please discuss with your supervisors on the arrangements.
6. Students who will undergo industrial training / clinical training in the October 2021 Trimester and who shall be attached to the company / institution outside the University, need NOT return to campus. Please follow the instructions of your Faculty for industrial training / clinical training arrangements.

For academic arrangement and other relevant matters:

[Contact List of Faculty / Centre / Division / Department](#)

7. Students are only allowed to travel by:
 - a. Personal vehicle/carpooling as per vehicle capacity provided that the driver and passenger are fully vaccinated; or
 - b. Parent/Guardian fetching provided that they have been fully vaccinated; or
 - c. Flight service.

8. Students **who have not received any vaccination appointment** in MySejahtera shall:

- Walk-in to their nearest PPV centre for vaccination soonest as per announcement by the government. New students must bring along with their Admission Offer Letter and *MyKad*; whereas existing students must bring along with their Student ID card and *MyKad*. A list of PPV centres can be searched at <https://www.vaksinCovid.gov.my/ppv/> ; OR
- Contact Bilik Gerakan and/or the Department of Student Affairs for a teleconsultation arrangement with FMHS doctors for necessary advice/evaluation.

9. Students who might not be able to get the COVID-19 vaccine due to **medical issues** shall apply for the COVID-19 Vaccination Exemption Digital Certificate (*Sjil Digital Pengecualian Vaksinasi Covid-19*) on Mysejahtera at the nearest district health office with a Pre-Vaccination Assessment Slip from an approved medical professional.

For more info on How to Apply For The COVID-19 Vaccination Exemption Digital Certificate, visit <https://twitter.com/JKJAVMY/status/1446388290270023680>

The copy of the COVID-19 Vaccination Exemption Digital Certificate is to be uploaded to the Online Registration Form.

10. Students who are fully vaccinated do not need to undergo self-isolation / self-surveillance upon returning from their hometown to the hostel or residences (except for students with Covid-19 symptoms; or Covid-19 Risk Status is Confirmed, Suspected, Close Contact, and Person under Surveillance (PUS)).

11. Any changes / updates on the above arrangements will be announced from time to time, depending on the latest directives from MOHE and relevant authorities. All students are advised to keep up with the updates on all announcements issued by the Ministry of Health (MOH) and MOHE on the development of the Covid-19 pandemic, and to always follow the SOPs of the Malaysian Government and to practice safety and health precautionary measures. Please refer to Appendix 1 for the latest announcement / FAQs of MOHE.

B. Before Arrival

1. For those students who intend to enter the campus for the physical classes/facilities, they are required to download, install, register and keep the MySejahtera and Hi Hive applications activated always.

Apps Platform	My Sejahtera Download	Hi Hive Download
iOS	https://apps.apple.com/my/app/my-sejahtera/id1504055630	https://apps.apple.com/app/id1542551041
Android	https://play.google.com/store/apps/details?id=my.gov.onegovappstore.mysejahtera	https://play.google.com/store/apps/details?id=com.slc.hihive.community

*Guide to Hi-hive App- <https://tinyurl.com/jrfh9uj9>

*Please watch the video on how to install the Hi-Hive application- <https://tinyurl.com/5479fh5s>

2. Students are required to fill in this **online registration form within 3 to 5 days** before departure/travel to campus:

Campus	Online Registration Form
Kampar Campus	https://forms.gle/GsFij2bKQizZehGDh9 * Use Personal Gmail to login. (e.g. abc@gmail.com)
Sungai Long Campus	https://forms.gle/DT8mQkAtLv7AUvjU8 * Use Personal Gmail to login. (e.g. abc@gmail.com)

3. All students are required to complete the **Online Health Declaration Form** below at their earliest convenience, within **THREE DAYS** before departure/travel to campus:

- **Kampar Campus** : <https://forms.gle/oyZ44LTLk3tc5Pk47>
- **Sungai Long Campus** : <https://forms.gle/kSVW3snwe2sTY3E99>

4. Students immediately inform DSA via email to dsa@utar.edu.my that they have completed the two forms above, most preferably **within THREE DAYS** before departure/travel to campus. After their online health declaration form is checked and they fulfil the criteria set by MOHE to access the campus, DSA will issue a supporting document for campus access matters.
5. Students are advised to pack and travel lightly and to follow the guidelines / SOPs provided by the *Majlis Keselamatan Negara* (MKN) and the Ministry of Health Malaysia.

