

SOP for Operation of iNFORMM during MCO (15-28 JUNE 2021)

Emergency Hotlines:

NERVE CENTRE	: 04-653 2267 / 04-653 6124
USM Safety department	: 04-653 4999 (24 hours hotline) 04-653 4333 (24 hours counter line)
UKKP	: 04-653 4078 (Office hours only)

No.	SOP	Action and Brief Explanation	Remarks
1.	Entrance to iNFORMM	<ol style="list-style-type: none"> Entrance to building using door 068 ONLY from 8.00 am to 5.00 pm. NO ACCESS allowed into the building after 5.00 pm, only for exit using door 068. NO ACCESS allowed after office hours, weekends or public holiday. Staff and students must scan MySejahtera and QR code provided at the entrance door before entering iNFORMM. Body temperature must be recorded. Visitors i.e building contractor need to fill up logbook. (AFTER WRITTEN APPROVAL FROM DIRECTOR AND UNIVERSITY MANAGEMENT-refer to point no. 5) If you have any symptoms such as fever, sore throat, flu, shortness of breath, cough or a temperature above 37.5°C, you 	<p>Only students (staying on campus) with permission from the Director are allowed to enter iNFORMM and perform cell culture maintenance. (ONLY TWO HOURS)</p> <p>iNFORMM will not provide face mask. The minimum requirement for face mask is made from cotton fabric and must be washed regularly.</p>

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		<p>are NOT ALLOWED to enter INFORMM and must proceed to the nearest clinic or Pusat Sejahtera for further check-up.</p> <p>7. Staff and students must wear face mask at all times, follow physical distancing and use hand sanitizer. Used masks must be thrown into the <i>biohazard</i> bin provided in every zone. Four bins are placed in every laboratory zone while another two bins in the administration zone.</p> <p>8. Floor-marking tape at the entrance indicate the 1-meter physical distancing during body temperature checking.</p> <p>9. X-mark pasted on the sofa in the lobby complies with the physical distancing requirement.</p>	
2.	<p>Administrative staff</p> <p>Laboratory staff</p> <p>Academic staff</p> <p>Maximum capacity in building is 10% (estimated around 5 people at any time). Maximum FOUR HOURS DURATION ONLY per entry.</p>	<p>1. All administrative and laboratory staff are to work from home (WFH) throughout the MCO period and may alternately come to INFORMM according to the latest announcement by USM.</p> <p>2. Academic staff who wish to go to office must book their slot via <i>Academic@INFORMM</i> (WhatsApp group) to comply with the capacity inside the building.</p> <p>3. All staff must clock in everyday via <i>Flexi Work Attendance System</i> (SKKF).</p> <p>4. Hand sanitiser stations will be added depending on necessity.</p> <p>5. Sanitization process of surfaces will be conducted once a week by a cleaning contractor after further discussion with Jabatan Pembangunan.</p>	<p>Duty schedule is prepared by En. Redzuan (admin staff) and Dr. Tye Gee Jun (laboratory staff) to ensure the 10% capacity is complied.</p>

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		6. Only online meetings are allowed.	
3.	Student (ONLY FOR CELL CULTURE MAINTENANCE)	<ol style="list-style-type: none"> 1. All lab and research work are NOT ALLOWED. Only students (staying on campus) who have permission from the Director are allowed to enter INFORMM and perform cell culture maintenance. (FOR ONLY TWO HOURS) 2. Only students with written permission are allowed to use research lab to conduct cell culture maintenance. (ONE PERSON PER LAB PER SESSION) 3. <i>Journal Club</i> and <i>Monthly Progress Presentation</i> will be conducted via online mode. 4. Students who have completed their work should leave INFORMM immediately and not loiter around. 	<p>External user (FYP) must get permission from the Director and DVC to conduct cell culture maintenance at INFORMM.</p> <p>After getting permission, student must liaise with staff on duty to arrange their time as staff must supervise the work that is conducted.</p>
4.	General and specific Labs	All general and specific labs are CLOSED to all. Only open for cell culture maintenance.	
5.	Visitor/Contractor	Contractors are allowed to enter INFORMM with written permission from the Director and university management to do maintenance work, monitored by staff on duty.	
6.	Post-graduate room	Students are not allowed to work in the postgraduate room.	All students are advised to have discussions with supervisor via online mode.

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7.	Surau	All staff and students must obey the guidelines of maximum capacity of the surau as stated on the front door.	