



**POSTGRADUATE STUDIES (by RESEARCH)
SCHOOL OF COMPUTER SCIENCES
POST COVID-19 MOVEMENT CONTROL ORDER (MCO)**

**Guidelines for Using Research Facilities at School of Computer
Sciences (effective 27 July 2020)**

1. Using Research Facilities

- a. For the safety of students, School is adopting the approach of time-based social distancing measure.
- b. Student may return to research laboratory based on the allocated day only.
- c. Check your Team, i.e. Team A or Team B.
Refer Appendix A- Team A and Team B Assignment for Lab 402, 404 & 408.
The assigned Team is based on your cubicle number at your lab.
- d. Check the schedule for your Team.
Refer Appendix B- Schedule for Team A and Team B.
Follow the schedule when using research facilities.

2. Check in To Research Facilities

- a. All research laboratories open at 9am and close at 4pm.
- b. When you arrive at School, proceed to Room 409-1 for registration. During registration, our staff will
 - i. Check your matric card.
 - ii. Check your body temperature.
 - iii. Ensure that you have registered online (scan QR-code) or register on logbook.
- c. Postgraduate students must follow the allocated days (Appendix B) and working hours (9am-4pm) when using the laboratory facilities.

3. While in the Research Laboratory

- a. Postgraduate students in the laboratory must read and adhere to the USM Guidelines for Laboratory Operations Post Covid-19 Movement Control Order (MCO). Appendix C.
(Accessible from: <https://www.usm.my/index.php/covid19/sops-for-students?download=21:guidelines-for-laboratory-operations-post-covid-19-mco-v3-bi-update-11-may-2020>).
- b. Postgraduate students must adhere to the additional laboratory rules (if any) when working in the assigned space.

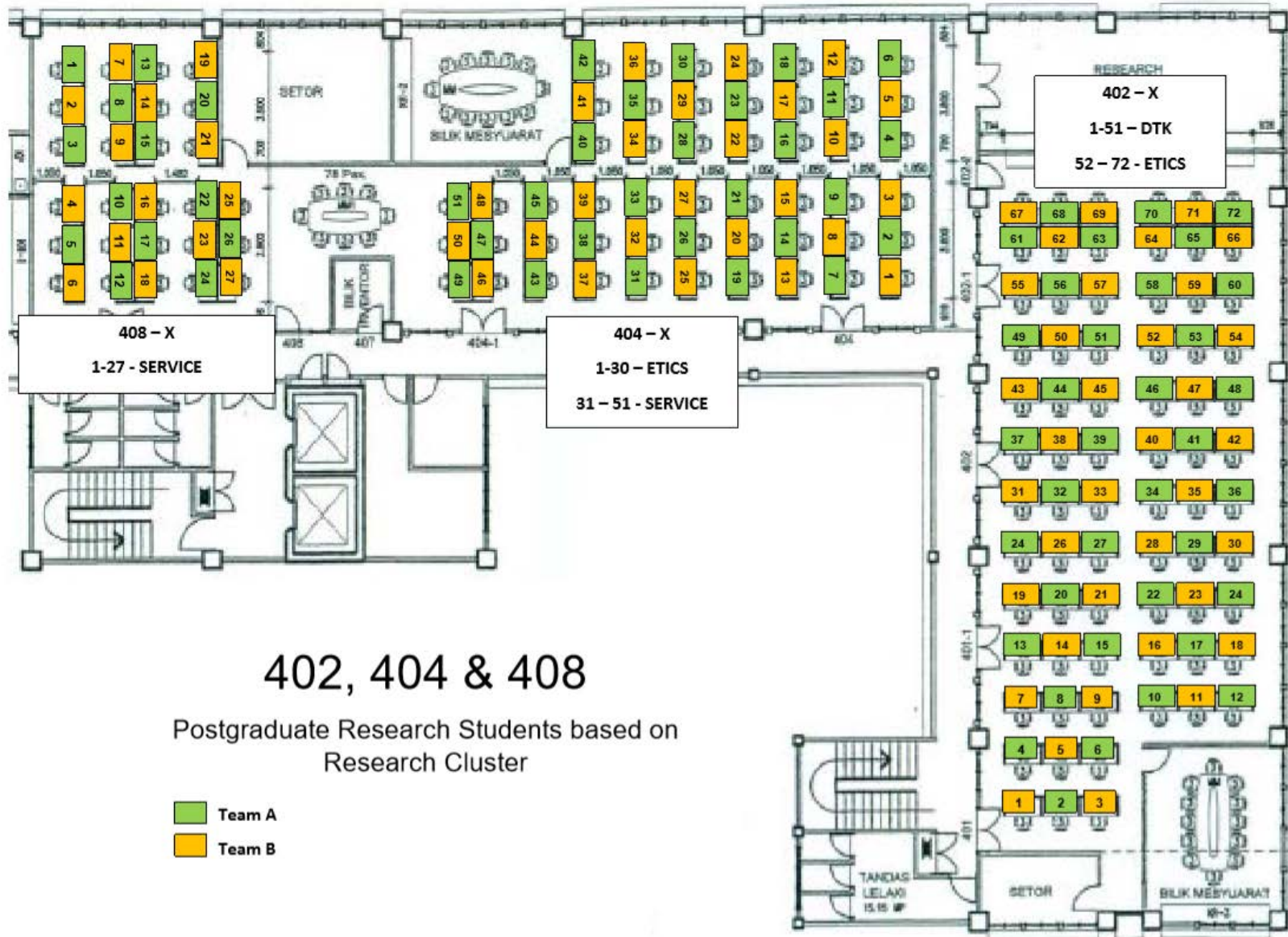
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4. Leaving Research Lab

