



MAHSA
COLLEGE
SABAH CAMPUS

**MAHSA COLLEGE SABAH
OPERATION MANAGEMENT
STANDARD OPERATING PROCEDURE (SOP)
DURING AND POST COVID-19 OUTBREAK**

**PREPARED BY: HEALTH, SAFETY & ENVIRONMENT (HSE) COMMITTEE
EXECUTIVE SUMMARY**

TITLE : MAHSA COLLEGE SABAH OPERATION
MANAGEMENT STANDARD OPERATING
PROCEDURE (SOP) DURING AND POST COVID-
19 OUTBREAK

REFERENCE : MCS/HSE/SOP/2020 (01)

OWNERSHIP : MAHSA COLLEGE SABAH CAMPUS

SUMMARY : This SOPs details the tasks, responsibilities and
procedures of operation management in MAHSA
College Sabah Campus

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1.0 INTRODUCTION

COVID-19 is a respiratory infection caused by a new corona virus first discovered in Hubei Province, China and deemed by the World Health Organization (WHO) to be a Public Health Emergency of International Concern. In view of this, many of our staffs and students may have concerns regarding their potential for exposure to the flu at campus and the steps that are taking to ensure their well-being. The standard operating procedures (SOP) aims to clearly explain the safety and precautionary measures that the Higher Education Institution (IPT) must take following the outbreak of the COVID-19 outbreak for the implementation of Teaching and Learning (PdP) in the face of current and Post COVID-19 in learning spaces such as lecture halls, laboratories, workshops and studios.

ACQUIRE AN UNDERSTANDING OF COVID-19 TO PLAN AND ACT ACCORDINGLY

A. Symptoms:

Common symptoms include fever, dry cough and tiredness. Other symptoms include aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. 1 in 6 people infected may become seriously ill and develop difficulty breathing.

B. Transmission:

Droplets from someone with COVID-19 who coughs or sneezes within a distance of 1 meter. Droplet contaminated surfaces and objects: by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

C. Incubation Period

Incubation period is currently estimated to be within 14 days.

D. Vulnerable Employees:

- Older persons.
- Those with pre-existing medical conditions e.g. high blood pressure, heart disease, lung diseases, cancer or diabetes.

All parties in any organization should take appropriate steps to ensure maximum protection of staffs and business.

2.0 PURPOSE

This SOP has been developed to assist in ensuring campus safety, residence well-being and continuity of business. The New Norms Working Line is released as a guide to all staff and student regarding the operation at the MAHSA College Sabah Campus (MCS) for the period during and after the Conditional Movement Control Order (CMCO).

3.0 SCOPE

This SOP shall cover all students, staffs, and visitors who enter the campus of MAHSA College Sabah Campus.

Scope of Activities

1. Operational Office
2. Safety
3. Meeting Management
4. Program Implementation
5. Teaching and Learning Management
6. Student Management

4.0 APPLICATION

These procedures apply to all general activities in MAHSA College Sabah Campus.

5.0 ROLES AND RESPONSIBILITIES

A. Staff Responsibilities

1. Record attendance and temperature screening that has been provided when entering the campus.
2. Practice Social Distancing.
3. Wear Face Mask.
4. Frequent hand washing with soap and water or hand sanitizer that has been provided.
5. Practice respiratory etiquette.
6. Limit food handling and sharing of food in the workplace.
7. Adhere to any rules that set by the college regarding COVID-19 and any guidelines or procedures set by Ministry of Health (MOH) and Minister of Higher Education (KPT).
8. Regular cleaning and disinfection in all areas of activity are carried out.
9. Staffs with a temperature of 37.5 and above are not allowed into campus and develop symptom such as cough, shortness of breath, fever and etc.
10. If staff develops symptoms during in the campus, they need to inform person in charge for COVID-19 Operational Room and seek medical treatment immediately at clinic or hospital nearby to the campus.
11. Staffs in-charge for the face-to-face learning session are required to adhere to all of the guidelines that have been provided.
12. Avoid crowded gatherings.
13. Staffs are required to abide to the assigned task schedule.
14. Staffs who have been approved to work from home should always stay at home during the office hours. The Principal or Head of Department may request staffs to perform duty in the office when required. Disciplinary action may be taken against staff who were not home at during office hours.
15. All staffs are responsible for their own safety and health. Staffs are required to perform self-declarations on health status when required by the Point of Contact.

