

SUNWAY EDUCATION GROUP



A CLASS ABOVE



Pathway to a Brighter Future

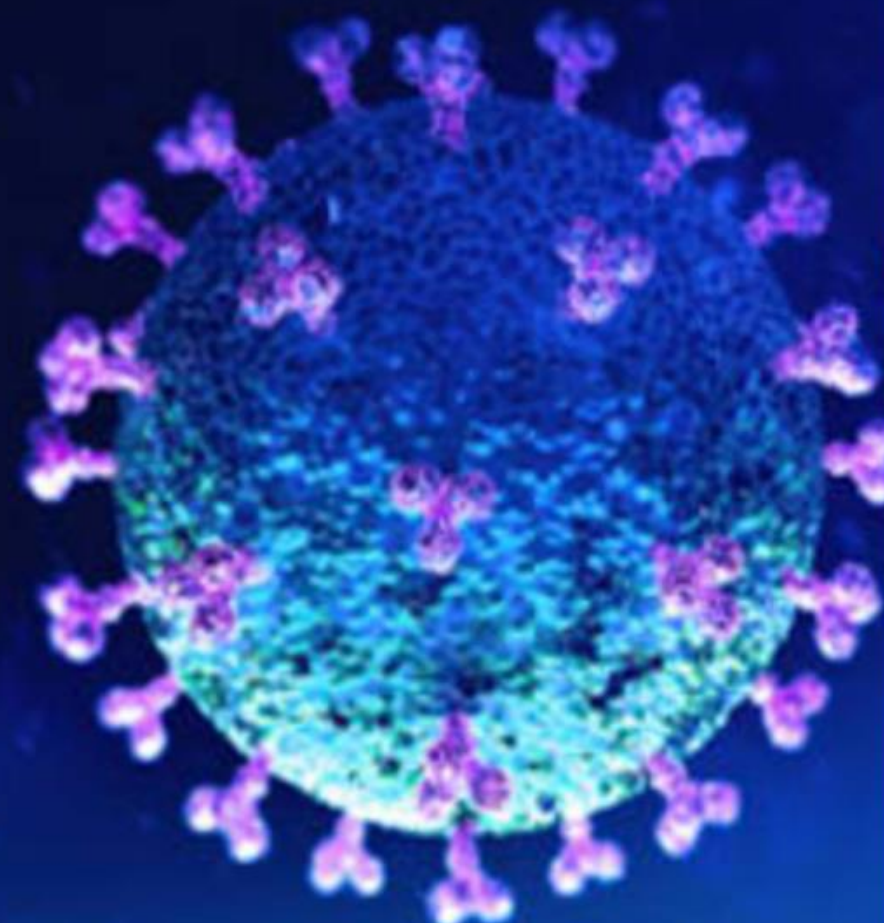
COVID-19 STUDENT RETURN GUIDE

Version 30.3.2021

Jeffrey Cheah
Foundation



Nurturing the Seeds of Wisdom



Updates in this version

- Slide 4: In light of the rapidly changing status of the various MCOs applicable from state to state, we have provided the link to the National Security Council (NSC/MKN) website
- Slide 6: Reminder that face-to-face (F2F) classes, discussions, or permitted events within an enclosed room should not be longer than 2 hours continuously at a time
- Slide 15 (new slide): We have listed down in more detail the definition and instances of being a Close Contact (Tier 2) according to the authorities





As we welcome back our students, who have been allowed to physically return to campus beginning 1 March 2021 by the Ministry of Higher Education (based on 6 categories), the Sunway Education Group is committed to ensure that the health and safety of all members of our community are protected. For non-returning students, rest assured that you will be able to continue accessing your education online as we work towards ensuring that you achieve all your learning outcomes.

This COVID-19 Student Return Guide functions as a point of reference which includes reminders of the existing Standard Operating Procedures (SOPs), pre-return To-Do's, as well as useful contact information in case there are any arising questions. Owing to the rapidly evolving nature of surrounding circumstances, including the implementation of the MCO, CMCO and RMCO, this guide is non-exhaustive and updated from time to time. Thus, please contact our team or your respective institutions, schools, or programmes, should any support be required.

Let us all do our part in the ongoing fight against the COVID-19 pandemic as we continue our noble pursuits of knowledge, education and research.

#StaySafe #StayHealthy

Professor Elizabeth Lee

Chief Executive Officer
Sunway Education Group

Commitment to a Safe Campus

Health Advisories

- Since the onset of the COVID-19 pandemic up to February 2021, we have released Advisories to guide our students, staff and parents due to the rapidly changing situation.
- The advisories are accessible here:
<https://sunway.edu.my/health-advisory-communicate/safe-campus>

Government Regulations

- Kindly note that this Guide is subject to the regulations, SOPs and guidelines issued by the relevant authorities which include the Ministry of Higher Education (MoHE), Ministry of Health (MoH), Ministry of Education (MoE) and the National Security Council (NSC/ MKN). In light of the rapidly changing status of the various MCOs applicable from state to state, kindly refer to the various authorities' websites for the latest information, including MKN:
<https://www.mkn.gov.my/web/ms/sop-pkp-pemulihan/>
- We will endeavour to update this Guide as soon as is reasonably possible based on ongoing developments.



Please adhere to all SOPs

- Submit the eDeclaration Form & MySejahtera upon entry
- Please get your temperature checked
- Always wear your mask
- Observe physical distancing
(Follow the example of these prominent individuals & celebrities)



!! FAILURE TO OBSERVE SOPs MAY LEAD TO REMOVAL FROM CAMPUS !!

Please adhere to all SOPs

- Please scan the eTrace QR before entering classes/ office areas/ facilities
- F2F classes (including labs/ workshops etc.), discussions and/or permitted events within an enclosed room should be no longer than 2 hours continuously at a time



!! FAILURE TO OBSERVE SOPs MAY LEAD TO REMOVAL FROM CAMPUS !!

Please adhere to all SOPs

The campus, classrooms, laboratories and common areas have been marked with various signages to ensure SOP compliance. We have also appointed SOP Ambassadors to remind students/staff who are not in compliance with the SOPs. Be nice to them, please!



!! FAILURE TO OBSERVE SOPs MAY LEAD TO REMOVAL FROM CAMPUS !!

6 Categories of Students Allowed to Return to Campus from 1 March

SUNWAY EDUCATION GROUP

1



Students from Certificate, Diploma, Bachelor and Postgraduate programmes who require practical, laboratory and clinical training, as well as access to studios, workshops and specialised equipment.

