



Reopening Campus amid the COVID-19 pandemic

Guideline on returning to UTB Campus



TRANSITION PHASE

Friday, 19 November 2021

UTB Reopen:
Saturday, 20 November 2021

Objectives and Scopes

Objectives

- To ensure a smooth transition of staff / students/ service providers staff/ visitors entry into the Campus
- To reduce the likelihood of COVID-19 transmission
- To preserve the safety, health and welfare of UTB community
- To carry on hybrid teaching and learning activities
- To maintain active research activities
- To maintain collaboration with UTB Community

Scopes

- All buildings in UTB
- All UTB staff / student activities
- All service providers coming into UTB premises
- All visitors coming into UTB premises

Vaccination Status

UTB STAFF COVID-19 VACCINATION STATUS

AS OF 17 NOVEMBER 2021

100%

Received at least
1 dose

96.1%

Received 2 doses

UTB STUDENTS COVID-19 VACCINATION STATUS

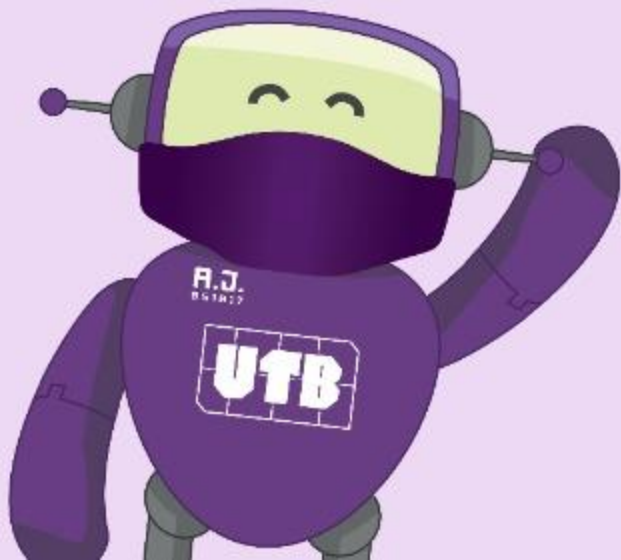
AS OF 17 NOVEMBER 2021

97.6%

Received at least
1 dose

85.3%

Received 2 doses





General COVID-19 measures

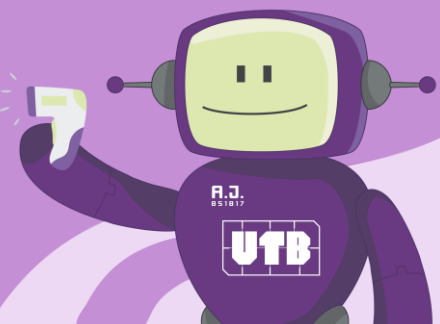
General COVID-19 Standard Operating Procedures (SOP)

All staff, students, service providers and visitors to adhere to the SOP.

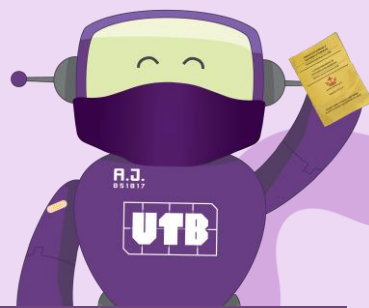
Phase	Preparation Phase	Transition Phase (Effective from 19 November 2021)	Endemic Phase
Space Capacity	5%	50%	
General COVID-19 measures	Only temperatures < 37.5°C will be allowed entry.	Only temperatures < 37.5°C will be allowed entry.	Subject to Endemic Phase SOPs from National COVID -19 Steering Committee / Prime Minister's Office/ Ministry of Health
	Only essential workers are allowed entry.	Only staff/students/service providers/visitors who had received 2 doses of vaccination are allowed entry.	
	Scanning BruHealth code (only Green and Yellow allowed).	Scanning BruHealth code (only Green and Yellow allowed).	
	Face masks are mandatory.	Face masks are mandatory.	
	Maintain physical distancing of 1.5 meters.	Maintain physical distancing of 1.5 meters.	
	Symptomatic are not allowed to enter campus.	Symptomatic are not allowed to enter campus.	
	Common areas are off-limits.	Usage of common areas allowed at 50% venue capacity.	
	Compulsory attendance recording upon entry.	Compulsory attendance recording upon entry	
	Antigen Rapid Test (ART) once a week	Antigen Rapid Test (ART) once in two weeks	
	Practice good hygiene. Hand sanitisers are placed at entrance checkpoints and common areas.	Practice good hygiene. Hand sanitisers are placed at entrance checkpoints and common areas.	

