

SUNWAY EDUCATION GROUP

COVID-19 Advisory 32

WELCOME BACK, STUDENTS

Dear Students, as well as Parents and Staff Members of the Sunway Education Group (SEG) community,

1. We are excited to welcome our students back to campus beginning 1 March 2021. As announced by the Ministry of Higher Education (MoHE), six (6) categories of students will be allowed to physically return to campus in stages. For students who are not within the six (6) categories or are unable to return to campus for various reasons, dual mode learning facilities are in place to enable you to continue your education online as well as to ensure the attainment of your programme learning outcomes. We have briefly outlined this in our previous Advisory No.31, accessible at: https://sunway.edu.my/sites/default/files/COVID_19_Advisory_31_Amended.pdf.
2. There is an update to our previous Advisory 31, namely that **students are no longer required to obtain approval from their local police station to cross district or states lines to return to campus**. However, students must bring along with them the following two (2) documents:
 - 2.1.a letter of authorisation which will be issued by their respective institution/ programme. If you have not received this and will be traveling to campus soon, please contact your respective institution/ programme administrators; and
 - 2.2.a letter from MOHE dated 15 February 2021 regarding the physical re-entry of students to campus beginning 1 March 2021. The letter can be accessed [here](#).
3. A lot of planning and effort has been taken by our dedicated teaching fraternity, colleagues and residence team to ensure that our campuses and residences are well prepared to receive our students in line with the guidelines and COVID-19 SOPs issued by the authorities. We emphasise that the health and safety of our students and community are our utmost priority.
4. A key aspect of these SOPs is to ensure that everyone entering campus is in good health or does not have or exhibit COVID-19 symptoms which include high temperature, fever, sore throat and loss of smell. We recognise that our returning students will be accessing various parts of the campus for various purposes – such as classes, the library, or to use the internet facilities. Various signages and reminders have been put up around campus as reminders to observe the SOPs such as wearing

of masks, sanitising of hands, and observing of physical distancing. In addition, we have included with this advisory, guidance on what to do in the event our students are feeling unwell or in the event a COVID-19 situation should arise. Please read them carefully and understand your role in ensuring that our campus remains safe for all.

5. At the institution and programme levels, our teaching and administrative staff have also issued various announcements and been in touch with our students as we enter this important phase. Parents and students at Sunway University, our Sunway Colleges as well as International Schools, should refer to and contact your respective institution or programme heads, as well as the programme administrators, in the event there are any arising queries. For ease of reference, we have included a “**Who to Contact?**” list with this advisory.
6. As a reminder, all students, staff and visitors entering campus are required to fill in the e-Declaration form as well as get their temperature checked at the entry points. Likewise, for entry into certain areas such as offices, cafeteria, or classrooms, you will need to scan our **eTrace QR code** before entering (this is similar to entering shops at a mall). Please ensure that your details are filled in correctly in the event that our SEG personnel need to contact you for health and safety reasons. Kindly note that any false declaration may be subjected to disciplinary and/or legal action as provided for under the law by the authorities.
7. All students and staff must play a role in reminding each other to strictly comply with the SOPs. If you are exhibiting COVID-19 symptoms or are feeling unwell in any way whatsoever, you will not be allowed to enter campus and are advised to go for a medical check-up. Entry to campus will only be allowed once you have fully recovered, have a medical certificate, or no longer exhibit any of the above-mentioned symptoms. The onus is very much on you to keep yourself, as well as those around you, safe.

Once again, we look forward to welcoming our returning students.

As always, stay safe and stay healthy.

Thank you.

Professor Elizabeth Lee

Chief Executive Officer

Sunway Education Group

1 March 2021

SEG COVID-19 Support: Who to contact?

SEG COVID-19 HELPLINE (6.00am-8.00pm):
+603 7491 3883 / 3884

SUPPORT SERVICES

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

SEG COVID-19 Support: Who to contact?

PROGRAMME ADMINISTRATORS

Programme Administrators have been appointed at each Institution/ School/ Programme level to provide support and advice to students.

