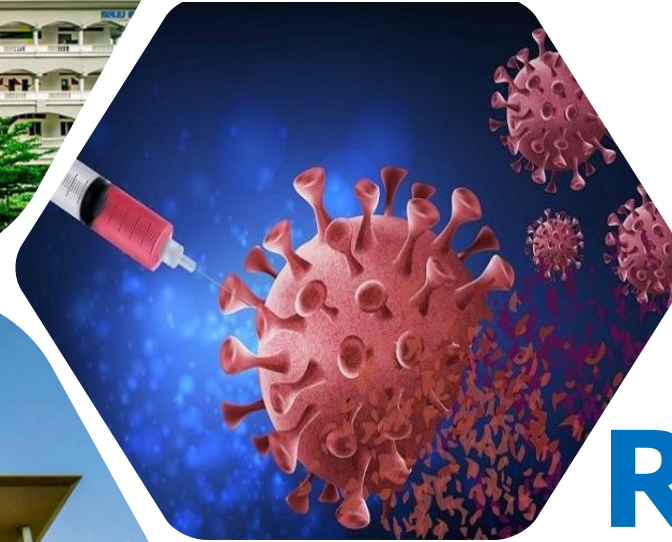




**SUNWAY** EDUCATION GROUP

Jeffrey Cheah  
Foundation  
*Nurturing the Seeds of Wisdom*



# COVID-19 Student Return Guide

Version 18 October 2021



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*With our dear Sunway College & University students who volunteered to support the National COVID-19 Immunisation Plan recently at the Sunway Pyramid Convention Centre*

### *My Dear Students,*

We are truly happy to welcome you back to campus beginning **15 October 2021**.

As announced recently by the Ministries of Higher Education (MOHE), **only fully vaccinated students** (including staff, visitors and vendors) will be allowed to enter campus from 15 October onwards. This is part of **MOHE's Recovery Plan** which aims to allow vaccinated students to return while keeping the campus community well and safe, in light of the endemic COVID-19 risks.

A warm thank you to those of you who have been fully vaccinated. We are aware that some of you are awaiting your turns while others aren't yet able to get vaccinated for various reasons. Rest assured, we are committed to ensure your learning and development continues, hence, hybrid learning options will continue to be available for the foreseeable period.

For those eligible but have not yet signed up, we urge to do so as soon as possible. Remember, by getting vaccinated, you not only protect your self but also those around you.

In line with the official reopening of our campuses, I wish to assure all of you that **Sunway Education Group** is committed to your mental and physical wellbeing, as well as safety. Hence, this **COVID-19 Student Return Guide** functions as a point of reference for all of you. It includes reminders of the SOPs, pre-return To-Do's (and Don'ts), as well as useful contact information.

Lastly, must remember that COVID-19 is becoming endemic and around us. Therefore, let us continue to stay vigilant and comply with the SOPs, so as to enable our continued noble pursuits of knowledge, education and research.

**#StaySafe #StayHealthy**

**Professor Elizabeth Lee**  
Chief Executive Officer  
Sunway Education Group



# Commitment to a Safe Campus



## #WeAreVaccinated

Many of us at the Sunway Education Group are proud to have played a part in getting ourselves and our loved ones vaccinated. It is a small, but nevertheless significant step, as we make society a safer place for all. We have also produced this video with the hope that you too will join us and be part of #WeAreVaccinated.

Link: <https://www.youtube.com/watch?v=Q4Wc0q4cEXg&feature=youtu.be>

## Health & Safety Advisories

- Since the onset of the COVID-19 pandemic to date, we have released many Advisories to communicate with and 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 & Guides

- Disclaimer: This Guide is subject to the regulations, SOPs and guidelines issued by the relevant authorities, including the Ministry of Higher Education (MoHE), Health (MoH), Education (MoE) and the National Security Council (NSC/ MKN). In light of the rapidly changing circumstances, applicable from state to state, kindly refer to the various authorities' websites for the latest information. We endeavour to update this guide as soon as is reasonably possible. Useful links:
- **COVID-19 SOPs (National Security Council):**  
<https://www.mkn.gov.my/web/ms/sop-perintah-kawalan-pergerakan/>
- **COVID-19 Health data (Ministry of Health):**  
<https://covidnow.moh.gov.my/>
- **Latest Health Guidelines (Ministry of Health):** <https://covid-19.moh.gov.my/garis-panduan/garis-panduan-kkm>
- **National Recovery Plan (Ministry of Finance):**  
<https://pelanpemulihannegara.gov.my/>

