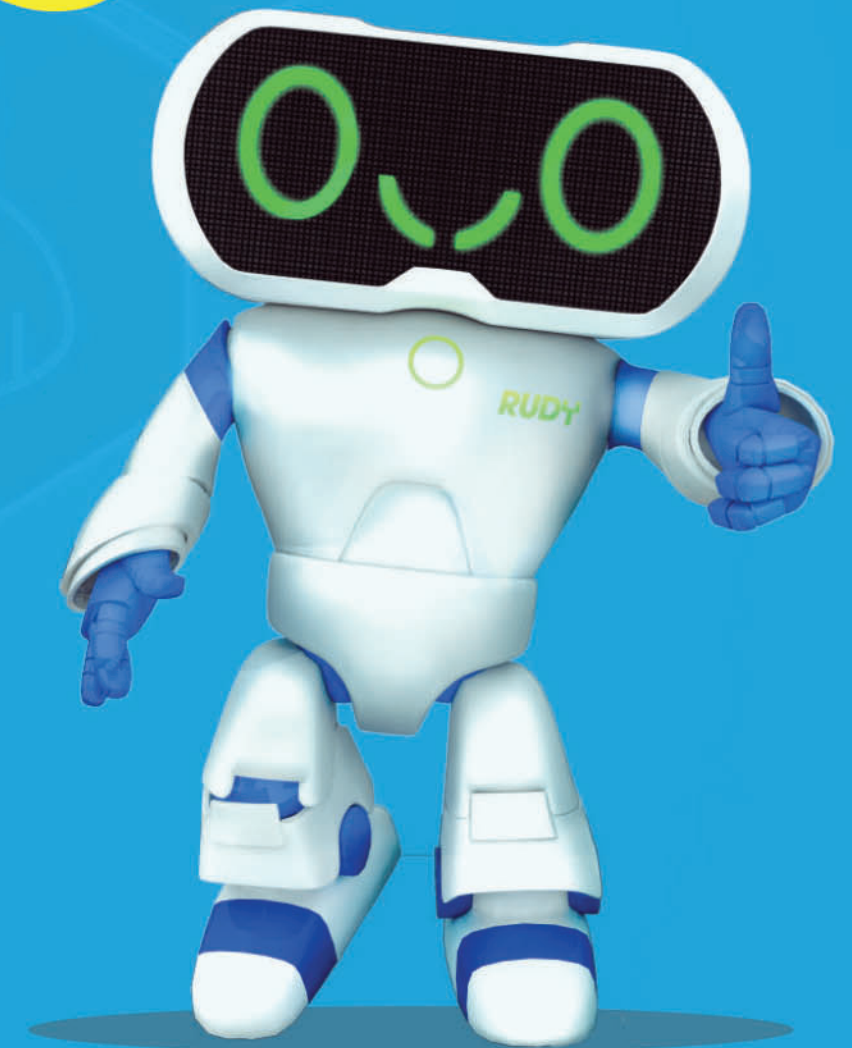
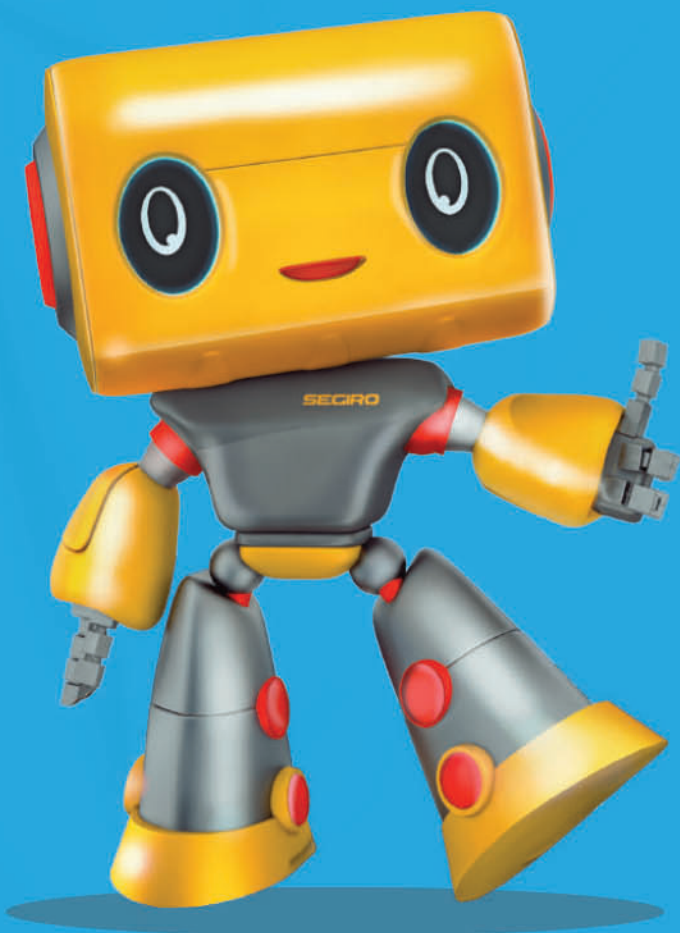