SUNWAY UNIVERSITY

Institution/ Programme	Programme Administrator (PA)	Contact Details: +603 7491 8622 Extension:	Email: @sunway.edu.my
School of Engineering and Technology	General Hotline	7344	set
	Teo Wei Nie (Lead PA)	7186	weiniet
School of Arts	General Hotline	7494	soa
	Chong Ai-Lee (Lead PA)	7500	aoileec
Sunway University Business School	General Hotline	7229	subs
	Sujatha Nagayah (Lead PA)	7255	sujathan
School of Hospitality and Service Management	General Hotline	7612	shsm
	June Quay (Lead PA)	7238	quay
School of Medical and Life Sciences	General Hotline	7415	smls
	Wan Noorazila Wan Othman (Lead PA)	7441	noorazilaw
School of Mathematical Sciences	Eric Tan	7117	tptan
	Bernice Ching (Lead PA)	7224	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

SUNWAY INTERNATIONAL SCHOOL

Institution/ Programme	Programme Administrator	Contact Details: +603 7491 8622 Extension:	Email: @sunway.edu.my
SIS	Low Fun Fun	5002	funfunl

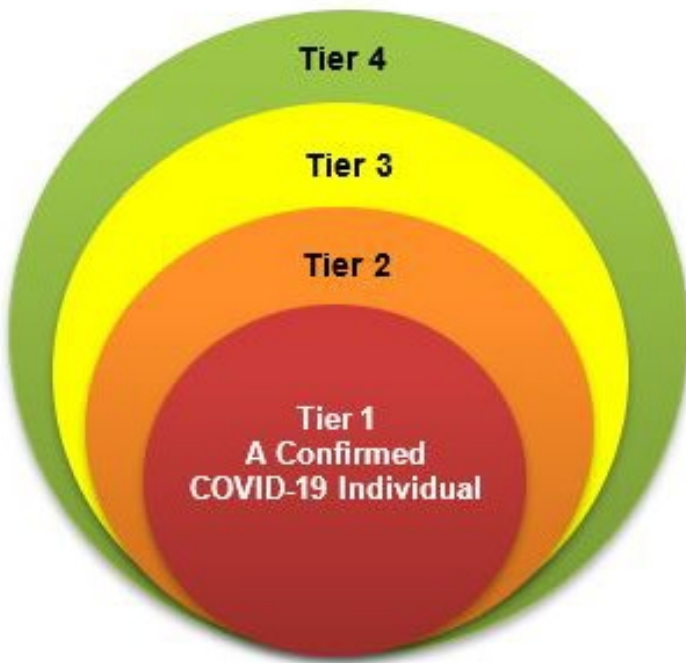
SEG COVID-19 Support: Who to contact?

SUNWAY COLLEGE

Institution/ Programme	Programme Administrator	Contact Details +603 7491 8622 Extension:	Email: @sunway.edu.my	DID No:
Australian Matriculation Programme (AUSMAT)	Vanitha S	8192	vanitha	03-7491 3744
	Sumathi Balasubramaniam	8201	sumathib	03-7491 3745
Cambridge GCE A-Level (A-LEVEL)	Ruth Cheah	8301	ruthc	03-7491 3746
	Irma Chan	8118	irmac	03-7491 3768
Canadian International Matriculation Programme (CIMP)	George McEwan	8320	georgemc	03-7491 3769
Monash University Foundation Year (MUFY)	Lee Thye Cheong	8148	tleee	03-7491 3770
	Helen James Solamadan	8188	helenj	03-7491 3771
Sunway Diploma Studies (SDS)	Adawiah Norli Yusuf	3150	anorli	03-7491 3748
	Jennifer Ding	3053	jenniferd	03-7491 3772
•Diploma in IT •Diploma in Computer Science	Nicholas Jeremy Francis	3056	nicholasf	03-7491 3751
•Diploma in Business Administration	Gobindran Raj Rajagopal	3050	gobindranr	03-7491 3749
•Diploma in Accounting & Finance	Leon Siew Lin	3054	siewlinl	03-7491 3752
•Diploma in Communication •Diploma in Interactive Media	Nurzalina Ramli	3055	nurzalinar	03-7491 3750
Sunway Foundation Programme (SFP)	Suzana Ahmad Ramli	8281	suzanar	03-7491 3753
Sunway TES CAE	Tan Bee Sim	8012	bstan	03-7491 3773
•CAT & ACCA	Lum Pey Wah	8056	pwlum	03-7491 3774
•CFAB & ICAEW	Theresa Soh	8053	theresas	03-7491 3775
CFA, & CPA Australia Programmes	Michelle Choo	8013	michellec	03-7491 3776
MICPA Programme	Emily Chung	8061	emilyc	03-7491 3777
Victoria University Bachelor of Business (VUBB)	Dr. Jason Cheok	3170	cheokbc	03-7491 3755
Sunway College Velocity	Ruma Lopes	1115	ruma	
Sunway College Kuching	Joseph Lim		jlim@swck.edu.my	082-451 221
Sunway College Ipoh	Wan Nor Haliza Wan Harun		norhalizaw	05-5454 398
	Ramasubain V. Pulogasingam		subainp	

Understanding the Different COVID-19 Contact 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 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.