# Beginning 15 October 2021

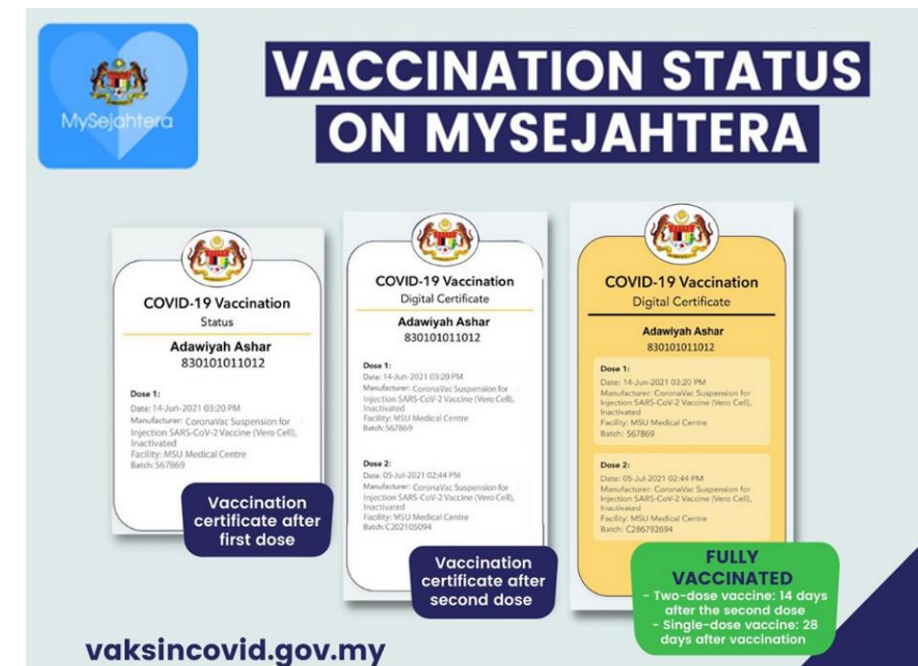
## The Government will allow only Fully Vaccinated Individuals (Students, Staff, Visitors & Vendors) to enter campus



A person is considered fully vaccinated when:

- Two-dose vaccine (including Pfizer, AstraZeneca, Sinovac, Moderna and Sinopharm): 14 days after second dose
  - Single-dose vaccine (such as Johnson & Johnson and CanSino): 28-days after vaccination
- For international students who have received your vaccinations abroad, please contact the **International Office** on how to get your vaccination certificate verified by the Malaysian authorities

Your MySejahtera will also indicate once you are fully vaccinated:



# Vaccinated?



Under MOHE's **VACC2Campus Programme**, all HEI students can walk-in to get vaccinated.

- For **Existing Students**, bring along your student ID Card.
- For **New Students**, bring along your Sunway College/ University Offer Letter.

*For **Students below 18**, you need to be accompanied by a **Parent/ Guardian** to sign the vaccination Consent Form. Please contact Student LIFE if you need assistance or MOH (details in the next slide)*



## Where & How to get vaccinated?

- Register via MySejahtera for an appointment
- **Walk-In to select PPVs\* nationwide.**
  - For Klang Valley residents, walk-ins are **no longer available for adult residents** beginning 4 October.
  - For those outside the Klang Valley, please refer to MOH / district health department for the latest information.
- **Need support or assistance?** Please contact **Student LIFE**. For international students, please contact the **International Office**.
- **For official information/ inquiries:** Please visit the official CITF website <https://www.vaksincovid.gov.my/> or Twitter account @JKJAV <https://www.twitter.com/JKJAVMY> or call the National COVID-19 Immunisation Plan hotline at **1800-888-828**.



# Vaccination for Teenagers/ Adolescents

## VACCINATION FOR ADOLESCENTS

Adolescent vaccination is managed by  
**Ministry of Health Malaysia.**

Any inquiries regarding adolescent vaccination may be directed to:

**Telephone**

03-77239300  
03-88810200  
03-88810600  
03-88810700

**Whatsapp**

+6013-9279454  
+6010-9699435

**Email**

imunisasi@moh.gov.my

**vaksincovid.gov.my**

**LINDUNG DIRI,  
LINDUNG SEMUA.**



SPECIAL COMMITTEE ON ENSURING ACCESS  
TO COVID-19 VACCINE SUPPLY (JKJAV)

