

LABORATORY APPLICATION FORM DURING COVID-19

A. APPLICANT INFORMATION

Name : _____
 Matric No. : _____ Telephone No. : _____
 Position : _____
 Programme OR : _____
 Project Title : _____
 Faculty : _____
 Supervisor : _____

B. LABORATORY INFORMATION APPLICATION *(Please fill the relevant information)*

Campus : _____

Laboratory : (Please specify)	
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Starting Date : _____ End Date of : _____

C. CERTIFICATION

I hereby declared ;

1. I had undergone the surveillance test for Covid -19.
2. The surveillance certificate is attached.

YES	NO

Applicant signature : _____ Date : _____

D. CONFIRMATION OF REGISTRATION

Application: ☐ Approve ☐ Reject

Note : _____

Laboratory Coordinator / Science Officer,

_____ Date : _____
 Signature and stamp

Laboratory Application Form During Covid-19 can be filled by two methods:-

i- Fill this form and send to Person in-charge via whatsapp or email to:-

A. Besut Campus:-

Ms. Wan Nur Amalina Wan Mamat (H/p No: 0167414607 ; email: amalinamamat@unisza.edu.my)

B. Gong Badak/Medical Campus:-

Ms. Rodziah Kari (H/p No: 0139284186 ; email: rodziah@unisza.edu.my)

ii- Fill via google form at website address:-

https://docs.google.com/forms/d/e/1FAIpQLSfbPZZUUI5RhHOeuOnrgm1eYIZdlpRZnanet1U8ylAn7ZXMDQ/viewform?usp=sf_linkLaboratory

GUIDELINES FOR THE PREVENTION AND TO CONTROL THE SPREAD OF COVID-19 DISEASE AMONG THE STAFFS AND LAB USERS IN CENTRALISED LABORATORY MANAGEMENT CENTRE (CLMC)

All the Centralised Lab Management Centre (CLMC) staff and lab users who will begin their hand-on learning and research session must comply to the precautionary and control steps as follows:

1. All the staff and lab user are obligated to fill the CHaSE (link: chase.unisza.edu.my) before entering the CLMC office building or lab.
2. Individual with the COVID-19 symptom is NOT ALLOWED to be in the office or laboratory area.
3. All students have to undergo a COVID-19 screening test before being allowed to use the lab.
4. Please use a face-mask if symptomatic.
5. Please cover the mouth with tissue during coughing / sneezing, and dispose of the tissue in a special bin (labeled separately). Please Wash your hand after coughing / sneezing.
6. Lab users are required to wash their hands with soap before and after using the lab. The hand washing stations are provided in each lab.
7. Avoid touching your eyes, nose or mouth with unwashed hands.
8. Maintain at least one (1) meter distance between yourself and others (regardless symptomatic or not).
9. Avoid 3C (Crowded place, confined space & Close conversation).
10. When dealing with the CLMC administrative office;
 - a. Wash your hands with a hand sanitizer before and after dealing at the counter.
 - b. Fill out the personal information in the registration book provided on the counter.
 - c. Any business is restricted to the counter only except with the permission or request from CLMC to do so.
 - d. Only two (2) students / visitors are allowed to interact at a certain time.
 - e. Notify staff about your health status (if requested).
11. Use of research laboratory (graduate and final year students);
 - a. All previously granted access to the lab is automatically canceled. A new application to use the lab must be made starting on May 31, 2020 using the CLMC form (Laboratory Application Form During Covid-19, form no.: CLMC/16/2020-00). Only the approved laboratories will be allowed to use.
 - b. The maximum number of students for research laboratories is limited to five (5) persons at a time (for all research and graduate labs at all three Campuses).

- c. All laboratory applications, bookings or consultations are recommended using online approaches such as websites, WhatsApp applications, SMS or telephone only.
- d. Once the application is approved, students will need to register at the counter provided by CLMC and undergo a body temperature test before entering the lab on a daily basis. Students who do not comply with the health requirements will not allowed to remain in the laboratory area.

12. Use of laboratory for teaching and learning (PdP) purposes;

- a. The number of students will be limited to each practical session according to the capacity of the laboratory space at a time as follows:

Laboratory	Limit number of students
Teaching laboratory (capacity 50/ 40/ 30/ 25 person)	25/ 20/ 15/ 12
Research Laboratory/ Preparation room	5

13. Each decision is subject to the rules set by the National Security Council (MKN).

"Together we prevent the spread of COVID-19 infection by adopting new norms"

‘KITA JAGA KITA’