COVID -19 PREVENTIVE MEASURES GUIDELINE AND PLAN

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

VERSION 2, SEPT 2021

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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

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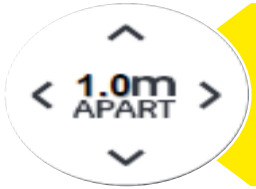
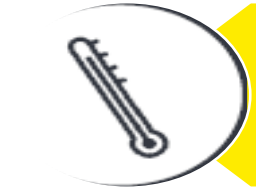
The guideline mandated

Mandatory use of face mask



Maintain 1.0M social distancing at at all time

Increased personal hygiene



Stay at home if feeling unwell

Incident action plan

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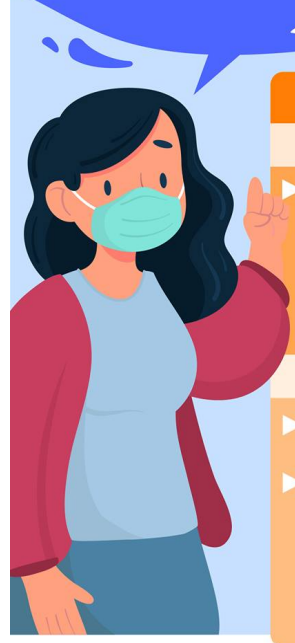
PROTECT YOURSELF & OTHERS WITH THE RIGHT MASK!

STATE DISASTER MANAGEMENT COMMITTEE



	GOOD	BETTER	BEST
FILTER	▶ 3-ply, tightly-woven, cloth mask with a polypropylene inner layer	▶ 3 or 4-ply surgical mask	▶ KN95 / KF94 mask ▶ N95 / N99 mask ▶ Respirators with HEPA filters
FIT	▶ Thin cloth mask over a surgical mask ▶ Wear mask with a mask extender	▶ KN95 / KF94 mask	▶ N95 / N99 mask ▶ Respirators with HEPA filter ▶ Fit-tested respirators for high-risk individuals (eg. healthcare workers)

FUNCTION

REMINDER!

- ✓ Dispose your mask properly & wash hands thereafter
- ✓ Change your mask once it is wet or every 4 hours
- ✗ Reuse disposable masks
- ✗ Share mask with others
- ✗ Touch surface of your mask & not wash your hands immediately

Sarawak Disaster Information @sarawakdisasterinfo Source: Sarawak General Hospital COVID-19 Response Team

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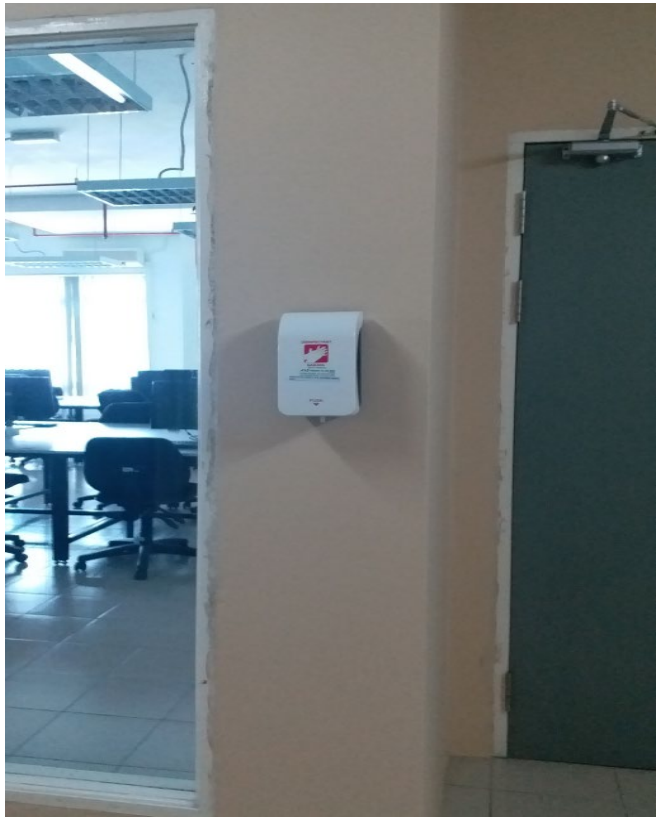
PERSONAL HYGIENE



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

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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

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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 contact 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
- Only those with "Low-Risk" OR "Casual contact" profile and fully vaccinated personnel are allowed to enter campus.