## COVID-19 VACCINATION METHODS FOR TEENAGERS FROM 23 SEPTEMBER 2021



Method	Target group	Appointment method	Role of parents/ guardian
<b>Appointment via MySejahtera</b>	<ul style="list-style-type: none"> <li>Boarding Schools</li> <li>Special Education Boarding Schools</li> <li>Day Boarding Schools</li> </ul>	<ul style="list-style-type: none"> <li>Date and time will be notified via MySejahtera</li> </ul>	<ul style="list-style-type: none"> <li>Register your child on MySejahtera as dependent or your child can register on their own MySejahtera.</li> <li>If your child could not make it for their appointment due to a certain reason, please inform the school to arrange for a new appointment on MySejahtera.</li> <li>*(please refer to the note at the bottom)</li> </ul>
<b>Scheduled Vaccination (156 PPVs/ School PPVs)</b>	<ul style="list-style-type: none"> <li>Day Schools</li> <li>Special Education Day Schools</li> <li>International Schools</li> </ul>	<ul style="list-style-type: none"> <li>Schools will notify parents/guardian on the vaccination schedule</li> <li>Teenagers who have received a vaccination schedule from the school can only be vaccinated at the PPV they are scheduled at</li> </ul>	<ul style="list-style-type: none"> <li>Please check the school's vaccination schedule. If you haven't received one, please contact the school.</li> <li>Please bring your child for vaccination according to the schedule set by the school. If your child could not make it for their appointment due to a certain reason, please inform the school to arrange for a new appointment on MySejahtera.</li> <li>*(please refer to the note at the bottom)</li> </ul>
<b>Walk-in (any 156 PPVs)</b>	<ul style="list-style-type: none"> <li>Teenagers in public/ private higher education institutions</li> <li>Unschooling teenagers</li> </ul>	<ul style="list-style-type: none"> <li>No appointment. Walk-in at any 156 PPVs</li> </ul>	<ul style="list-style-type: none"> <li>Please bring your child to one of the 156 PPVs that is nearest to you</li> <li>*(please refer to the note at the bottom)</li> </ul>

\*If parents/guardian who have signed the Consent Form could not attend the vaccination with their child, they are required to issue a Letter of Representation to an 18 year old and above representative who will be accompanying the child.



moh.gov.my

Updated on 22 Sep 2021

# Upon Entry: Please adhere to all SOPs

## Upon Entry:

- 1) Fill in, submit & scan the **SEG eDeclare** form at Security check-point:  
<https://sunway.edu.my/edeclare>
- 2) Show **MySejahtera** status
- 3) Show your **Fully Vaccinated Status**
- 4) Check your **temperature**
- 5) Please display your **Students IDs**

*(New Students: Please bring along your confirmation letters – you may contact your Schools/ Programmes for guidance)*

## Remember:

- Always wear your mask

*(Double-masking is best)*

- Observe physical distancing

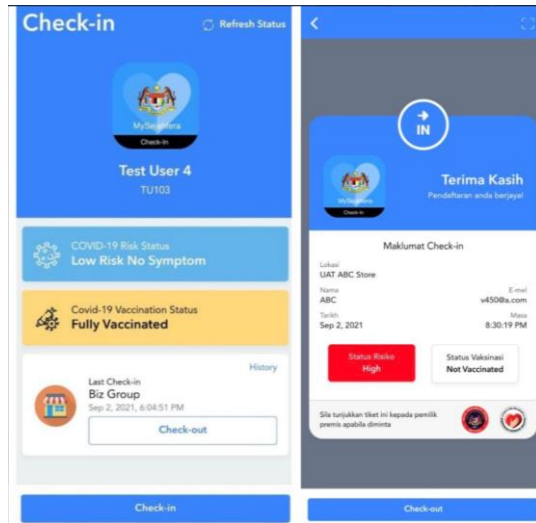
*(Like these prominent individuals & celebrities) 😊*



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



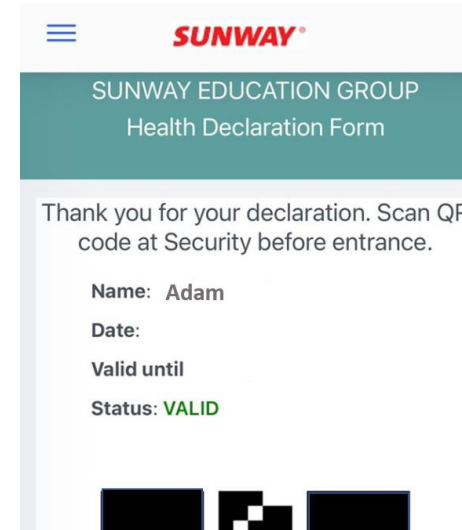
# Play Your Part in Creating a Safe Campus Environment for All