C. Upon Entering the Campus

Upon entry at the University's main entrances, all students must follow the Standard Operating Procedures (SOPs) below:

1. Fully vaccinated students are **COMPULSORY** to wear face masks covering nose and mouth at all times on campus, including pantries, toilets, concourse areas and other common areas. For better protection and at their own discretion, students are encouraged to wear double face masks, or a KF94/N95/KN95 mask, where a face shield is **optional**.
2. **Fully vaccinated students** MUST sanitise their hands at the point of entry.
3. **Fully vaccinated students** MUST check in using the MySejahtera App and scan location QR Code via Hi Hive App. For those students who are unable to download or access or use the Apps, they are required to manually record in the logbook at the entrance checkpoints
4. Enter the campus through the main entrance / gate of the campus via the security officer checkpoints. **Fully vaccinated students** MUST show
 - a. Covid-19 Risk Status;
 - b. Vaccinated Status to the security officer.For those students who are unable to show these items via the App, they MUST show their Vaccination Reminder Card **on the completion of vaccination..**
5. Temperature of students/parent/guardian will be taken by the security officer using the static standing thermal scanner or handheld thermometer:
 - i. Students with a body temperature below 37.5°C are allowed to enter the campus

- ii. Students with a temperature of 37.5°C and above will be denied entry to the campus and will receive the necessary advice from Bilik Gerakan Covid-19 UTAR to proceed with the next course of action.
6. Students who commute daily to campus by the UTAR shuttle service will have their body temperature taken by the driver via handheld thermometer.
- i. Students with a body temperature below 37.5°C are allowed to board the shuttle service.
 - ii. Students with a temperature of 37.5°C and above will be denied boarding the shuttle service and are requested to contact the Bilik Gerakan Covid-19 of UTAR to proceed with the next course of action (refer to Item 7 as below).

Students shall scan the QR codes of MySejahtera and Hi-Hive placed at their respective seats

7. **Symptomatic students** (based on the temperature checking) will be referred to a FMHS doctor by the Bilik Gerakan team for further examination via tele-consultation. After teleconsultation, the student(s) will be recommended by the FMHS doctor to go either to the isolation place (for 10 days of self-isolation) or to the nearest medical facility / clinic for the comprehensive examination / Covid-19 **test** at their **own cost** between:
- i. RTK Ag: RM100.00 – RM180.00
 - ii. RT-PCR: RM190.00 – RM350.00
 - iii. Covid-19 Self-Test Kit: RM19.90 or below

To learn how to administer the Covid-19 Self-Test, visit: <https://youtu.be/iEdftK0kFTM>

**Please follow the step by step procedures provided in the test kit as there may be slight difference between different test kits*

SOP of Test Kit Disposal

- 1) *After being done by the student, put the disposable item into the small biosafety plastic bag provided in the test kit. Zipped it well.*
- 2) *Sanitize your hands after done before leave the site*
- 3) *Sanitize the area after each test*
- 4) *Lastly, throw it into a designated bin.*

- a. If the Covid-19 test result is **positive**, students will be referred to MOH for further arrangements. While waiting for further arrangements, students continue to stay at the **isolation centre** (up to 10 days isolation or longer) and wait for the clearance from MOH.
- b. If the result is **negative**, students will go to their own **accommodations / rented premises** for the 10-day self-isolation.

