



TATA CARA LANGKAH PENCEGAHAN PENULARAN **COVID-19**

di

FAKULTI KEJURUTERAAN (FK)

Universiti Putra Malaysia

FASILITI AKADEMIK YANG DIGUNAKAN

Berikut merupakan maklumat kapasiti fasiliti akademik berpusat di FK berdasarkan norma biasa dan norma baharu:

NO	FASILITI AKADEMIK	LOKASI	UNIT	KAPASITI (PAX)		PERALATAN PdP
				Norma Biasa	Norma Baharu	
1	Dewan Kuliah	Blok B II	8	120	60	LCD projector, personal computer, white board, audio system, internet access
2	Bilik Kuliah	Blok B II	18	60	30	LCD projector, personal computer, white board, audio system, internet access
3	Bilik Tutorial	Blok B II	16	45	24	LCD projector, personal computer, white board, audio system, internet access
4	Dewan Peperiksaan	Blok B II	2	120	120	White board, audio system, internet access
5	Bilik Siswazah	Blok B II	8	128	128	White board, wireless internet, Cubicles
6	Bilik Seminar	Blok A II	1	150	75	LCD projector, white board, audio system, internet access
7	Auditorium	Blok A II	1	392	196	LCD projector, audio system, internet, tele-conference
8	Dewan Taklimat	Blok A (Tower)	1	200	100	LCD projector, audio system, internet access
9	Bilik Mesyuarat	Blok A II	5	20	10	LCD projector, internet access, white board
10	Bilik Persidangan Jurutera	Blok A II	1	55	25	LCD projector, white board, audio system, internet access
11	Bilik Perundingan	Blok A II	8	4	4	Internet
12	Makmal Gunasama	Blok A II	1	40	20	LCD projector, white board, internet access
13	Dataran Pelajar (Kawasan Pembincangan Pelajar)	Blok B II	1	150	75	Wireless internet, food kiosk
14	Makmal Komputer 1	Blok B II	1	44	22	Computers with Network, Software, LCD Projector
15	Makmal Komputer 2	Blok B II	1	44	22	Computers with Network, Software, LCD Projector
16	Makmal Komputer 3 (Bilik Kuliah)	Blok B II	1	63	31	LCD projector, personal computer, white board, internet access
17	Makmal Komputer 4	Blok B II	1	36	24	Computers with Network, Software, LCD Projector
18	Makmal Komputer 5	Blok B II	1	36	24	Computers with Network, Software, LCD Projector



Kapasiti fasiliti akademik yang diuruskan oleh Jabatan seperti makmal, bergantung kepada ketetapan, kawalan dan pemantauan jabatan.

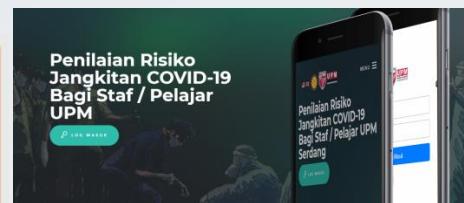
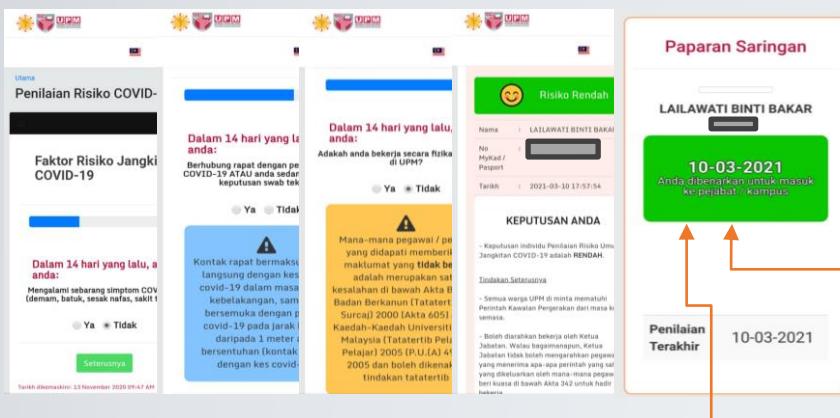
Selain ruang legar di FK, pelajar diberi kebenaran mengakses lima (5) Bilik Tutorial berikut yang dijadikan Pusat Transit sementara menunggu waktu antara amali/PdP bersemuka lain; atau keperluan untuk tujuan penggunaan kemudahan internet di FK bagi PdP Online, iaitu BT10, BT11, BT13, BT14, BT16 (hanya waktu pejabat).