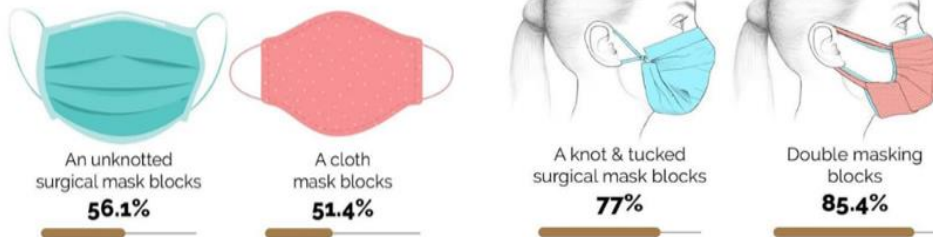
Ensure MySejahtera is updated



Risk Profile must be updated too



eDeclare must be filled in



Double-masking is strongly encouraged

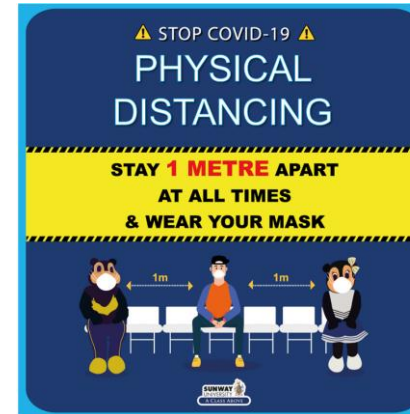
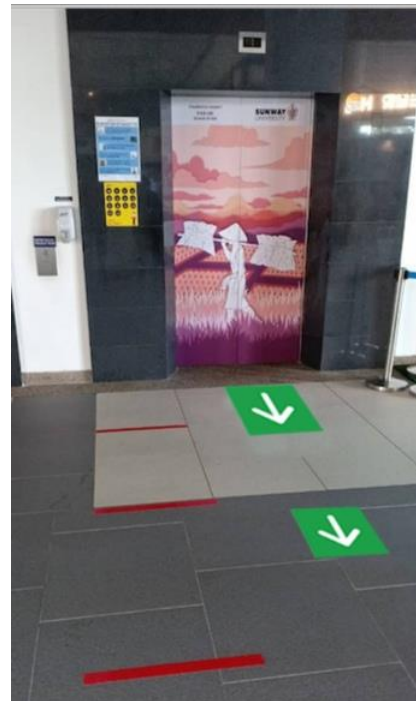


Temperature Check



# Please adhere to all SOPs

- Please scan **eTrace QR** when 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 -- adequate ventilation is important



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



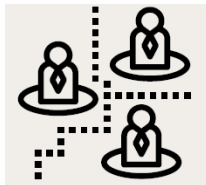
# A Safe Environment For All

We have undertaken the following efforts in line with *Ministry of Health Malaysia (MOH) & Ministry of Human Resources (MHR)* guidelines on Ventilation and Indoor Air Quality – for everyone’s safety

## ✓ 1 Administrative Controls



Limit crowd or occupancy

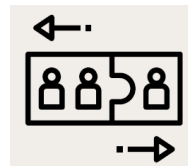


Physical distancing markings



Risk of transmission can be reduced by wearing mask consistently and correctly and practicing hand hygiene

## ✓ 2 Reconfiguration of Building Spaces and Furnishings



Use partitions to reduce risks of transmission and minimize direct air flow between people

## ✓ 3 Cleaning and Disinfections



Cleaning and disinfection at spaces with high human traffic flow

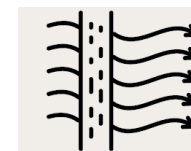
## ✓ 4 Engineering Controls



Increase outside-air ventilation



Increase air filtration



Adjust or reconfigure air flows

# 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** (as they have the authority to throw you out of the campus)!



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



# Before Returning To Campus

## Local Students

1. **Fully Vaccinated:** Please ensure you are fully vaccinated. Non-fully vaccinated individuals will not be allowed to enter campus.
2. **Notify your** Institution/School/Programme
3. **Campus Return/ Authorisation letter:** Will be issued only to eligible students.
4. **Inter-state travel documentation:**
  - To/ Within West Malaysia: the Sunway authorisation letter suffices
  - To Sarawak: Sunway authorisation letter + Police Permission
5. **Non-returning students:** Online learning will continue to be available.
6. **SEG Residence Students:**
  - Fully vaccinated students are not required to undergo isolation but are required to undertake an **RTK-Antigen** self-testing kit upon check-in.
  - Students awaiting to get vaccinated/ their fully vaccinated status will be allowed to return to the Residence, but are required to immediately isolate for 10-day upon arrival or take a **RT-PCR/ RTK-Antigen test** at an authorised hospital/ clinic within 3 days prior to returning or **RTK-Antigen upon arrival**. Reminder: You will not be allowed to enter campus before you are fully vaccinated and would have to continue learning online from your Residence.
  - **Residence Management Team** Contact: +603-7652 5500 / [enquiry\\_residence@sunway.edu.my](mailto:enquiry_residence@sunway.edu.my)
7. **Daily entry-exit:** Only fully vaccinated students are allowed to enter campus daily and must complete health screening (temperature check, eDeclare, etc) upon entry.
8. **Other matters:** Please contact your respective Institutions/ School/ Programme HODs/ DOPs or the [SEG COVID-19 Helpline](#) at **+603 7491 3883 / 3884**