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 i.e. individuals having sustained direct close contact within 1 meter or less with a confirmed case of COVID-19/Tier 1.

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 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.

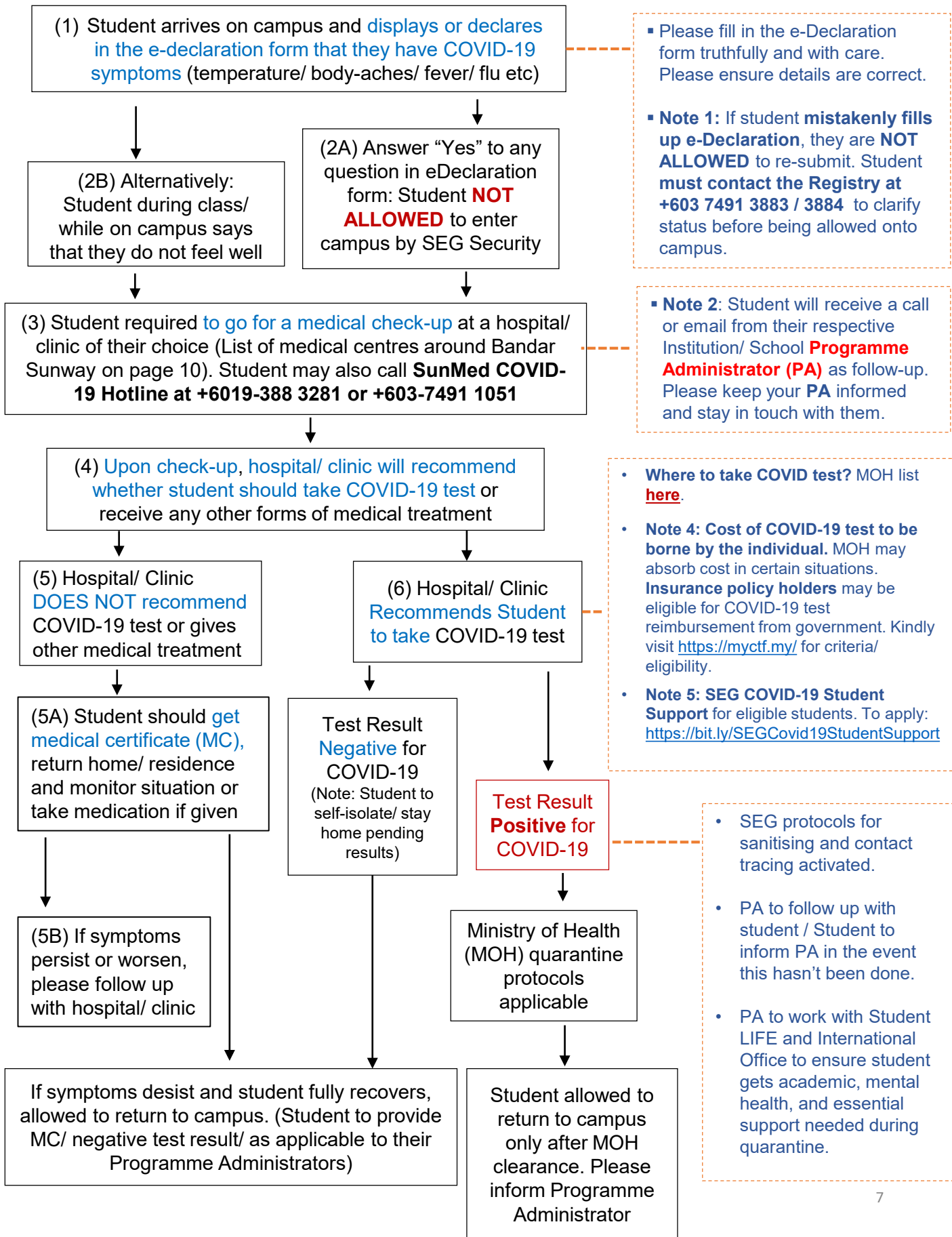
Tier 1

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.