PdP : Pengajaran dan Pembelajaran
BT : Bilik Tutorial / Tutorial Room

TANGGUNG JAWAB PEKERJA DAN PELAJAR SECARA UMUM

1

Mengisi Penilaian Risiko Jangkitan COVID-19 Bagi Pekerja/Pelajar UPM di <https://ertcovid19.upm.edu.my/> sebelum memasuki FK.



Nota: hanya pekerja / pelajar yang berisiko RENDAH (HIJAU) dan SEDERHANA (KUNING) sahaja dibenarkan hadir secara fizikal di UPM. Walau bagaimanapun bagi individu yang berisiko SEDERHANA (KUNING) atau BERGELAJA, mereka dikehendaki terus ke Pusat Kesihatan Universiti atau mana mana fasiliti kesihatan berdekatan bagi mendapatkan pemeriksaan selanjutnya sebelum memasuki tempat bekerja / kuliah

2

Bagi mengelakkan isu kesukaran akses internet di pintu masuk UPM, **staf/ pelajar digalakkan untuk screen shot / print screen paparan saringan PutraRISK-ERTCOVID-19 sebagai bukti pelaksanaan** (untuk pelajar akan diperiksa secara rawak).

3

Hanya pekerja dan pelajar yang telah lengkap vaksin sahaja yang dibenarkan memasuki fakulti.

Sila mendaftar masuk Fakulti Kejuruteraan (FK) dengan mengimbas / mendaftar melalui QR CODE MySejahtera di pintu-pintu masuk FK .

Bagi pekerja / pelajar yang tiada telefon pintar atau bermasalah untuk mengimbas QR Code, sila log kehadiran pada buku yang disediakan di Lokasi Saringan Suhu (Rujuk Pelan Pergerakan dan Lokasi Saringan Suhu dalam Tata Cara ini)

Nota:

QR CODE MySejahtera adalah **BERBEZA** dengan **Borang Kehadiran Kuliah dalam Pengajaran dan pembelajaran (PdP) bagi setiap kursus**. Imbasan QR CODE MySejahtera tidak dikira sebagai peratusan kehadiran kuliah/amali pelajar atau perakam waktu bekerja

Namun, bagi mereka yang perlu berurusan ke Pusat Tangung Jawab (PTJ) lain, setiap pergerakan perlu direkodkan. Semua pekerja/ pelajar perlu mengimbas QR CODE MySejahtera di lokasi PTJ lain berkaitan bagi tujuan contact tracking



MENGIMBAS SUHU 4

Mengimbas suhu sebelum masuk kelas/makmal/tempat PdP/Pejabat (di Lokasi Saringan Suhu), jika suhu lebih 37.5°C/bergejala, pekerja/pelajar perlu terus ke Pusat Kesihatan Universiti.

PENJARAKAN FIZIKAL 6

Memastikan penjarakan fizikal di dalam kuliah/amali/pejabat sekurang-kurangnya **1 meter** dan **mengelakkan situasi 3S** (Sesak, Sempit dan Sembang Dekat) dalam sesi PdP.

MEMAKAI PELITUP MUKA 8

Memakai **pelitup muka (face mask)**, menggunakan **hand sanitizer** dan sentiasa **mengamalkan aspek kebersihan diri** seperti kerap mencuci tangan dan mandi serta menjaga penjarakan fizikal sepanjang berada dalam kawasan fakulti.

5 MEMATUHI WAKTU

Mematuhi waktu keberadaan di FK, iaitu waktu yang dibenarkan untuk pelajar adalah bermula 7.30 pagi hingga 7.00 petang.

7 MEMATUHI SOP

Mematuhi **Prosedur Operasi Standard (SOP)** yang ditetapkan dari semasa ke semasa oleh UPM dan Pihak Berkusa di Malaysia.

9 BARANG PERIBADI

Elakkan perkongsian barang peribadi seperti bekas makanan dan minuman, cawan, sudu garfu, tuala, sejadah dan sebagainya

TANGGUNG JAWAB PEKERJA UNTUK PENGAJARAN & PEMBELAJARAN PELAJAR

01 MENGISI PENILAIAN

Mengagatkan pelajar untuk mengisi Penilaian Risiko Jangkitan COVID-19 di <https://ertcovid19.upm.edu.my/> dan mendaftar masuk FK melalui QR Code MySejahtera ATAU Buku Log Kehadiran.

02 PERIKSA RAWAK

Membuat pemeriksaan secara rawak bukti keputusan saringan pelajar.

