REGAL CITY COLLEGE

(formerly known as Institut Teknologi Maklumat Nusantara) IPTS Reg. no: DK236(Q)

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MEMORANDUM

Reference : 2020/DOA/SEPT-09/1

To : All Students

From : Mr Michael Tiong
Chief Executive

Date : 9 September 2020

Subject : **Teaching and Learning Mode for October 2020 Onwards**

The above matter is referred.

I am writing to you to let you know that Regal City College will use a "Blended Learning" approach for teaching and learning from 5 October 2020 onwards. A blended learning approach is a combination of online delivery with face-to-face (on campus) learning opportunities. Prior to the move to blended learning on 5 October 2020, all teaching and learning will continue online. Students may contact their respective head of schools and lecturers for the blended learning arrangements. On top of that, kindly be informed that there will be formal end-of-semester final exams conducted on-campus.

If you have to be on campus, below are the guidelines on the preventive measures for your reference:
(a) Maintain personal hygiene by washing hand with hand sanitizers or with soap and water
(b) Maintain social distancing and comply to the social distancing markers in classrooms, library and computer labs
(c) Mandatory temperature checking for all staff, students and visitors. Temperature checking is set up at the main entrance of the building.
(d) To do health declaration as per National Security Council and Sarawak Disaster Management Committee
(e) Routine cleaning and disinfection of frequently touched facilities and surfaces carried out by the Janitors
(f) Compulsory to wear a face mask on campus at all times. College is NOT going to provide face masks on campus for students. All staff and students are required to wear face masks upon entering the campus (i.e. classrooms, library, computer labs and etc.), unless an exemption applies

I thank everyone for abiding to all the changes in operations we have set forth to safeguarding our students and staff. All my colleagues are looking forward to welcoming you back to the Campus.

Above all, stay safe and healthy.

MICHAEL TIONG HOCK BING
CHIEF EXECUTIVE
REGAL CITY COLLEGE
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