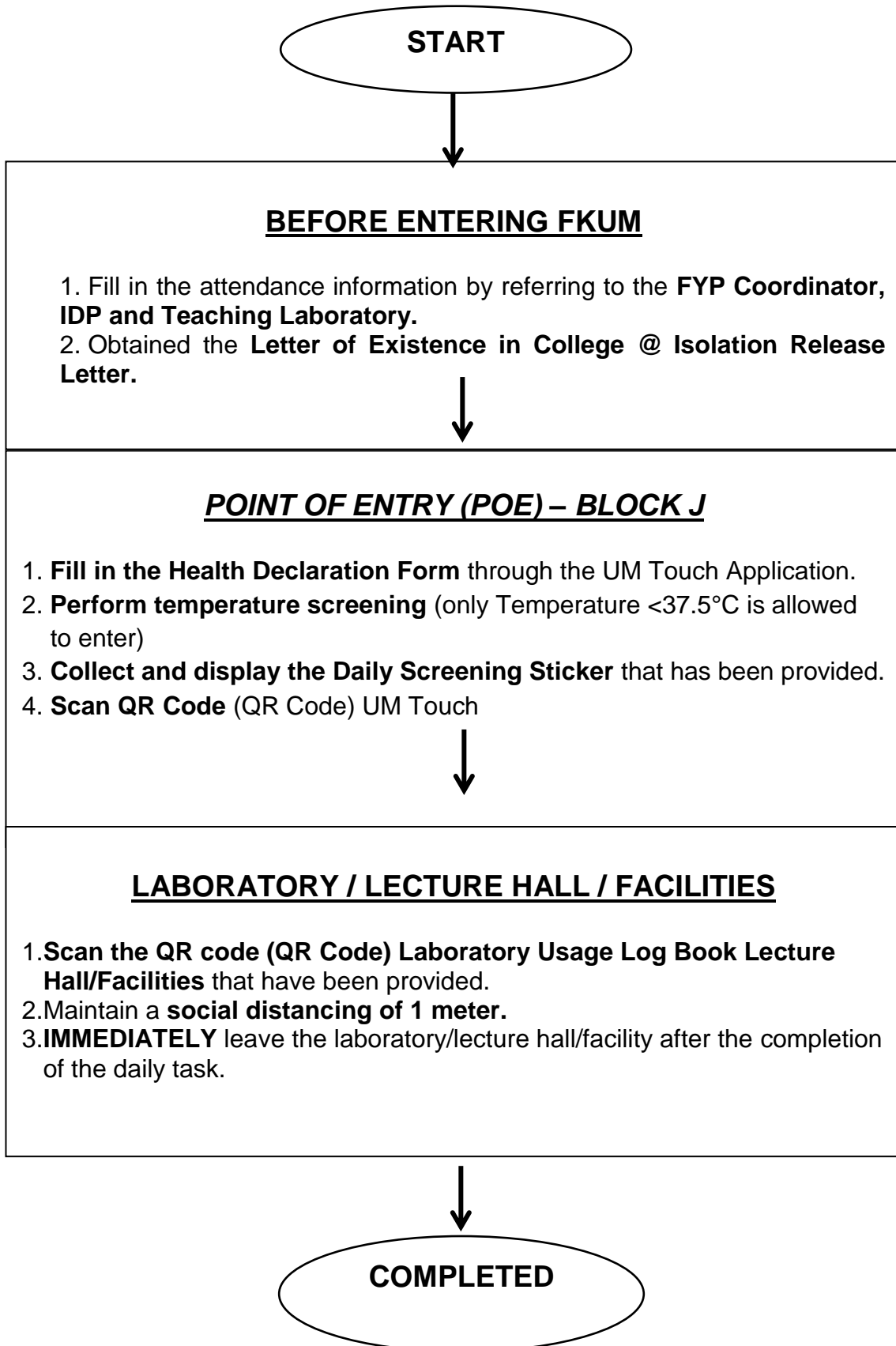


**STANDARD OPERATING PROCEDURE (SOP) COVID-19 FOR UNDERGRADUATE STUDENTS
OF DEPARTMENT OF MECHANICAL ENGINEERING IN PREVENTION AND CONTROL
MEASURES IN THE FACULTY OF ENGINEERING, UNIVERSITY OF MALAYA**