03 MENGIMBAS SUHU

Mengagatkan pelajar untuk mengimbas suhu (di Lokasi Saringan Suhu) sebelum masuk kelas / makmal. Jika suhu lebih 37.5°C / bergejala, pelajar perlu terus ke Pusat Kesihatan Universiti.

04 PELITUP MUKA

Memastikan pelajar memakai pelitup muka dan memastikan penjarakan fizikal dilaksanakan.

05 PATUHI SOP

Mematuhi semua Prosedur Operasi Standard (SOP) yang ditetapkan dari semasa ke semasa oleh UPM dan Pihak Berkuasa di Malaysia.

06 DISINFEKSI

Kerja-kerja disinfeksi ruang PdP / kerja (meja, kerusi, peralatan dan tombol pintu), dilaksanakan sekurang-kurangnya SEKALI PADA SETIAP HARI sebelum kelas / amali bermula

Nota:

- Cleaner membuat pembersihan dan disinfeksi bagi kawasan umum (termasuk dewan/bilik kuliah) fakulti mengikut keperluan (jadual penggunaan).
- Bagi ruang makmal / lokasi amali lain, pegawai yang bertanggung jawab (PYB) di makmal mengikut Jabatan perlu menguruskan kerja-kerja disinfeksi ruang tempat amali.
- Jika terdapat kes +ve Covid, aktiviti disinfeksi akan dibuat oleh pihak Pejabat Pengurusan Keselamatan dan Kesihatan Pekerjaan (PPKK) UPM dengan permohonan melalui fakulti.

07 HAND SANITIZER

PYB perlu memastikan kuantiti Hand Sanitizer mencukupi mengikut fasiliti akademik berikut

- Satu (1) Dewan Kuliah dan Makmal perlu ada sekurangnya satu (1) Hand Sanitizer.
- Dua (2) Bilik Tutorial perlu ada sekurangnya satu (1) Hand Sanitizer.

Nota:

- Pihak Pejabat Dekan akan membekalkan 1 set disinfeksi (sprayer dan kain lap) bagi setiap pejabat am dan makmal.
- 2 unit mist sprayer boleh digunakan mengikut tempahan penggunaan. Sesuai untuk meliputi keseluruhan ruang seperti pejabat am, dewan kuliah, dewan seminar, bilik kuliah dan lokasi lain yang diperlukan.

TANGGUNG JAWAB LAIN BAGI PEKERJA/PELAJAR

08 TANGGUNG JAWAB BERSAMA

Bertanggung jawab bagi keselamatan diri sendiri, rakan dan orang lain yang terjejas melaksanakan kerja / PdP.

09 BERGEJALA

Pekerja yang mempunyai gejala Covid-19 hendaklah segera memaklumkan kepada penyelia atau penyelaras untuk tindakan lanjut. Pelajar atau rakan-rakan pelajar yang mempunyai gejala Covid-19 hendaklah memaklumkan kepada pengajar / petugas makmal/di fasiliti akademik di FK atau boleh hubungi Bilik Gerakan Covid-19 UPM : 03 9769 7999 (8am-5pm, Isnin-Jumaat sahaja)



PELAJAR yang dikehendaki kembali ke kampus untuk menjalani kerja-kerja penyelidikan di makmal, kerja di studio atau di lapangan tetapi tidak memenuhi syarat melengkapkan vaksin atau menolak vaksin atau enggan kembali ke kampus, perlu menangguhkan pengajian atau sekiranya kursus itu merupakan kursus prasyarat kepada kursus lain misalnya kursus A, ia tidak boleh mendaftar kursus A itu sebelum lulus kursus yang menjadi prasyarat itu.