CAMPUS ENTRY PROCEDURES

All staff, students, service providers and visitors **MUST** adhere to the Campus Entry Procedures (SOP):-



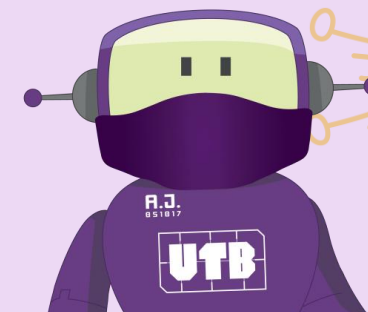
Temperature
< 37.5°C



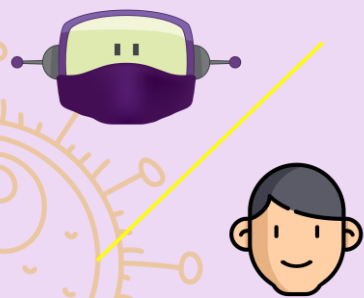
Fully Vaccinated
(Received 2 doses)



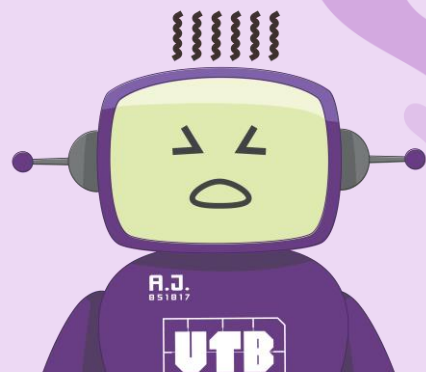
Scan Your BruHealth
(only Green & Yellow)



Always Wear Your
Face Mask



Maintain Physical
Distancing of 1.5 meters



Symptomatic To Stay
At Home



Practice
Good Hygiene



Record Your
Attendance



Antigen Rapid
Testing (ART)

It is **IMPORTANT** for you to adhere to the SOPs. The university appreciates the kind cooperation, and trusts each and everyone to uphold this shared responsibility in ensuring the safety and well-being of the UTB community. Together, let's keep going and stay safe.

CHECKPOINTS FOR TEMPERATURE CHECK

Block F (Main Building)

- Main Lobby
- East Entrance near Cultivate Bistro and Café

Block A

- Main Lobby
- Entrance near UTB Shop

Lecture Theatres Building

- Main Entrance

Phase 3 CEB Building

- Main Lobby

Library

- Main Entrance



Safety Procedures upon entering UTB Campus

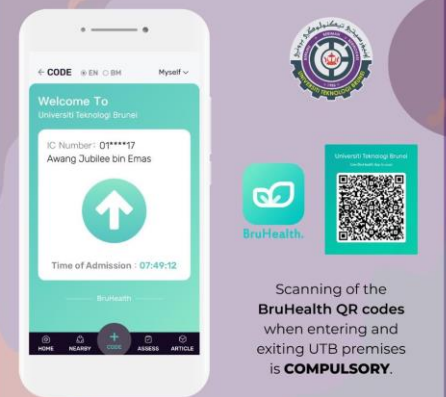
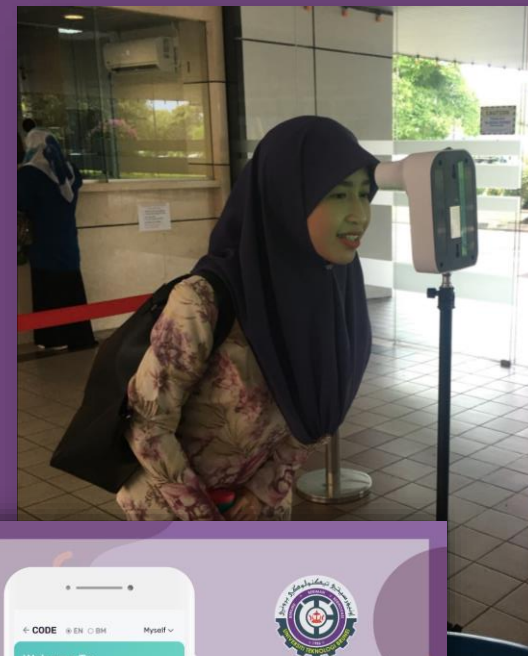
- Anyone recording a temperature above 37.5°C is not allowed to enter the premises
*If your temperature is above 37.5°C, you are allowed to take another reading and if it remains high, you are then advised to return home and seek medical treatment.



- If your entry point into campus does not have a temperature checkpoint, you **MUST** make your way to the nearest checkpoint to get your temperature checked.



- Each checkpoint is also provided with a BruHealth QR Code and a hand sanitizer.