2



Students who do not have access to adequate internet connection and their environment is not conducive for online learning.

3



Existing students from Foundation or Pre-University and Diploma programmes based in SEG residences.

4



All new and existing international students. The International Office will advise all existing and new international students, except those from the United Kingdom, on matters pertaining to the requirement for their return to the country.

5



Students with special needs (OKU).

6



Students who are scheduled to sit for the Malaysian University English Test (MUET) as well as international and professional bodies examinations.

Before Returning To Campus

Local Students

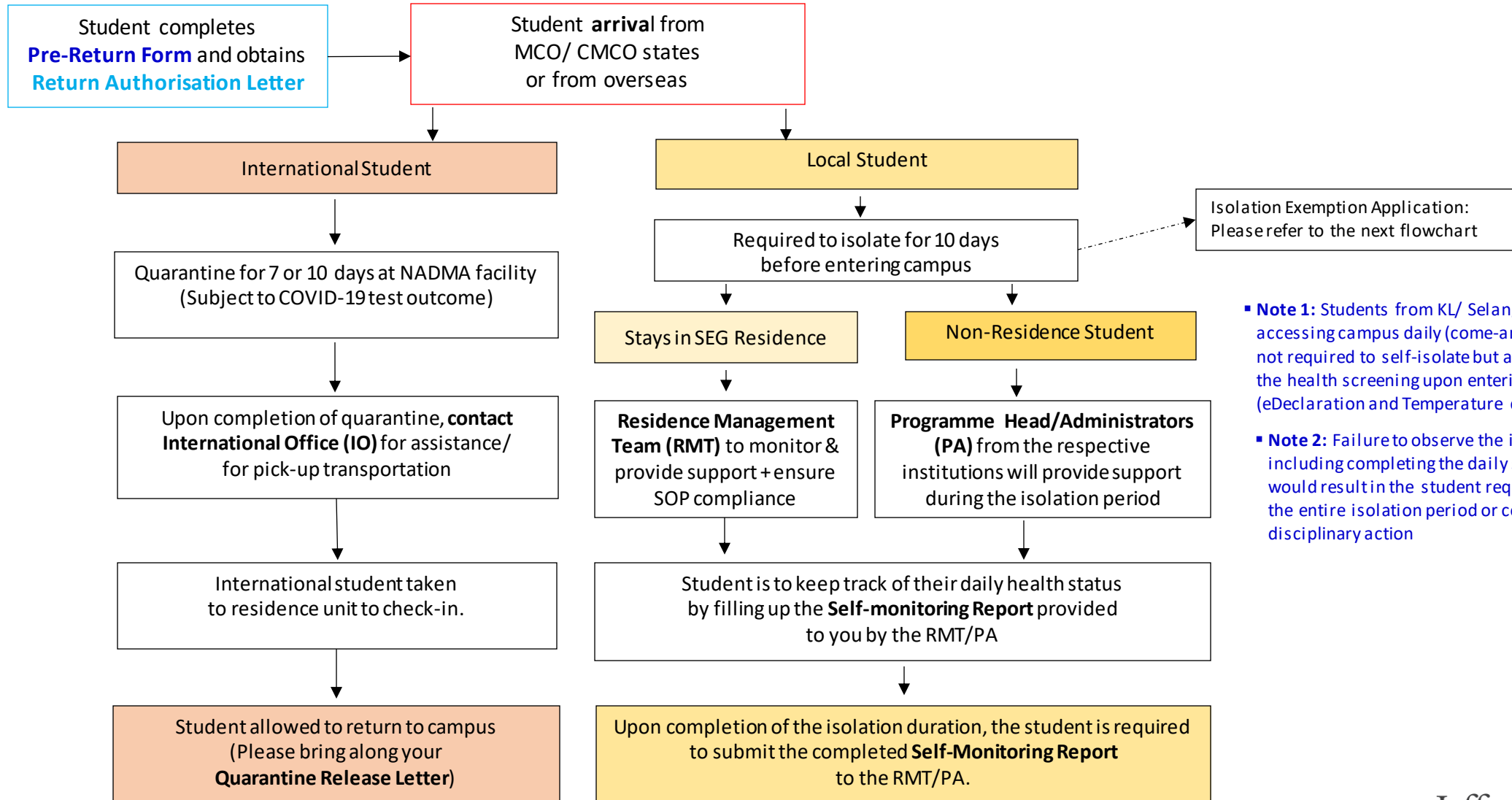
1. You will receive a notification/email from your Institution/School/Programme.
2. Please check your **return eligibility** (must be within 1 of the 6 categories stated in previous page). If eligible, please fill in the necessary **online form** with your details (date of return, residential address etc). Your Programme Head/Manager/ Administrator will provide the relevant link. An **authorisation letter** to return to campus will be issued only to eligible students based on the details provided in the form.
3. If **inter-state travel** is necessary, please ensure you have 2 documents with you: the authorisation letter + MoHE letter (accessible [here](#)).
4. Non-returning students can continue learning online.
5. All resident and non-resident students from MCO/CMCO states **must isolate for 10 days** and must self-monitor their health status throughout. You will receive the **self-monitoring template** via email. Kindly note that failure to complete the isolation period or self-monitoring report may lead to disciplinary action.
6. Students **may be exempted from the 10-day isolation period** provided they can produce a COVID-19 swab test (RT-PCR) negative result from an authorised testing centre done within 3 days prior to campus entry. Kindly note exemption applications are subject to MoHE approval. Aside from public hospitals/ clinics, you may check out authorised private COVID-19 testing centres via the MoH website here: <http://covid-19.moh.gov.my/fasiliti-kesihatan/hospital-swasta-dan-klinik-swasta-berdaftar-untuk-covid19> .
7. Upon completion of the isolation period or if exemption is approved, you will be allowed back to campus. Please make the necessary arrangements ahead of time. Residence students should contact the Residence Management Team while non-residence students should contact their Programme Head/ Administrators for further details.
8. Students from KL/Selangor who are accessing campus daily are not required to self-isolate beforehand, but must complete the eDeclaration form and temperature check upon entry.

International Students

1. International students must contact the International Office (IO) before making travel arrangements and to comply with authorities' procedures.
2. Please reach out to the IO team if you have any questions regarding the processes and procedures. This includes:
 - a. Visa and immigration requirements
 - b. Travel arrangements
 - c. Pre-arrival COVID-19 test
 - d. Quarantine at authorised Government Centre
 - e. Accommodation
 - f. Airport pick-up and transportation arrangements to campus accommodation
 - g. Campus entry and commencement of classes documentation
3. Our IO team is ready to assist and guide you in this process.