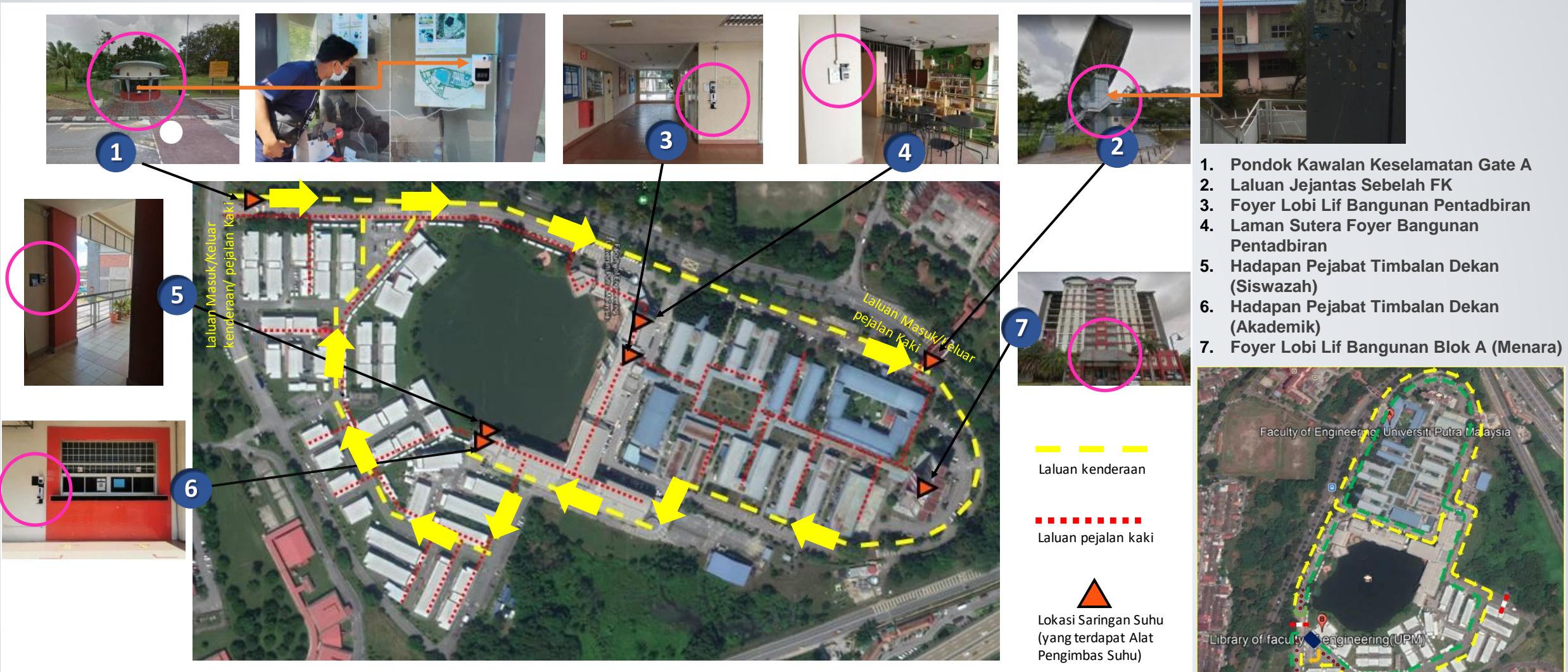


PEGAWAI yang tidak, belum atau enggan divaksin, atau belum melengkapkan vaksinasi COVID-19 mengikut definisi Kementerian Kesihatan Malaysia adalah **dilarang daripada hadir ke kampus dan/atau berada di pejabat**. Pegawai yang tidak mendapat pengecualian vaksinasi COVID-19 seperti di perenggan (7) AP Bil. 2/ 2021, boleh diarahkan oleh Ketua Jabatan/Penyelia untuk melengkapkan vaksinasi COVID-19 seperti yang ditetapkan oleh Kementerian Kesihatan Malaysia dan sekiranya abai, cuai atau enggan mematuhi arahan tersebut, **pegawai boleh dikenakan tindakan tatatertib atau ditamatkan perkhidmatan di bawah Akta Badan-Badan Berkunun (Tatatertib dan Surcaj) 2000 sebagaimana yang dinyatakan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2021 bertarikh 18 Oktober 2021 mengikut ketetapan Lembaga Pengaruh UPM**.

Se semua pekerja/pelajar perlu selalu merujuk dan mematuhi semua ketetapan di dalam Garis Panduan Langkah Pencegahan COVID-19 Universiti Putra Malaysia (UPM) dan ketetapan terkini UPM serta semua ketetapan semasa pihak berkuasa yang berkuat kuasa dari masa ke semasa.

PELAN PERGERAKAN DAN LOKASI SARINGAN SUHU

Berikut merupakan pelan pergerakan dan lokasi saringan suhu di mana alat pengimbas suhu ditempatkan



Laluan Trafik Fakulti Kejuruteraan UPM

RINGKASAN TATACARA AMALAN PENCEGAHAN PENULARAN COVID-19





TERIMA KASIH

Disediakan oleh: Pejabat Dekan Fakulti Kejuruteraan | Edisi Oktober 2021 (Bil.2/2021)