ATTENDANCE IN CAMPUS

Entry into campus starting 20th November 2021

Attendance must be recorded by scanning the QR Code provided at the following entry points:-

Block F (Main Building)

- Main Lobby
- East Entrance near Cultivate Bistro and Café
- West Entrance near Futsal Court

Block A

- Main Lobby
- Entrance near UTB Shop

Library

- Main Entrance

Phase 3 CEB Building

- Main Lobby



Attendance for Block F, UTB

* Required

1. Confirmation of attendance *

☐ I confirmed that I am in Block F of UTB campus

Submit

It is **IMPORTANT** for you to record your attendance. Please be socially responsible to ensure the safety of the UTB community. Attendance recording is required to facilitate contact tracing when necessary.

Face Mask points

Wearing a face mask is MANDATORY. Please be informed of the area where you can obtain a mask:-

Block F (Main Building)

- Main Lobby

Block A

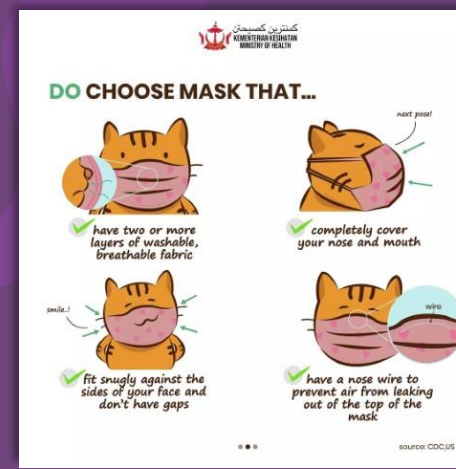
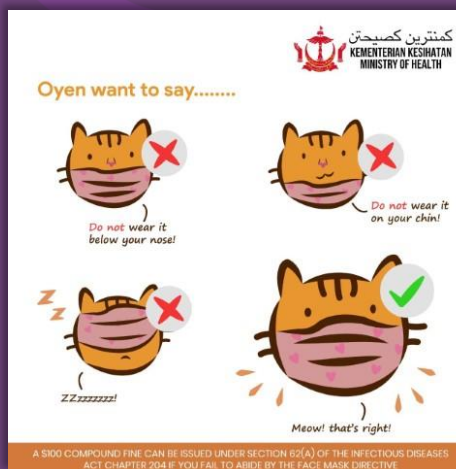
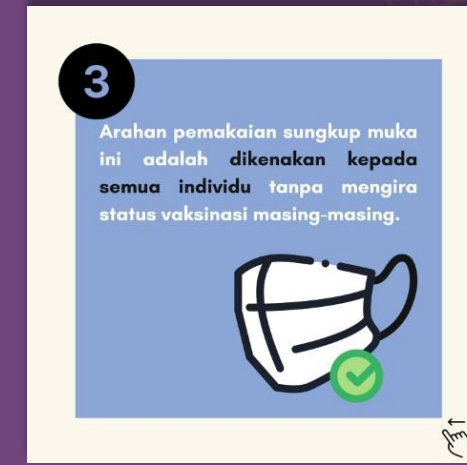
- Main Lobby

