



**GUIDELINE
IMPLEMENTATION OF RESTRICTED MOVEMENT ORDER
UNIVERSITI TEKNOLOGI MALAYSIA
EFFECTIVE FROM 18 MARCH 2020 UNTIL 31 MARCH 2020**

This guideline is issued in accordance to:

- i. The Special announcement made by the YAB Prime Minister with regard to the implementation of Restricted Movement Order,
- ii. The National Security Council (NSC) FAQ
- iii. Public Service Department (PSD) Circular
- iv. Guideline for the Handling of Issues Regarding COVID-19 Pandemic for Public Universities and Private Higher Education Institution, effective from 18 March until 31 March 2020,
- v. Suggestions from UTM staff and students

1. TEMPORARY CLOSURE OF UTM OPERATION

All UTM operations involving offices, laboratories, and Responsibility Centres or Pusat Tanggungjawab (PTJ) are closed during the period. All staff are eligible to be given special leave to work from home. However, all Head of PTJs must coordinate the work to ensure that the work process functions well, especially those involving essential and critical operation.

The instruction to work made by the Head of PTJs must be referred to ***Panduan Khas Bekerja Dari Rumah Berkuatkuasa Dengan Perintah Kawalan Pergerakan Mulai 18 Mac 2020 hingga 31 Mac 2020 Bawah Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 dan Akta Polis 1967.***

2. WORK FROM HOME

All staff at all campuses are required to work from home starting from 18 March until 31 March 2020.

As for the Responsibility Centre or Pusat Tanggungjawab (PTJ) that offers essential and critical services, staff may be required to come to the office and the Head of the PTJ is responsible to schedule for turns.

The working hours for the work from home will start at 8.30 am until 5.30 pm, and staff must be able and be ready to be contacted by Supervisor/Dean/Chair/Head of Department during the stipulated hours. Staff do not need to record their attendance for entering or exiting the campus. The attendance will be automatically updated by the Department of the Registrar.

For additional information, please refer to the Special Guideline on Implementing Work from Home issued by the Department of the Registrar.

3. BRINGING FORWARD THE MID-SEMESTER BREAK FOR SEMESTER 2, 2019/2020 SESSION,

The University has decided to bring forward the mid-semester break from the original dates 29 March until 4 April (week 8), to an earlier date, 22 March until 28 March 2020 (week 7). The break is then extended until 31 March 2020, adding another 3 days of Restricted Movement Order.

Hence, all academic activities will resume on 1 April until 19 April 2020 through an online platform for teaching and learning. Students can choose to return to campus or continue to stay at home. This will depend on the government's decision from time to time.

4. RESCHEDULING OF DIPLOMA EXAMINATION

The examination schedule for the Diploma Program and other activities involving staff and students need to be rescheduled by referring to the adjusted academic calendar as follows:

The final exam for Diploma students will resume from 2nd April until 17th April 2020. Please take note of the changes in the date of the semester holidays. The new date for the semester holiday is 19th April until 19th June 2020.

5. STUDENT ACCOMMODATION

All local and international students are given options to choose whether to return to their hometown or to stay at the residential colleges. Those who choose to return home, they will be screened once they come back to UTM to ensure that they are free from any

symptoms of COVID-19. Students must also inform the Collage Principle of their decision to stay put in UTM or to return home. Please refer to the online system.

International students may return to their countries but will not be able to come back to Malaysia during the period of Restricted Movement Order. Please refer to the Restricted Movement Order issued by the National Security Council (NSC).

6. CANCELLATION OF ALL ACADEMIC ACTIVITIES

All academic activities in UTM including examination, viva, student development program, laboratory work, field work as well as research are cancelled starting 18 March until 31 March 2020. However, all the cancelled activities need to be rescheduled by all persons in charge.

7. ONLINE TEACHING AND LEARNING

UTM will implement online teaching and learning immediately after the second half of the semester, i.e. from 1st April until 19th April 2020. During that period, students who have not returned to UTM can follow the online classes from home or from any locations that they choose. The date is subjected to change based on the current situation with COVID-19, and the Government's circular.

Assistance on online learning can be accessed through a one-stop Centre for Teaching and Learning, <https://olc.utm.my> or email to olc@utm.my .

8. CANCELLATION OF MEETING/ EVENT /SEMINAR /WORKSHOP/ VISIT AND GATHERING

All events involving large gatherings and high risk to the COVID-19 pandemic must be cancelled after considering all facts and without jeopardising the UTM brand.

Hosting of guests from local and international communities is postponed. Any critical meeting that needs to be proceeded can be conducted online as well.