Faculty of Engineering,
Universiti Putra Malaysia





UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

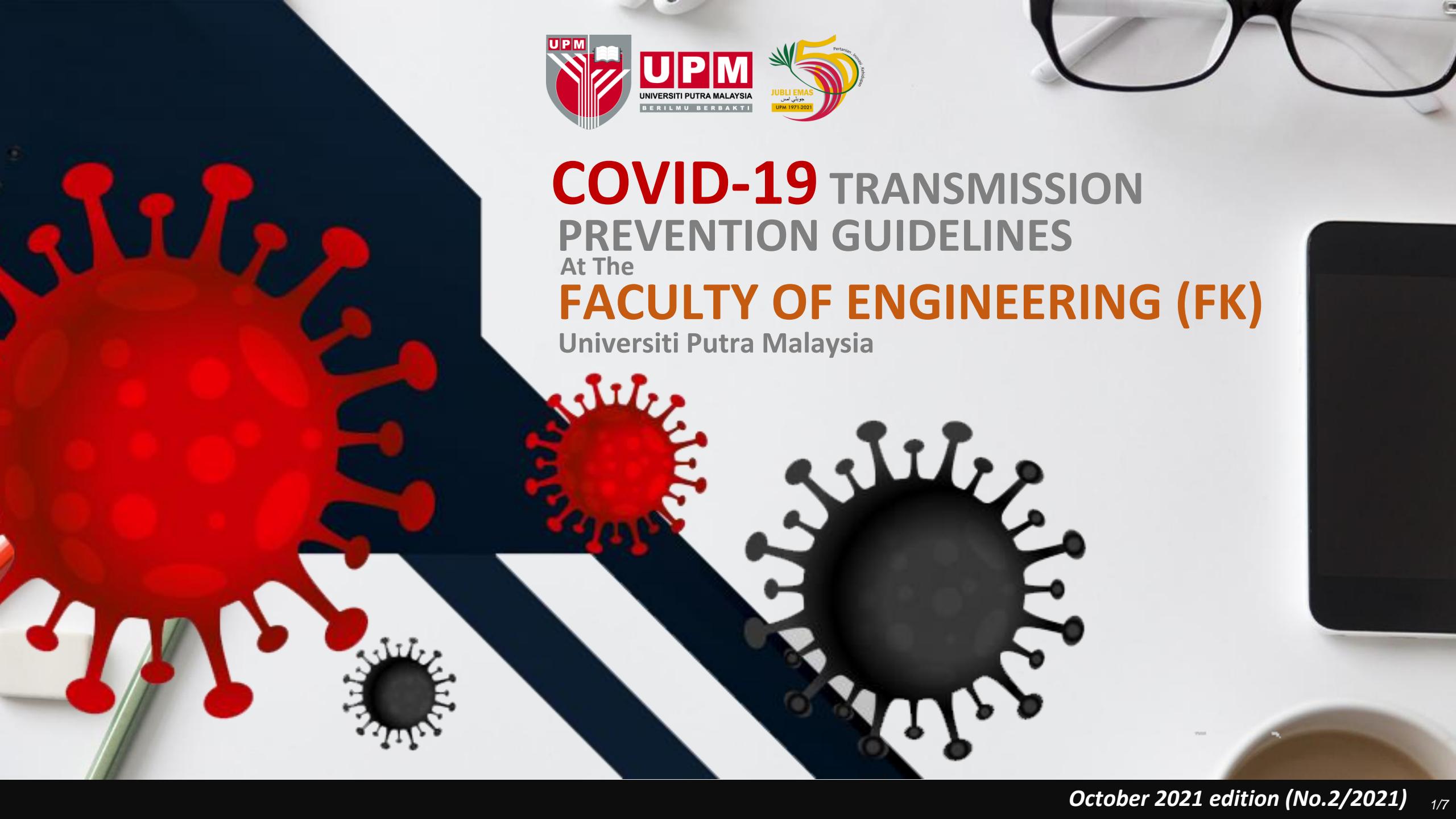


COVID-19 TRANSMISSION PREVENTION GUIDELINES

At The

FACULTY OF ENGINEERING (FK)

Universiti Putra Malaysia



ACADEMIC FACILITIES IN USE

The information pertaining to capacity of academic facilities located in FK based on the usual and new norms is given in the following table:

NO	ACADEMIC FACILITY	LOCATION	UNIT	CAPACITY (PAX)		TnL EQUIPMENT
				Usual Norm	New Norm	
1	LECTURE HALL	Block B II	8	120	60	LCD projector, personal computer, white board, audio system, internet access
2	LECTURE ROOM	Block B II	18	60	30	LCD projector, personal computer, white board, audio system, internet access
3	TUTORIAL ROOM	Block B II	16	45	24	LCD projector, personal computer, white board, audio system, internet access
4	EXAM HALL	Block B II	2	120	120	White board, audio system, internet access
5	POSTGRADUATE ROOM	Block B II	8	128	128	White board, wireless internet, Cubicles
6	SEMINAR HALL	Block A II	1	150	75	LCD projector, white board, audio system, internet access
7	AUDITORIUM	Block A II	1	392	196	LCD projector, audio system, internet, tele-conference
8	DEWAN TAKLIMAT	Block A (Tower)	1	200	100	LCD projector, audio system, internet access
9	MEETING ROOM	Block A II	5	20	10	LCD projector, internet access, white board
10	BILIK PERSIDANGAN JURUTERA	Block A II	1	55	25	LCD projector, white board, audio system, internet access
11	CONSULTATION ROOM	Block A II	8	4	4	Internet
12	MAKMAL GUNASAMA	Block A II	1	40	20	LCD projector, white board, internet access
13	DATARAN PELAJAR (STUDENT DISCUSSION AREA)	Block B II	1	150	75	Wireless internet, food kiosk
14	COMPUTER LAB 1	Block B II	1	44	22	Computers with Network, Software, LCD Projector
15	COMPUTER LAB 2	Block B II	1	44	22	Computers with Network, Software, LCD Projector
16	COMPUTER LAB 3 (Lecture room)	Block B II	1	63	31	LCD projector, personal computer, white board, internet access
17	COMPUTER LAB 4	Block B II	1	36	24	Computers with Network, Software, LCD Projector
18	COMPUTER LAB 5	Block B II	1	36	24	Computers with Network, Software, LCD Projector



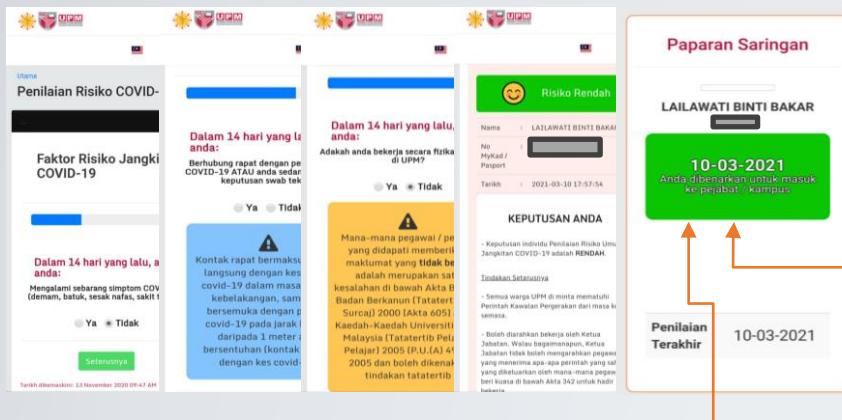
The capacity of academic facilities managed by the Department such as laboratories is subject to the regulation, control and monitoring by the department.

In addition to the foyer at FK, students are allowed to access the following five (5) Tutorial Rooms (BT10, BT11, BT13, BT14 and BT16) which are used as Transit Centres while waiting for face-to-face laboratory / TnL sessions; or for the purpose of using internet facilities in FK for Online TnL (office hour only).

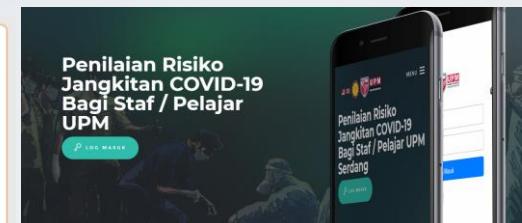
T&L : Teaching & Learning
BT : Bilik Tutorial / Tutorial Room

RESPONSIBILITIES OF EMPLOYEES AND STUDENTS IN GENERAL

1 Fill in the COVID-19 Infection Risk Assessment for UPM Employees / Students at <https://ertcovid19.upm.edu.my/> before entering FK.



The screenshot shows the PutraRISK-ERTCOVID-19 mobile application interface. It displays a risk assessment form with various questions and their answers. At the bottom right, there is a QR code labeled "Penilaian Terakhir" (Last Assessment) with the date "10-03-2021".



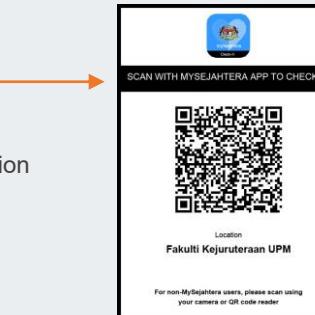
Note: Only employees / students with LOW (GREEN) and MEDIUM (YELLOW) risks are allowed to be physically present at UPM. However for individuals with MEDIUM (YELLOW) risk or SYMPTOMATIC, they are required to go to the University Health Center or any nearby health facility to get further examination before entering the workplace / lecture halls.