FLOWCHART A: WHAT TO DO IF A STUDENT DISPLAYS OR ANSWERS “YES” IN THE E-DECLARATION THAT THEY HAVE COVID-19 SYMPTOMS



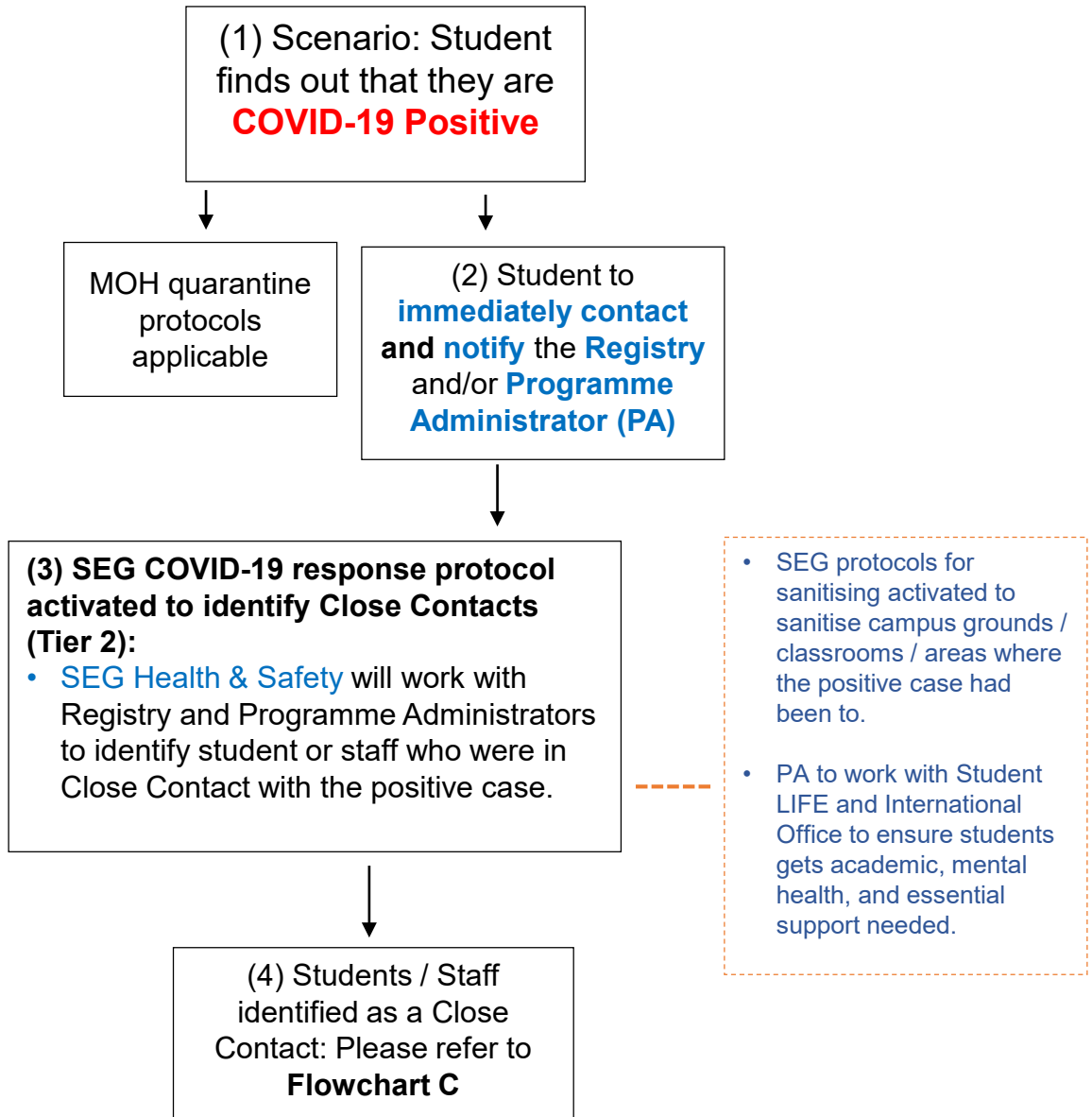
- Please fill in the e-Declaration form truthfully and with care. Please ensure details are correct.
- **Note 1:** If student mistakenly fills up e-Declaration, they are **NOT ALLOWED** to re-submit. Student must contact the Registry at **+603 7491 3883 / 3884** to clarify status before being allowed onto campus.

- **Note 2:** Student will receive a call or email from their respective Institution/ School **Programme Administrator (PA)** as follow-up. Please keep your PA informed and stay in touch with them.

- **Where to take COVID test?** MOH list [here](#).
- **Note 4:** 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/ eligibility.
- **Note 5:** **SEG COVID-19 Student Support** for eligible students. To apply: <https://bit.ly/SEGCovid19StudentSupport>

- SEG protocols for sanitising and contact tracing activated.
- PA to follow up with student / Student to inform PA in the event this hasn't been done.
- PA to work with Student LIFE and International Office to ensure student gets academic, mental health, and essential support needed during quarantine.