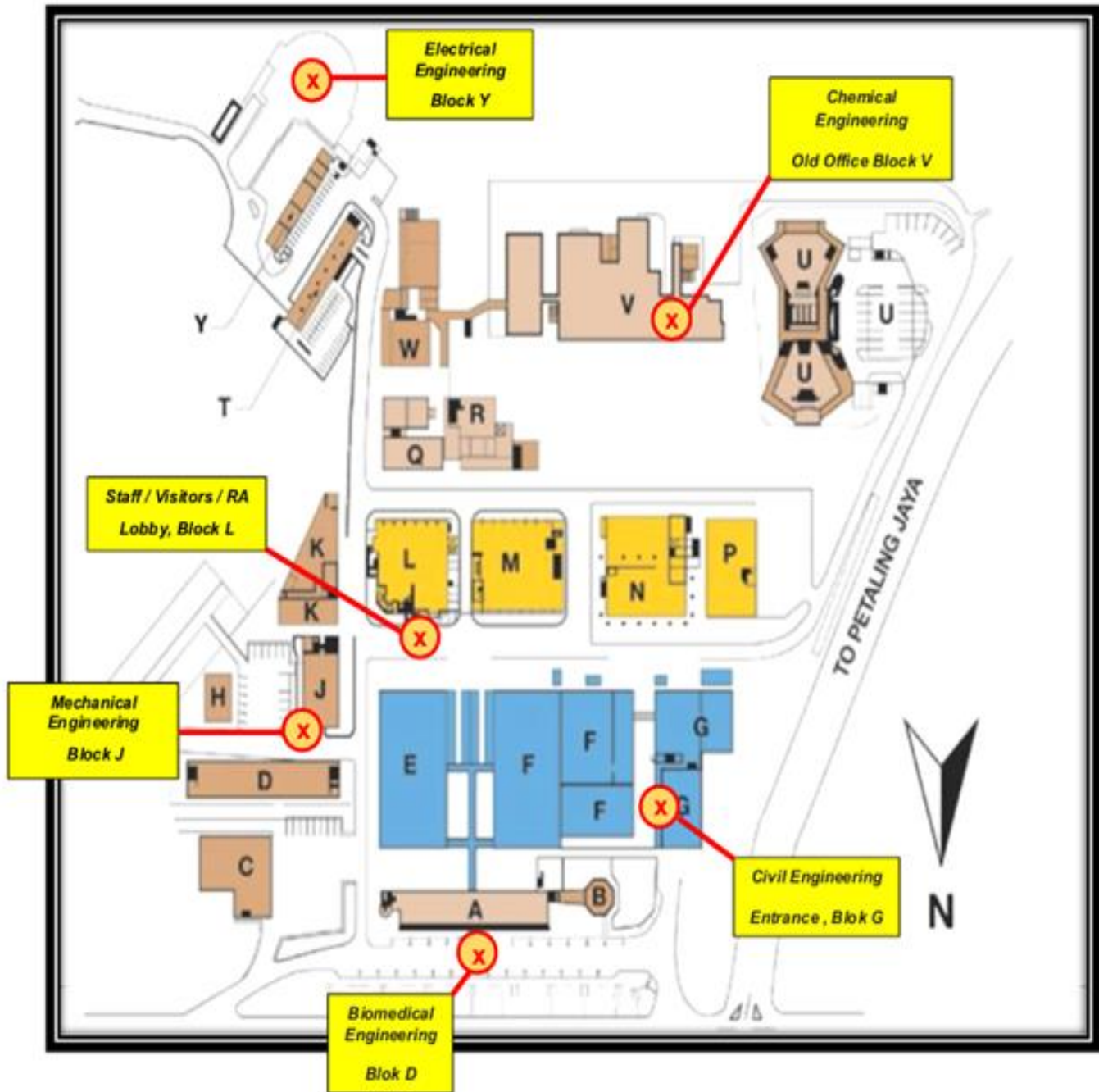
1. Only healthy students, **not showing symptoms** and **not having close contact** are allowed to enter.
2. Students **MUST** perform temperature screening (must be <37.5 °C) and fill in the **Health Declaration Form** through the UM TOUCH application on a daily basis at the **Point of Entry (POE)**. For students of the Department of Mechanical Engineering, the **Point of Entry (POE) is in the Foyer, Ground Floor of Block J.**
3. Students **MUST** scan the QR Code provided at the Point of Entry (POE) using the UM Touch or MySejahtera application.)
4. Students **MUST** collect and display the daily screening sticker obtained at the Point of Entry (POE).
5. Students **MUST** always wear a face mask as long as in the faculty.
6. Students should always **practice physical distancing of at least 1 meter** and avoid gathering.
7. Students **are advised to limit their face-to-face meetings** with anyone.
8. Students **should wash their hands** with water and soap or hand sanitizer before and after performing any activities.
9. Students can only **attend classes/labs at the scheduled times**. Otherwise, students are not allowed to enter the classes/labs.
10. Every student of Mechanical Engineering is **REQUIRED** to check in every time he/she enters a class/laboratory/building/facility, by **scanning the QR code of the Laboratory Usage Log Book** that has been provided.)
11. All students are **NOT ALLOWED** to enter any space/laboratory/room **beyond the capacity** that has been set based on the displayed at each location.
12. Laboratory staff is requested to ensure that students **have a daily screening sticker, Isolation Release Letter, or Student Attendance Form** at the College before allowing students to enter the laboratory.
13. After all activities/affairs are completed, students are required to **immediately return** their respective residential colleges/homes. Students are **NOT ALLOWED** to roam in Engineering Faculty area without a reasonable purpose.
14. If there is a short time gap between class/laboratory activities, students are allowed to be in the **Holding Room** (provided for all students of Mechanical Engineering) which located at:
 - a) Infineon Corner, Level 2, Block L and
 - b) Lecture Hall 6 (DK6), Level 3, Block L
15. Students of Mechanical Engineering are **prohibited from entering Block L** except for the reasonable purposes of accessing the *Holding Room*, and **ONLY** by using the emergency staircase (A).
16. Each student must **supply the information** requested by the project coordinator (IDP, FYP, and Teaching Laboratory) from time to time.