Library

- Main Entrance

Phase 3 CEB Building

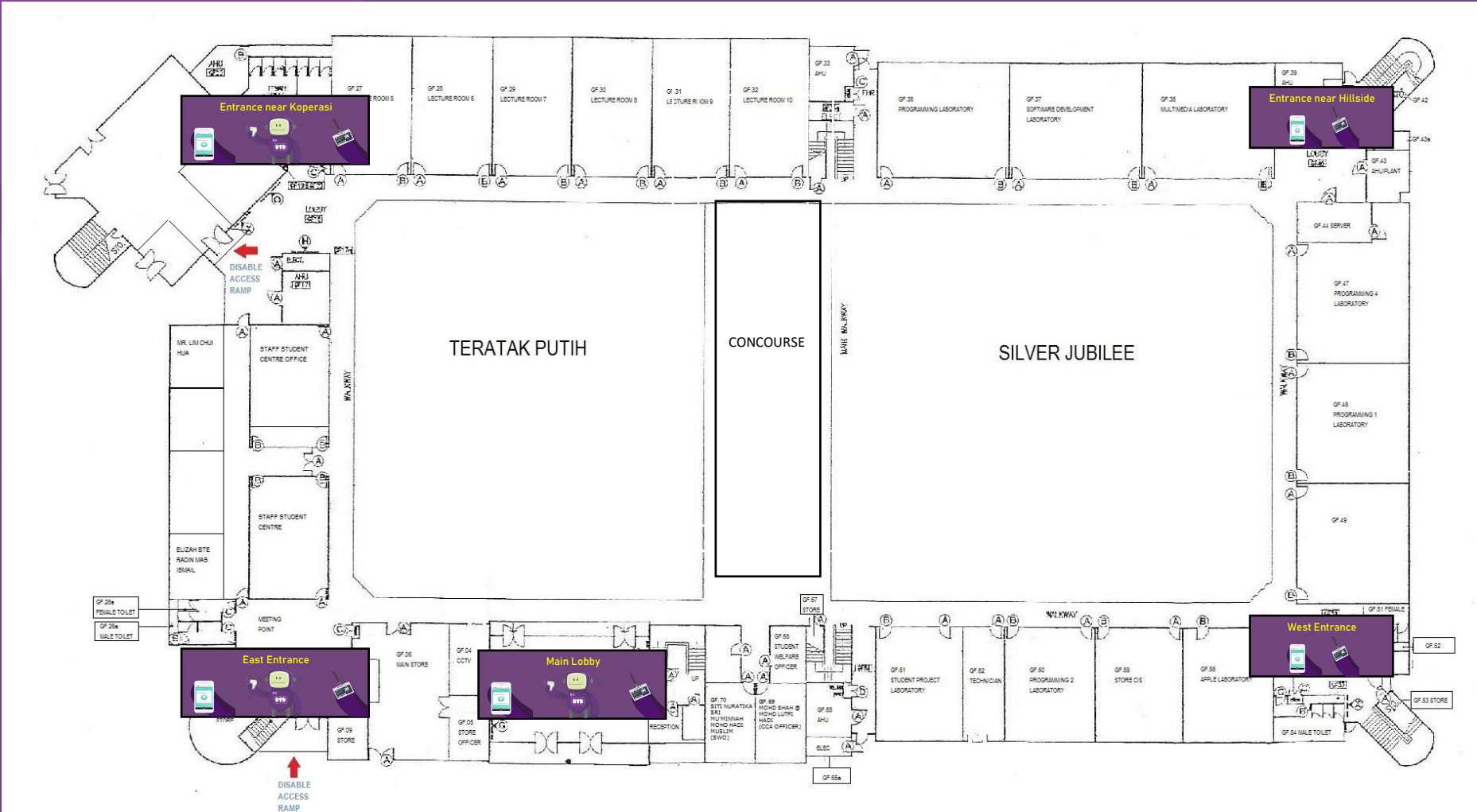
- Main Lobby



Source: Ministry of Health

Location of temperature checkpoints, BruHealth QR Code and Attendance QR Code

BLOCK F (MAIN BUILDING)



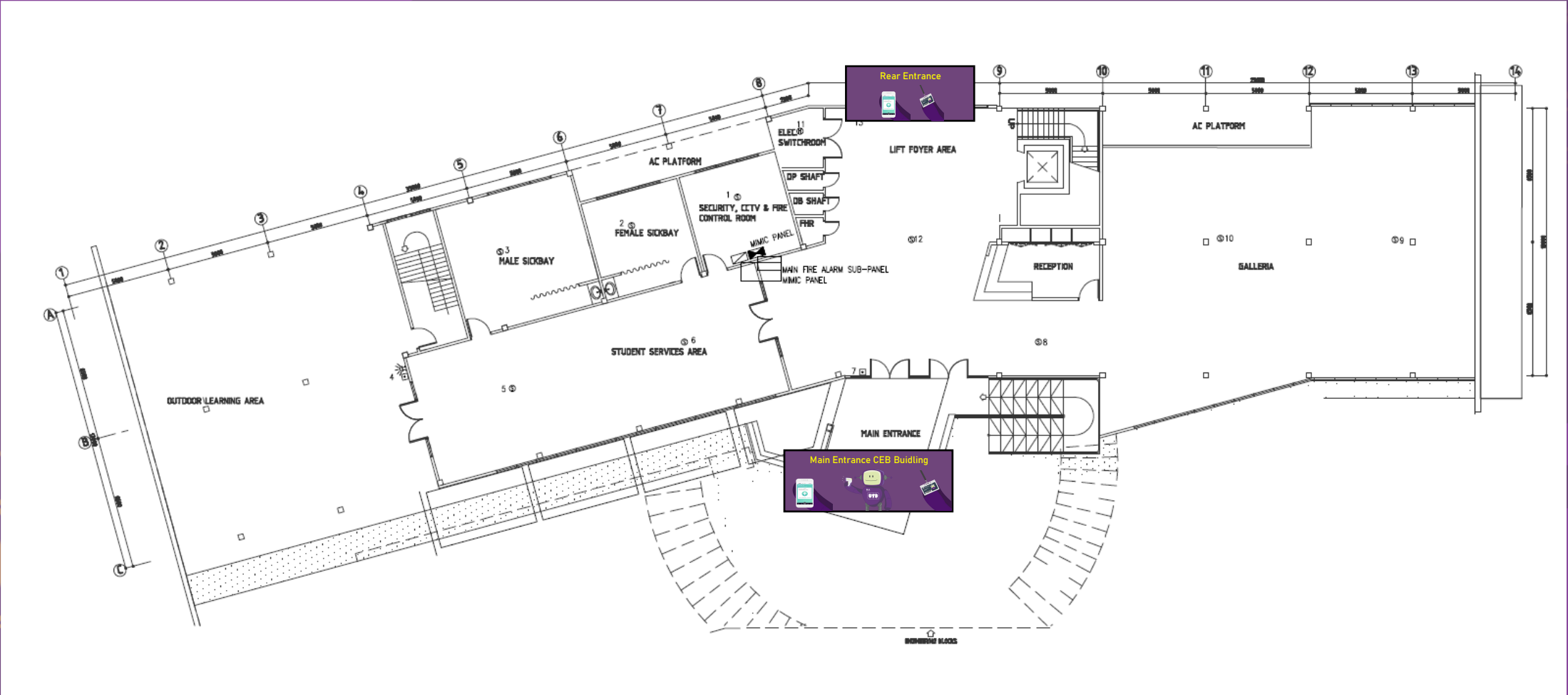
Location of temperature checkpoints, BruHealth QR Code and Attendance QR Code

