

COVID-19 PREVENTIVE MEASURES GUIDELINE AND PLAN

**ESTABLISHED BY: OCCUPATIONAL HEALTH &
SAFETY SECTION, BUILDING FACILITIES UNIT**



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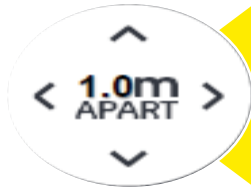
COVID-19 PREVENTIVE MEASURES GUIDELINE

- **Established and approved on 5th May 2020**
- **Updated from time to time based on latest circulars, directives and amendment to SOPs issued by National Security Council, Sarawak Disaster Management Committee, Ministry of Higher Education and other relevant authority.**
- **General application and principles:**
 - Applicable to all employees, students and visitors of Swinburne University of Technology Sarawak.

The guideline mandated



Mandatory use of face mask



Maintain 1.0M social distancing at all time



Increased personal hygiene



Stay at home if feeling unwell



Incident action plan

PERSONAL HYGIENE



Wash hands frequently with soap and water or using hand sanitizers deployed across the campus

COVID-19 PREVENTIVE MEASURES GUIDELINE

Social distancing

To be maintained at all time especially in public, common areas, shared, closed and confined spaces

Adhere to social distancing markers in place

Room cleaning and disinfection

Carried out by the cleaners before each class session

The schedule is arranged so as to accommodate sufficient time for cleaning and disinfection process

TEMPERATURE SCREENING



Temperature screening at points of entry

Every person entering the campus must have their body temperature taken at the temperature screening stations which are setup in Lobby A, Lobby E, Lobby G, and MPH.

A colored sticker will be issued to all who have gone through the temperature screening.

DIGITAL CHECK-IN



Check-in for COVID-19 tracing

It is compulsory for all staff, students, and visitors to “check-in” by scanning one of the following QR codes which can be found at the temperature scanning stations:

- MySejahtera
- Qmunity
- COVIDTrace

COVID-19 PREVENTIVE MEASURES GUIDELINE

Attendance

Attendance taking is compulsory for:

- for all staff returning to campus
- students with authorised letters from the University accessing facilities/attending classes
- visitors attending meetings

Incident action plan

In case of students or staff are feeling unwell mid-way of class/work on campus

Report/update lecturer-in-charge/supervisor that they are feeling unwell

Lecturer-in-charge/supervisor advise to go home immediately and seek medical attention

If driving to campus – they are to drive back on their own

If require pickup – wait at the holding area and wait for pickup

Update health declaration (if necessary)

HOLDING AREA



Holding area located at Ground Floor, Building A (previous bookshop area)

COVIDSAFE ROOM PLAN

- Applicable for any activities conducted in the teaching and learning facilities such as tutorial room, lecture hall and labs listed as COVIDSafe Room Plan.
- To be communicated to room users and be reminded to adhere to at all time

BEFORE CLASS STARTS:



Students to wait for lecturer outside the venue while maintaining social distancing

COVIDSAFE ROOM PLAN

Before class starts:

- Lecturer in charge to ensure the venue set-up is as per COVIDSafe Room Layout
- Lecturer in charge to ensure the students are seated according to the seating arrangement
- Lecturer in charge to ensure students have colored sticker to indicate they have gone through temperature screening

During class:

- The lecturer to brief and remind students on the SOP requirements for activity and room
- The lecturer to monitor the students to ensure compliance
- To record attendance

COVIDSAFE ROOM PLAN

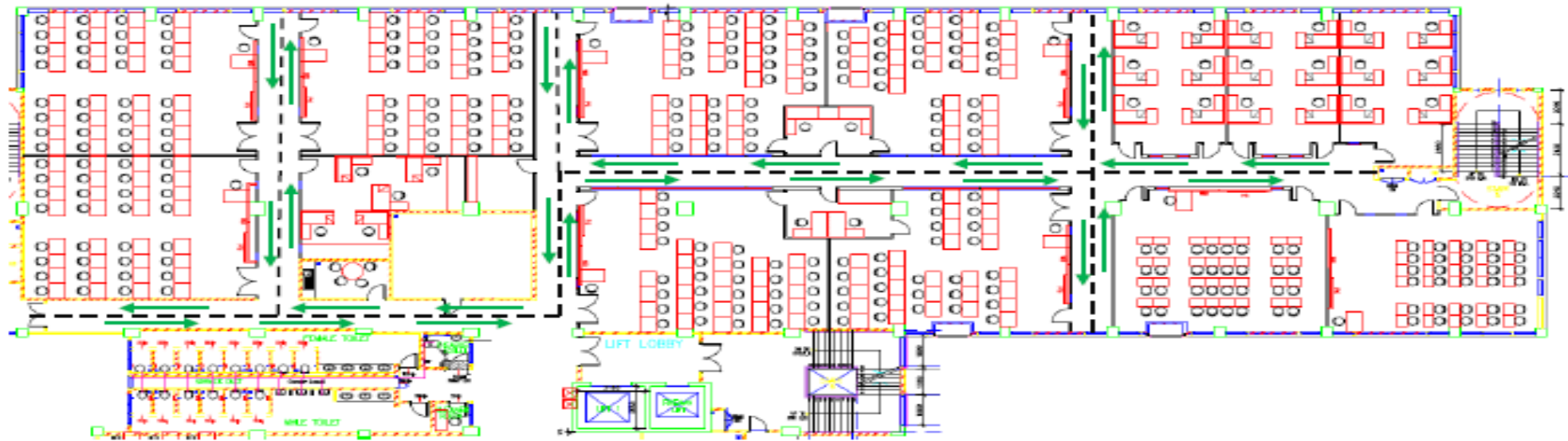
After class:

- The lecturer to ensure and guide the students to exit the room in orderly manner so as not too crowd the exit point
- Ensure the room arrangement is according to the COVIDSafe Room Layout

COVIDSafe TRAFFIC FLOW

Level 2, Building A

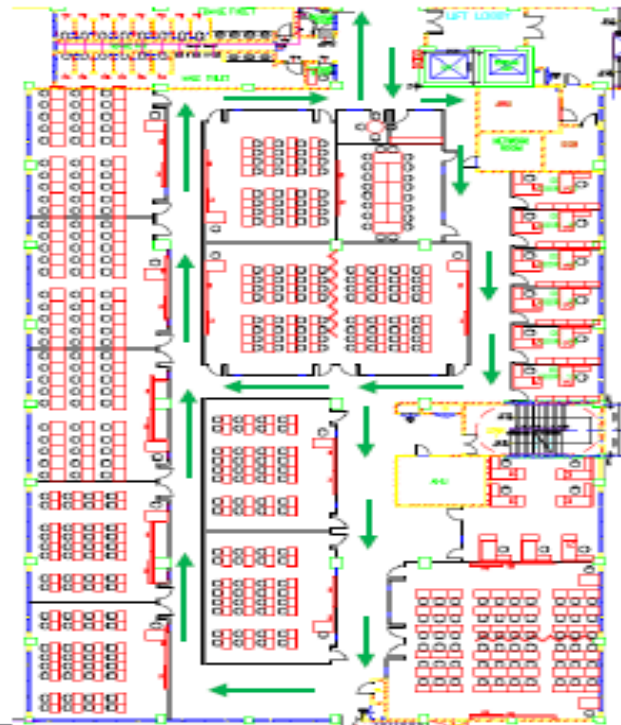
ROOM LAYOUT REQUIRED:



COVIDSafe TRAFFIC FLOW

Level 2, Building B

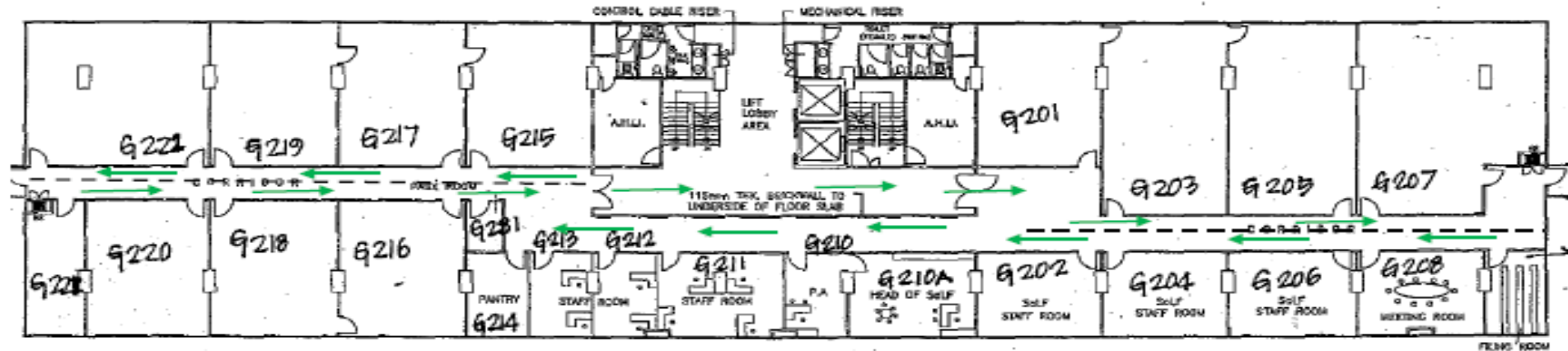
ROOM LAYOUT REQUIRED:



COVIDSafe TRAFFIC FLOW

Level 2, Building G

ROOM LAYOUT REQUIRED:



THANK YOU