STANDARD OPERATING PROCEDURE (SOP) FLOWCHART FOR THE STUDENT ADMISSION TO THE DEPARTMENT OF MECHANICAL ENGINEERING AS NEW NORMA OF COVID 19 PANDEMIC)



LOCATION OF THE POINT OF ENTRY (POE) FOR UNDERGRADUATE STUDENTS OF THE DEPARTMENT OF MECHANICAL ENGINEERING, FACULTY OF ENGINEERING, UNIVERSITY OF MALAYA)

1. The Point of Entry (POE) for Mechanical Engineering students is located at: Foyer, Ground Floor, Block J. (please refer to Map 1 below)

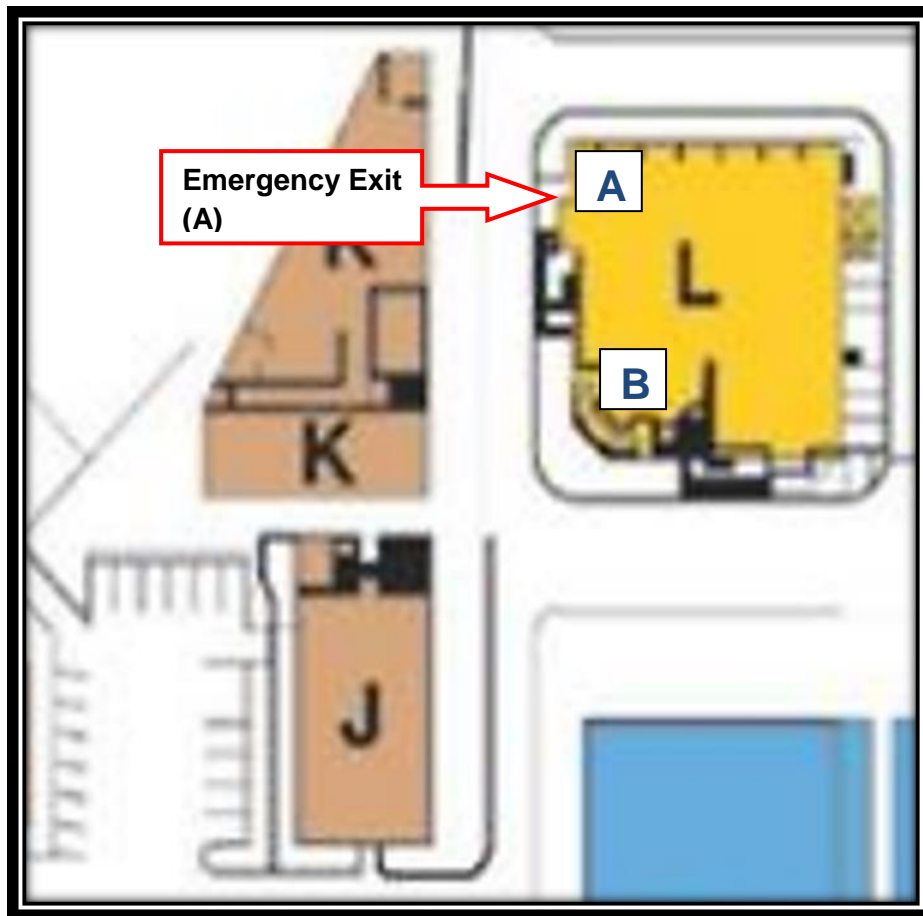


Map 1: Location of the Point of Entry (POE) of Faculty of Engineering, University of Malaya.

LOCATION OF HOLDING ROOM FOR UNDERGRADUATE STUDENTS OF THE DEPARTMENT OF MECHANICAL ENGINEERING, FACULTY OF ENGINEERING, UNIVERSITY OF MALAYA.

The *Holding Room* for Undergraduate Students of the Engineering Department is located at:

- a) Infineon Corner, Level 2 Block L and
- b) Lecture Hall 6 (DK6), Level 3, Block L (please refer to Map 2 below)



Map 2: Location of the *Holding Room* for all undergraduate students of the Department of Mechanical Engineering.