



REGISTRAR'S CIRCULAR LETTER NUMBER 20 YEAR 2020

4 October 2020

All denizens of Universiti Utara Malaysia

Dear Y. Bhg. Dato'/Prof./Sir/Madam

CLOSURE OF UNIVERSITI UTARA MALAYSIA (UUM) MAIN CAMPUS AND IMPLEMENTATION OF WORK FROM HOME (WFH) EFFECTIVE FROM 5 OCTOBER UNTIL 8 OCTOBER 2020

With all due respect, the above matter is referred.

2. For your information, the 272 University Management Committee Meeting Number 9 of 2020 has agreed that the Main Campus of Universiti Utara Malaysia (UUM) in Sintok, Kedah to be closed effective from midnight, 5 October 2020 (Monday) at 12.01 pm until 8 October 2020 (Thursday) with the purpose to curb the spread of Covid-19 virus from infecting campus denizens and the surrounding community.

3. The university has taken precautionary measures by implementing sanitation in the affected areas. In this regard, the University has decided that during this period all parties must comply with the following matters: -

- a) No staff are allowed to enter the University Main Campus except with the permission of the Registrar.
- b) Students are not allowed to enter the University Main Campus except with the permission of the Deputy Vice-Chancellor (HEPA).
- c) No students on campus are allowed to leave the campus area. For students residing as family, the head of the family is allowed to buy essential needs that cannot be obtained on campus with the permission of respective Inasis Principals;

- d) All students who are in Inasis Yayasan Al-Bukhary (YAB) are **STRICTLY FORBIDDEN** to leave the Inasis area. This inasis will be controlled 24 hours by the University Security;
- e) All staff are required to perform Work From Home (WFH) EXCEPT for essential services staff in the University Health Centre (PKU), Student Affairs Department (HEP), Development & Maintenance Department (JPP), Bursary Department, and Security Department who need to perform tasks in rotation basis according to the schedule arranged by the respective Head of Department;
- f) Staff in Kuala Lumpur Campus UUM are also allowed to implement WFH during this period with the permission of Provost;
- g) Staff who need to be present on campus to pick up essential items to perform tasks for WFH basis are allowed to enter the campus but need to obtain a letter of approval from the Registrar through their Head of Department;
- h) Business premises on campus will operate as usual. External parties including cafe operators, bank staff, supermarkets, and other business premises are allowed to operate their business and provide services to denizens living on campus. Construction and maintenance contract workers must first obtain permission from the JPP;
- i) All Teaching and Learning (TnL) sessions for undergraduate students must be conducted online;
- j) All staff are required to fill the UUM Covid-19 Daily Self-Assessment (CoDSA) on a daily basis;
- k) If there are any symptoms, staff should seek medical attention at the nearest Covid-19 screening centre.

4. The University Management hopes that all campus denizens will always adopt new norms and comply with the SOP stipulated by the Government and the University to break the chain of Covid-19 infection.

5. This circular goes into effect from the date of issuance.

Thank you.

‘ILMU BUDI BAKTI’
“KEDAH SEJAHTERA – NIKMAT UNTUK SEMUA”

Yours sincerely

A handwritten signature in black ink, appearing to read 'BAHARUDIN BIN YAACOB', with a long horizontal stroke extending to the right.

BAHARUDIN BIN YAACOB
Registrar
For Vice-Chancellor
Universiti Utara Malaysia

- c.c. - Chairman of UUM Board of Directors
- Vice-Chancellor of UUM
- Members of the UUM Management Committee