



**PROF. DATO' Ir. DR. MOHD HAMDI ABD SHUKOR
VICE CHANCELLOR**

Reference: UKM.PNC.100-1/3/1

Date : 17 March 2020

CIRCULAR OF VICE-CHANCELLOR NO.1/2020 (TRANSLATED VERSION FROM THE ORIGINAL CIRCULAR IN BAHASA MALAYSIA)

COVID-19: THE IMPLEMENTATION OF MOVEMENT CONTROL ORDER STARTING FROM 18-31 MARCH 2020 FOR UKM

With respect to the above matter and the decision of Malaysian government through the Special Message by The Prime Minister about Covid-19 on March 16, 2020 is referred to.

2. The meeting of the University Management Committee No. 6/2020 on March 17, 2020 has decided that UKM will implement the Movement Control Order starting from 18-31 March 2020 for the campus (including branch campuses and Living Laboratories) as a way to control the transmission of covid-19 pandemic outbreak to the UKM community and its surrounding.

3. This implementation is executed under The Prevention and Control of Infectious Disease Act 1988 and Police Act 1967 and will be enforced by Malaysian National Security Council. The movement Control Order in UKM includes:

i. UKM's OPERATIONAL SERVICES ARE COMPLETELY CLOSED

- a) All operational services in UKM that includes offices, laboratories, and PTJs are completely closed starting 18-31 March 2020 except for essential services like Security, Health Centre, Teaching Hospital, Information technology and finance department. Director of divisions are required to identify the category of essential services at respective divisions and the staffs' list of name and ID working number (UKMPER) who will be on duty must be sent by email to the Registrar (pdftar@ukm.edu.my);
- b) The person/entity that manages payment/ payroll activities is allowed to be in the office to finish the payment process and return home immediately upon completion;
- c) All non-critical physical projects are suspended until this order is canceled;
- d) Government servant that includes Academicians, Management and Professional Officers and Supporting Staffs are allowed to work from home. For this matter, staffs are allowed to bring home-related assets like laptop (with permission that depend on the job category) and documents that is **NOT CLASSIFIED AS SECRET AND CONFIDENTIAL**. UKM Community is reminded to continue your duties and stay at home during this period of time. Being present at the office is only allowed for critical purposes during certain time and is encouraged to work alternately. Any attendance during this restricted time, must follow this terms:

1. **Essential Services Staffs:** List of name, Division (PTJ), ID working number must be sent to the Director of UKM's Security (including branch campuses and living laboratories) for reference. Random checking will be done by the security at the University Main Gate.
 2. **Students:** Must submit copy of email from the Supervisor about the purpose of coming to the campus. The proof must be submitted to the security at the University Main Gate.
 3. **International and Local Students Who Cannot Return Home Due to Valid Reason:** List of name, Faculty and matric number must be sent to the office of Deputy Vice Chancellor (Student Affairs). This will be a reference by the UKM's Security. Random checking will be done the security at the University Main Gate.
- e) A total restriction on movement and mass gathering around the campus including religious activity, sport, social and culture starting form 18-31 march 2020. For Muslim, all religious activities by Islamic Centre of UKM that include Friday prayers are suspended in accordance with the decision of Mesyuarat Jawatankuasa Muzakarah Khas that was held on March 15, 2020.

ii. **TEACHING, LEARNING AND RESEARCH ACTIVITIES**

- a) Students are encouraged to go home. All students (local and international) are advised to stay in Malaysia in this period of time. However, if this order cannot be fulfilled due to some valid reasons, the students are subjected to Malaysian Immigration Rules and the visiting country. UKM will not be responsible of anything since the advices had been given;
- b) The implementation of teaching and learning in UKM will continue as usual. A letter from the Deputy of Vice Chancellor (Student & International Affairs) Ref. No UKM. JCN.600-5/1 on March 16, 2020 is referred;
- c) Any changes on the date of Academic Session 2019-2020 will be informed by the Centre for Academic Management through e-Warga Portal; and
- d) Any research works that includes culture cells, specimens and others form the same category, which requires the attendance in the campus must get the approval from the Head of Department (for staffs) or Supervisor (for students).

iii. **STUDENTS PLACEMENT (LOCAL AND INTERNATIONAL) AND CAFETERIA**

- a) Only students that are not able to go home due to valid reasons are allowed to stay at residential college during this period of time. However, these students are **REQUIRED** to report themselves at Housing Student Centre immediately; and
- b) Premises like cafeteria in the campus are open but limited (the list of open cafeterias will be announced by the Office of Deputy Vice Chancellor (Student and International Affairs) through e-Warga Portal.

iv. CAMPUS SECURITY AND PROPERTY PROTECTION

- a) UKM Community is advised to take care of their personal belongings and office equipment at all time. It is our responsibility to make sure all premises are at the highest level of security before leaving in this period of time;
- b) Only the main gate will be operating for 24 hours. Gate 2 and 3 will be closed during this period of time;
- c) Driving patrols is step-up during this period; and
- d) Any Visitors, Staffs and Students will be asked for personal details at the main gate to ensure that only those with important reasons of entering the campus will be allowed in. Security is given the mandate to consider whether to allow/not to allow any individuals into the campus based on the guideline given.

v. UKM's OPERATION ROOM FOR COVID-19

- This
- a) UKM has established an Operation Room For Covid-19 at the Health Centre of UKM. Operation Room will conduct all efforts in providing information about Covid-19 to assist the UKM Community.
 - b) For any inquiries and help, please contact:

Health Centre of UKM

Dr. Mohd Azman Abas 03-8921 5403 / drazman@ukm.edu.my

Dr. Masdalina Azhar 03-8921 3689/ masdalina81@ukm.edu.my

Registrar Office

Dr. Ina Md Yasin 03-8921 4888 / pdftar@ukm.edu.my

En. Muhammad Faris Zaharuddin 03-8921 3671 / muhammadfaris@ukm.edu.my

En. Muhammad Amirul Abdul Razak 03-8921 3871 / amirulrazak@ukm.edu.my

It is my hope that UKM Community will remain committed and calm in doing the work for the country to ensure our security and prosperity of the University and the people of this country is protected.

Thank you.

Yours sincerely,

PROF. DATO' Ir. DR. MOHD HAMDI ABD SHUKOR

- c.c
- Vice-Chancellor
 - Deputy Vice-Chancellor (Academic & International Affairs)
 - Deputy Vice-Chancellor (Research & Innovation Affairs)
 - Deputy Vice-Chancellor (Students Affairs)
 - Deputy Vice-Chancellor (Industry, Alumni & Community Partnerships)
 - Registrar
 - Bursar
 - Legal Advisor
 - Chief Librarian
 - Centre For Risk Management, Sustainability & Occupational Health
 - Head of The University's Health Centre
 - Co-Chair of Operations Action: SME Crisis Action Committee: Infectious Disease Category