

THE STANDARD OPERATING PROCEDURE FOR MANAGEMENT OF COVID-19 FOR STUDENTS OF UNIVERSITI MALAYA

DATE: 5th April 2020

SCOPE AND APPLICATION

1. This document provides a guide for UM on management of COVID-19 (Novel Coronavirus). This document incorporates existing protocols and guidelines from Ministry of Health and World Health Organization.
2. **This Standard Operating Procedure is a revised version in adhere to the latest MOH Guidelines on COVID-19 Management in Malaysia no.05/2020 version 5.0 dated 25th March 2020 and latest guidelines from Ministry of Higher Education Malaysia dated 1st April 2020. This SOP applies to all students arriving from foreign countries effective from 3rd April 2020 and students that has been identified as PUI. It is as precautionary and safety measures for COVID-19 outbreak.**

CASE DEFINITION

3. NADMA Quarantine Centre

A quarantine centre under the coordination of the NADMA in which all students arriving from foreign countries starting on 3rd April until 14th April 2020 are required to stay in for completion of their 14 days' surveillance period.

4. Person Under Investigation (PUI) of COVID-19

A person presenting with Acute respiratory infection (sudden onset of respiratory infection with **at least one of:** shortness of breath, cough or sore throat) **with or without** Fever

AND

Travelled to or resided in foreign country within 14 days before the onset of illness **OR**
Close contact* in 14 days before illness onset with a confirmed case of COVID-19 **OR**
Attended an event associated with known COVID-19 outbreak

5. Confirmed Case of COVID-19

A person with laboratory confirmation of infection with the COVID-19

6. **Close contact of COVID -19**

Close contact is defining as:

- * Health care associated exposure without appropriate PPE (including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient).
- * Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient.
- * Traveling together with COVID-19 patient in any kind of conveyance.
- * Living in the same household as a COVID-19 patient.

7. **PUI admitted**

A person who fulfil the criteria of admitting Hospital admission as listed below:

- a. PUI who is clinically ill.
- b. PUI with uncontrolled medical conditions, immunocompromised status, pregnant women, extreme of age (<2 or >65 years old)
- c. Laboratory confirmed case (symptomatic or asymptomatic)

8. **Centralized Home Surveillance (CHS)**

A coordinated surveillance system in which students in campus that has been identified as PUI are required to stay in 10th Residential College for completion of their 14 days' surveillance period. The students are monitored daily by medical trained personnel from Student Health Clinic.

PROCEDURE FOR STUDENT ARRIVING FROM FOREIGN COUNTRIES

Refer to Flow Chart 1 - Annex A

9. All students arriving from foreign countries starting on 3rd April until 14th April 2020 will be issued Health Alert Card by MOH at the point of entry.
10. All new students arriving or existing students returning from **foreign countries** on 3rd April until 14th April 2020 are required to undergo compulsory health screening by MOH at the airport.
11. Any arriving student has symptoms; the student will be taken to the nearest admitting hospital.
12. Any arriving student has no symptoms; student will be taken to the **NADMA Quarantine Centre** by NADMA.

13. During the quarantine period, student must report their location to HEP/College/Faculty for record purposes and remain in the quarantine centre until the **Movement Control Order (MCO)** is declared over.

14. If the MCO is extended, students will still need to remain in the Quarantine Centre until they are allowed to return home or to their institution after the MCO is terminated.

15. If student has no symptoms and has been completed 14 days' surveillance period, MOH will issue **Release Form** to the student. The student can return to her/his college or own house.

PROCEDURE FOR CENTRALISED HOME SURVEILLANCE

Refer to Flow Chart 2 - Annex B

16. All new students or existing students which fulfill criteria of PUI that has been diagnosed by PKD or PPUM are required to undergo compulsory health screening by SHC at the 10th Residential College.

17. Health Alert Card will be issued by SHC (for those who have not been issued) together with Screening & Health Declaration form and Home Assessment Tool.

18. SHC to maintain appropriate infection and prevention control measures

19. Any student has no symptoms but has been in contact with suspected / confirmed case within 14 days since last exposure, the students have to inform SHC. The SHC will notify PKD for further action.

20. Any student has no symptoms and has no contact with suspected / confirmed case, she/he is required to undergo a **centralized home surveillance** for a period of 14 days at 10th Residential College.

- a. SHC will issue supervision form and explain the procedure for centralized home surveillance.
- b. SHC will provide face mask to symptomatic students and hand sanitizer at designated areas.
- c. Meals will be provided by HEP.

21. If any student **fulfills criteria of *Patient Under Investigation (PUI)****2 during SHC screening or during CHS period, the management of the PUI will be as follows:

- a. SHC will contact **UMMC Emergency Department** triage and transport patient to UMMC using HEP transport. UMMC will notify the case and contact **PKD** for further action. UMMC will conduct further investigation on the PUI and decide on the status of PUI based on MOH admission criteria.

- (1) **PUI admitted** – UMMC will take the samples. The student will be treated in the ward. Once the result is available and reveal negative findings, the patient (student) will be discharged with surveillance – The student will be transferred to RKU-PUS and have to undergo completion of remaining days of surveillance period. And, if PUI becomes symptomatic, SHC will send back to UMMC immediately.
- (2) **PUI not admitted** – UMMC will take the sample and patient will be discharged. SHC and HEP coordinate and **transfer** the student to **RKU-PUI**.
 - (a) **Positive result** – SHC to send PUI back to UMMC for further investigation immediately.
 - (b) **Negative result** – PUI have to complete the remaining days of surveillance period in **RKU-PUI**. And, if PUI becomes symptomatic, SHC to send PUI back to UMMC immediately.
 - (a) **Student has no symptoms** and has been completed 14 days will return home or her/his college.

22. If student has no symptoms and has been completed 14 days' surveillance period, SHC will issue **Release Form** to the student. The student can return to her/his college or own house.

GENERAL ADVICE TO STUDENTS

23. Students are strongly advised to practice standard prevention measures.
- a. Regularly wash hands with soap and water for at least 20 seconds.
 - b. Practice proper cough etiquette, i.e. covering the mouth and nose with tissue when coughing and sneezing.
 - c. Avoid in close contact with anyone with symptoms of respiratory illness such as coughing and sneezing.
 - d. Avoid eating raw and undercooked meat/animal products.
 - e. Wear face mask if showing respiratory illness such as coughing and sneezing.

24. Students are advised to refer to the latest guidelines and directions from the Ministry of Health Malaysia (MOH) and Malaysia National Security Council (NSC) in accordance with the current MCO. The students may refer to MOH and NSC website for more information.

GLOSSARY

NSC	Malaysia National Security Council
NADMA	National Disaster Management Agency
HEP	Student Affairs Division (UM)

MOH	Ministry of Health (Malaysia)
OSHE	Occupational Safety & Health and Environment Division
PKD	District Health Office (<i>Pejabat Kesihatan Daerah</i>)
PUI	Person Under Investigation
PUS	Person Under Surveillance
10th RC	10 th Residential College (<i>Kolej Kediaman Ke-10</i>)
RKU	University Residential Quarters (<i>Rumah Kediaman Universiti</i>)
SHC	Student Health Clinic
UM	Universiti Malaya
UMMC	Universiti Malaya Medical Centre
WHO	World Health Organization

INFORMATION HOTLINE

18. Any additional information, please contact: –

SHC	017-7393646 or 03-7967 6445
OSHE	03-7967 7925