BLOCK A

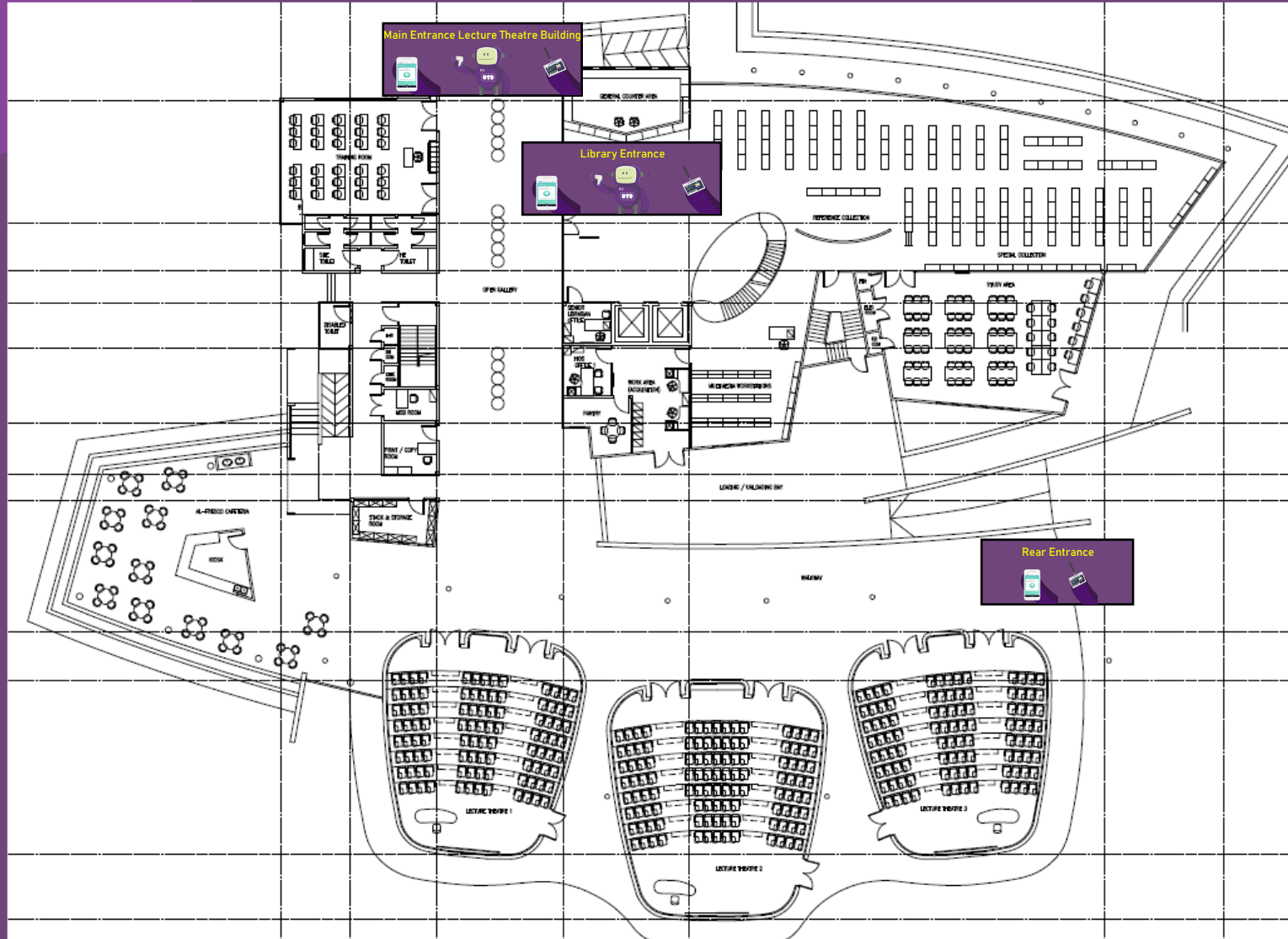


Location of temperature checkpoints, BruHealth QR Code and Attendance QR Code

FEng Phase 3 CEB



The Library & Lecture Theatre Building



PHYSICAL DISTANCING MARKINGS

Physical distancing markings are placed at all common areas.

1. Checkpoint areas

- Temperature Check & BruHealth QR Code
- Attendance

2. Service Counters

- Staff and Students Centre (SSC)
- Bursar's Office
- Library

3. Classrooms

4. Lecture theatres

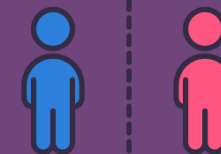
5. Laboratories

6. Computer Labs

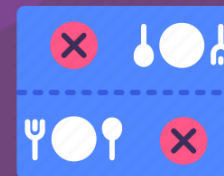
7. Canteen/ Café/ UTB Shop



Staff, Students and Visitors to keep physical distancing of 1.5 meters. Especially when:-



In Class/ Lecture Theatres/ Computer Labs/ Laboratories



In common areas such as SSC, Canteen etc.

PHYSICAL DISTANCING MARKINGS



COMMON AREA VENTILATION PROTOCOLS

All rooms occupied by a group of staff / shared office MUST be ventilated every hour for 15 minutes.

ANTIGEN RAPID TEST (ART)

- All staff, students, service providers and visitors **MUST** perform ART once every two weeks.
- Test should be done **every Saturday**. The test results are valid for two weeks from the date the test is conducted.
- The ART kits are provided free of charge to fully vaccinated staff. Staff are also encouraged to use their own ART Test kit which are approved by the MOH.
- All staff **MUST** perform the test either at home before leaving for work or at your own car before entering the premises.
