



**GUIDELINES TO WORK FROM HOME  
AND ESSENTIAL SERVICES THAT CAN/ CANNOT BE PERFORMED IN-HOUSE  
IN CONJUNCTION WITH THE MOVEMENT CONTROL ORDER FROM MARCH  
18, 2020 TO MARCH 31, 2020 UNDER THE PREVENTION AND CONTROL OF  
INFECTIOUS DISEASES ACT 1988 AND THE POLICE ACT 1967  
PARTICULARLY FOR THE UNIVERSITI UTARA MALAYSIA STAFF**

## **1.0 PURPOSE**

These guidelines are intended to clarify the steps of working from home and essential services that cannot be performed in-house in conjunction with the National Movement Control Order including Universiti Utara Malaysia from March 18, 2020, to March 31, 2020. This Movement Control Order is made under the Prevention and Control of Infectious Diseases Act 1988 and the Police Act 1967 particularly for the Universiti Utara Malaysia staff.

## **2.0 BACKGROUND**

- 2.1 The prevention and control of infectious diseases (Declaration of Local Area Infectious Diseases) 2020 was prepared by the Minister of Health through P.U (A) 87 dated March 17, 2020, under Prevention and Control of Infectious Diseases Act 1988.
- 2.2 These guidelines are in accordance with the Prevention and Control of Infectious Diseases (Measures Within the Infected Local Area) 2020 P.U. (A) 91 dated March 18, 2020, and PSD referral letter (S) 256/6/31 JLD . 6 (2) issued by the Director General of Public Services in connection with the in-house Working Directive following the Movement Control and Premises Closure Order issued on March 17, 2020.
- 2.3 This action is necessary to avoid the risk of transmission of the COVID-19 outbreaks across the UUM campus and comply with the Government's Movement Control Order issued in an effort to control the spread of the outbreak.

## **3.0 DEFINITIONS OF WORKING FROM HOME**

All staff are required to adhere to the rules of working from home as follows;

- 3.1 Staff should be at home during office hours/working hours as determined by Universiti Utara Malaysia.
- 3.2 Staff should be prepared when directed by the Head of Department to attend any office or any other location; and
- 3.3 Staff must ensure that they are accessible during working hours.

#### **4.0 TYPES OF DUTY THAT CAN BE CARRIED OUT AT HOME**

Activities or types of duty that can be carried out from home are as follows:

##### **4.1 Academic Activities**

All activities involving the preparation of teaching and assessment materials, assessments review, project paper and thesis, scientific writing and research can be carried out from home.

However, teaching and learning activities including online tests or assessments for all courses **are not allowed** for that period in accordance with the COVID-19 Outbreaks Guidelines for Public Universities (UA) and Private Institutes of Higher Education (IPTS) issued by the Higher Education Department (JPT), Ministry of Higher Education.

##### **4.2 Teaching and Learning support activities**

All online teaching and learning support activities that do not involve in and out of the campus can be carried out from home. Support staff involved in teaching and learning support activities can collaborate with lecturers through the preparation of teaching and learning materials online.

##### **4.3 Administrative and Support Tasks**

Implementation of administrative and support tasks such as preparing minutes of meeting, preparing correspondence, papers, presentation slides, analysing data and updating information in systems accessible online from the outside.

#### **4.4 Tasks related to System Development and Updates**

Tasks related to development and updating information system that can be accessed online from home.

#### **4.5 Electronic Guarantee Letter (e-GL) for services in Government hospitals**

Electronic Guarantee Letter (e-GL) for services in government hospital services can be obtained at the hospital services counters that will be printed by the hospital staff online through the HRMIS System.

The implementation of in-house duty is applicable for all types of appointments namely Permanent, Contract, Temporary and Part-Time Workers (PSH).

### **5.0 TYPES OF DUTY AND ESSENTIAL SERVICES THAT CANNOT BE PERFORMED AT HOME**

Staff is directed to continue on duty until there is another provision requiring officers not to perform their duties. The types of work that need to be performed routinely are as follows: -

#### **5.1 Medical Staff from University Health Centre**

All staff including doctors, nurses, and medical assistants are required to continue their medical services according to the schedule set by the Director of the University Health Centre.

#### **5.2 Officers from the Security Department**

Security Officers, Security Assistants and Security Guards are required to perform on-campus security controls in accordance with the schedule set by the Director of University Security. The safety of the University's students, staff and facilities should be given priority.