COVID -19 PREVENTIVE MEASURES GUIDELINE

Attendance

Attendance taking is compulsory for:

- for all staff returning to campus
- students accessing the facilities on campus and attending classes
- visitors attending meetings

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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 MPH, front office .

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COVIDSAFE ROOM PLAN

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

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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

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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

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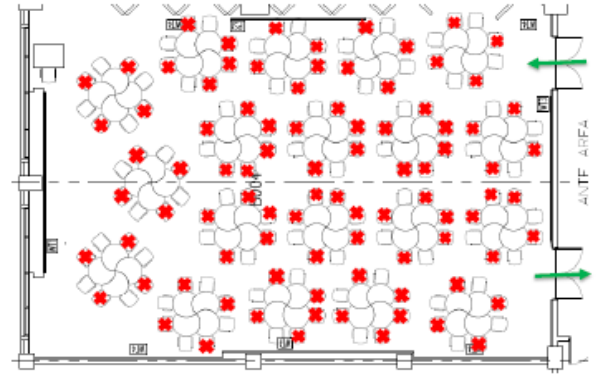
COVIDSafe ROOM PLAN

ROOM: **B004**

MAXIMUM CAPACITY OF ROOM: **62**

ROOM LAYOUT REQUIRED:



Keep Swinburne COVIDSafe

For more information visit the Swinburne COVID-19 Hub:

swinburne.edu.my/coronavirus-covid19

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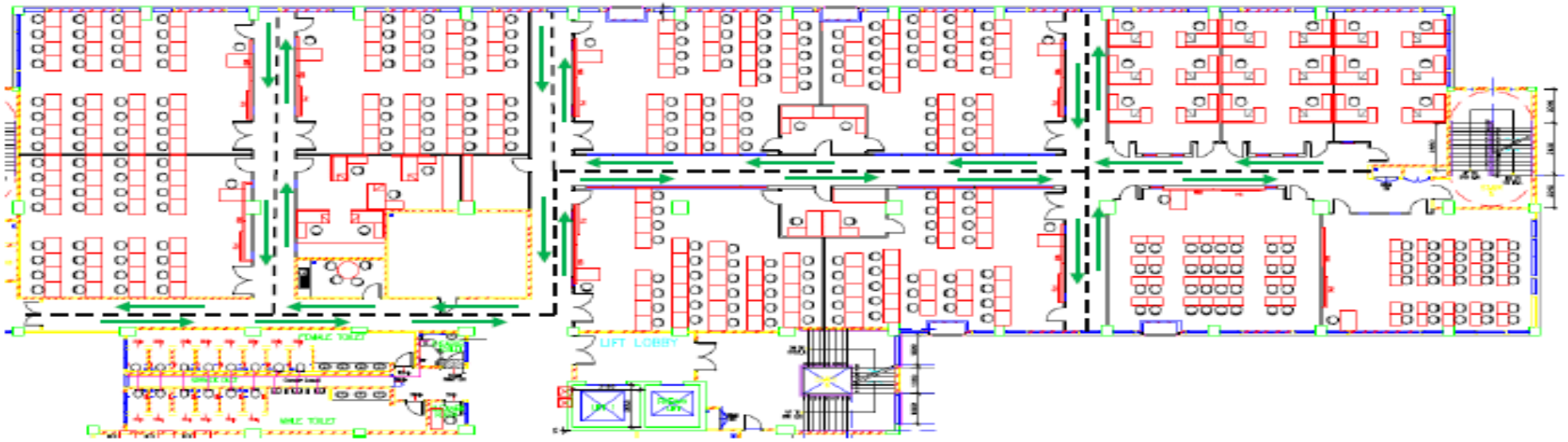
COVIDSafe
TRAFFIC FLOW

Level 2, Building A

ROOM LAYOUT REQUIRED:



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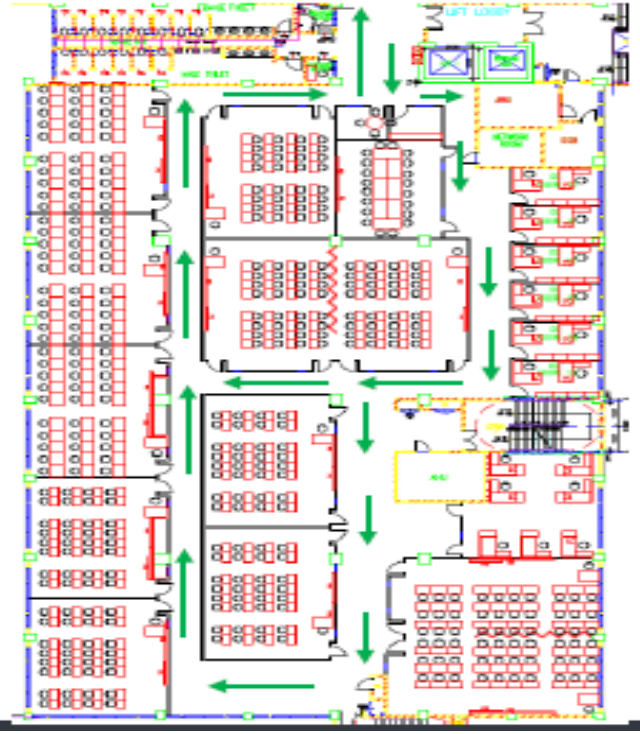
TRAFFIC FLOW

Level 2, Building B

ROOM LAYOUT REQUIRED:



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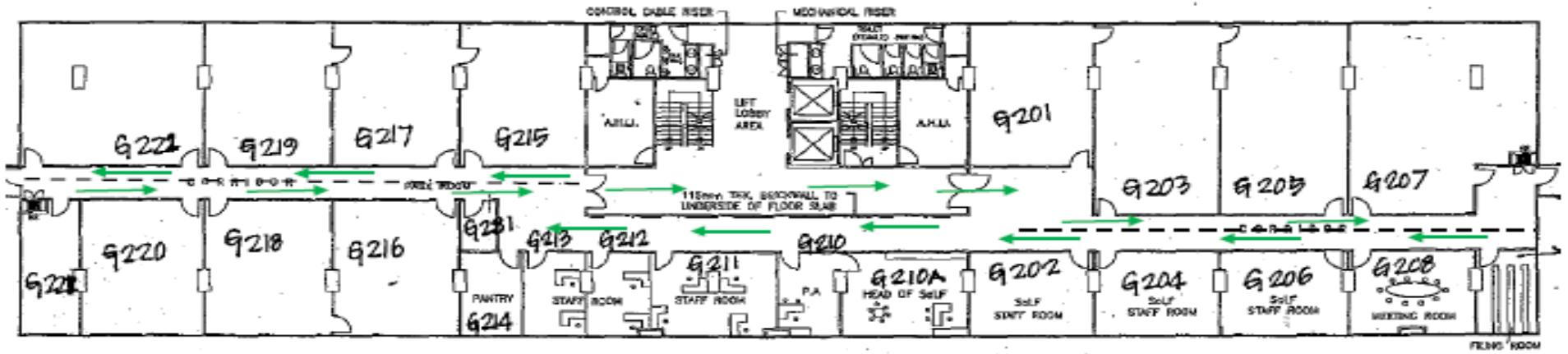
COVIDSafe
TRAFFIC FLOW

Level 2, Building G

ROOM LAYOUT REQUIRED:



REFERENCES

- COVID-19 Preventive Measures Guideline (COVID19 Preventive Measures - Sharepoint)
- COVIDSafe Room Plan Work Instruction (My.Swinburne >>SCS>>Building Facilities>>BF -PRD>>Work Instruction)
- COVIDSafe Room Layout Poster (My.Swinburne >>SCS>>Building Facilities>>BF -PRD>>Work Instruction>> COVIDSafe Room Poster)

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THANK YOU