Student Return Flowchart



- **Note 1:** Students from KL/ Selangor who are accessing campus daily (come-and-go) basis are not required to self-isolate but are required to do the health screening upon entering campus (eDeclaration and Temperature check)
- **Note 2:** Failure to observe the isolation period, including completing the daily status report, would result in the student requiring to repeat the entire isolation period or could lead to disciplinary action

10-Day Isolation @ Residence/ Private Accommodation

Students arriving from MCO/CMCO states are required to observe a 10-day isolation period prior to being allowed entry to campus. For Resident students, the Residence Management Team (RMT) will be on hand to provide support. Non-residence students (e.g. those staying in private accommodation), your Programme Head/Administrator (PA) will be your 'go-to person'. As part of the 10-day isolation, all students are required to monitor their health status. The RMT or your PA will be providing the necessary self-monitoring document for you to fill-in. At the end of the 10-day isolation period, please return it to them and you will then be issued a letter for entry into campus. And here are some isolation tips prepared by Sunway Medical Centre which you may find useful.

KNOW WHO TO CALL

 **ACCIDENT & EMERGENCY (A&E)**

 Emergency:
+603-5566 8888

 COVID-19 Hotline :
+603-7491 1051

 Stroke Hotline:
+6019-378 0119

SAFETY TIPS



NO
visitors



NO
sharing of
things



NO
shared laundry



Wear a mask



Practise
good hygiene



Disinfect shared
rooms



Wash utensils
thoroughly



Have own bedroom
and bathroom



Open windows &
doors to air out



Keep > 1m
distance with
others



Disinfect masks
& tissues in
sealed bags



Wash hands after
touching used
masks & tissues



Cover mouth &
nose with tissue to
cough & sneeze

SYMPTOM WATCH

MILD



SORE THROAT



RUNNY NOSE



COUGH



LOSS OF TASTE/SMELL



DIARRHOEA



TIREDDNESS



MUSCLE PAIN



NAUSEA



FEVER

CRITICAL



> 2DAY FEVER



CAN'T EAT



CAN'T BREATHE



CAN'T MOVE



LIGHT-HEADEDNESS



WEAKNESS



FAINTING



PEEING LESS



CHEST PAIN

Isolation Exemption Process

IMPORTANT REMINDER FOR STUDENTS

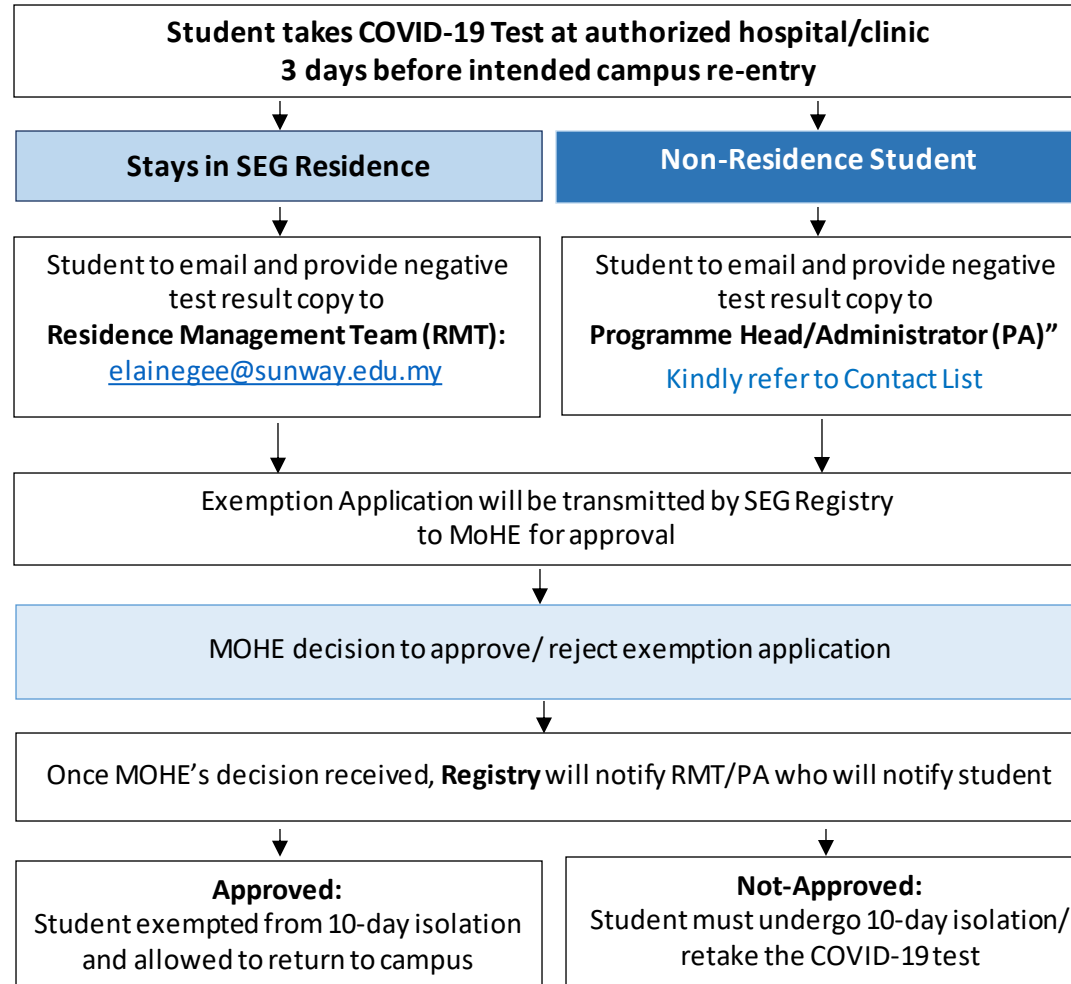
When emailing the exemption application to the Residence Management Team or your Programme Head/Administrator, you must include:

1. Full Name:
2. Student ID No:
3. Institution/ School/ Programme:
4. Contact Number:
5. Student Email:
6. Residence/ Non-Residence Student:
7. If Non-Residence Student, please provide address for the place you will be staying:

COVID-19 Swab Test Details:

8. Where was it taken?
9. When was it taken? (Note: Should be within 3 days of expected return to campus or as soon as the test is received)
10. Please attach COVID-19 negative test result

*Students are advised to submit the application during weekdays to allow necessary approvals to be obtained from the authorities.



