

COVID-19

Standard Operating
Procedures (SOP) & Social
Distancing Guidelines

Updated 1st August 2022

INTRODUCTION

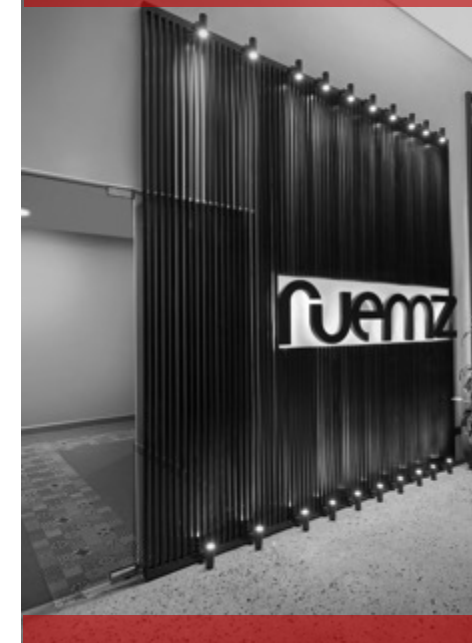
In view of the COVID-19 pandemic, it is our utmost priority to protect our students, staff, external service providers and contractors by upholding high standards in health and safety procedures.

These SOPs were created to provide compulsory and informative guidelines based on best practices to reduce the risk of spreading COVID-19 among our community and to maintain a SAFE environment to live, play, work and learn:

- I. General Prevention from COVID-19
- II. Implementing Social Distancing / Health & Safety Guidelines
- III. Students
- IV. Staff of Taylor's Hostel Management (THM)
- V. External Service Providers and Contractors
- VI. Visitors
- VII. Emergency Contact & Procedures

Practice Safety Protective Measures. Together, We Can Fight COVID-19!

#COVID19SOP



GENERAL PREVENTION FROM COVID-19

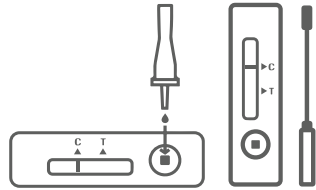
All students and hostel staff, visitors, external services providers and contractors are encouraged to continue practicing these recommended preventive measures.

LET'S WORK TOGETHER TO KEEP EACH OTHER SAFE!



Regular Cleaning

Keep your space neat and tidy



Self Test Regularly

If you are usually outdoors or meet lots of people



Hand Hygiene

Wash hands with soap and water (min. 20 seconds)



Disinfect Hands

Use hand sanitisers with min. 70% alcohol content



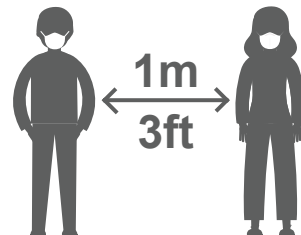
Be Courteous

Sneeze or cough into your elbow or a tissue



MySejahtera

Those under HSO or 'High Risk' will be denied entry.



Physical Distance

No longer required but *encouraged* when not wearing a mask



Hands Down

Avoid touching eyes, nose and mouth



Mask On

Compulsory in crowded / enclosed spaces or indoors.



Feeling Unwell?

Seek medical attention immediately!

MAINTAINING HEALTH & SAFETY GUIDELINES

Our standard operating procedures will continue to protect the health & safety of our residents.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



FREQUENT SANITIZING OF COMMON AREAS



ACRYLIC SHIELDS FOR COUNTERS



NEW STUDENTS ARRIVING TO HOSTEL

Taylor's Campus Central:
☎ +6011 5659 4221 (Whatsapp only)
✉ campuscentral@taylors.edu.my

Our standard operating procedures]to protect the health & safety of our residents.

BEFORE ARRIVAL AT CAMPUS :

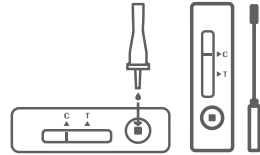
INCOMPLETE VACCINATION OR UNVACCINATED



You will not be allowed to enter / check-in.

COMPLETED VACCINATION

- 1 dose of Johnson & Johnson / Cansino, 28 days after 1st dose, OR
- 2 doses of AZ / Pfizer / Sinovac, 14 days after 2nd dose



Perform RTK-Ag self-test (nasal and/or saliva-based)

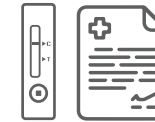
At least **2-12 hours** before arrival. Only those with **NEGATIVE** results will be allowed to enter / check-in.

PLEASE NOTE:

[INTERNATIONAL STUDENTS] Please contact your respective **International Student Recruitment / Foreign Recruitment Agent / Taylor's Student Welfare** team for latest SOPs on departure from home country and transport arrangements to campus.

[LOCAL STUDENTS] For other SOPs on returning to physical classes on campus, please contact **Campus Central** team.

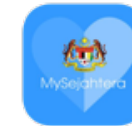
UPON ARRIVAL AT HOSTEL :



Provide RTK-Ag / RT-PCR test results

Only **valid NEGATIVE results** will be accepted to enter / check-in. You may not be allowed to enter the hostel if you are unable to present these documents.