2 To avoid internet access disruption at the UPM entrance, staff / students are encouraged to screenshot / print screen the display of PutraRISK-ERTCOVID-19 as proof (students will be checked randomly).

3 Only completely vaccinated employees and students are allowed to enter the faculty.

Please record your entrance to the Faculty of Engineering (FK) by scanning MySejahtera QR code **at entry points**.

For employees / students who do not have a smartphone or having trouble scanning the QR code, please record your attendance in the logbook provided at the Temperature Screening Location (Refer to the Movement Plan and Temperature Screening Location in this Procedures).



Note:
MySejahtera QR code is DIFFERENT from the Lecture Attendance Form for Teaching and Learning (TnL). MySejahtera QR code scan is not counted as student attendance at lecture / practical or working time record

However, any movement to other faculties / institutes / centres (PTJ) must be recorded. All employees / students are required to scan the MySejahtera QR code at the respective PTJ by providing location information for contact tracking purpose]

TEMPERATURE SCREENING

4

Screen your temperature at the Temperature Screening Location before entering the classroom / laboratory / TnL location / Office. If the temperature is over 37.5 °C / showing symptoms, employees / students must go directly to the University Health Centre (PKU) for further check-up.

SOCIAL DISTANCING

6

Practice social distancing with at least 1 meter. Avoid 3C situations (Crowded Place, Confined Space, Close Conversation).

WEAR A FACE MASK

8

Wear a face mask, use hand sanitizer and always practice good personal hygiene habits such as regular hand washing.

TIME

Students are allowed to be in FK campus from 7.30 am to 7.00 pm only.

COMPLY WITH SOP

Comply with Standard Operating Procedures (SOP) set by UPM and other Authorities in Malaysia.

PERSONAL BELONGING

Avoid sharing personal items like food containers, drinking glasses, cups, eating utensils, towel, prayer mat etc

Employees / Students violating SOP will be subject to DISCIPLINARY ACTION
Students are advised not to enter the faculty if there is no critical essential matter

RESPONSIBILITIES OF EMPLOYEES DURING TEACHING & LEARNING PROCESSES

01 INFECTION RISK ASSESSMENT

Remind students to complete the COVID-19 Infection Risk Assessment at <https://ertcovid19.upm.edu.my/> and register their entry into FK campus via QR Code MySejahtera or Attendance Log Book.

02 RANDOM CHECK

Conduct random check on students on evidence of screening result.

03 TEMPERATURE SCREENING

Remind students to scan temperature (at the Temperature Screening Location) before entering the classroom / lab. If the temperature is over 37.5 °C, students should go directly to the University Health Centre.

04 FACE MASK

Ensure all students wear face mask and practise social distancing

05 SOP COMPLIANCE

Comply with Standard Operating Procedures (SOP) set by UPM and other Authorities in Malaysia.

06 DISINFECTION

Disinfection of TnL / working spaces is conducted at least once a day before the class begins.

[Note:

- a) Janitors clean and disinfect common spaces around the faculty (including lecture halls / rooms) according to necessity (schedule);
- b) Person-in-charge (PIC) is responsible for handling the disinfection of workspaces for laboratories or other venues for practical sessions;
- c) Disinfection will be conducted by Occupational Safety And Health Management Office (PPKKP) UPM (application by faculty) if there is any positive Covid-19 cases]

07 HAND SANITIZER

PIC must ensure the availability of hand sanitizer in the following academic facilities:

- a) Lecture Hall and Laboratory must have at least one (1) Hand Sanitizer.
- b) Tutorial Room must have at least one (1) Hand Sanitizer

[Note:

- a) Dean's Office will supply 1 disinfection set (sprayer and cleaning cloth) for all general offices and laboratories;
- b) 2 units of mist sprayer are available (pre-book is required) for overall space disinfection.]

OTHER RESPONSIBILITIES FOR EMPLOYEES / STUDENTS

08 BE RESPONSIBLE

Be responsible for the safety of yourself, friends and others

09 SYMPTOMS

Employees showing Covid-19 symptoms must inform their supervisors or coordinators for further action. Students or their fellows showing Covid-19 symptoms must inform instructors / lab attendants or contact "Bilik Gerakan Covid-19 UPM": 03 9769 7999 (8 am-5pm Monday-Friday only)



STUDENTS who are required to return to campus to undergo research work in the laboratory, work in the studio / field but do not qualify to complete a vaccine or refuse a vaccine or refuse to return to campus, **will have to defer their studies**. If the course is a prerequisite course (for example: course A), the student cannot register for course A before passing the prerequisite course.