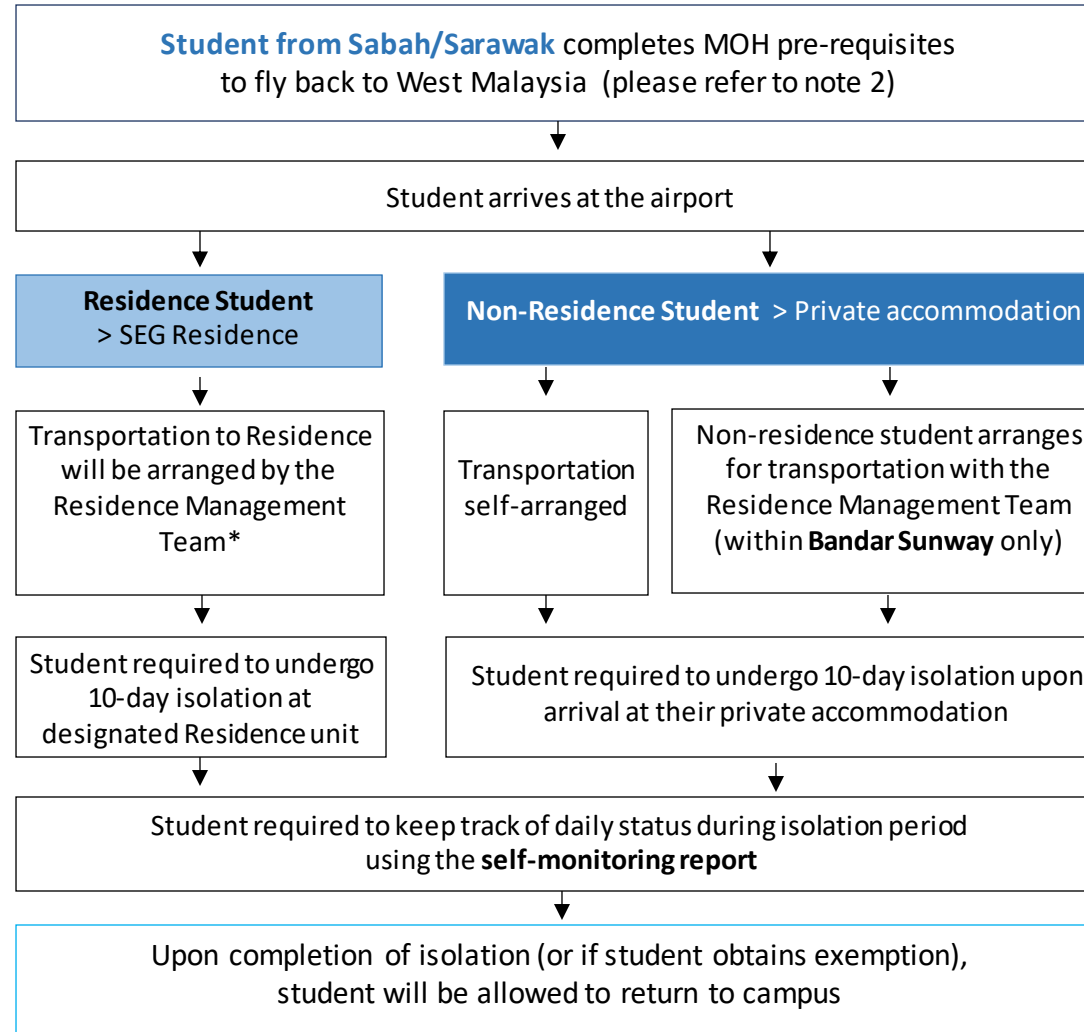
COVID-19 testing centres @ MoH website:

<http://covid-19.moh.gov.my/fasiliti-kesihatan/hospital-swasta-dan-klinik-swasta-berdaftar-untuk-covid19>

Student Return (Sabah & Sarawak) & Transportation Arrangements



- Transportation Arrangements for Residence Student & non-Residence Student (within Bandar Sunway only): Please **register** at least 7 days in advance via the following link:
<https://forms.gle/tHW1479v6L98biUY8>
- Transportation fee of RM60 per student per trip applicable.
- Residence Management Team contact:
smr_residence@sunway.edu.my / SMR Hotline: 017-248 3679

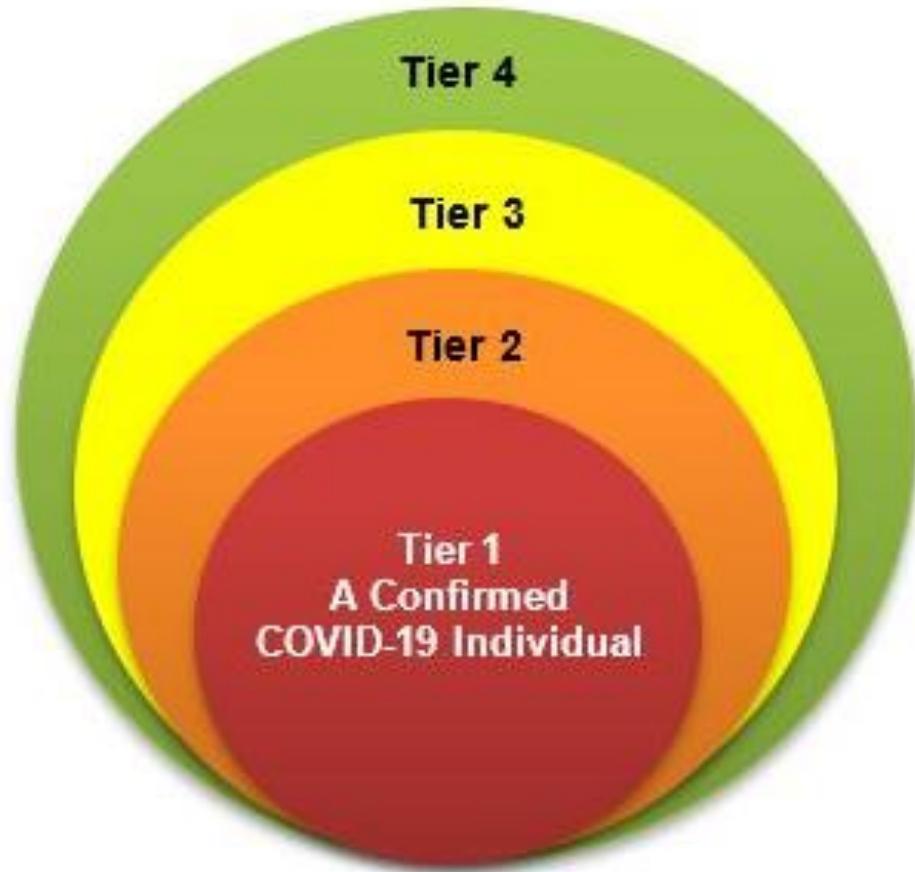


▪ **Note 1:** For Students flying from West Malaysia to our Sarawak campus, kindly refer to your institution for latest State entry requirements

▪ **Note 2:** Subject to whether the state/ districts or zones within the state are under MCO/ CMCO/ RMC0, the return requirements will differ. Please check with your Institution/ School/ Programme for the latest requirements.