- ART is only for staff, students, service providers and visitors who have **no acute respiratory infection symptoms** such as fever, cough, flu or runny nose. If you have symptoms, you **SHOULD NOT** enter campus and **MUST** seek medical treatment.
- False declaration of result will be penalised under Infectious Disease Act.
- Submission of ART results are as follows:

Designation	Submitting ART results to:-
Staff & Students	Via Microsoft Forms https://forms.office.com/r/BEV4N7fwCY
Service Providers	Via email to estate.helpdesk@utb.edu.bn
Visitors	Via email to utb.bcp@utb.edu.bn



<https://bit.ly/3q0CKci>

Scan the QR code to access the guidelines and videos



<https://forms.office.com/r/BEV4N7fwCY>

Scan this QR Code to submit your result

BRIEF GUIDE FOR ANTIGEN RAPID TEST (ART)

You are advised to undertake your ART before heading to the office.

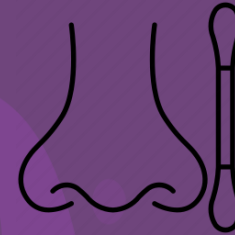


Wash your hand or use the hand sanitiser before ART

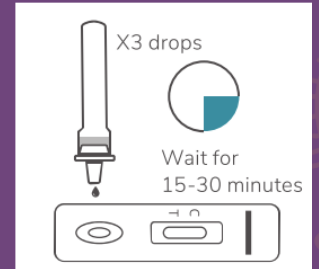


Four items inside the provided kit.

- 1) Swab
- 2) Diluent
- 3) Dropper Tip
- 4) Test Cassette

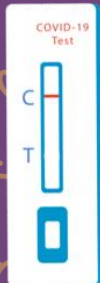


Insert swab about 2 cm into both nostrils. Rotate swab 5 to 10 times against the inside wall of the nostril

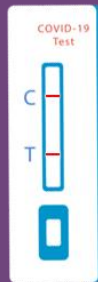


Then, insert the swab into Diluent. Circles it 10-15 times. Drop the liquid to cassette. Wait at least 15 minutes for the result.

