



## **COVID-19: SOCIAL RESPONSIBILITY, PREVENTIVE POLICY AND CURRENT DEVELOPMENTS AT PUTRA BUSINESS SCHOOL**

To **PUTRA BUSINESS SCHOOL (PBS)** community members,

As we are all aware, the World Health Organisation (WHO) has announced that COVID-19 reached the pandemic stage on 11 March 2020. Latest statistics have recorded 735,041 infections involving 175 countries (WHO, 30 March 2020).

Announcements were also made by the Malaysian Prime Minister imposing the Movement Control Order (MCO) which originally was supposed to end on the 31<sup>st</sup> March 2020 but was extended until the 14th of April, 2020 due to the development of the COVID-19 pandemic situation in Malaysia.

Given such a situation, PBS is also anticipating the possibility of its members facing such risks and being infected with the COVID-19 virus. We are seriously monitoring the situation and therefore, we are committed to:

- i) abide by the latest instructions from the Government of Malaysia particularly the National Security Council and the Ministry of Health regarding measures that could and should be taken.
- ii) be ready with preventive and mitigation measures following the Standard Operating Procedure (SOP) which has been outlined in dealing with the outbreak of COVID-19.

The following initiatives have been and are being implemented to safeguard the well-being and safety of all PBS community members:

### **1. SETTING UP OF A SPECIAL CRISIS MANAGEMENT COMMITTEE TO DEAL WITH COVID-19**

The Crisis Management Committee chaired by the President & CEO meets a minimum of once every week to plan strategies on the prevention and management of COVID-19. This committee can and will also be summoned to meet upon immediate notice for unforeseen situations. The most recent meeting was held on Tuesday, 24 March 2020.

## 2. **FACE MASKS AND OTHER PREVENTIVE INITIATIVES**

The Asset Management Unit has begun placing sanitisers at lecture rooms and other strategic places such as at the student service counter and the common area outside the lecture rooms. Face masks are provided to all the staff while the students would be required to don the mask at all times when they are on campus.

The Asset Management Unit has also made the necessary arrangements to sanitize and disinfect the whole of PBS premises before we resume operations after MCO is lifted.

## 3. **PROHIBITION OF ALL PBS COMMUNITY MEMBERS (STAFF AND STUDENTS) FROM GOING ABROAD ON OFFICIAL MATTERS, RECONSIDERATION OF PERSONAL TRIPS AND ADDITIONAL REMINDERS FOR ALL JOURNEYS**

**Official Trips:** All trips abroad for PBS community members on official matters under PBS funding are not allowed. Official trips are to be postponed and substituted with other alternatives (via communication and working online for instance).

**Non-Official or Personal Trips:** The management is also urging its community members to seek possibilities of postponing overseas travel plans which are non-official.

## 4. **CANCELLATION OR POSTPONEMENT OF WORKSHOPS / MEETINGS ETC.**

All events as listed above involving gathering of people carry high risks of possible infection and are to be avoided. The management urges that all such arrangements are to be postponed to a more appropriate time or cancelled with justified considerations without jeopardizing **PUTRA BUSINESS SCHOOL** brand. One case in point is the Inaugural Convocation which has been postponed indefinitely. Meetings are also to be carried out via online platforms such as Google hangouts and Zoom.

## 5. **THE SHIFT TO ONLINE LEARNING**

**All lectures at PBS would not be held on site but would be replaced with online learning, effective 17 March 2020.** Details of the platforms to be used have been communicated to both the lecturers as well as the students. The IT Unit is to provide assistance to the lecturers who might encounter any technical difficulties.

Arrangements have also been made for the lecturers to carry out final assessment using other methods including open book test, take home exam etc.

## 6. **REGISTRATION OF NEW STUDENTS**

Registration of new students would take place as scheduled on the 9th May 2020. However, the process would be done online, anticipating that most students especially from other parts of the world might still be subjected to the travel restrictions imposed by almost every nation affected by COVID-19.

## 7. **POSTPONEMENT AND LIMITING EXTERNAL VISITS TO THE CAMPUS**

Previous commitment and acceptance of visits (official and unofficial) to PBS from any external visitors are to be postponed until further notice. The postponement had taken place effectively from 17 March 2020 onwards.

## 8. **ENSURING OTHER PBS OPERATIONS**

In line with the Movement Control Order, PBS office will remain closed subject to further announcement from the Government. However, all staff of PBS would continue to work from home and to be contactable and reachable at all times.

I would also like to urge everyone in PBS to join and assist the management of PBS towards the effort of maintaining a safe environment in PBS. You are the greatest asset to PBS and we must work together to ensure the safety of you and your family in the unforeseen challenges that the world is facing today. This is part of our social responsibilities.

This is a defining moment for all of us. The kind of moment that requires us to make some tough decisions. I believe that health and safety are far greater than wealth at this point in time and there's no greater call than to prioritize on the safety of PBS community.

May we all be well protected and blessing upon our efforts. I also pray for ease and facilitation in all the undergoing matters involving each and every one of us in this trying times and challenging environment.

**PROF. DR. ZULKORNAIN YUSOP**

**President & CEO**

30 March 2020