B. Student Responsibilities

1. Record attendance and temperature screening that has been provided when entering the campus.
2. Always wear face mask in the campus and this is mandatory for academic sessions.
3. Student with a temperature of 37.5 and above are not allowed into campus including those with symptoms such as cough, shortness of breath, fever.
4. Students with the symptoms above, should seek immediate attention from the Point of Contact (in campus) and Person in Charge or warden (in Residence).
5. Wash hands frequently with soap and use hand sanitizer.
6. Practice social distancing of 1 meter from other students.
7. Avoid crowded area or assembly.
8. Only students that have been approved by the Principal are allowed to enter the campus.
9. Students have to print, complete and submit the Student Health Declaration Form prior entering the campus.

C. Visitor Responsibilities

1. Children under 12 years old are not allowed in the campus.
2. Visitors are not allowed in the campus without any official matters.
3. Permitted to access the lobby area only. Other areas are prohibited.
4. Must adhere to the campus SOP of social distancing at all times.

6.0 OPERATIONAL OFFICE

A. Management of New Norms at the Office

MCS has agreed to perform rotation working hours to all staffs through implementation of Limited Working Time (LMT) and Work from Home (WFH).

B. Limited Working Time

Perform work in the office during limited working hours by the following:

- Morning session from 8:00am to 1:00pm or
- Afternoon session from at 1:00pm to 5:00pm.

C. Work from Home (WFH)

- Special consideration for work rotation, limited working hours or work from home may be provided, subject to suitability field of work and the need for office space to staff as follows:
 - a. Staff with children 12 and under and have childcare issues;
 - b. Staff with children with disabilities and problems childcare;
 - c. Staff is 55 years old or older and have health problems as well as high risks to be encountered disease.
 - d. Staff that under home quarantine or Investigation (PUI) or Person Under Surveillance (PUS).

- Staff should fill out the application form for this special consideration and approval from the Principal.
- Staff that required to work from home should:
 - a. Complete the WFH work log daily.
 - b. Not leave home during office hours.
 - c. Always be ready to be invited to return to the office during office hours.

D. Leave

- Staff may apply leave over the period of the MCO provided that leave is still valid.
- Staff are not allowed to apply for Overseas Leave.

E. Record and Official Documents Management

- Official documents are not allowed to be taken out from the campus.
- However, softcopies are
- All official documents (open/ public file) are not allowed to be taken out from the office.

7.0 **SAFETY**

A. Isolation Room (IR) Management

- Main Point of Contact (MPOC) is the person-in-charge for IR.
- Employee have to complete and submit the Incident Form (IF).
- Staffs and students are not allowed to enter IR without approval by MPOC.
- IR is located on the right side of the main entrance.
- MPOC Must report to KPT Covid-19 Operating Room 5.00pm daily.
- Staff and students are prohibited from entering the IR.
- Refer to the **Appendix A** to view the flowchart.

B. Management of Attendance of Staffs, Students and Visitors

- Staff, students or visitors under Person Under Investigation (PUI) and Person Under Surveillance (PUS) status or the person undergo self-quarantine at home by Health Department or Hospital are not allowed to enter the campus.
- Admission to the campus is limited designated entrances in order to facilitate monitoring.
- Staffs are not allowed to bring family members into the college.
- Ensure practice social distancing, avoid shake hand and wearing face mask.

C. Library, Lecture Halls, Laboratory or Workshops Management

- Staff or students that using the library, laboratory or lecture halls should record their name in the book provided.
- Staff and students in libraries, classrooms, laboratories and workshops take precautionary measures by ensuring that they comply with social distancing (within 1 meter).
- Practicing personal hygiene standards like wearing a face mask, frequently wash hands or use hand sanitizer as recommended by the Ministry of Health Malaysia (MOH).

8.0 MEETING MANAGEMENT

A. FACE-TO-FACE MEETING

- Meeting room usage is a priority meeting that are important only with limited of number meeting members.
- Before meeting, ensure that the meeting chair arrangement in a safe distance (1 meter between other chairs) for social distancing.
- Meeting members are encouraged to always wear face mask and use hand sanitizer while in the meeting room.
- Less important meeting can be conducted online only
- The secretary of the meeting should take the attendance of the members for record purposes.
- Meeting members that has symptom or suspected of COVID-19 not allowed to attend face-to face meetings.
- The secretary of the meeting should ensure the meeting room has been sanitized before and after the meeting conducted.

B. NON FACE-TO-FACE MEETING (ONLINE MEETING)

Online meetings are encouraged through:

- Zoom, Microsoft Teams, or Webex are medium for online meeting.
- All meeting members should use these medium for attend online meeting.
- All meeting agenda is private and confidential.

C. PRAYER ROOM USAGE

- No religious activities are allowed in the prayer room.
- The use of prayer room is for the purpose of fardu prayer only and need to practice social distancing.
- Use own prayer items.