- a. Postgraduate students need to inform the School by writing to eliza_yasmin@usm.my, Puan Eliza Yasmin, Senior Assistant Registrar of School of Computer Sciences if they no longer want to use the laboratory.

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APPENDIX A: TEAM A AND TEAM B ASSIGNMENT FOR LAB 402, 404 & 408



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APPENDIX B: TEAM A AND TEAM B SCHEDULE (JULY TILL SEPTEMBER 2020)

2020 JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 GROUP B	28 GROUP A	29 GROUP B	30 GROUP A	31 HOLIDAY	

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2020 AUGUST						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 GROUP B	4 GROUP A	5 GROUP B	6 GROUP A	7 GROUP B	8
9	10 GROUP A	11 GROUP B	12 GROUP A	13 GROUP B	14 GROUP A	15
16	17 GROUP B	18 GROUP A	19 GROUP B	20 HOLIDAY	21 GROUP A	22
23	24 GROUP B	25 GROUP A	26 GROUP B	27 GROUP A	28 GROUP B	29
30	31 HOLIDAY					

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2020 SEPTEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 GROUP A	2 GROUP B	3 GROUP A	4 GROUP B	5
6	7 GROUP A	8 GROUP B	9 GROUP A	10 GROUP B	11 GROUP A	12
13	14 GROUP B	15 GROUP A	16 HOLIDAY	17 GROUP B	18 GROUP A	19
20	21 GROUP B	22 GROUP A	23 GROUP B	24 GROUP A	25 GROUP B	26
27	28 GROUP A	29 GROUP B	30 GROUP A			

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APPENDIX C



GUIDELINES FOR LABORATORY OPERATIONS POST COVID-19 MOVEMENT CONTROL ORDER (MCO)

This guideline applies to all staff, students or anyone who has been granted permission from the Head of Department to use laboratory facilities.

1. **Practice social distancing** in the laboratory. Each laboratory can allow **only one (1) person to work within a 1.5 square meter area**. The number of staff/ students who can be in the laboratory depends on the size of the laboratory and only 30% of the original capacity is allowed to enter. Technical staff or officer in charge of each laboratory should ensure that social distancing is complied with and **students do not work in groups**.
2. Avoid handshaking and physical contact.
3. Laboratories can only be opened for operation from **8.30 am to 5.00 pm**.
4. All students and staff entering the laboratory must complete the Daily Health Screening For COVID-19 Symptoms Form (Appendix), undergo **temperature checks** and **must record their attendance** in a logbook provided by the staff/ officer responsible for the laboratory. Those with body temperature above **37.5° Celsius** are not allowed to enter. All PTJs must generate laboratory schedules and postgraduate students who are allowed to use the laboratory must follow the **schedule provided**.
5. Those showing signs of flu / cough symptoms, difficulty in breathing will NOT be allowed to enter the laboratory.
6. Hand sanitizers **MUST** be provided and used at the entrance and exit of the laboratory. Sanitizers should also be placed at strategic locations within the laboratory as to encourage regular use. An area for hand washing with soap must be provided in the laboratory.
7. The use of **face mask is COMPULSORY**.
8. The officer in charge of the laboratory must be responsible for the movement of the any undergraduate students carrying out their Final Year Projects and ensure that each laboratory is not occupied by **too many students** at one time.
9. Any discussions involving **more than two (2) people** is STRICTLY NOT allowed.
10. Posters on social distancing and personal hygiene guidelines should be **CLEARLY displayed** in each laboratory.
11. All surfaces that are frequently touched (e.g. doorknobs, desks, chairs etc.) should be cleaned daily through disinfection methods.

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12. The management will conduct random inspections (spot checks) periodically to ensure that all of the above guidelines are complied with at all times. Laboratory operations may be ordered to **STOP** immediately if **ANY** of these guidelines are **not followed**.
13. Visitors, suppliers or industry partners are NOT ALLOWED to enter the laboratory.
14. The Head of Department may impose additional guidelines other than the above that is deemed appropriate to avoid any related risks.

Source:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidancefor-schools-workplaces-institutions>
(Getting your workplace ready for COVID-19)

<https://www.moh.gov.my/index.php/pages/view/2269?mid=760>
(Annex 25-COVID guide for workplaces)