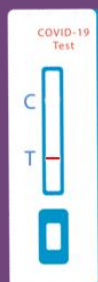
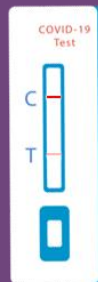
Result:-



Negative



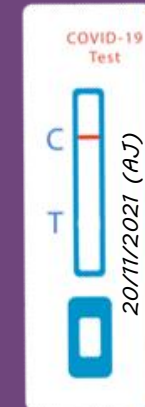
Positive



Invalid



Submitting Results:-



<https://forms.office.com/r/BEV4N7fwCY>

When submitting the results, take a photo of the Cassette (make sure put-on date and your initial) with your Student/Staff ID or IC and submit it to the link provided

ANTIGEN RAPID TESTING (ART)

Collection of ART Kits (during Transition Period) :-

STAFF

- Two ART Kits will be provided each month to staff who had received 2 doses of the vaccination.
- ART Kits can be collected on the first Monday of every month from Faculty/School Office and the focal person for each respective section.

STUDENTS

- Only students that had been given approval to be in campus will be provided ART kits.
- Collection of ART kits will be announced in due course.

ANTIGEN RAPID TESTING (ART)

SERVICE PROVIDERS

- Must present a negative ART result to the security guard upon entry. The ART Kit must display the name of the person, the date and time ART was taken.
- Subject to campus entry procedures.

VISITORS

- Must present a negative ART result to the security guard upon entry. The ART Kit must display the name of the person, the date and time ART was taken.
- ART Kit to be provided by the visitors themselves unless entrance is due to attending a meeting or event in UTB.
- Subject to campus entry procedures.

If you fall sick while in campus...



Safety Procedures upon entering UTB Campus

- Anyone with temperatures above 37.5°C should not enter campus
- Symptomatic/Unwell individual should not enter campus

Staff or Students who fall ill while in campus



Proceed to nearest Isolation Room



To perform Antigen Rapid Testing (ART)

NEGATIVE



To call emergency contact person (parent/guardian/spouse) or drive back to return home



Staff/ Student will not be allowed in campus until further medical attention

POSITIVE



To call emergency contact person or drive to the nearest Swabbing Centre for PCR test. PCR test results usually take at least 24 hours, staff/student MUST stay in self isolation at home while waiting for the results



If PCR test is **NEGATIVE**, stay at home until well



If PCR test is **POSITIVE**, Staff/Student:

- 1) To continue self-isolation at home until attended by MOH for further advise.
- 2) If during self-isolation staff/student experience fever or difficulty in breathing, call 991

If a positive case occur in UTB:

1. Identify close contact
 - Those that shared venue with positive case for 15 mins and at least less than 1.5 meters apart.
 - Have physical contact with positive case.
 - In a shared venue without face mask. (i.e., eating, drinking)
2. Instruct close contact to undergo PCR test.
3. Activate cleaning protocol of affected area.

Isolation Rooms:-

1. Sickbay near Student Affairs Office (Block F)
2. Sickbay in CEB Phase 3 Building
3. Isolation Room 1 (MPH)
4. Isolation Room 2 (MPH)



UTB STAFF

A Guideline for Academics and Administrators

Guidelines for UTB Staff

Phase	Preparation Phase	Transition Phase (Effective from 19 November 2021)	Endemic Phase
Space Capacity	5%	50%	
General COVID-19 measures	Adhere to General COVID-19 SOP as advised by national authority.	Adhere to General COVID-19 SOP as advised by national authority.	Subject to Endemic Phase SOPs from National COVID -19 Steering Committee / Prime Minister's Office/ Ministry of Health
	Only essential workers (administration staff). 95% of administration staff are working from home (WFH). 100 % of academic staff are working from home (WFH). – 100% online teaching	Only staff who had received 2 doses of vaccination are allowed entry. Unvaccinated staff are not allowed entry into campus. Only medically certified unvaccinated staff can be permitted with negative ART (taken once in two weeks).	
	Entrance into university require approval from BCP. Entry is limited to only 2 hours duration	Compulsory attendance recording upon entry.	
	Only online meeting.	F2F meetings are allowed (up to 50% venue capacity). Online meeting are advisable where appropriate.	
	Antigen Rapid Test (ART) once per week.	Antigen Rapid Test (ART) once in two weeks.	



