



REGISTRAR CIRCULAR LETTER NUMBER 12 YEAR 2020

15 June 2020

All denizens of Universiti Utara Malaysia

Y.Bhg. Dato'/Prof./Sir/Madam

UNIVERSITI UTARA MALAYSIA (UUM) STAFF ACTIONS DURING THE RECOVERY MOVEMENT CONTROL ORDER (RMCO)

With all due respect, the above matter is referred.

2. On 7 June 2020, the Right Honourable Prime Minister of Malaysia has announced several measures to be taken by the Government in entering the recovery phase of COVID-19. This Recovery phase is part of its exit strategy of Movement Control Order (MCO) which was initially executed on 18 March 2020 followed by the Conditional Movement Control Order (CMCO) since 4 May 2020.

3. The CMCO, which ended on 9 June 2020, is replaced by the Recovery Movement Control Order (RMCO) commencing on 10 June 2020 until 31 August 2020. During this RMCO period, more flexibilities are given to everyone to undergoing their daily life activities while continuously maintaining the Standard Operating Procedure (SOP) compliance. As for the employers, they are required to ensure that all employees adhere to the SOP at the workplace.

4. On 8 June 2020, the Chief Secretary to the Government (KSN) has stated that during this RMCO period, all government services are fully operational. However, the rotational basis and Work From Home (WFH) systems are still being carried out as required by taking into account the welfare of civil servants in accordance with the Public Service Department's

Distributed Letter JPA REMUNERATION(S) Reference 256/6/31 Jld. 6 (6) dated 2 May 2020 and the Registrar Circular Letter Number 10 Year 2020 (SPP No. 10 Year 2020) dated 28 May 2020 to the staff in the following category:-

- a) Staff with children under the ages of 12;
- b) Staff with children with disabilities (OKU);
- c) Staff who are over 55 years of age; and
- d) Staff who are at higher risk for severe illness.

5. With reference to the RMCO implementation, the statement by the Chief Secretary to the Government, and the SPP No. 10 Year 2020, the University has decided the following actions:

- a) All development projects must be completed immediately. For projects that require compulsory site visits, this activity is permitted, provided they comply with the practice of the new normal and minimise the number of participants;
- b) Meetings and the organising of workshops/seminars/conferences, assemblies, sports, and recreational activities are allowed subject to the compliance with the safety procedures and health protocol issued by the National Security Council (NSC), Ministry of Health (MOH) and specific SOP issued by the University Health Centre (PKU) as stated in Appendix;
- c) Cafeteria services and other on-campus business services are permitted subject to compliance with all safety procedures and health protocols issued by NSC and MOH;
- d) Staff are also required to continue to complete the CODSA application and other actions related to CODSA are still ongoing and enforced;
- e) Staff should continue undergoing body temperature screening at the main entrance of the campus;
- f) The entry time for administrative staff must not be later than 8.30 a.m.;

- g) The use of staff card for the attendance record is still enforced and the use of biometric is still prohibited;
- h) Online Teaching and Learning (T&L) activities are still being implemented. In the event of T&L activities require a face-to-face meeting or involving the use of laboratories, the compliance with the SOP issued by the Chief Secretary of the Ministry of Higher Education as stated in the reference JPT(A)1000/001/019/01 Jld. 20 (67) dated 3 June 2020 is COMPULSORY;
- i) Staff who have been authorized by the Head of Department to WFH, will use the existing attendance application system which will be input by the personnel in charge in the department.
- j) The congregational prayer activity in the musolla/prayer room is as stated in the SPP No. 11 Year 2020 which requires staff to bring their personal telekung and prayer mat. The use of musolla/prayer room should be done on a rotational basis with only the capacity of half of its prayer room.
- k) The congregational prayer activity in the mosque is subject to the existing SOP issued by the Kedah state Islamic Religious Council until further notice;
- l) The entry of external parties into the campus is still subject to the compliance with the directives as stated in SPP No.10 Year 2020; and
- m) The student admission into the campus is stated in the separate circular as issued by the Student Affairs Department (HEP).

6. Accordingly, the RMCO directives that will be issued by the NSC and inclusive of all directives by the authorities must be complied with by all staff and the Head of Department must ensure that all the safety and health SOPs are fully in compliance such as undergo body temperature screening, practice social distancing, wear face mask as well as provide hand sanitizer.

7. This circular goes into effect from 21 June 2020 until a later announced date subject to the latest directive issued by the Government of Malaysia from time to time. Until it is enforced, SPP No. 10 Year 2020 and SPP No. 11 Year 2020 is still in effect.

Thank you.

'ILMU BUDI BAKTI'

Yours sincerely

A handwritten signature in black ink, consisting of a large loop at the start followed by several horizontal strokes and a final vertical stroke.

BAHARUDIN BIN YAACOB

Registrar

For Vice-Chancellor

Universiti Utara Malaysia

- c.c. - Chairman of UUM Board of Directors
- Vice-Chancellor of UUM
- Members of the UUM Management Committee

**THE STANDARD OPERATING PROCEDURE (SOP) FOR MEETINGS AND WORKSHOPS
DURING THE RECOVERY MOVEMENT CONTROL ORDER (RMCO)**

1. Following the new directive by the Chief Secretary to the Government (KSN) through the letter of Civil Service's Work Culture during the Recovery Movement Control Order (RMCO) dated 8 June 2020, UUM has agreed to allow meetings or workshops to be held commencing on 10 June 2020.
2. Accordingly, the secretariat should be responsible for ensuring the Standard Operating Procedure (SOP) of meetings and workshops are adhered to.
3. Secretariat should ensure the accurate number of participants and strategic venues of meetings and workshops are selected.
4. In the meeting and workshop venues, the secretariat must specify the position of the participants with at least 1 metre distance from each other.
5. Participants must use the UUM Attendance application as a record of attendance.
6. Participants must record their body temperature upon attending the meetings and workshops. If the temperature recorded is at or above 37.5c, the participant is prohibited to attend the meeting or workshop.
7. All participants are required to wear face masks.
8. Any participants with the symptomatic disease are prohibited to attend meetings physically.
9. If food is provided, it should be packed individually.
10. For off-campus participants, online meetings and workshops should be prioritized.