COVID-19 exposure tiers

How close do you have to be to a COVID-19 positive case to undergo testing or quarantine? The following exposure tier system, adapted from MOH guidelines and advice from Sunway Medical Centre, can help shed light (and what happens if you are within the tier).



Tier 1

A **confirmed case of COVID-19** i.e. an individual with laboratory confirmation of infection with COVID-19, irrespective of clinical signs or symptoms.

What to do? Individual must also immediately notify their respective Programme Administrators / Institution/ School.

What happens? MOH protocol for quarantine activated and will contact individual. SEG Health & Safety will do contact tracing. Deep cleansing and disinfectant exercise to be carried out immediately at affected areas.

Tier 3

Individuals having sustained contact within 1 meter or less with a person in Tier 2.

Does not require home quarantine and can return to campus as there was no direct contact with a COVID-19 positive person.

Does not require medical attention unless symptoms develop. Must continue to practise good personal hygiene, wear a mask at all times, maintain social distancing and adhere to all campus SOPs.

Tier 2

You are a close contact: Please refer to next slide

What to do? Close contacts identified by SEG Health & Safety based on eTrace / by Institutions/ Schools will be notified following the case investigation. Or if individual knows they are a close contact, to notify SEG.

What happens? All tier 2 close contacts must self-quarantine and stay home/ residence for 10 days (or as advised by MoH) from the last contact date with a person who has tested positive for COVID-19. **MOH will contact you and arrange for a COVID-19 test.** The individual will be allowed to return to campus once given the all-clear from the health authorities.

Tier 4

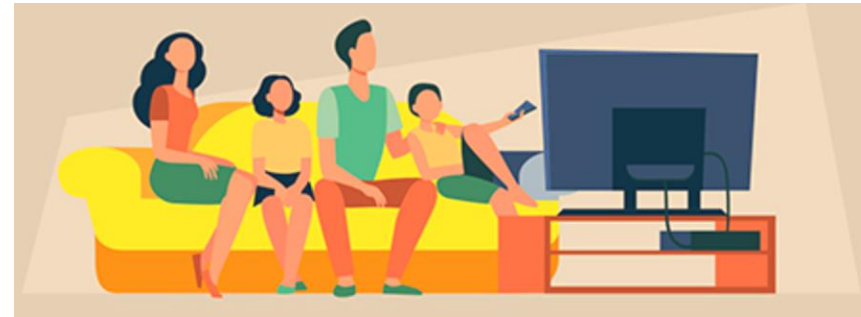
Individuals having sustained contact within 1 meter or less with a person in Tier 3.

There is deemed to be no identifiable risk. Does not require self-isolation or home quarantine and can return to work.

COVID-19 Close Contact

Who is a close contact? According to the authorities, Close Contacts are individuals who have been **Face-to-Face (F2F)** or in **physical contact** with a COVID-19 positive individual in the last 10 days (or as advised by MoH). This includes:

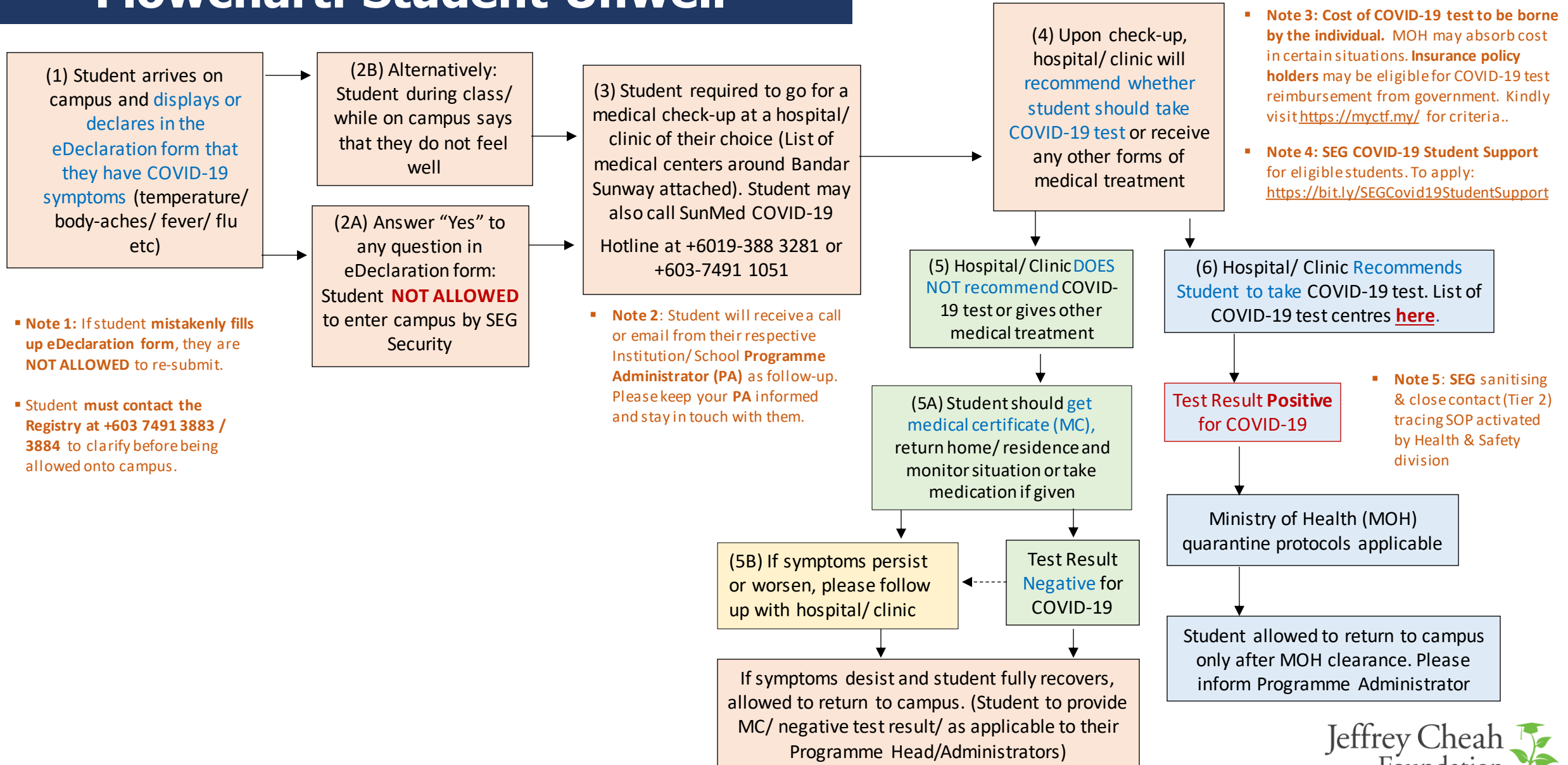
- **Health officials who provided treatment** or **visitors** to a COVID-19 positive individual without wearing the appropriate PPE gear;
- Individuals who live in the **same household** with an individual positive for COVID-19;
- **Working** with or being **Face-to-Face (F2F)** in a **closed space** together with a **distance of less than 1 meter apart**, for a **duration exceeding 15 mins**;
- In the **same vehicle** for **over 2 hours** sitting **within 2 meters** of an individual positive for COVID-19; or
- Together in an **enclosed room** which is airconditioned for **more than 2 hours continuously**.