## International Students

1. Fully vaccinated 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. Verification of vaccines received overseas
  - c. Travel arrangements
  - d. Pre-arrival COVID-19 test
  - e. Quarantine
  - f. Campus accommodation
  - g. Airport pick-up and transportation arrangements to campus accommodation
  - h. Campus entry and commencement of classes documentation
3. Our IO team is ready to assist and guide you in this process. You may also visit IO's website as it is constantly updated with the latest info from **Education Malaysia Global Services (EMGS)** : <https://international.sunway.edu.my/study-apply/important-notice>



# Permitted Method(s) To Return

**Using your  
own vehicle**



**Dropped-off by your  
fully vaccinated  
parents/ guardians**



**Carpooling – Driver &  
Passengers must all be  
fully vaccinated**

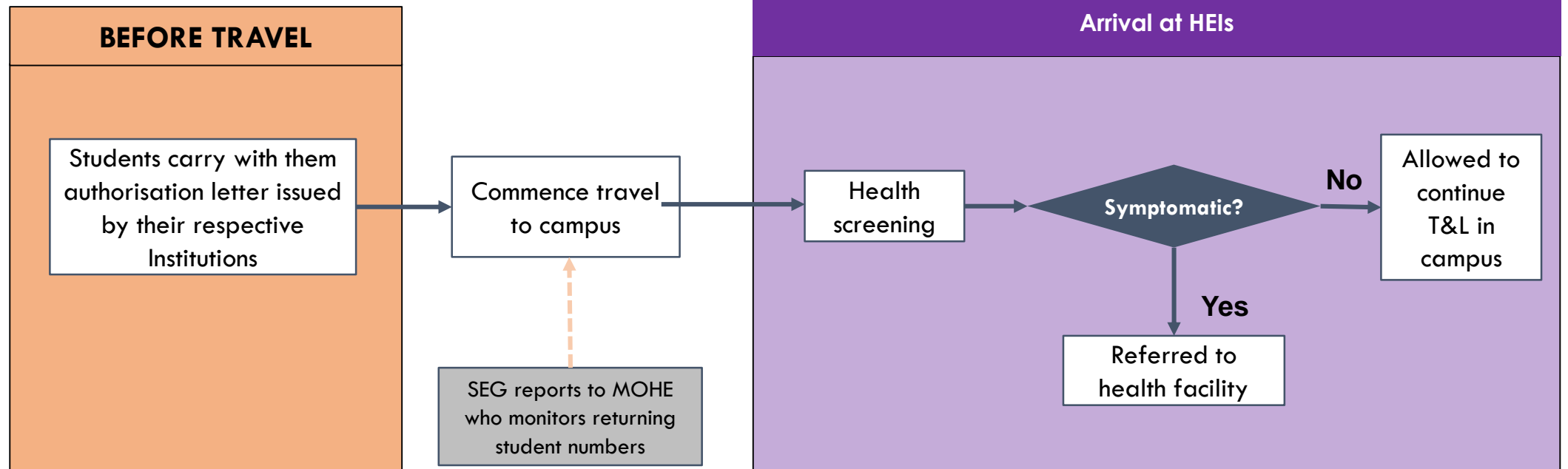


**By Plane**





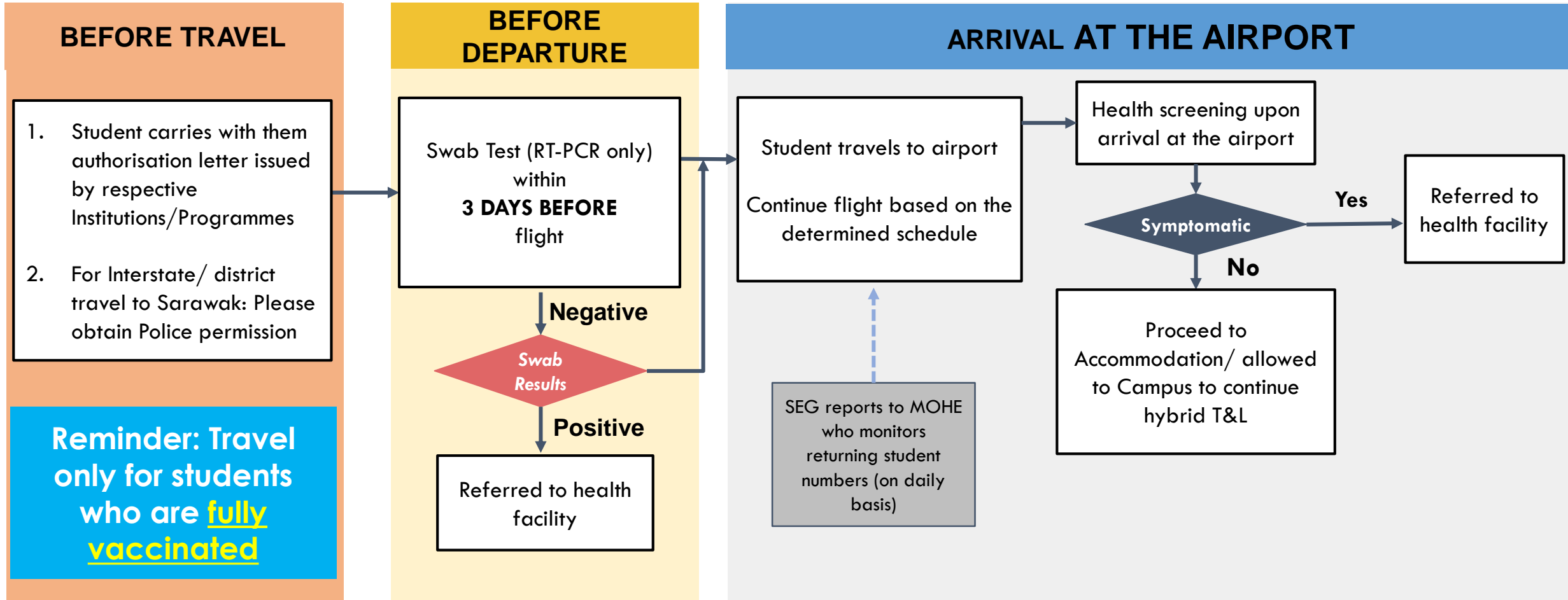
# Student Return Flowchart: Travel To/ Within Semenanjung (West) Malaysia



**Reminder: Travel only applicable to students who have been fully vaccinated**

# Student Return Flowchart: Travel To Sarawak

## STUDENT RETURN TO CAMPUS IN SARAWAK





# Student Return Flowchart: International Students

## BEFORE TRAVEL

1. MyTravel Pass application made via EMGS only (educationmalaysia.gov.my)
2. Obtain entry approval from Malaysia Immigration Department
3. Download MySejahtera application
4. Make full payment (via online) for quarantine & COVID-19 testing upon arrival

**Reminder: Travel only for students who are fully vaccinated**

## BEFORE DEPARTURE

Swab Test (RT-PCR only) within **3 DAYS BEFORE (72 hours)** flight

**Negative**

Swab Results

**Positive**

Do not travel

Student travels to airport in home country & Boards flight based on the determined schedule

SEG reports to MOHE who monitors returning student numbers (on daily basis)

## ARRIVAL IN MALAYSIA

Upon Arrival: Show pre-departure negative COVID-19 RT-PCR test results & undergo arrival health screening