D. THE USAGE OF WORKPLACE OR OFFICE

- Reduce social interaction and practice social distancing among staff.
- Not allowed to shake hand.
- Always wash hand using hand soaps or hand sanitizer.
- Encourage to wear face mask.

9.0 PROGRAM IMPLEMENTATION

A. CONVOCATION / CONFERENCE / SEMINAR

- Convocation for 2020 has been cancelled.
- All conferences or seminars were postponed and subject to governmental orders from time to time.
- If it cannot be postponed, the conference or seminar may be held online.

B. COURSE MANAGEMENT OR TRAINING FOR STAFF

- All courses are encouraged to be conducted online.
- Internal online courses and participant of staff should be limited.
- All participants should practice social distancing and conduct health screening.
- Practice hand washing with soaps or hand sanitizer.
- Encouraged to wear face mask.
- Ensure the place has been cleaning and sanitized after conduct the course.
- The participants' food and drinks are served in packs.

10.0 STUDENT ENTERING THE CAMPUS

- a) Only students in the category are allowed to enter the campus.
- b) Ensure that the students bring the permission letter.
- c) Only students that have lecture session are allowed to enter the campus.
- d) For students under Person under Investigation (PUI) or Person under Surveillance are not allowed to enter the campus including students with symptoms of COVID-19.
- e) Students must adhere all the SOP and Guidelines provided by the MAHSA College Sabah Campus.
- f) Refer to the **Appendix B** to view the flowchart.

11.0 TEACHING AND LEARNING MANAGEMENT

All PdP face-to-face activities are not allowed until December 31, 2020 or at a date announced by the government. All PdP activities need to be implemented online.

MAHSA College Sabah Campus allowed for certain categories of students as follows:

- a) Semester / final year students for undergraduate, Diploma and Bachelor's degree courses who require practical and specialized equipment to complete their undergraduate studies.
- b) Final semester / year students do not have the required access and the environment is not conducive.
- c) New students for Certificate, Foundation, Diploma, and Bachelor's degrees for academic session 2020/2021.

PROCEDURE OF FACE-TO-FACE LEARNING AND TEACHING (PdP) SESSION IN MAHSA COLLEGE SABAH CAMPUS

- All students that allowed enter the campus must record their attendance.
- Ensure that students bring their own face mask and wear every time whenever in the campus.
- Students must take and record body temperature including symptoms screening. Students with temperature above 37.5°C or having any symptoms such as cough, flu, sore throat, fever or shortness of breath are not allowed enter the campus.

- Students who have symptoms in campus should inform their Point of Contact (POC) that has been assigned. Point of Contact (POC) should inform the Main of Point Contact (MPOC) for further action.
- To ensure social distancing is practiced, the total students in the class should not be more than 50% from the actual of the room capacity.
- Student must wash hands frequently with soap or hand sanitizer.
- Lecturer conducting the class session must brief the students regarding the COVID-19 preventive measures before and after class.
- Ensure that all students adhere all the Guidelines and Standard Operating Procedures that have been provided from the college.
- Ensure that there are no group activities are not monitored by the lecturer.
- Lecturer must ensure that Classroom/ Lecture Halls/ Laboratory must be cleaned and sanitized before and after usage.
- Table that has been marked with 'X' are not permitted to be used.
- PdP-related activities that require the attendance of large numbers of students such as cultural activities and drama classes are not allowed.

12.0 STUDENT MANAGEMENT

According to the government's decision, only students in the following categories are allowed to enter the campus and participate in academic activities from 1st July 2020.

- The Student should write an official letter to their respective Program Coordinator based on their categories as a proof of evidence before entering the campus.
- Student that are under Person of Investigation (PUI), Person under Surveillance (PUS) or Self-Quarantine are not allowed to enter the campus.
- Students are encouraged to do health screening before entering the campus to ensure that there is no transmission of COVID-19 disease at the campus.

13.0 USAGE OF FACILITIES

13.1 EXAM UNIT

13.1.1 Before entering the Examination Unit

- All students and staffs must undergo a body temperature check at the College entrance before entering MAHSA College Sabah Campus.
- Register / record individual names at the entrance of the Examination Unit.

13.1.2 Inside the Examination Unit

- All students and staffs must wear facemask or other protective face covering (e.g. surgical mask, N95 respirator or other cloth face covering)
- Apply hand sanitizer before entering the Examination Unit.
- Personal hygiene and social distancing are obeyed at all times. Must adhere to the red stickers for social distancing.
- Any business related to the Examination Unit can only be done outside the counter without exceeding the red line.
- Capacity when dealing with Examination Unit is not more than Three (3) persons at any given time.