#### **5.3 Officers in the Department of Development and Maintenance**

Staff working in the Development and Maintenance Department must ensure that electricity and water facilities are adequate. The staff of the Development and Maintenance Department also need to ensure that no electricity and water waste occurs.

#### **5.4 Person-in-charge in Student Affairs and INASIS Department**

Staff at the Student Affairs and INASIS Department must ensure that students staying on campus must receive accommodation, food and shelter services that are secured in terms of hygiene and their welfare is always a priority.

#### **5.5 Other critical services tasks on the importance of the university**

Any other services that have been identified critical by the head of the department in which the completion must be between March 18, 2020, and March 31, 2020, and cannot be performed online.

The Head of Department may issue instructions for a specific period of time to ensure the work is completed. Officers are not entitled to overtime claims or paid leave if required to attend office during this period. However, employees are entitled to claim overtime/leave claims in the event that duty is required outside of office hours.

Staff presenting to the assigned office or location should record attendance in the University attendance system as usual. The term of office is in accordance with the requirements and directions set by the Head of Department.

### **6.0 STAFF RESPONSIBILITY**

- 6.1 Staff is responsible for ensuring that their presence is known to the Head of Department.
- 6.2 Staff is responsible for maintaining regular working hours throughout in-house working hours. Staff is also responsible for complying with and carrying out work-related instructions by the Head of Department during working hours.
- 6.3 Staff is required to ensure that documents or materials used for teaching and learning activities should be in a safe condition and the preparation is in accordance with the guidelines set by the University.
- 6.4 Staff is advised not to bring out the University's official documents and to always keep the University's information secure when performing work at home.
- 6.5 All tasks assigned by the Department's supervisors to be completed within working hours must be completed within that time frame.

- 6.6 It is the responsibility of the staff to report all activities or tasks that have been performed to the Head of Department for records especially those involving students or stakeholders.
- 6.7 Disciplinary action may be taken against staff who fail to comply with the above matters. The staff is subject to the Statutory Bodies (Discipline and Surcharge) Act 2000 [Act 605] and other regulations as may be prescribed from time to time.

## **7.0 HEAD OF DEPARTMENT RESPONSIBILITY**

- 7.1 The Head of Department shall be responsible for ensuring that the staff is in their control and reporting to the University if the staff cannot be contacted due to their safety or health.
- 7.2 The Head of Department shall be responsible for ensuring that all tasks performed to comply with the rules or instructions as well as verifying staff performance.
- 7.3 The Head of Department is responsible for ensuring that all counter / front line personnel or any officer assigned to the office during this period is required to take self-defense measures provided with hand sanitizer including masks during the term of office.
- 7.4 The Head of Department is responsible for reporting the names of staff assigned to the office/campus area during that period and ensure assigned staff to the office/campus area to perform essential and critical tasks only.

## **8.0 SAFETY AND STAFF RISK**

- 8.1 Staff performing duty at home should ensure that the workplace is safe and should avoid risks that could harm or harm themselves and family members.
- 8.2 The technical staff are prohibited from working from home with equipment or materials related to work from home.

## **9.0 SECURITY OF INFORMATION ACCESSED, DOCUMENTS AND EQUIPMENT OF THE UNIVERSITY FOR IN-HOUSE DUTY**

- 9.1 All staff are reminded to ensure that the University's information is accessible from home and that documents returned are safe.
- 9.2 University equipment such as laptops and so on to be brought home for the purpose of duty must be in accordance with the regulations and

they are recorded and ensure that the equipment is always in a safe condition.

## **10.0 EFFECTIVE DATE**

- 10.1 These guidelines will take effect from the date this guide is issued. It is used specifically to address the contagious outbreaks of the COVID-19 currently occurring for the duration of the Movement Control Order or any other period notified by the Government.
- 10.2 These guidelines should be read in conjunction with the University's prior instructions on the action to address the outbreak of the COVID-19 outbreak as stated in Circular No. 2, 5 and 7 of 2020 and the Statement issued by the Vice-Chancellor on March 17, 2020.

## **11.0 ENQUIRIES**

Any enquiries related to this Guide can be directed to: Prof. Dr. Yusnidah Ibrahim, Deputy Vice-Chancellor (Academic & International (0124125464) / Associate Prof. Dr. Hendrik Lamsali (Deputy Vice-Chancellor of HEPA (0134878748)) & Mr. Baharudin Yaacob, Registrar of UUM (0194511451).

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