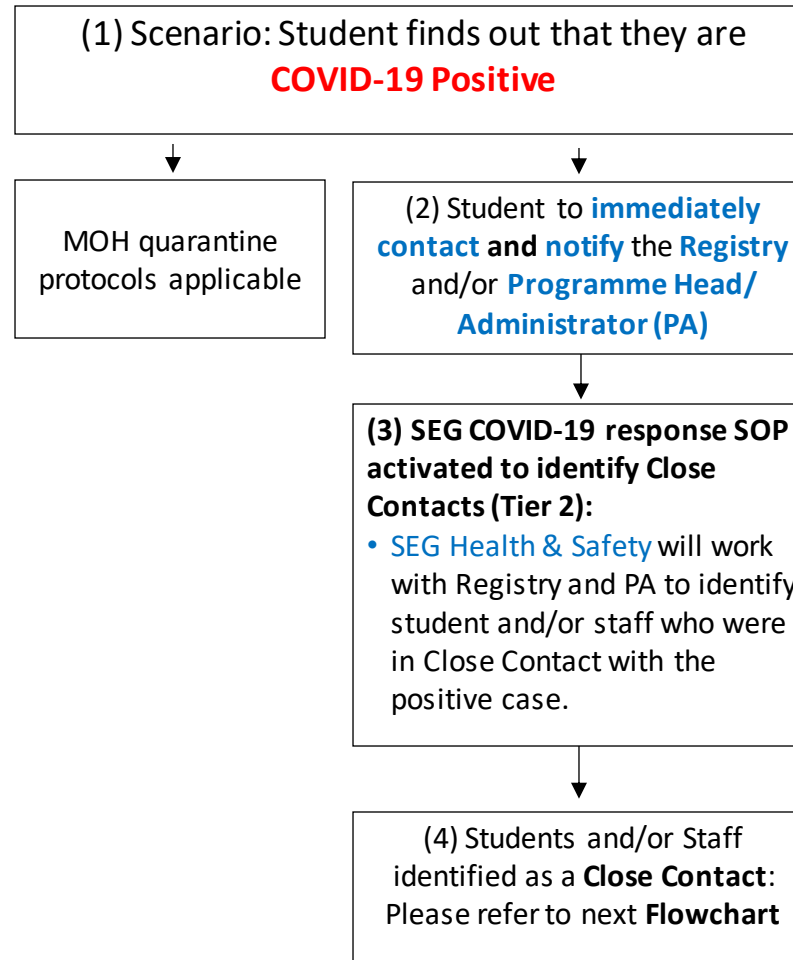
Sources:

- [MOH - http://covid-19.moh.gov.my/faqsop/faq-covid-19-kkm](http://covid-19.moh.gov.my/faqsop/faq-covid-19-kkm)
- [MOE - https://www.moe.gov.my/pekeliling/4109-garis-panduan-pengurusan-dan-pengoperasian-sekolah-dalam-norma-baharu-2-0/file](https://www.moe.gov.my/pekeliling/4109-garis-panduan-pengurusan-dan-pengoperasian-sekolah-dalam-norma-baharu-2-0/file)