9. LIBRARY OPERATING HOURS

All UTM library services including 24-hour Study Room, will be closed starting 18 March until 31 March 2020. During the closure, online services are provided according to the needs of the users. Any inquiries and information consultation services can be forwarded to lib-enquiryjb@utm.my or lib-enquirykl@utm.jb. The library is expected to resume services on 1 April 2020 with an early closing hour, i.e. 7 pm on weekdays and 5pm on weekends.

10. ENTRANCE TO ALL UTM CAMPUSES

For Skudai campus, only two main gates will be opened (Gate 1: Main Entrance and Gate 5: Sri Pulau Entrance) while in Pagoh and Kuala Lumpur campuses, only the main gate will be opened. Staff, students and the public must go through screening at the entrance checkpoint.

The UTM community must follow instructions from the Security Division and the Security office can be reached at 07-55330014 (24 hours) for the latest information.

11. FOOD AND TRANSPORT SERVICES

All cafeterias and sundry shops near residential colleges will be opened but the service is limited to delivery of food or take away only. Cafeteria at the academic building will only provide delivery service. Eating at the cafeteria is not encouraged during this period.

UTMFleet provides special bus service for 'Balik Kampung' but this depends on the request by the *persatuan anak negeri* and depends on the availability of the bus. For emergency and any queries about transportation, students can contact the UTMFleet hotlines at the following numbers: 019-7293154 (UTMJB); 013-7957822 atau 018-2215110 (UTMKL).

12. CLOSURE OF UTM MOSQUE

UTM Mosques in UTMJB dan UTMKL will be closed during the period of 18 March until 31 March 2020. All staff and students are requested to perform your *solat* (prayers) in your own room/house.

13. USING PUBLIC FACILITIES IN UTM

Members of the public from outside UTM are not permitted to use the public facilities in UTM such as the bank, ATM machine, post office and others that can be found on campus. They are advised to find other alternatives elsewhere.

14. THE UNIVERSITY HEALTH CENTRE (PKU) SERVICE

Medical screening for registration of new students, x-ray and physiotherapy service will be suspended until further notice.

However, PKU operating hours during the Restricted Movement Order are as follows for the rest of the services:

Weekdays: 8 am until 5 pm

Weekend: 8.30 am until 12.30 pm

(Health screening for COVID-19 is not conducted at PKU on weekend)

Staff and students are required to proceed to the emergency department at the nearest hospitals on weekends. UTM community can go to the following hospitals nearest to your location:

Skudai campus: Hospital Sultanah Aminah, Johor Bahru
Pagoh campus: Hospital Pakar Sultanah Fatimah, Muar
Kuala Lumpur campus: Hospital Kuala Lumpur

Please note that only emergency cases will be attended by PKU after the operating hours and the number to be called is 07-5530999.

15. RISK MANAGEMENT

QRIM office takes the responsibility of ensuring that all preventive measures that have been taken to reduce the risk of COVID-19 meet the international standard as stipulated by the European Centre for Disease Prevention and Control. This risk disaster has been registered in UTM Strategic Risk Record.

16. DISSEMINATION OF INFORMATION VIA UTM OFFICIAL CHANNEL

UTM community are advised to always check the latest status about COVID-19 pandemic through the following official channels:

- i. UTM Email
- ii. UTM Community Facebook: <https://www.facebook.com/groups/utmcommunity/>
- iii. Website: <https://www.utm.my/covid19/>

Or contact the following UTM COVID-19 Hotlines as follows:

UTMJJB Hotlines: 010-800 1337 atau 011-3334 0646
UTMKL Hotline: 016-7962100

APPENDIX

Telephone numbers that can be contacted during the Restricted Movement Order:

	Responsibility Centre (PTJ)	Telephone numbers	Notes
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1	Health Centre (PKU)	011-333407-5530999	
2	UTM COVID-19 Hotlines	010-800 1337 (UTMJB) 0646 (UTMJB) 016-7962100 (UTMKL)	
3	Security	07-55330014	
4	UTMFleet (Transportation)	019-7293154 (UTMJB) 013-7957822 (UTMKL) 018-2215110 (UTMKL)	
5	Human Resource Division	016-7300969 (UTMJB) 013-6526767 (UTMJB) 012-6348914 (UTMKL)	
6	<i>Online Learning</i>	https://olc.utm.my or olc@utm.my	<i>Online teaching & learning</i>
7	UTM Library	lib-enquiryjb@utm.my atau lib-enquirykl@utm.jb .	Library Services
8	Facility and Utility	07-55300111	Complain about facility and utility breakdown
9	Student Affairs	07 5530279 (UTMJB) 07 5530265 (UTMJB) 03 26154282 (UTMKL)	Student Affairs -facility
10	Academic matters	07-5530351 (UTMJB) 019-7405204 (UTMJB) 03-21805183 (UTMKL) 012-7520087 (UTMKL) 03-26154388 (SPACE) 019-6025643 (SPACE)	Transfer of credits, change of subjects, examinations etc.