13.1.3 Examination Unit Service Management

- There will be no collection of examination result statement at the Examination Unit.
- Students are encouraged to apply for their examination result statement by communicating with the Examination Unit staff via email, and once approved the examination result statement will be email to them.

- Any form of meeting inside the Examination Unit is not permitted during Recovery Movement Control Order (RMCO) period.

13.2 LABORATORY

13.2.1 Before entering the laboratory

- Person with health issue are not allowed to enter the laboratory. All student need to line up outside the laboratory by following the red tape for social distancing.
- No gathering is allowed outside the laboratory and wait for the instruction from lecturer/ person in-charge to enter the laboratory.

13.2.2 Laboratory Session

- Facemask, lab coat, gloves and shoes is compulsory during lab session.
- Wash your hand before and after the lab session. Hand sanitizer will be provided.
- Any group discussion involved should be always with social distancing at all time. Only with the presence of a lecturer.
- Take turn to take/use the lab equipment.
- Record the usage of instrument into the log book provided and after using the instrument, please sterilize the equipment by using 70% alcohol provided at the end of the practical session.
- Lecturer/person in-charge of the laboratory must be responsible for observing the movement of the students.

13.2.3 After laboratory session

- All personnel need to wash their hand after laboratory session ended.
- Take turn to leave the laboratory in order to maintain the social distancing.
- Laboratory will be disinfected after every lab session.

13.3 LIBRARY

13.3.1 Before Entering the Library

- All students need to check their body temperature at the main entrance of MASHA College Sabah Campus.
- Register the name at the MAHSA Library logbook.

13.3.2 In the Library

- Students must wear their face mask all the time.
- Maintaining social distancing within 1 meter.
- Avoid physical contact with each other such as shake hands.
- Avoid discussion without following social distancing.
- Table that has been marked with 'X' are not permitted to be used.

13.3.3 Library Services and Facilities

- All type of reading materials cannot be taken out of the library MAHSA College Sabah Campus.
- The renewal of book borrowing can be done through online services by contact the library department.
- Fines will not be given for late returning library books.
- Returning library books are allowed through book drop box only.

- Database services, e-books and e-journals are accessible through online.

13.4 COMPUTER LAB

13.4.1 Before Entering Computer Lab

- All students, staffs, and visitors must pass the temperature screening and register/record their name at the main entrance of MAHSA College Sabah Campus
- Facemask is compulsory whenever entering Computer Lab. Students, staffs, visitors without facemask are not allowed to enter Computer Lab.
- All students, staffs, and visitors must practice social distancing.
- All students, staffs, and visitors must register/record their name for computer lab usage.

13.4.2 In the Computer Lab

- Students, staffs, and visitors must wear facemask all the time.
- Practice social distancing by obey with the labelling and sit only at designated area/chair.
- Maximum only 20 persons are allowed inside the Computer Lab in one time.

13.4.3 Scheduled Class

- Class session must be supervised by lecturer to make sure that student comply with the SOP.

13.4.4 Unscheduled Usage

- Class session must be supervised by IT officer to make sure that student comply with the SOP.

13.5 RESIDENCE

13.5.1 Registration Guideline

- Only healthy student without (COVID-19) symptoms are permitted to return to their residence. If they are any students that are not feeling well, they have to seek medical treatment and confirmed healthy before they can return to their residence.
- Only first semester and final year students that are having poor internet connection encourage to stay in the residence.
- Temperature screening will be done during hostel registration and students are required to fill the Students Health Declaration Form prepared by MCS residence management.
- Students that are having body temperature of 37.5°C and above or having any symptoms need to be isolated in the isolation room and if they are no improvement after 30 minutes, student will be given facemask and the warden will bring them to the nearest hospital. If the student is declared as under investigation, they will have to follow the hospital SOP.
- Please refer to **Appendix C** for the flowchart.

13.5.2 Guideline Inside Residence Room

- Gathering of (more than 10 people) among students are not allowed in residence. Warden needs to monitor the student's movement within the residence.
- Student need to immediately notify the warden if they or their friends are having symptom such as fever, cough, flue, sore-throat, or difficulty in breathing.
- Resident who are not feeling well will be isolated and given face mask, then they will be sent to the hospital for treatment.
- Wash hand regularly with soap and always take care of your personal hygiene.
- Always practice social distancing.
- Students are not permitted to visit other residential unit.
- Students are only permitted to meet other residence in case of an emergency. Visitor needs to get permission from warden.
- Regular monitoring is done to ensure that all students will always follow the social distancing guideline and they are in healthy condition.
- Outing activity or returning late to residence are not permitted until the government has release their latest guideline.