Flowchart: Student Unwell



Flowchart: COVID-19 Positive Case

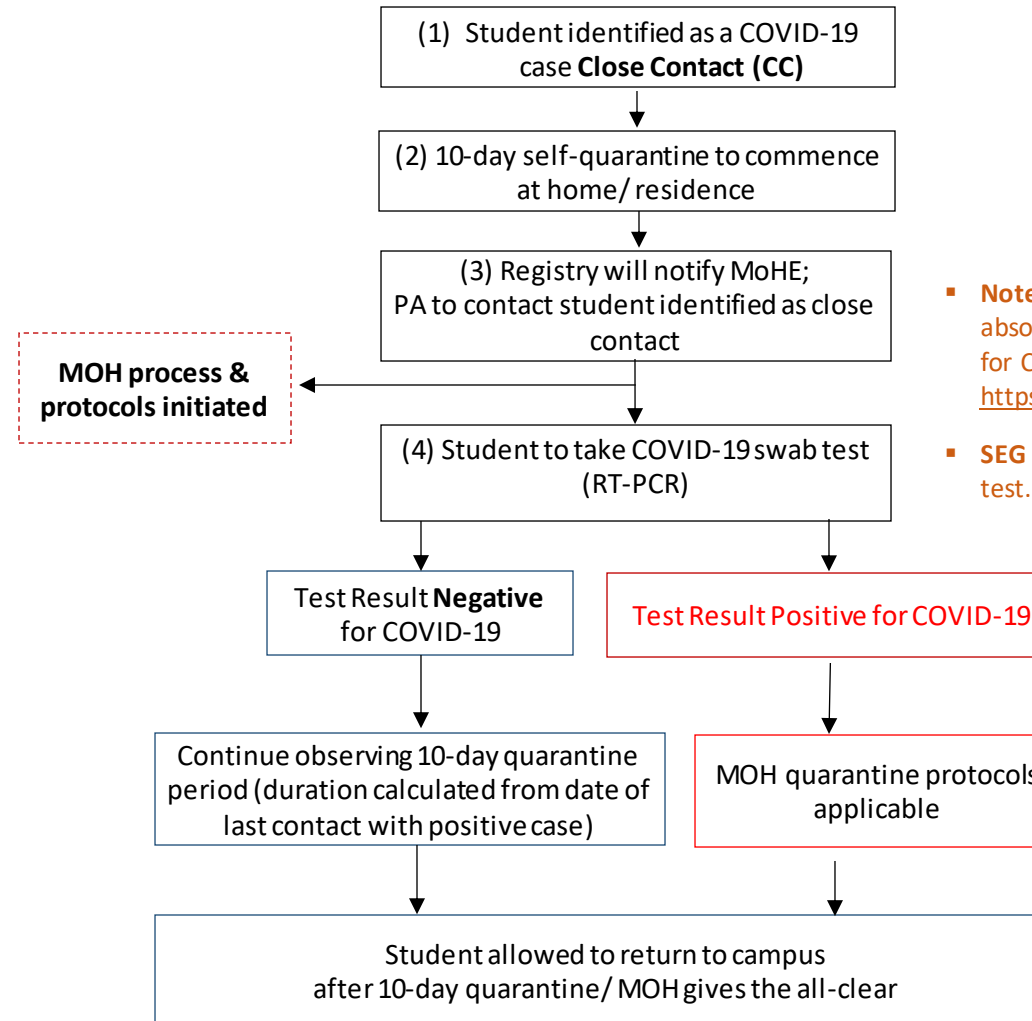


- **Note: PA to inform Health & Safety as well as Registry (if not yet done)**

- **SEG protocols for sanitising activated to sanitise campus grounds / classrooms / areas where the positive case had been to.**

- **PA to work with Student LIFE and relevant divisions to ensure students gets academic, mental health, and essential support needed.**

Flowchart: COVID-19 Close Contact



▪ **Note: Cost of COVID-19 test to be borne by the individual.** MOH may absorb cost in certain situations. **Insurance policy holders** may be eligible for COVID-19 test reimbursement from government. Kindly visit <https://myctf.my/> for criteria.

▪ **SEG COVID-19 Student Support** for eligible students to pay for COVID-19 test. To apply: <https://bit.ly/SEGCovid19StudentSupport>

▪ The respective Institution/ Programme Head/ Administrators (PA) will follow up with the student who is undergoing self-quarantine.

▪ PA will work with Student LIFE for pastoral care and support.

▪ Residence Students should notify the Residence Management Team (if not yet done).

Student Support

SEG Student Support

We understand that some students are living away from home, but has accommodation around the vicinity of Bandar Sunway and Subang Jaya, and may be facing some difficulties due to, among others, restriction on movement hence in need of assistance and support. As such, we have set up the SEG COVID-19 Student Support to assist Sunway students who are staying alone within Bandar Sunway or Subang Jaya. Please fill up the application form here: <https://bit.ly/SEGCovid19StudentSupport> and we will reach out to you as soon as possible. Kindly note that the support will be prioritised based on needs and the availability of the funds. For inquiries, please email: philanthropy@sunway.edu.my

Mental Health

Remember that there is no wrong to how you feel. If you need a shoulder to lean on, we are here for you and ready to lend an ear. Reach out to our 24/7 Mental Health Crisis Hotline or email us at any time. We offer online therapy sessions. All students welcome.

To Sign Up for Counselling:

iZone -> Services -> eForms -> Counselling eForm



**24/7 MENTAL HEALTH
CRISIS HOTLINE**

018-3893220

facebook.com/sunwayeducationcounsellingandwellness

counselling@sunway.edu.my

Sunway Medical COVID-19 Support

SUNWAY EDUCATION GROUP

Not feeling well? Need advise?
Call the **Sunway Telemedicine
Command Centre**

- Know what to do when any situations arise
- Manage your symptoms
- Identify the warning signs
- Call our COVID Hotlines at any time of your need.



SUNWAY
TELEMEDICINE
COMMAND CENTRE

COVID-19 SUPPORT

COVID-19 HOTLINE:
03-74911051

24
HOURS

WhatsApp:
019-3883281

TCC Main Line:
03-74919191

SUNWAY
MEDICAL CENTRE
Sunway City

www.sunwaymedical.com [sunwaymedical](https://www.instagram.com/sunwaymedical)

Hospitals/ Clinics in Bandar Sunway Area

Kindly note that the following list is not exhaustive. Please refer to respective districts/localities for hospitals/ clinics outside Bandar Sunway. Students may opt to visit their own preferred hospitals/ clinics.

Sunway Medical Centre

No. 5 Jalan Lagoon Selatan, Bandar Sunway, 47500
Selangor, Malaysia.
Tel: 03-7491 9191

SunMed Clinic

Floor CP2 @ Sunway Pyramid,
3, Jalan PJS 11/15, Bandar Sunway
47500 Subang Jaya, Selangor
Tel: 03-7491 0121

Klinik & Surgeri Suncare (Bandar Sunway)

121, Jalan PJS 11/2
Tel: 03-5632 0678

Klinik Mediviron

No. 11, Jalan PJS 11/28
Tel: 03-5636 9809

Klinik A Mohan

16, Jalan PJS 8/10
Tel: 03-5630 0081

Poliklinik Shaik Sunway

Dataran Mentari, 9, Jalan PJS 8/12
Tel: 03-5630 1285

Poliklinik Kumpulan City

10, Jalan PJS 11/28

U.n.i Klinik (Bandar Sunway)

E-01-07, Sunway Geo Avenue,
Jalan Lagoon Selatan
Tel: 03-5021 4561

Note: COVID-19 tests may not be available at all hospitals/ clinics in Bandar Sunway.

For COVID-19 test facilities, please refer here:

<http://covid-19.moh.gov.my/fasiliti-kesihatan/hospital-swasta-dan-klinik-swasta-berdaftar-untuk-covid19>

Who to contact?

Your institution or school's Programme Administrators (PAs) are ready to advice and assist if you have any questions or require support.