Symptomatic

**Yes**

Referred to health facility

**No**

Begin quarantine

Symptomatic

**Yes**

Referred to health facility

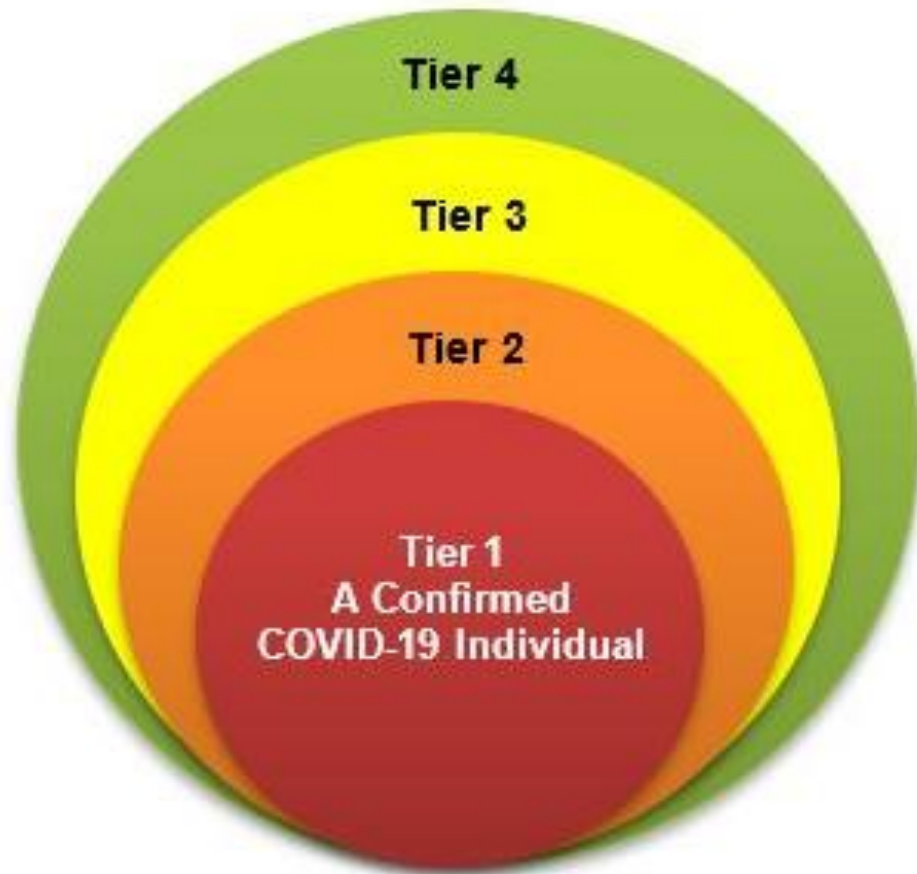
**No**

Allowed to continue hybrid T&L

In case of emergency, please contact the SEG International Office: **+6 019 336 2242**

# 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?** According to **MOH**, all tier 2 close contacts must self-quarantine and stay home/ residence for **7 days (for Fully Vaccinated)** or **10 days (if not Fully Vaccinated)** from the last contact date with a person who has tested positive for COVID-19. **MOH will contact you provide guidance regarding the COVID-19 testing requirement.** 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:

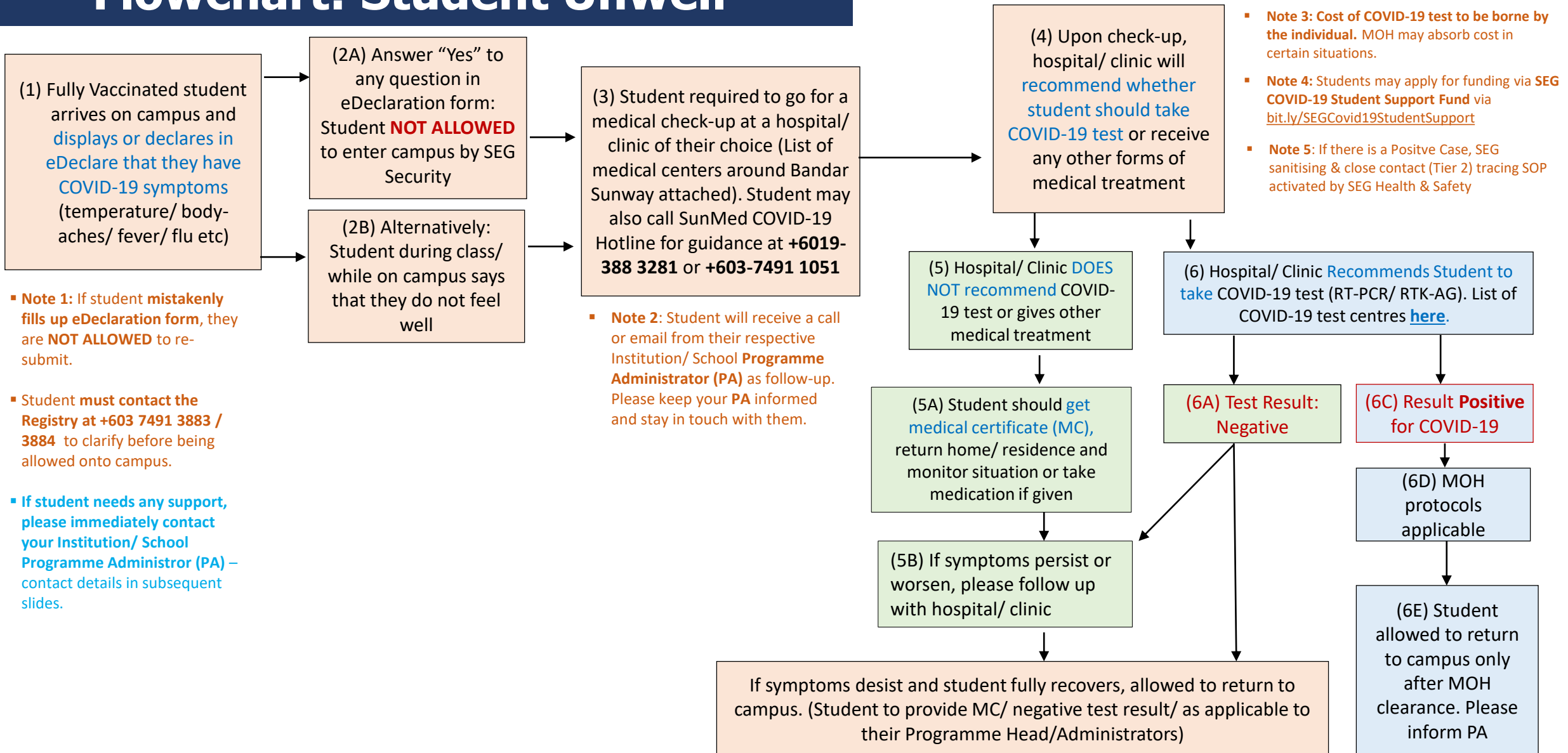
- **Health officials who provided treatment** or **visitors** to a COVID-19 positive individual without wearing the appropriate PPE gear;
- Individuals who live in the **same household** with an individual positive for COVID-19;
- **Working** with or being **Face-to-Face (F2F)** in a **closed space** 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** without proper ventilation for **more than 2 hours continuously**.



