

From: Jabatan Pendaftar
Sent: Isnin, 9 November 2020 3:12 ptg
To: UUM - All Staff
Subject: REGISTRAR'S CIRCULAR LETTER NUMBER 25 OF YEAR 2020 - IMPLEMENTATION OF STANDARD OPERATING PROCEDURES (SOPs) FOR OPERATIONAL MANAGEMENT AT RESPONSIBILITY CENTRES IN UNIVERSITI UTARA MALAYSIA (UUM) DURING CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)

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09 NOVEMBER 2020
23 RABIULAWAL 1442H

REGISTRAR'S CIRCULAR LETTER NUMBER 25 OF YEAR 2020 - IMPLEMENTATION OF STANDARD OPERATING PROCEDURES (SOPs) FOR OPERATIONAL MANAGEMENT AT RESPONSIBILITY CENTRES IN UNIVERSITI UTARA MALAYSIA (UUM) DURING CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)

YBhg.Dato' /Prof./Sir/Madam

Assalamualaikum w.b.t and warm greetings



REGISTRAR'S CIRCULAR LETTER NUMBER 25 OF YEAR 2020

8 November 2020

All staff of Universiti Utara Malaysia

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

IMPLEMENTATION OF STANDARD OPERATING PROCEDURES (SOPs) FOR OPERATIONAL MANAGEMENT AT RESPONSIBILITY CENTRES IN UNIVERSITI UTARA MALAYSIA (UUM) DURING CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)

With all due respect, the above matter is referred.

2. The Conditional Movement Control Order (CMCO) throughout Peninsular Malaysia except Perlis, Pahang and Kelantan was announced by the National Security Council (NSC) will take effect from **9 November 2020 until 6 December 2020**.

3. In accordance with the directives, the Ministry of Higher Education through the reference letter JPT (G) 1000/016/033/03 Jld.10 (50) dated 7 November 2020 reminded all Public Universities to implement Standard Operating Procedures (SOPs) for operational management in responsibility centres during the CMCO period along with a letter dated 26 October 2020.

4. Accordingly, all responsibility centres at Universiti Utara Malaysia (UUM) will be operating as usual with the presence of administrative staff of the management & professional as well as the executor groups of **at least 30%** for each responsibility centre, subject to the discretion of respective Head of Department.

5. The Management would also like to notify regarding the Staff Attendance Guidelines to the office as the following:

- a) The Head of Department may consider allowing flexibility to certain staff to work in the office and to Work From Home (WFH) either on rotation or full-time basis.
- b) Consideration and flexibility to any staff to WFH on a rotation basis should be based on the affairs or duties of the related officers

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which do not require them to be present in the office at all time or during the specified period;

- c) For staff involved in critical duties such as safety, medical, security, committee members of occupational safety & health that involved in the monitoring of SOP, maintenance and technical as well as the staff serving in the office of University Management Committee Members, they are required to be present at the office according to the Flexible Working Hours (FWH) scheduled by their respective Head of Departments. All STAFF WITH POSITION must also be present on a rotation basis to manage and supervise duties at the office. Page | 2
- d) Academic staff are required to WFH until further notice except for staff with internet coverage problems at home. All Teaching and Learning (T&L) activities must be conducted online (remote learning).
- e) For staff residing outside the Kubang Pasu area, they are required to obtain permission letter from the Registrar's Department to be present at the office during the CMCO period.

6. In arranging staff rotation schedule to be present at the office, the Head of Department should draw attention to the following:

- a) Staff who are under the suspected case status or instructed to undergo self-quarantine at home (person under surveillance) by the Ministry of Health Malaysia (MOH) are strictly prohibited from entering the office.
- b) Staff who have any relation with the Suspected Case must also WFH until the suspected case is declared negative Covid-19 and has been given clearance from MOH monitoring.
- c) Staff in the following categories are given flexibility not to be present at the office and are allowed to WFH:
 - (1) Staff who are pregnant or having chronic health problems or diseases exposed to the risk of COVID-19 virus;
 - (2) Staff with dependents aged 12 years and below or children with disabilities who are in school and require continuous care; and

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- (3) For both husband and wife working as civil servants, only one (1) staff is allowed to WFH at one time until the school or care centre reopens.
- d) Staff who are required to WFH must adhere to the following:
 - (1) Staff should complete work directives by the officer within the stipulated time frame;
 - (2) Each staff must fill the WFH report and it has to be certified by the Head of Unit/ Head of Division / Head of Department (except for academic staff).
 - (3) Staff should always be at home and reachable for communication purposes with the officer. If there are calls or directives via email or social media, staff are required to immediately respond to officers;
 - (4) Staff are required to be prepared if instructed to be present at the office at any time.

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7. Staff who are present at the office during the CMCO period are required to follow the Office Operational Guidelines as stipulated by the Public Service Department for the current and after the CMCO period as directed by the General Director of Public Service No. 2 of 2020 as follows:-

- a) Staff are required to scan body temperature upon entering the university area and their respective responsibility centres. Those with a temperature of 37.5 or above are strictly prohibited to enter the campus.
- a) Staff are required to conduct meetings using alternatives methods (virtual online meetings). If face-to-face meetings are to be conducted, the secretariat must ensure that all procedures and control measures are adhered to such as social distancing and wearing face masks;

8. During the CMCO period, movement control on campus is continuously implemented to ensure all staff, company employees and visitors entering the campus are in good health. The movement control is a follow-up effort to curb the spread of the Covid-19 outbreak. These efforts among others are intended to

- a) ensure that the health status of the staff on duties is input through UUM CODSA application daily at the stipulated time and body temperature checks are conducted at the entrance of the campus and each department;

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- b) to avoid congestion upon entering the campus, staff are allowed to enter the office before 8.30 am and leave at 5.00 pm except on Thursday at 3.30 pm;
- c) remind staff to always wear face masks. It has been scientifically proven that wearing masks help to combat the transmission of COVID-19 infection. The University management has directed all denizens to wear masks since May 2020;
- d) remind staff to regularly wash their hands with water and soap or use hand sanitizer;
- e) require staff to maintain physical distancing at all places. A monitoring team will audit all locations within the campus in the near future.

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9. This guideline goes into effect from 9 November 2020 until the end of the CMCO period OR any new directives from the Government and it applies to all UUM staff including contract staff, daily part-time staff, and industrial training students. The University management once again directed campus denizens to follow all the SOPs stipulated at all times. This circular should be read with the SOP issued by the National Security Council (NSC) and the Ministry of Health (MOH) from time to time.

10. Lastly, let us work together to curb the transmission of the COVID-19 pandemic.

Thank you.

"KEDAH SEJAHTERA – NIKMAT UNTUK SEMUA"
"ILMU BUDI BAKTI"

Yours sincerely



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- c.c. - Chairman of UUM Board of Directors
- Vice-Chancellor of UUM
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