FLOWCHART B: WHAT IF A STUDENT IS CONFIRMED COVID-19 POSITIVE AND HAS RECENTLY BEEN ON CAMPUS?

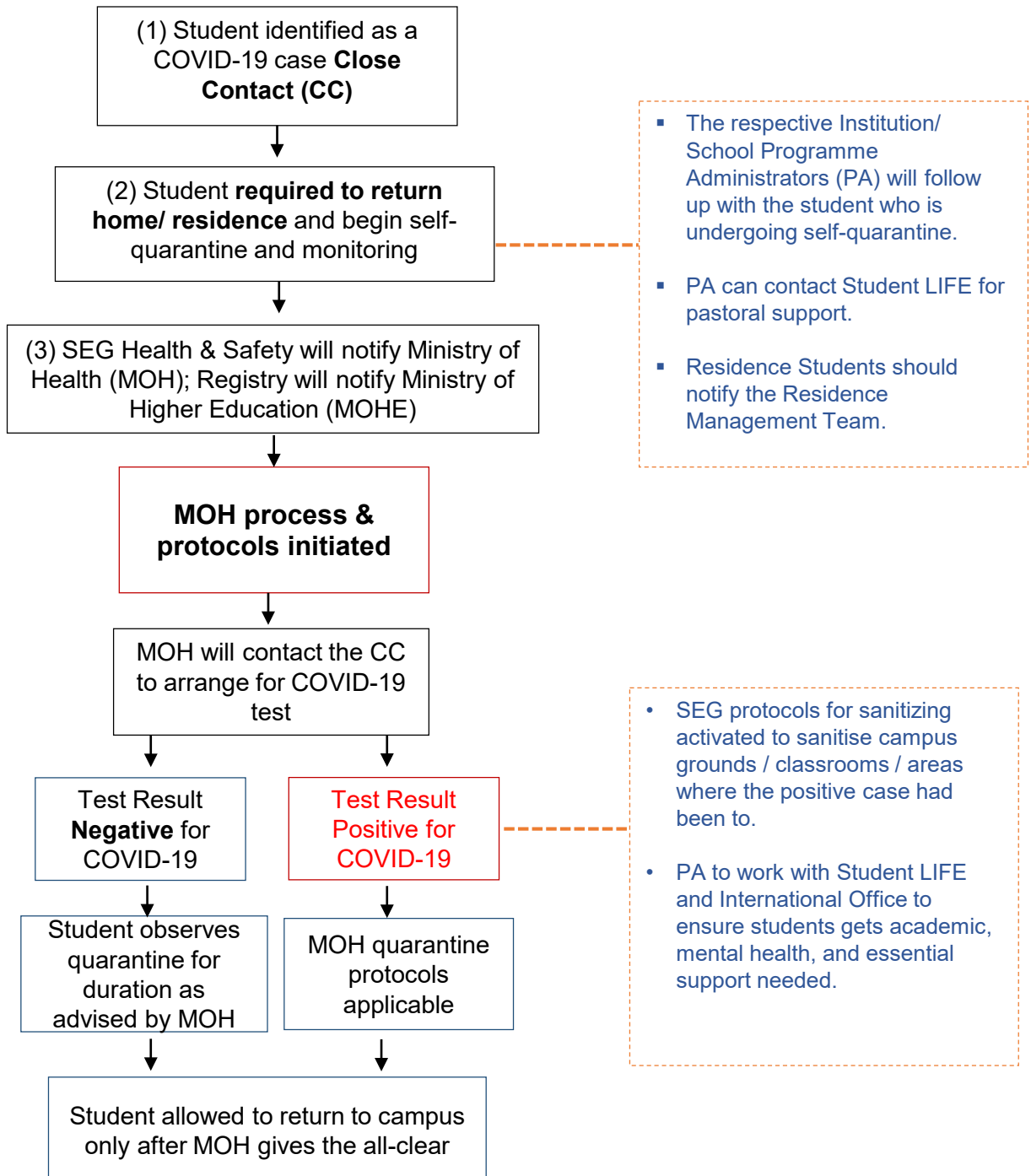


FLOWCHART C: WHAT IF A STUDENT IS A COVID-19 CLOSE CONTACT (TIER 2)?

Definition of Close Contact according to MOH:

Individuals having sustained contact with a confirmed COVID-19 case in the preceding **10 days**:

- either face to face less than 1 meter apart or had physical contact with a COVID-19 positive patient.
- Includes individuals staying in the same household, classroom, place of worship or others.



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
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

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
Tel: 03-5631 9079

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>