



UNIVERSITI TEKNOLOGI MALAYSIA

Guideline on Research Activities Management under the Department of Deputy Vice Chancellor (Research & Innovation) Starting 13 May 2020

1. Objective

- 1.1. To provide a guideline for research related activities within the campus, under the purview of the Department of Deputy Vice Chancellor (Research & Innovation). This is inlined with the latest regulations released by the Government during Conditional Movement Control Order (CMCO) or Post-MCO period; whichever that is currently enforced.
- 1.2. Starting 13 May 2020, the previous guideline dated 28 Mar 2020 is automatically null and void and this guideline shall be the main reference.
- 1.3. The guideline will provide details on research activities allowed during CMCO/Post-MCO period, in addition to the general rule of thumb of controlling the COVID-19 infection during said research activities.
- 1.4. The guideline is to be read together with the University's Post-MCO Back-to-Work Guide (*Panduan Bekerja Pasca PKP*) and any other Administrative Circulars that may be released from time to time.

2. Background

- 2.1. The guideline is in accordance to UTM Administrative Circulars and shall be used as the main reference for all research activities carried out during CMCO/Post-MCO by staff, postgraduates, and visitors (to UTM). The guideline on R&D Sector (including Laboratories), from MoSTI, released on 4 May 2020, is also referred.
- 2.2. Two prior research-related guideline were released; Research Activities Management during 18 Mar 2020 to 31 Mar 2020 and Research Activities Management during 1 April 2020 to 12 May 2020 (released on 28 Mar 2020).
- 2.3. The well-being for all staff and students needs to be well taken care off and actions need to be taken for a more conducive and safer working environment during COVID-19 pandemic
- 2.4. The transition from MCO to CMCO calls for a more detailed SOP to ensure minimal impact on research activities within the campus. This guideline recommends actions that can be taken by all parties subjected to the safety guideline by the Ministry of Health (MoH).

- 2.5. The Head of Department is responsible of referring to the guideline for its intention starting 13 May 2020.

3. General

- 3.1. Head of Department/Head of Laboratory should prepare Hazard Identification' dan Risk Assessment & Risk Control (HIRARC) by working together with the OSHE Department before the working area to be used.
- 3.2. Practise social distancing (a minimum distance of 1 meter apart from one another) and avoid physical contact.
- 3.3. The use of face mask, constant hand-washing and other general recommendation by MoH are to be practised during the research activities.
- 3.4. Avoid gathering or discussion that involved more than ten personnels.
- 3.5. Disinfect working areas within the laboratories especially on high risk/contact surface such as doorknobs, whenever necessary.
- 3.6. To use only one point of entry and exit during working hours for better personnel control and monitoring.
- 3.7. Personnel with body temperature greater than 37.5 degree Celsius is prohibited from entering the premise.

4. Procedures Starting 13 May 2020

- 4.1. The guideline covers:
 - 4.1.1. Research & testing activities
 - 4.1.2. Analytical services
 - 4.1.3. Audit activities related to research
 - 4.1.4. Maintenance activities in research laboratories
 - 4.1.5. Calibration

4.2. Operating hours

The operating hours should follow the Post-MCO Back-to-Work Guide (released by the Department of Registrar).

Phase 1 Post-MCO (13 May 2020 to 31 July 2020)

Two separate working "shifts": the morning shift starting from 8am and the afternoon shift starting from 1pm with a maximum allowable working hour of only four hours per shift. Head of Department reserve the rights to extend the working hours depending on the needs. The subsequent guideline from the Federal Government (if any) shall overwrite this statement if dispute is found.

Designated staff and postgraduate on-duty must always bring their respective staff/student ID.

4.3. Campus Entry for All Personnel

Before entering the campus, all staff and postgraduate are required to:

4.3.1. Health Declaration

All staff are required to declare their health status ONCE starting 13 May 2020 unless told otherwise by the University. The health declaration form was emailed to all staff on 6 May 2020. The completed form should be verified by the University Health Centre (PKU) via UTMSmart or email. The verified form should be presented to the Security upon entering the campus. All personnel will undergo body temperature screening at the entry gate.

4.3.2. All staffs are required to apply for permission to enter the campus using then Staff Mobility Form via MyUTM Portal and only permitted personnel shall be allowed in the campus



4.3.3. All personnel are required to download the MyTrace application upon entering the campus for contact tracing purposes

4.3.4. Lab Works Permission for Postgraduates

4.3.4.1. Those who lives within the campus and involve in research activities considered to be “critical & essential services” (clause 4.5.1.5)

4.3.4.2. Postgraduates should apply for permission via their respective supervisors who will be responsible to apply for permission from the Faculty/School.

4.3.4.3. Upon approval by Faculty/School, the approval letter or email should be copied to the Security Division (the Director: En. Amir Hamzah bin Jamil, amir-hj@utm.my), Pn Nur Hakimi bt Karsono (nurhakimi.kl@utm.my), En. Dahari bin Derani (dahari@utm.my if students are involved), as well as to the respective HR Unit.

4.3.4.4. Upon approval, the desinated postgraduates are bound to the regulations outlined in this guideline

4.3.5. The permission to enter campus for external personnels

4.3.5.1. External parties who require to enter the campus for any research related activities (including usage of laboratories and MoA related matters) will require the approval from the DVC (Research & Innovation) and the permission is subjected to University's Post-MCO Back-to-Work Guide.