Sources:

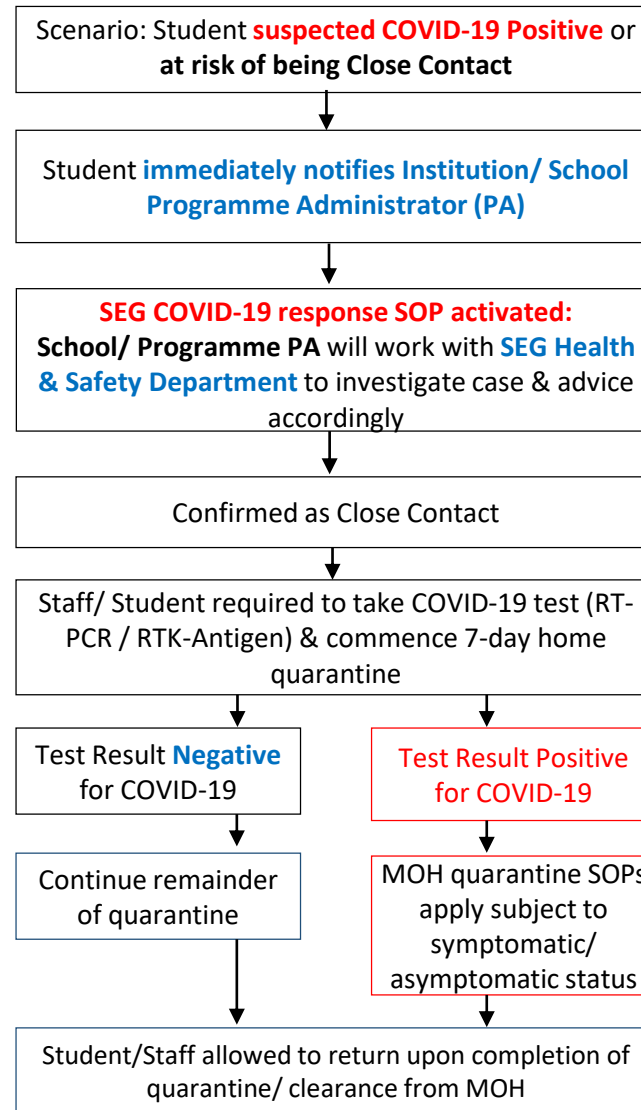
- MOH - <http://covid-19.moh.gov.my/faqsop/faq-covid-19-kkm>
- MOE - <https://www.moe.gov.my/pekeliling/4109-garis-panduan-pengurusan-dan-pengoperasian-sekolah-dalam-norma-baharu-2-0/file>

# Flowchart: Student Unwell





# Flowchart: Suspected COVID-19 Positive or Close Contact Risk



Example: Family member/ colleague/ classmate/  
housemate confirmed positive

- School Programme Administrators  
Contacts: [Click Here](#)

- Alternative **SEG COVID-19 Helpline:**  
+603 7491 3883 / 3884

- **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>

- SEG protocols for sanitising & contact tracing activated
- Student LIFE/ HR to provide necessary support

# Student Support

## SEG Student Support

We understand that some students are living away from home and are staying in accommodation around the Bandar Sunway and Subang Jaya areas. If difficulties arise and you are in need of assistance and support to obtain basic needs or goods, we have set up the **SEG COVID-19 Fund** for this purpose. 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](mailto: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

Not feeling well? Need advice?  
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.



The poster features a woman in a white lab coat and a white surgical mask, holding a mobile phone to her ear. The background is a light blue and white geometric pattern. The text is in a clean, modern font.

**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](http://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

## **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

## **U.n.i Klinik (Bandar Sunway)**

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

## **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

**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)	Email: @sunway.edu.my	Contact Details: +603 7491 8622 Extension:
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Centre for English Language Studies (CELS)	Stella Cherubin (PA)	stellac	3388

# Who to contact?

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

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# Who to contact?

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

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

**+603 7491 3883 / 3884**

## SUPPORT SERVICES

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# Thank You

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