D. During Teaching Weeks

1. Students are required to declare their health status on **every Monday and Thursday each week** via the **online Health Declaration Portal** below for precautionary measures:
2. **Health Declaration Portal:** <https://healthdeclaration.utar.edu.my>
(UTAR Health Declaration Portal Access Guide: <https://tinyurl.com/y8ynv3ku>)
3. Failure to declare the health status via the Health Declaration portal will result in:
 - a. Student's access to all UTAR related accounts and systems blocked; AND
 - b. Students being denied entry to the campus.

To resume the access to all UTAR related accounts and systems, students must immediately complete their declaration via the Health Declaration portal when they realise that their access is blocked where the auto-reactivation may take ONE (1) hour.

4. For entry to campus, students must follow the University health and safety SOPs strictly.

Reminder

1. All students from Foundation, Undergraduate and Postgraduate students (including EEP) who are allowed to enter the campus may use the campus facilities, including the available Learning Spaces, and meet with their Academic Advisors, Project Supervisors (final year projects, design, capstone or research projects) and Course Lecturers but must adhere strictly to the SOP below.
2. Students **MUST** always:
 - a. Practice a physical distancing measure of more than 1-meter apart.

- b. Avoid the 4Cs (Crowded, Confined, Close Conversation, and Continuous Exposure).
 - c. Practice the 3Ws (Wash and sanitize hands, Wear face masks and Warn).
 - d. Observe appropriate coughing and sneezing etiquette.
 - e. Take time to rest when feeling unwell and drink plenty of fluids.
3. Your cooperation in adhering to all the physical distancing procedures and safety precautionary measures issued by the University is required and very much appreciated. The SOP for staff and students of UTAR, the latest update of Academic Study Mode and Course Registration for coming trimester and other related covid-19 information can also be accessed at <https://dccpr.utar.edu.my/COVID-19-News-Announcements.php>
4. Students who are sick or have symptoms while on-campus or off-campus **MUST** do the following:
- a. Immediately inform and seek advice from **Bilik Gerakan, Department of Student Affairs (DSA)**, course lecturers or Faculty / Centre general office regarding your physical condition and the next course of actions.
 - b. Request for special consideration and flexibility to join OTL classes, if applicable.
 - c. See a medical doctor.
 - d. Stay at home until fully recovered.
 - e. Update your physical condition to staff of the following units:

Unit	Kampar Campus	Sungai Long Campus
Bilik Gerakan	Room A007, Ground Hall, Heritage Hall 0111-061 3354 (Hotline) bilikgerakan.kpr@utar.edu.my	Room KAG007, North Lobby, KA Block 0111-060 3354 (Hotline) bilikgerakan.sl@utar.edu.m y
Department of Student Affairs	016-2100864 (Hotline) dsa@utar.edu.my	016-2100862 (Hotline) dsa@utar.edu.my

5. All students will be required to update their relevant vaccination status in Student Portal (via the hyperlink on the pop-up reminder, or the Vaccination Status app in the Highlight panel), starting from 28 September 2021 to 10 October 2021.



UNIVERSITI TUNKU ABDUL RAHMAN DU012(A)

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Please stay safe and stay healthy.

Thank you.

Department of Students Affairs and Bilik Gerakan Covid-19
Universiti Tunku Abdul Rahman

Appendix 1

I. MOHE Speech:

[Teks Ucapan YBM - Kemasukan Pelajar Ke Kampus Institusi Pendidikan Tinggi secara Berperingkat Bermula 15 Oktober 2021](#)

II. MOHE FAQs Reference:

[Soalan Lazim - Kemasukan Pelajar Institusi Pendidikan Tinggi \(IPT\) Secara Fizikal Bagi Sesi Akademik Tahun 2021/2022](#)

III. MKN Phase III SOP: <https://asset.mkn.gov.my/web/wp-content/uploads/sites/3/2019/08/KPT-PPN-Fasa-3-SOP-Sektor-Pendidikan-Tinggi-Kemaskini-23-September-2021.pdf>