13.5.3 Guideline When Boarding College Bus

- Attendance record and temperature screening will be done before student can board the college bus. Student who are having symptoms or not feeling well are not permitted to board will have to follow the residence SOP.
- Student will also practice social distancing inside the college bus.
- Please refer to **Appendix D** for the flowchart.

14.0 DETECTION OF SUSPECTED COVID-19 SYMPTOMS

14.1 Person Under Investigation (PUI) of COVID-19

Acute respiratory infection (sudden onset or respiratory infection with at least one of shortness of breath, cough or sore throat) with or without fever.

AND

Travelled to/ resided in foreign country within 14 days before the onset of illness.

OR

Close contact in 14 days before illness onset with a confirmed case of COVID-19.

OR

Attended an event associated with known COVID-19 outbreak.

14.2 Confirmed Case of Covid-19

A person with laboratory confirmation of infection with the COVID-19.

Close contact defined as:

- Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient.
- Travelling together with COVID-19 patient in any kind of conveyance.
- Living in the same household as a COVID-19 patient.

14.3 The Infection and Prevention Control Guiding Principles

- Early recognition and investigation prompt implementation of IPC precautions and reporting.

14.4 Standard Precautions

- Standards Precautions are routine IPC precautions that should apply to all staff and student.
- Hand hygiene before touching a staff or student.
- Use of personal protective equipment (PPE) such as gloves, face mask, face shield and apron.
- Environmental control (cleaning and disinfection) procedures according to standard procedures.

14.5 Procedure of Suspected Covid-19 in the Campus

- a) All students and staffs must be screened by a trained person equipped with PPE (Face mask, Gloves and face shield).
- b) Staffs or students that are clinically ill or declared as Candidate with Potential Symptoms (CPS) of COVID-19 by the Main Person of Contact (MPOC) have to be brought to the isolation room. CPS are not allowed in any circumstances to enter other rooms in the campus.
- c) Students that show symptoms during lecture session, must immediately inform the class lecturer and the lecturer must report to the respective Person of Contact (POC) for further action.

15.0 PERSON OF CONTACT (POC)

15.1 List of POCs

Name	Department	Phone No
Ms. Adriani	Business	016-8054305
Ms. Flerry	Physiotherapy	014-6018990
Mr. Michael	Medical Imaging	019-8209940
Mdm. Misah	Biomedical	014-6761847
Mr. Usran	Foundation in Science	013-7447956
Mr. Vitalis	Pharmacy	014-8720648
Mdm. Nadiah	Environmental Health	019-7644900

15.2 The Duty of Person of Contact (POC)

- a) POC must notify MOC of any students that develop COVID-19 criteria or show any clinical symptoms.
- b) POC must refer to MPOC before transferring the suspected person to the Isolation Room (IR).
- c) During the transfer, POC should avoid touching the face, surface and any objects. Ensure that social distancing is always practiced, wearing face mask and hand gloves.
- d) POC must ensure that cleaning and disinfection been conducted of the area that has been contaminated with the suspected person.

16.0 MAIN PERSON OF CONTACT (MPOC)

16.1 List of MPOC

Name	Phone No
Mr. Darwin Singh	016-5831870
Mr. Yusri Bol	019-8009505

16.2 Duty of MPOC

- a) Identify Candidate with Potential Symptoms (CPS) for relocation to the Isolation Room (IR).
- b) Receive issues/CPS/potential cases from Point of Contacts (POCs).
- c) Upon his/her own discretion of safety reasons, if may be, he/she shall be authorized to stop or halt the operations of a room, department or a gathering of staffs or students.
- d) Maintain SOP in the IR.
- e) Handle and monitor CPS in IR.
- f) Arrange transport or relocation of CPS to the hospital or return home/residence.
- g) Maintain Incident Form (IF) and CPS/IR report.
- h) Weekly update to the Principal with HSE Committee.

16.3 Additional Duty of MPOC

- a) The Candidate with Potential Symptoms (CPS) should wear face mask, practice social distancing from the MOC and wash hand with the hand sanitizer provided during in Isolation Room (IR).
- b) The MPOC check all the data and information issued by the POC and ensure that follow the standard precautions before handling the CPS.
- c) During transporting the CPS, avoid movement of CPS unless medically necessary e.g. wheel chair.
- d) Adequate environmental ventilation and cleaning of high touch areas at from time to time and after CPS leaves the Isolation Room to prevent the transmission of the disease.
- e) Clean and disinfect CPS contact surface.
- f) MPOC transporting CPS must wear appropriate PPE.

