

Post Movement Control Order (MCO) Guidelines & SOPs for UG and PG Students

FOE LABORATORIES

Effective: 1-Jul-20 until 31-Aug-20 (UG)

Effective: 17-Jun-20 until 31-Aug-20 (PG)

This SOP is to be read together with the general guidelines
SOP for Post-MCO Student Return to MMU campus.

SOPs **BEFORE** Coming to MMU Campus (UG Student)

- Student to discuss research activities with supervisor.
- Student to plan and make necessary preparation.
- Supervisor to book lab through Mr Azwan (email: azwan@mmu.edu.my or contact +60 11-6252 1983).
 - Email should contain student name, ID, labs, period of usage, equipment to use and justification.
 - Period of usage example: Daily, Monday-Friday (10am-4pm) or 6 July- 10 July 2020 (10am-12noon).
- Supervisor and student will receive the Approval Letter from the Dean office.
- Lab hours: 9am-5pm
- Available labs:
 1. FOE Project Lab, GFL
 2. FOE Nanotechnology Lab 1, GFL
 3. Design and innovation Lab, GFL
 4. Microprocessor lab, 1st FL
 5. FOE Control & Automation Lab, 1st FL
 6. FOE PCB Workshop, 2nd floor
 7. FOE Intel Microelectronics Lab, 3rd floor

Capacity per lab: 15 to 20 students
- Complete **Health Declaration Form**. Get your temperature reading from MMU Security at MMU entrance.

Health Declaration Form



SOPs **BEFORE** Coming to MMU Campus (PG Student)

- Student to discuss research activities with supervisor.
- Student to plan and make necessary preparation.
- Supervisor to obtain the Approval Letter from the Dean.
 - Email should contain student name, ID, labs, period of usage, equipment to use and justification.
 - Period of usage example: Daily, Monday-Friday (10am-4pm) or 6 July- 10 July 2020 (10am-12noon).
- Supervisor and student will receive the Approval Letter from the Dean office.
- Lab hours: 9am-5pm
- Available labs:
 1. Digital Home Lab
 2. CEEA Lab and Grounding Facility Store Room
 3. Intel Microelectronics Lab (need to book through Mr Azwan first)
 4. Photonics Lab
 5. CADS, Microfabrication Lab
 6. Wireless Technology Lab
 7. IR4.0 Lab
 8. NTT and MCVD Lab
 9. PV Energy Storage Lab
 10. Security Lab
- Complete **Health Declaration Form**. Get your temperature reading from MMU Security at MMU entrance.

Health Declaration Form



SOPs **BEFORE** Entering a Laboratory/Workspace

- Student to show completed Health Declaration form and Approval Letter to lab staff or lab Person In Charge (PIC).
- Student whose temperature reading is **higher than 37.5 °C** or does not comply with any security's screening standards will NOT be allowed to enter FOE labs.
- Student need to wear face mask.
- Student need to sanitize hand.
- Student must check in (Lab Attendance Form) via this link or scan QR code.
 - <http://iotfoe.ddns.net/checkin/>



SOPs **WHILE** in a Laboratory/Workspace

- MoH's 3C SOPs (Crowded space, confined space, close conversation).
 - Total number of users is capped at 50% of the actual capacity after social distancing marks are placed in the lab.
 - Occupy space where there is no 'X' mark.
- MoH's 3W SOPs (Wash hands, Wear facemask, Warn).
 - Social distance of at least 1 meter.
 - Avoid handshaking and physical contact.

Please refer to the general guidelines SOP for Post MCO Student Return to MMU campus.

SOPs **AFTER** Laboratory/Research Activity in a Laboratory/Workspace is Completed

- Student must check out via this link or scan QR code

- <http://iotfoe.ddns.net/checkin/>



- Student to sanitize hand.
- Lab tech or lab PIC to arrange and carry out cleaning and sanitization process.