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SAFETY AND READINESS GUIDE





ACTIONS TAKEN

All SEGi campuses in the Klang Valley, Penang and Sarawak were directed to implement safety measures to closely monitor the health of students, staff and visitors as soon as Malaysia started recording an increased number positive COVID-19 cases in January 2020. These measure include:

- 1** The issuance of an official memo alerting students and staff to take precautions
- 2** The setup of a Crisis Management Team for Covid-19 involving the top management and members of the Faculty of Medicine to look into guidelines, processes, procedures and other aspects related to COVID-19
- 3** Body temperature checks at premise entrance
- 4** The setting up of a Screening Clinic at SEGi University
- 5** Encouragement of face mask usage at all campuses
- 6** A clear communication explaining the screening process via a flow chart to all existing and new students

DID YOU KNOW?

Some of the most effective ways to protect yourself and other against COVID-19 are to frequently clean your hands, cough or sneeze into your bent elbow or tissue and maintain at least 1 metre (3 feet) distance from people with symptoms.

Source : World Health Organization



ACTIONS TAKEN

7 Communication via social media, and other forms of collateral at all strategic locations across the campuses on the following:

- What is COVID-19 and how it spreads
- Basic hygiene practices
- Proper hand-washing techniques
- Proper mask-wearing techniques
- Advisory to seek immediate medical attention if unwell

Awareness Communication

SEGi University segiuniversity.edu.my

TAKE PRECAUTIONARY MEASURES AGAINST NOVEL CORONAVIRUS (2019-nCoV)

WHAT IS IT?
A respiratory illness caused by a new virus named coronavirus (2019-nCoV). It was first detected in Wuhan, China with a reported number of cases growing in several countries including Malaysia. The virus is commonly found in different species of animals.

HOW DOES THE VIRUS SPREAD?
• From human-to-human

SYMPTOMS
• Breathing difficulties - shortness of breath, rapid breathing or purple/blue discolouration of the lips
• Coughing out blood or blood streaked sputum
• Persistent chest pains
• Fever persisting beyond 3 days or recurring after 3 days

STEPS TO GUARD YOURSELF AND YOUR LOVED ONES
• Clean your hands regularly with soap and water or handrub
• Avoid high-crowd areas and minimise contact with individuals exhibiting the above symptoms
• Cover your nose and mouth when coughing or sneezing
• Use a face mask
• Avoid visiting places that sell livestock
• Avoid meat that is not properly cooked or raw animal products including eggs and milk
• Seek medical attention and get plenty of rest if symptoms persist
• Postpone travel plans to affected countries or areas

If you have been to China recently, please proceed to the nearest SEGi Screening Clinic immediately.

Seek medical attention if you are unwell.

For emergency, please contact:
+6011 3136 9133
+6017 690 9527


Reference from: World Health Organization

The best in you, made **POSSIBLE**

Please be safe wherever you are!