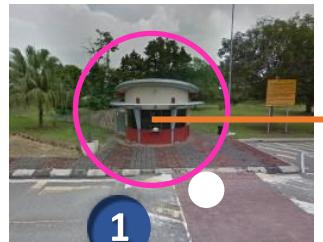


Officers who refuse or have not completed the COVID-19 vaccination as defined by the Ministry of Health Malaysia **are prohibited from being present in the campus or office**. Officers who are not exempted from COVID-19 vaccination programme as in paragraph (7) of AP No. 2/2021, may be instructed by the Head of Department / Supervisor to complete the COVID-19 vaccination as prescribed by the Ministry of Health Malaysia.

In case of negligence or refusal of instructions, the officers may be subject to disciplinary action or termination of service under the Statutory Bodies Act (Discipline and SurchARGE) 2000 as stated in Service Circular No. 4 of 2021 dated 18 October 2021 in accordance with the resolution of the Board of Directors UPM

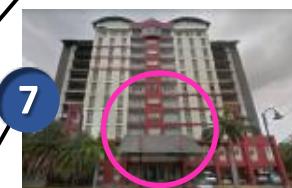
TRAFFIC MOVEMENT PLAN AND TEMPERATURE SCREENING LOCATIONS

Plan of movement and temperature screening locations are shown below:



There are seven (7) temperature screening locations around FK complex

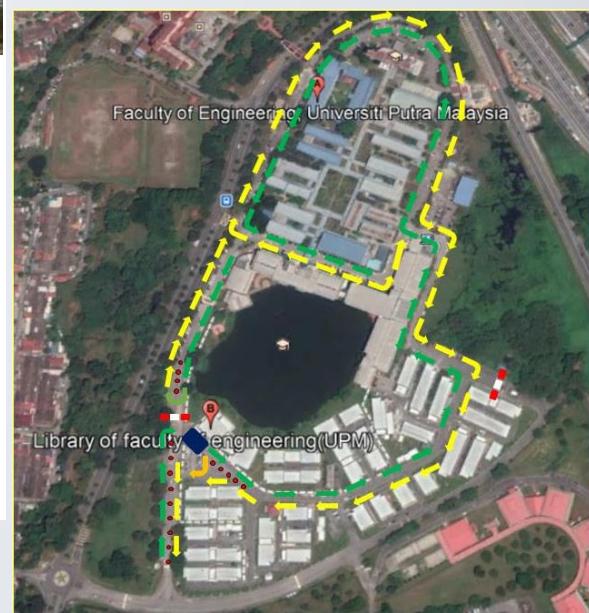
1. Security Control Room (Gate A)
2. Pedestrian walkway bridges
3. Elevator Lobby, Admin Building Foyer
4. Laman Sutera Lobby @ Admin Building Foyer
5. Deputy Dean (Postgraduate) Entrance
6. Deputy Dean (Academic) Entrance
7. Elevator Lobby, Block A Building Foyer (Tower Building)



vehicle route

pedestrian
walkway

▲
temperature screening
locations (with
temperature scanner)



TRAFFIC ROUTE FACULTY OF ENGINEERING UPM

SUMMARY OF COVID-19 TRANSMISSION PREVENTION PRACTICES AND PROCEDURES



→ WHILE ON CAMPUS / FACULTY

- Comply with SOP
- Use only the designated space and academic facilities (including 5 Tutorial Rooms as Student Transit Centre)
- Scan QR Code MySejahtera AND QR Code UPM COVID 19-Tracking
- Remind colleagues (staffs / students) to comply with SOP

BEFORE



DURING



AFTER



→ BEFORE ARRIVING ON CAMPUS / FACULTY

- Fill in the COVID-19 Infection Risk Assessment
- If the risk level is MODERATE (YELLOW), please head directly towards University Health Centre or any nearby health facilities for further check-up
- Wear face mask
- Bring your own hand sanitizer
- Arrive 15 – 30 minutes earlier for temperature screening and registration via QR Code

→ AFTER LEAVING THE CAMPUS / FACULTY

- Practise personal hygiene habits as recommended by Ministry of Health
- Do not join or hold public gatherings within / outside campus



THANKS

Prepared by: Dean's Office Faculty of Engineering | October 2021 edition (No.2/2021)



Faculty of Engineering,
Universiti Putra Malaysia

