

Covid-19 Risk Assessment Standard Operating Procedure (SOP)

Receiving visitors from an external organization to CIC

Background

Prime Minister Tan Sri Muhyiddin Yassin, on 10th May 2020, has announced Conditional Movement Control Order (CMCO), which has been extended from May 12 to June 9, 2020. The government will periodically announce changes to regulations and Standard Operating Procedures (SOPs) for the list of economic sectors allowed to resume operations during the CMCO.

CIC, UMMC is entering a new normal phase from 18th May 2020 with Covid-19 Risk Assessment. This COVID-19 Risk Assessment SOP is systematically identified and reviewed to ensure all activities, situations, and processes are controlled to contain further spreading of COVID-19.

Definition

Visitor	Any personnel from an external organisation to visit CIC, UMMC for a purpose of activities for the conduct of clinical research, maintenance of equipment and administrative operations at Clinical Investigation Centre (CIC)
Risk Assessment Form	A tool used to identify, review, and assess the potential risk to control the hazards of COVID-19 infection
Movement Control Order	Regulations under the Prevention and Control of Infectious Diseases (Measures Within Infected Local Areas (No 2) Regulations 2020

Procedures

1. A visitor is required to email the details of the visit together with “**COVID-19 RISK ASSESSMENT FORM-Representative of external organisation**” to the Clinical Investigation Centre (CIC) Head of Division (HOD) (kj_ppk@ummc.edu.my) for approval 1 (ONE) week before the visit date. Details of the visit: Purpose, Dates of visit, Area to be accessed in CIC or required to visit other UMMC facilities
2. CIC HOD will approve the visit request based on the COVID-19 Risk Assessment analysis through email notification in THREE (3) working days.
3. Approval of a visitor is based on Risk Assessment analysis and space required to maintain 1-meter social distancing within CIC premises.
4. Research Unit shall update the Google drive of the visitors for internal communication.
5. During visit day, Facility & Training unit staff at the counter shall perform screening (temperature, clinical symptoms, time in and out) based on details verification in Google drive for approval.

6. The visitor should bring own mask and hand sanitizer during the visit. Mandatory to wear a mask before entering CIC and through the period in CIC premises.
7. During the visit, the movement should be minimal with preventive measure: -
 - a. Assigned area based on purposes
 - b. Washroom
 - c. Collect/buy/eating a meal
8. The visitor should inform CIC counter staff if they have ordered meal delivery and advised to maintain the cleanliness of the workspace.
9. Any changes in the SOP/Covid-19 Risk Assessment Form will be following the national regulations and/or UMMC requirements



Kindly scan QR Code to access

“Covid-19 Risk Assessment form for Representative of external organization”