SEGi University segiuniversity.edu.my

LOCATION OF SEGi SCREENING CLINIC



Reference from: WHO, CDC and MOH

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HAND WASHING STEPS WITH SOAP AND WATER

1. Rub palms together
2. Rub the back of both hands
3. Interlock fingers and rub hands together
4. Interlock fingers and rub the back of fingers of both hands
5. Rub thumb in a rotating manner followed by the area between index finger and thumb for both
6. Rub fingertips on palm for both hands
7. Rub both wrists in a rotating manner. Rinse and dry thoroughly

Reference from: WHO, CDC and MOH

Please be safe wherever you are!

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HOW TO HANDRUB WITH HANDRUB SOLUTION

1. Squeeze a small amount of handrub solution over left palm and dip all the fingers of right hand into left palm and vice versa
2. Rub palms together
3. Rub the back of both hands
4. Interlock fingers and rub hands together
5. Interlock fingers and rub the back of fingers of both hands
6. Rub thumb in a rotating manner followed by the area between index finger and thumb for both hands
7. Rub both wrists in a rotating manner. Rinse and dry thoroughly

Reference from: WHO, CDC and MOH

Please be safe wherever you are!

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PROPER STEPS TO WEAR FACE MASK

1. Wash both hands thoroughly with soap
2. Ensure the coloured layer face outwards and nose wire is on top
3. Secure nose wire onto nose bridge
4. Stretch ear-loops over ears
5. Expand face mask by pulling downwards to cover entire chin

DO YOU KNOW?
The coloured side of the face mask is always outwards

If you have been to China recently, please proceed to:
• Student Academic Office (Local Students)
• International Office (International Students)
• HR Department (Staff)

Seek medical attention if you are unwell.

Let's Work Together in Preventing The Spread of Coronavirus

The best in you, made **POSSIBLE**



ACTIONS TAKEN

- 8** Increased frequency of cleaning in common areas. Hand sanitisers were made available in these areas. A suitable vendor was also identified to sanitise the premise in the event of an outbreak in SEGi
- 9** Home surveillance/ hostel quarantine for students arriving from high-risk countries
- 10** Cancellation of all corporate events, programmes and student activities
- 11** Closure of premises upon the announcement of nationwide Movement Control Order effective 18 March 2020
- 12** Work from home directive for all staff
- 13** E-Learning / Online Class Activation for students via BlackBoard and other online platforms
- 14** Assistance for internet data to ensure students can attend online classes
- 15** E-Orientation for new students
- 16** Ensure students staying in hostel during MCO have sufficient food and daily supplies
- 17** Provide counselling and support services to those facing difficulties during the MCO period

ACTIONS TAKEN

Continuous Awareness Communication



Alternative Learning Solution



ACTIONS TAKEN

Temperature Checkpoints



Screening Clinic



ACTIONS TAKEN

Scheduled Disinfection Exercise



ACTIONS TAKEN

Food and Daily Supplies During MCO - Hostel Students





READINESS TOWARDS THE NEW NORMAL

To show our commitment during this challenging time, SEGi shall continue to provide our students with adequate support and a conducive environment to keep any unwanted circumstances at bay. We shall adhere to the 'New Normal', whether in facilitating the best learning experience for our students or guiding them in adopting a new lifestyle. SEGi has or will be implementing the following measures towards the new normal:

- 1** Messages on health and hygiene practices post-management of COVID-19
- 2** Mandatory 14-day leave of absence for employees or students returning from overseas
- 3** Designated quarantine zone to be set up at university/college premises
- 4** Introduce standard operating procedures/process to handle suspected or positive case
- 5** Employee and student training on ideal safety and hygiene measures
- 6** Provision of hand sanitisers at common areas
- 7** Temperature screening for all and hand sanitisation before and after class for students
- 8** Online teaching and learning will become the way forward
- 9** Blended learning will be implemented for classes that require practical sessions
- 10** Online course counselling, virtual open weeks and virtual career fairs will be implemented
- 11** Non-essential meetings and student activities to be conducted using online platforms
- 12** E-certificates will be provided to students in place of award ceremonies
- 13** Encourage social distancing by labelling floors in common areas with 1-metre markers
- 14** Encourage students, staff and visitors to use the e-pay option at counters
- 15** Limit all non-essential visits to university/college premises

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📞 **012 988 9627**

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📞 **013 629 4880**