17.0 VIOLATION OF RULES

- a) Disciplinary action can be taken against students who fail to comply with the regulations in force.
- b) Staffs will be given Opportunity for Improvement (OFI) and submitted to the Human Resources.

18.0 EFFECTIVE DATE

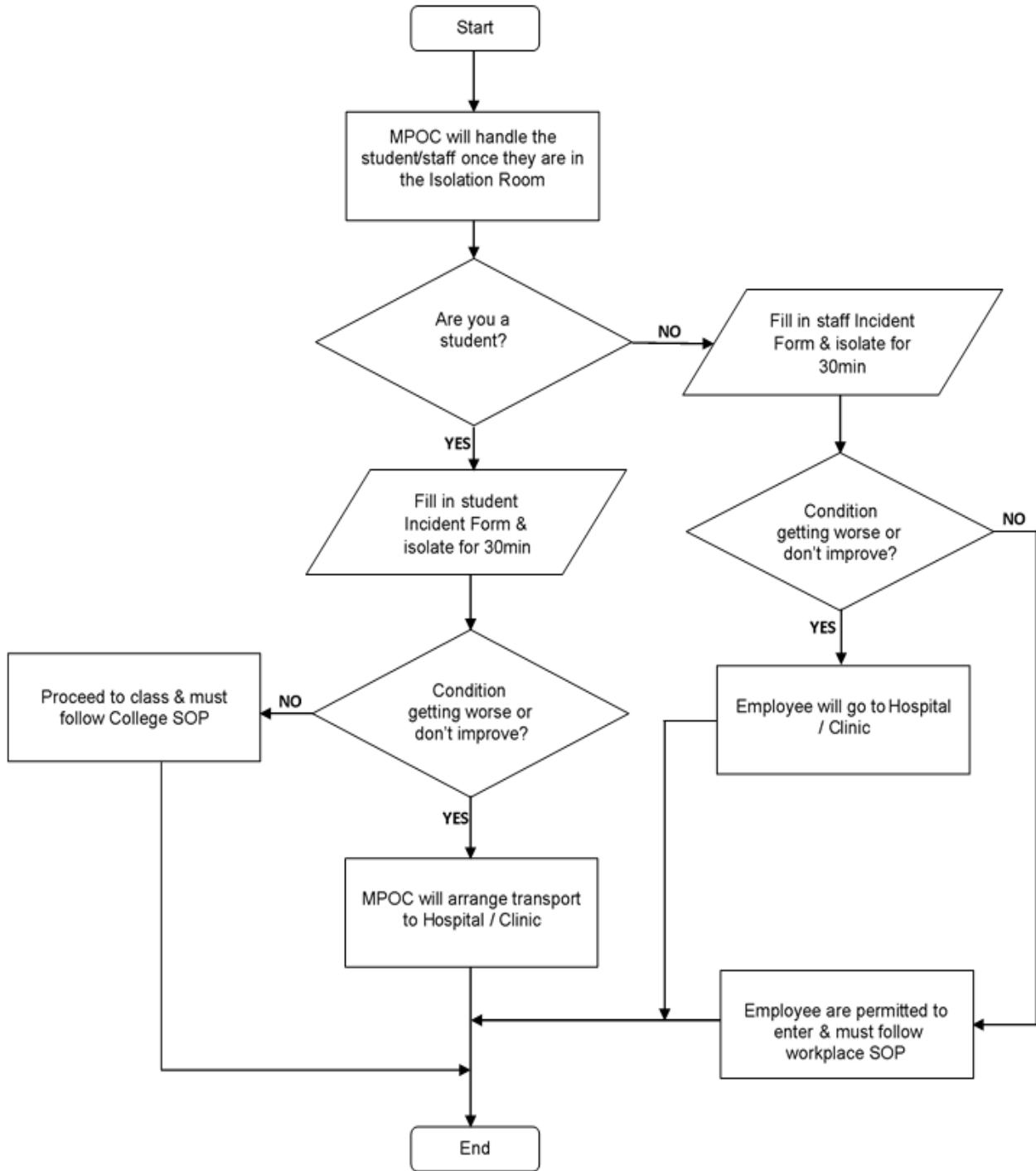
- a) This SOP and Guidelines stated herein is effective from 1st July 2020 to a period a notified by the college from time to time.
- b) The management of MCS have the right to modify the content of this document without prior notice.