For **RT-PCR tests**, negative results must be dated 3 days before arrival.



MySejahtera & Luggage Sanitising

Those under HSO or 'High Risk' will be denied entry.

PLEASE NOTE:

To facilitate crowd control, only **ONE (1) person** may accompany the student up to their unit / room for check-in purposes.

STAFF OF THM

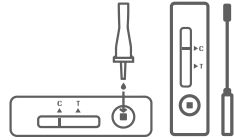
Our standard operating procedures to protect the health & safety of all within Taylor's Hostel.

INDIVIDUAL STEPS :



Adhere to SOPs

All staff are subject to prevailing government and safety measures



Weekly Self-test

If you are usually outdoors or meet lots of people.



Mask On

Compulsory in crowded / enclosed spaces or indoors.



Disinfect Hands

Hand sanitisers (70% alcohol) provided in office



Wash Hands

At least 20 seconds with soap and water

COMPANY-WIDE PROCEDURES :



MySejahtera

Those under **HSO** or '**High Risk**' will be denied entry.



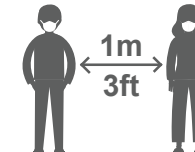
Office Cleanliness

Office to be sanitised regularly
Workstations to be sanitised and cleaned 2 times a day



Waste Disposal

To provide separate closed bin for staff to dispose of used face masks



Maintain Distance

No longer required but *encouraged* when not wearing a mask

Prefer online meetings



Workstation

Ensure cleanliness during office hours and before leaving the office

EXTERNAL SERVICE PROVIDERS & CONTRACTORS

Our standard operating procedures to protect the health & safety of all within Taylor's Hostel.

UPON ARRIVAL :



MySejahtera & Registration

Those under **HSO** or 'High Risk' will be denied entry.

Each visitor must complete the [online Registration / Contact Tracing form](#) before entering hostel premises.

MAX 5 WORKERS



Prerequisite

Approved PTW required to enter hostel premises

WITHIN THE PREMISES :



Hands Down

Avoid touching eyes, nose and mouth



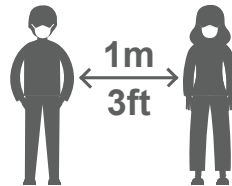
Mask On

Compulsory in crowded / enclosed spaces or indoors.

9AM to 6PM

Working Hours

Subject to management approval



Maintain Distance

No longer required but *encouraged* when not wearing a mask



Hand Hygiene

Wash hands with soap and water (min. 20 seconds)



Hands Disinfection

Use hand sanitisers with 70% alcohol content when entering and exiting work site / premises

LET'S WORK TOGETHER TO KEEP EACH OTHER SAFE!

VISITORS

Our standard operating procedures to protect the health & safety of all within Taylor's Hostel.

UPON ARRIVAL :



MySejahtera & Registration

Those under **HSO** or 'High Risk' will be denied entry.

Each visitor must complete the [online Registration / Contact Tracing form](#) before entering hostel premises.

MAX 5 VISITORS



Prerequisite

Appointment required to enter hostel premises

WITHIN THE PREMISES :



Hand Washing

At least 20 seconds with soap and water



Mask On

Compulsory in crowded / enclosed spaces or indoors.



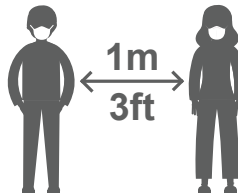
Hands Down

Avoid touching eyes, nose and mouth



Be Courteous

Sneeze or cough into elbow or a tissue



Maintain Distance

No longer required but *encouraged* when not wearing a mask



Hand Disinfection

Use hand sanitisers with 70% alcohol content



Waste Disposal

Discard used face masks in closed bin provided immediately and clean hands thoroughly

LET'S WORK TOGETHER TO KEEP EACH OTHER SAFE!

EMERGENCY CONTACT & PROCEDURES

Please follow the steps below if a person is suspected of COVID-19

RESIDENT / VISITORS

1. Inform the Housemasters OR Security Control Room
2. Avoid physical contact
3. Seek medical treatment immediately
4. Report results to the Housemasters OR Security Control Room

IF CONFIRMED

1. Inform Boardwalk OSH Dept. / HOD / HR
2. Cordon off the area
3. Cleanse & sanitise the area immediately

STAFF OF THM

1. Inform immediate superior / HOD
2. Avoid physical contact
3. Seek medical treatment immediately
4. Report results to Boardwalk OSH Dept. / immediate superior / HOD / HR

IF CONFIRMED

1. HR to seek advice from Ministry of Health
2. Boardwalk OSH Dept. to get update from HR
3. Cleanse & sanitise the area immediately



Housemaster (012-511 7432) / Security Control Room (012-511 7164) / THM Office (03-5631 3400)

The Boardwalk OSH Department (03-5631 4436) / Kumpulan Medik Clinic (03-5630 1101) / Hospital Sungai Buloh (03-6145 4333)



WE ARE IN THIS TOGETHER

#STAYSTRONG #STAYPOSITIVE #STAYSAFE