4.3.5.2. The permission issued to the external parties shall be copied to the Security Division (the Director: En. Amir Hamzah bin Jamil, amir-hj@utm.my), Dean of Faculty/Chair of School, Deputy Registrar of the Faculty/School, Pn Noerwati bt Dolhaji (noerwati@utm.my) and Pn Nur Hakimi bt Karsono (nurhakimi.kl@utm.my)

4.4. Attendance Record

Staff and postgraduate permitted to work in the laboratories must record their attendance:

4.4.1. Staff must "punch" in and out via iHadir according to the approved working hours.

4.4.2. Postgraduate and visitors must record their presence in a physical logbook, specifying the following details:

4.4.2.1. Date of activities

4.4.2.2. Time of activities

4.4.2.3. Location

4.4.2.4. Objective of the activities

4.4.2.5. Full name of staff/postgraduate/visitor (with matric number or IC)

4.4.2.6. Mobile phone number

4.5. Research Activities

Two prior research-related guideline were released; Research Activities Management during 18 Mar 2020 to 31 Mar 2020 and Research Activities Management during 1 April 2020 to 12 May 2020 Two guidelines were released.

Due to updated guideline released from MoSTI and MoHE, said guideline is updated to this document and will be enforced (replacing the previous guidelines) starting 13 May 2020 until further notice.

4.5.1. Research Activities Starting 13 May 2020

4.5.1.1. All Head of Laboratory should control the number of designated staff and postgraduate present in the lab at any given time and should follow the following recommendation:

4.5.1.1.1. Phase 1 (13 May 2020 to 31 May 2020) – Maximum of 30% occupancy

- 4.5.1.1.2. Phase 2 (1 June 2020 to 30 June 2020) – Maximum of 40% occupancy
 - 4.5.1.1.3. Phase 3 (1 July 2020 to 31 July 2020) – Maximum of 50% occupancy
 - 4.5.1.2. All laboratories should possess good air circulation
 - 4.5.1.3. Head of Department should ensure a minimum of two personnel working in the same lab at any given time
 - 4.5.1.4. Head of Department should minimize the number of staff working in the laboratory and the permission should be based on needs.
 - 4.5.1.5. For activities involving postgraduate, supervisors must ensure the following:
 - 4.5.1.5.1. Services related to research infrastructure deemed as critical
 - 4.5.1.5.2. Scheduled maintenance of critical research equipment
 - 4.5.1.5.3. Involvement in critical research services related to COVID-19 deemed essential and critical including healthcare and medical, food supply, water supply and those involving public health and safety
 - 4.5.1.6. Any form of supervision, discussion among staff, postgraduate and researchers are recommended to held virtually (online) using web conferencing such as *Cisco Webex*, *Big Blue Button*, *Skype*, *Google Hangout*, *Zoom* and others to reduce physical contact and face-to-face gathering.
 - 4.5.1.7. However, if there is a need for such meetup physically, this guideline must be strictly followed.
 - 4.5.1.8. Activities that can be done online are recommended to work from home. If needed, postgraduate (with the help of their supervisor) could discuss with UTMDigital to facilitate access to computing resources.
 - 4.5.1.9. Researchers and students are encouraged to engage in other research-related activities such as literature review and various forms of publication.
 - 4.5.1.10. Issue accessing research-related systems (RADIS, INNOCOMMS, UTMLAB, UTMScholar, booksonline.my) should be reported to <https://researchsupport.utm.my>
- 4.5.2. Protocol

All activities in the laboratoris should follow the University's Post-MCO Back-to-Work Guide, in addition to the guideline from MoSTI and MoHE:

4.5.2.1. Ensure all items in clause 3.7 are followed with the following additional steps:

4.5.2.1.1. Disinfection of working areas/laboratories

Staff and postgraduate practise disinfection protocol before and after the activities. Disinfection is recommended on surfaces with high possibility of germs contamination such as tables, doorknobs and etc. with a minimum of twice daily; once before any research activities to be carried out and once before going back for the day

Head of Laboratory should provide hand sanitizer and disinfection kit at entry point for the designated working areas and common areas.

4.5.2.1.2. Social distancing among all personnels with marking of a minimum 1 meter on the floor, tables and chairs, in the working areas and laboratories.

4.5.2.1.3. The usage of face mask is compulsory for all personnel present in the working area/laboratory as well as in common areas.

4.6. Individual Responsibilities

4.6.1. Any potential symptoms (fever/flu/cough/sore throat) should be reported to the Head of Laboratory as soon as possible. He/she should seek medical attention immediately.

4.6.2. All personnel must always be able to be contacted during their presence in the campus.

4.6.3. All attendance must be recorded (staff – via iHadir, postgraduate and visitors – via physical logbook).

4.6.4. Staff and postgraduate must strictly adhere to:

4.6.4.1. Campus Security during MCO (*Panduan Kawalan Keselamatan Kampus dalam Tempoh Perintah Kawalan Pergerakan*) from the Security Division, UTM

4.6.4.2. Guideline on Working within the Campus during MCO (*Panduan Keluar Masuk Kampus Untuk Staf Bagi Jenis Pekerjaan Yang Tidak Boleh Dilaksanakan Dari Rumah Dalam Tempoh Perintah Kawalan Pergerakan*) from the Human Resource Division, UTM

4.7. Violation

4.7.1. Disciplinary action can be taken against staff and postgraduate for the failure to obey the rules and regulations. Staff are also bound to the *Akta Badan-Badan berkanun (Tatatertib dan Surcaj) 2000 (Act 605)* and any other regulations released by the University from time to time.

4.8. Effective Date

- 4.8.1. This amendment (to the previous guideline) is effective starting 13 May 2020 until further notice. Please also take note that the current situation is dynamic and hence the guideline is also subjected to any other future guideline released by the Federal or State Government.

Thank you.

Prof. Datuk Ts. Dr. Ahmad Fauzi bin Ismail
Deputy Vice Chancellor (Research & Innovation), UTM
Effective date: 13 May 2020