**SUNWAY
UNIVERSITY**

Institution/ Programme	Programme Administrator (PA)	Contact Details: +603 7491 8622 Extension:	Email: @sunway.edu.my
School of Engineering and Technology	General Hotline Teo Wei Nie (Lead PA)	7344 7186	set weiniet
School of Arts	General Hotline Chong Ai-Lee (Lead PA)	7494 7500	soa aoileec
Sunway University Business School	General Hotline Sujatha Nagayah (Lead PA)	7229 7255	subs sujathan
School of Hospitality and Service Management	General Hotline June Quay (Lead PA)	7612 7238	shsm quay
School of Medical and Life Sciences	General Hotline Wan Noorazila Wan Othman (Lead PA)	7415 7441	smls noorazilaw
School of Mathematical Sciences	Eric Tan Bernice Ching (Lead PA)	7117 7224	tptan bernicecyf
Centre for American Education	Shamni Nadesan (PA)	7199	shamnin
Jeffrey Sachs Centre on Sustainable Development/ Jeffrey Cheah Institute on Southeast Asia	Kavitha Ambigabadi (PA)	7632	kavithaa
Centre for English Language (IEP)	Stella Cherubin (PA)	3388	stellac

Who to contact?

Your institution's Programme Heads/Administrators are ready to advice and assist if you have any questions or require support.

**SUNWAY
COLLEGE**

Institution/ Programme	Programme Head/Administrator	Email:	Phone No:
Australian Matriculation Programme (AUSMAT)	Vanitha S Sumathi Balasubramaniam	vanitha@sunway.edu.my sumathib@sunway.edu.my	03-7491 3744 03-7491 3745
Cambridge GCE A-Level (A-LEVEL)	Ruth Cheah Irma Chan	ruthc@sunway.edu.my irmac@sunway.edu.my	03-7491 3746 03-7491 3768
Canadian International Matriculation Programme (CIMP)	George McEwan Sumathy Ramasamy	georgemc@sunway.edu.my sumathy@sunway.edu.my	03-7491 3769 03-7491 3748
Monash University Foundation Year (MUFY)	Lee Thye Cheong Charity Yang	tclee@sunway.edu.my charityy@sunway.edu.my	03-7491 3770 03-7491 3771
Diploma in IT Diploma in Computer Science	Nicholas Jeremy Francis Jennifer Ding	nicholasf@sunway.edu.my jenniferd@sunway.edu.my	03-7491 3751 03-7491 3772
Diploma in Business Administration Certificate in Business Studies	Gobindran Raj Rajagopal Jennifer Ding	gobindranr@sunway.edu.my jenniferd@sunway.edu.my	03-7491 3749 03-7491 3772
Diploma in Accounting Diploma in Finance	Leon Siew Lin Jennifer Ding	siewlinl@sunway.edu.my jenniferd@sunway.edu.my	03-7491 3752 03-7491 3772
Diploma in Communication Diploma in Interactive Media	Nurzalina Ramli Jennifer Ding	nurzalinar@sunway.edu.my jenniferd@sunway.edu.my	03-7491 3750 03-7491 3772
Sunway Foundation Programmes (FIA & FIST)	Suzana Ahmad Ramli Sharenee P Paramasivam	suzanar@sunway.edu.my shareneep@sunway.edu.my	03-7491 3753 03-7491 3780

Who to contact?

Your institution's Programme Heads/Administrators are ready to advice and assist if you have any questions or require support.

**SUNWAY
COLLEGE**

Institution/ Programme	Programme Head/Administrator	Email:	Phone No:
ACCA & FIA/CAT	Lum Pey Wah Tan Bee Sim	pwlum@sunway.edu.my bstan@sunway.edu.my	03-7491 3774 03-7491 3773
ICAEW & CFAB	Theresa Soh Tan Bee Sim	theresas@sunway.edu.my bstan@sunway.edu.my	03-7491 3775 03-7491 3773
Victoria University Bachelor of Business (VUBB)	Dr Jason Cheok Sharmila Subramaniam	cheokbc@sunway.edu.my sharmilas@sunway.edu.my	03-7491 3755 03-7491 3756
Sunway College (KL) @ Velocity	Ruma Lopes Hilda Edward Untie	ruma@sunway.edu.my hildae@sunway.edu.my	03-9770 1155 Ext 1115 03-9770 1155 Ext 1118
CFA & CPA Australia	Michelle Choo	michellec@sunway.edu.my	03-7491 3776
MICPA Programme	Emily Chung	emilyc@sunway.edu.my	03-7491 3777
Sunway College Kuching	Joseph Lim	jlim@swck. edu.my	082-451 221
Sunway College Ipoh	Wan Nor Haliza Wan Harun Ramasubain V. Pulogasingam	norhalizaw@sunway.edu.my subainp@sunway.edu.my	05-5454 398
Sunway College Johor Bahru	Maria Fong Linda Lim	mariaf@sunway.edu.my Lindal@sunway.edu.my	07-359 6880

Who to contact?

Need assistance? Unsure of what to do or where to do? Please feel free to contact us.

**SEG COVID-19
HELPLINE
(6.00am-8.00pm)**

**For General Inquiries:
+603 7491 3883 / 3884**

**SUPPORT
SERVICES**

DEPARTMENT	NAME OF PERSONNEL	CONTACT DETAILS +603 7491 8622 Extension:	Email: @sunway.edu.my
Health & Safety	Saiful Bahari	8520	saifulba
	Billy Chan	8521	billyc
Registry	Jannice Tan	8114	jannicet
	Chin Pek Yuen	8123	pychin
Student LIFE	Teh Kean Sing	3039	ksteh
	Juliana Yeo	3021	julianay
	Chai Pei Ling	3027	peilingc cc: studentsupport
International Office	Ricky Lam	3833	rickyl
	Aprilla Johnny Ruping	3833	aprillar
	General Hotline	+6 019 336 2242	
Mental Health Hotline	General Hotline	+6 018 389 3220	
Residence Management Team	General Hotline	+603 7652 5500	enquiry_residence@sunway.edu.my

Connect With Us

SUNWAY EDUCATION GROUP



A CLASS ABOVE

 SunwayUniversity

 SunwayU

 SunwayUniversity




Sunway City / Velocity


 SunwayCollegeKL

 sunwayc

 SunwayCollegeKL


Johor Bahru

 SunwayCollegeJB


 sunwaycollegejb

 sunwaycollegejb

Ipoh


 SunwayCollegelipoh


 Sunwaycol_ipoh

 sunwaycollegeipoh

Kuching

 SunwayKuching

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 sunwaykch

Thank You

SUNWAY EDUCATION GROUP



#StaySafe #StayHealthy