UTB STUDENTS

A Guideline for Students



Business Continuity Plan
Universiti Teknologi Brunei

Guidelines for UTB Students

Phase	Preparation Phase	Transition Phase (Effective from 19 November 2021)	Endemic Phase
Space Capacity	5%	50%	100%
General COVID-19 measures	Adhere to General COVID-19 SOP as advised by national authority.	Adhere to General COVID-19 SOP as advised by national authority.	Subject to Endemic Phase SOPs from National COVID -19 Steering Committee / Prime Minister's Office/ Ministry of Health
	100% Online learning/assessment.	Only postgraduate research students and final year lab-based students that had been given approval to be in campus.	
	Entrance into university required approval from BCP. Entry is limited to only 2 hours duration.	Only students who had received 2 doses of vaccination are allowed entry. Compulsory attendance recording upon entry. Unvaccinated students/students with are not allowed entry into campus. Only medically certified unvaccinated students can be permitted with negative ART (taken once in two weeks).	
	Antigen Rapid Test (ART) once every week.	Antigen Rapid Test (ART) once in two weeks.	
	No CCA and other activities.	Only approved CCA or event can be held at 50% venue capacity.	
	No ExperiencePLUS permitted.	ExperiencePLUS is permitted with declaration form.	



SERVICES

A Guideline for Staff, Students, Service Providers and Visitors

SERVICES

STAFF AND STUDENTS CENTRE(SSC)

- Counters will be opened from Monday to Thursday and Saturday.
- Opening hours: **8.30 am – 1.30 pm**
- Limited entry based on physical distancing of 1.5 meters.
- For further queries, please contact 2461023 for staff matters and 2461021 for students matters.



SERVICES

BURSAR'S OFFICE (FINANCE AND STORE)

- Counters will be opened as follows:-
 - Monday to Thursday from **8.30 am to 12.00 pm**
 - Saturday from **8.30 am to 10.30 am**
- Limited entry at any one time.
- For further queries, kindly please contact via email at payment.info@utb.edu.bn or at 2461024.



SERVICES

UTB LIBRARY

- Counters will be opened from Monday to Thursday and Saturday.
- Opening hours: **8.30 am – 1.30 pm**
- Limited entry based on physical distancing of 1.5 meters.
- For contactless book loan, BOOK LOAN REQUEST is available by clicking the following link: <https://forms.gle/Qfge2FWFgeyJ8Csf6>
- For contactless book return, BOOKDROP is located outside the library entrance.
- For further queries, kindly please contact via email at library@utb.edu.bn or at 2461022.



SERVICES

CANTEEN, CAFÉ, UTB SHOP

- Opening times will vary according to the respective outlets.
- Limited entry based on physical distancing of 1.5 meters.
- Scanning of BruHealth QR Code upon entry.
- Dine-in and take away.
- Observe General COVID-19 SOPs.



SERVICES

COUNSELLING SUPPORT

- Faced with new realities as well as the new norm, it is important that we look after our mental, as well as our physical health.
- The Student Affairs Office is providing guidance and advice during this COVID-19 pandemic transition phase for staff and students, to help us look after our mental health.
- For appointment, kindly please contact via email counselling@utb.edu.bn
- For additional support and counselling services outside UTB, kindly please contact:
 - **Health Advice Line 148** for information on COVID-19
 - **Talian Harapan / Hope Line 145** for Emotional Support Service





SERVICE PROVIDERS

A Guideline for Service Providers

SERVICE PROVIDERS GUIDELINES

SERVICE PROVIDERS

- MUST present a negative ART result upon entry into campus. Two weeks validity after performing the ART test.
- Service providers MUST submit their ART results to Estate Office at estate.helpdesk@utb.edu.bn
- MUST have received 2 doses of the vaccine.
- Wearing a face mask at all times, indoors or outdoors.
- BruHealth Code is Green or Yellow
- Temperature scanning shows temperatures < 37.5°C.
- No COVID-19 symptoms.
- No self-quarantine OR self-isolation order.



VISITORS

A Guideline for visitors



VISITORS GUIDELINES

VISITORS

- Must request for appointment via utb.bcp@utb.edu.bn at least two days before the date of entry.
- Entry will only be allowed upon approval from BCP.
- Visitor MUST present a negative ART result. Two weeks validity after performing the ART test.
- Visitors MUST submit their ART results to utb.bcp@utb.edu.bn
Must have received 2 doses of the vaccine.
- Wearing a face mask at all times, indoors or outdoors.
- BruHealth Code is Green or Yellow
- Temperature scanning shows temperatures < 37.5°C.
- No COVID-19 symptoms.
- No self-quarantine OR self-isolation order



For any further assistance or enquiries, please contact the allocated team:-

Section / Office	Contact Details
Staff	Respective officer email address or 2461023
Students	group.utbacademicsection@utb.edu.bn or 2461021
Finance	payment.info@utb.edu.bn or 2461024.
Counselling	counselling@utb.edu.bn
Estate Office	estate.helpdesk@utb.edu.bn
COVID-19 Measures Matters	utb.bcp@utb.edu.bn or 8892800 (BCP hotline)

THANK YOU AND STAY SAFE