19.0 REFERENCES

1. Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988(Akta 342)
2. Soalan Lazim Jabatan Perkhidmatan Awam, 17 Mac 2020;
3. Soalan Lazim Perintah Kawalan Pergerakan (Movement Control Order) Kementerian Pengajian Tinggi, 18 Mac 2020 dan 21 Mac 2020;
4. Rujukan KPM - 100-1/5/1 Jld 3 (74) Arahan Pentadbiran Ketua Setiausaha Bil 1/2020. Garis Panduan Pengoperasian Pejabat Bagi Pegawai Kementerian Pengajian Tinggi Sepanjang Tempoh Penguatkuasaan Kawalan Pergerakan Bersyarat, 3 Mei 2020
5. SOP PKP Pemulihan, Kementerian Pengajian Tinggi, 10 Jun 2020
6. Soalan Lazim (FAQ) Berkaitan Pengendalian Pengurusan Operasi Institusi Pendidikan Tinggi (IPT) semasa dan pasca Perintah Kawalan Pergerakan, Kementerian Pengajian Tinggi, 6 Jun 2020
7. PROSEDUR OPERASI STANDARD (SOP) PENGURUSAN OPERASI INSTITUSI PENDIDIKAN TINGGI SEMASA DAN PASCA PERINTAH KAWALAN PERGERAKAN (PKP) WABAK COVID-19
8. Annex 25 COVID guide for workplaces, Kementerian Kesihatan Malaysia.

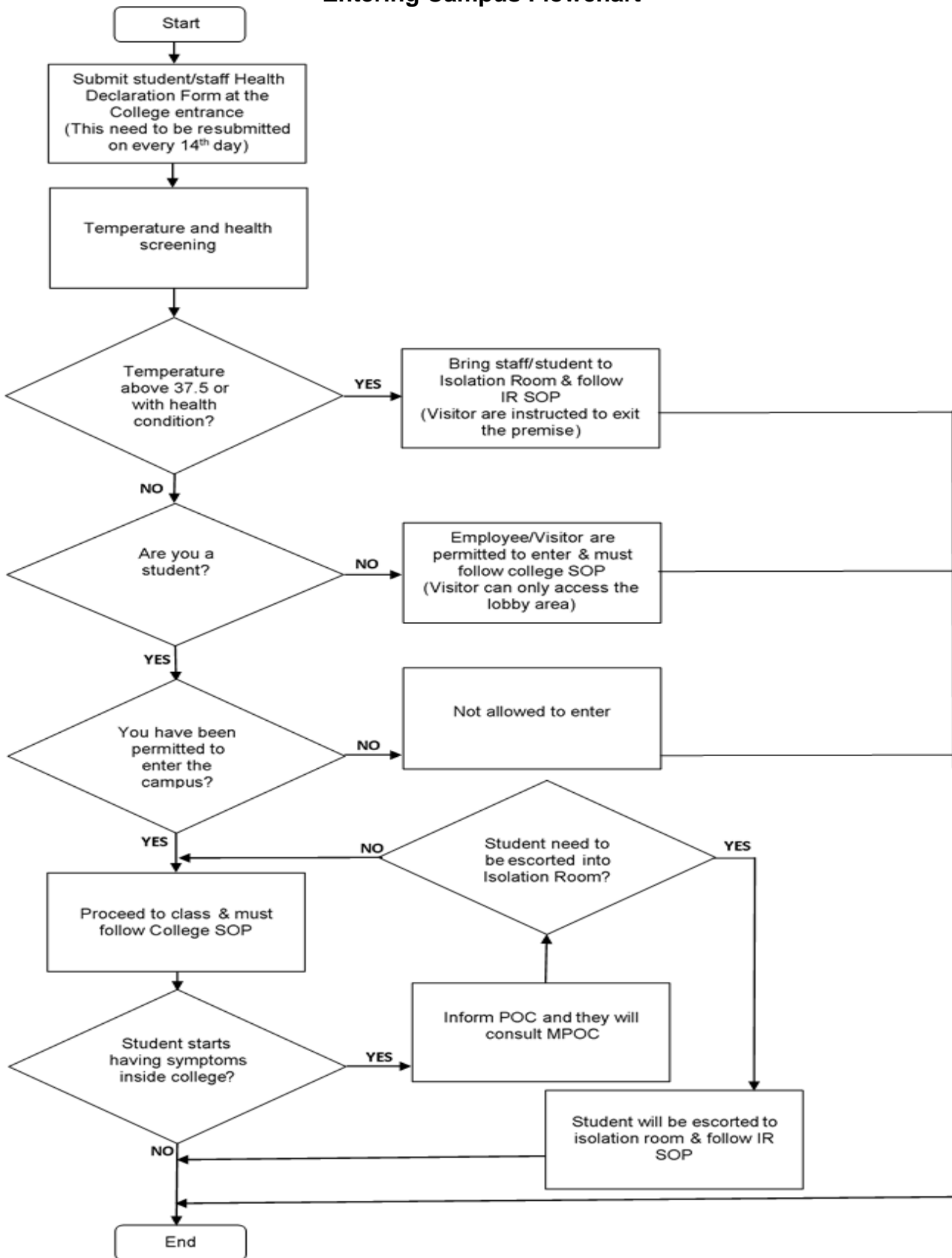
APPENDIX A

Isolation Room Flowchart



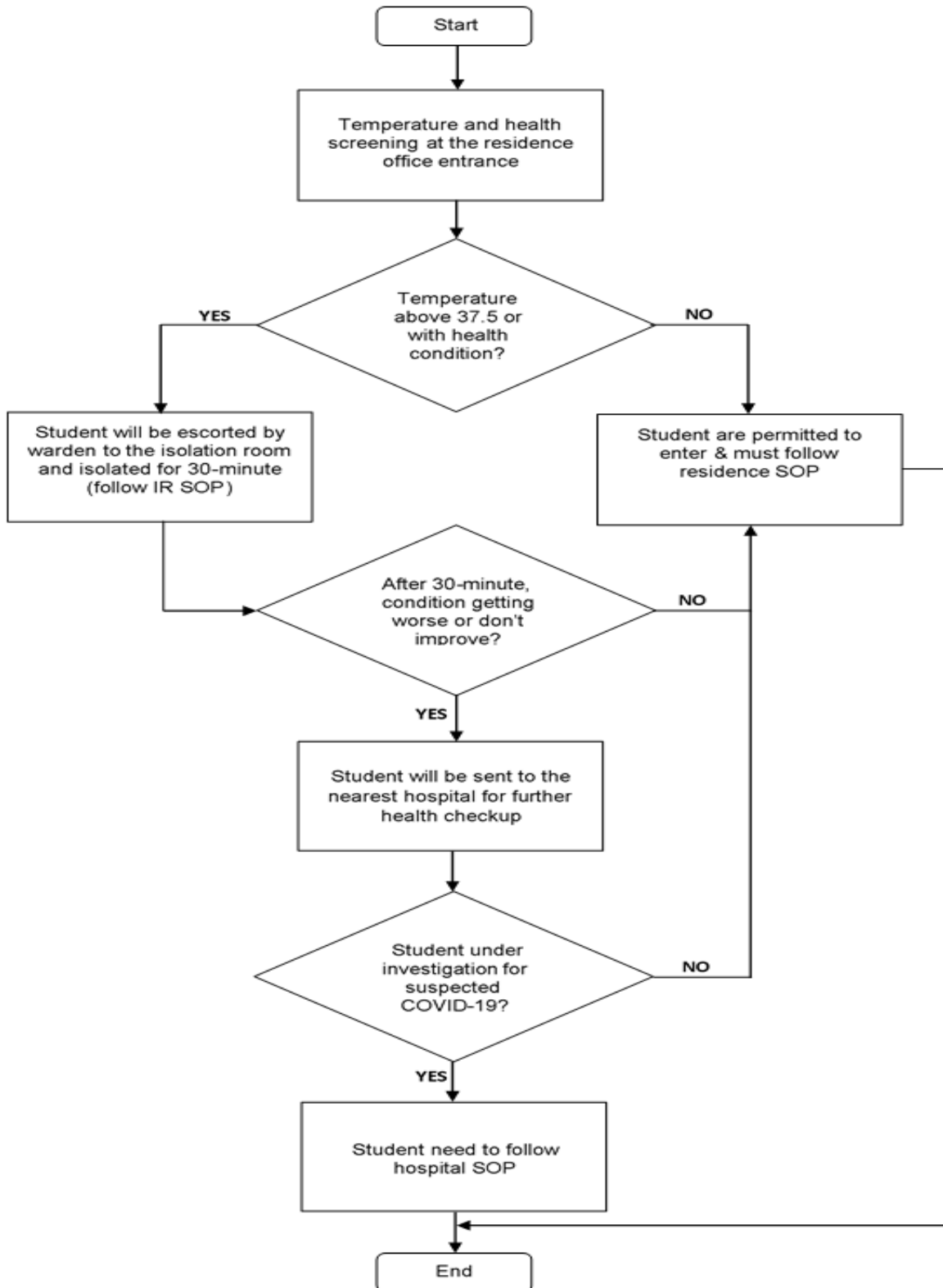
APPENDIX B

Entering Campus Flowchart



APPENDIX C

Residence Registration Flowchart



APPENDIX D

Boarding College Bus Flowchart

