



COMSATS University  
Islamabad

Guidelines for Students  
Preventive Measures  
**COVID-19**

Let's defeat  
**COVID-19** together!



# University Re-Opening Guidelines

## For

### Faculty Staff and Students

Resources:

Guidelines from the Ministry of National Health Services Regulations & Coordination and Higher Education Commission, Government of Pakistan.

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## 1.Introduction:

Coronavirus Disease 2019 (COVID-19) is a respiratory tract infection caused by a newly emergent coronavirus, SARS-CoV-2, that was first recognized in Wuhan, China, in December 2019. On 11<sup>th</sup> March 2020, it was recognized as a pandemic by the World Health Organization (WHO).

In response to the COVID-19 pandemic, the National Security Committee (NSC) decided to close educational institutions including universities from March 16, 2020, onwards, initially first up to 5<sup>th</sup> April 2020, later extended by the National Coordination Committee,(NCC) in its fifth meeting dated 26<sup>th</sup> March 2020, until May 31, 2020, then up to July 15, 2020, and finally till September 15, 2020, on July 09, 2020. These decisions were needed to control the pandemic in line with WHO guidelines.

## 2.Objective:

To provide health guidelines for the faculty, staff, and students of the CUI for re-opening in the context of ongoing COVID19 Pandemic while ensuring all possible precautions to minimize the risk of spread of infection.

## 3.Guidelines and Standard Operating Procedures (SOPs):

The guidelines and SOPs are organized into 11 parts, as given below, and are binding for both the employees and students. These guidelines will be strictly monitored and implemented by the central and departmental CARF.

1. General Guidelines
2. SOPs for entering and remaining on-campus
3. SOPs for hostels
4. SOPs for the transport section
5. SOPs for Library
6. SOPs for Laboratories
7. SOPs for Canteens
8. SOPS for Contact Points
9. SOPS for Class Rooms
10. SOPS for faculty halls
11. SOPs for Emergencies
12. Important Contact Numbers

### **3.1. General Guidelines:**

1. Reading and adhere to the safety guidelines is mandatory for everyone visiting the campus.
2. Frequently clean and disinfect touched surfaces, possibly between uses where possible (e.g. lab equipment, door handles, sink, etc.).
3. Cleaning products should be stored away and should not be used when the labs or vehicles are populated to prevent inhaling toxic fumes.
4. Ventilation systems should work properly with increased circulation of outdoor air as much as possible, by keeping the windows and doors open.
5. Encourage staff and students to bring their own water to minimize the use and touching of water taps/ fountains. However regular sanitization of taps and other sources at campus should be carried out
6. Space seating at least 6 feet apart.
7. Install physical barriers, such as cordon-off tapes, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
8. Proper disposal of waste and provision of the waste bin with bags, disposal of the used masks, and any disposable material that comes in direct contact with the students or employee.
9. Posting signs in visible locations (e.g., Main entrances, departmental entrances, etc.) that promote everyday protective measures.
10. Broadcast regular announcements on reducing the spread of COVID-19, on social media, portals, and campus websites.
11. Information Session /guidelines will be shared by all section heads with their respective staff e.g. faculty, admin staff, drivers, etc.
12. A contact tracing App “CUI Contact Tracing” for android systems, developed by the campus soon will be available online. Installation and use of the software are mandatory for all the students and employees.

### **3.2. SOPs for Entering and remaining on-Campus:**

1. Wearing of facemask is mandatory to enter the Campus premises, using Campus

Transport, Hostel, and other facilities. **No entry without a facemask.**

2. Measuring temperature with the thermal gun at entrance gates. A person having high-grade fever ( $38.0^{\circ}$  C or above) or other signs of illness will be immediately referred to the Medical Centre for getting clearance from Doctor.
3. On-Campus and during Class or in leisure time while in the library, canteen, or playground, etc., wearing a facemask compulsory.
4. The social distancing of six feet will be mandatory in all areas to maintain safety.
5. No handshake or hug with others.
6. If any person feels temperature, laziness or any other symptom must inform the COVID - 19, Rapid Action Force (CRAF) members on the numbers provided or any faculty member.
7. Hand sanitizers/soaps are provided at designated places and should be used before entering/leaving the Classroom/Lab, Library and cafeteria, etc.
8. Sharing of items that are difficult to clean or disinfect is strictly prohibited i.e. food items, water bottles etc.
9. Avoid sharing electronic devices, books, and other learning aids.
10. Bring your water bottle to minimize the use and touching of water taps and avoid reusable utensils/crockery etc.
11. Precautionary instructions will be displayed at prominent places of the hostel.

### **3.3. SOPs for Hostel:**

1. The boarders who intend to avail hostel facility will provide the negative COVID report at the time of reporting Hostel as per HEC guidelines.
2. Wearing of facemask is mandatory to enter the Hostel and on its premises outside the rooms. **No entry without a facemask and exiting rooms.**
3. Measuring the temperature of all boarders and staff at the time of entrance and exit.
4. As you check-In, we will ask for your travel history from the last 14 days, so bring your signed health declaration form with you.
5. The social distancing of six feet will be mandatory in all areas to maintain the safety.
6. Seating arrangement in the hostel mess shall be arranged on adequate distance from back to back and that students face each other from a distance of at least Six feet.

7. Outsiders and guests will not be allowed in the hostel.
8. Boarders will be advised to keep protective gear like masks, sanitizer bottles, and hand gloves.
9. All areas of the hostel will be cleaned and sanitized periodically by the hostel staff.
10. All ingredients and utensils used in the kitchen will be properly washed and sanitized if possible disposable items should be used.
11. All Hostel staff will use sanitizer and face mask during the duty. The staff will also use disposable gloves and disposable caps as and where required.
12. All kitchen and service staff be tested for COVID-19 and screened for symptoms periodically.
13. Hand sanitizer and soap will be placed outside the hostel mess and at the entrance.
14. To ensure social distancing, the number of beds in the room will be placed with wide spacing and safe distance.
15. Precautionary instructions will be displayed at prominent places of the hostel.

### **3.4. SOPs for Transport Section:**

1. Buses will be cleaned and disinfected two times a day. Evening time when parking and afternoon before departure from the Campus.
2. Measuring temperature with a thermal gun before boarding on the bus. A person having high-grade fever ( $38.0^{\circ}$  C or above) or other signs of illness will be not be allowed to avail of the transport facility.
3. Boarding/check-in will not be allowed without wearing face mask.
4. Wearing of facemasks during traveling is mandatory for all.
5. Sanitizers will be fixed at the entrance gate for use before the entrance and sitting on the seats.
6. Create distance of one row/skipping row in Buses/Coasters will be made as per Government SOPs to ensure social distance.
7. Eating during traveling will be prohibited to safeguard everyone.
8. SOP/Precautionary measures will be displayed on the Buses.

### 3.5. SOPs for Library:

1. Wearing of facemask is mandatory to enter and remain inside the library building/Hall. **No entry without a facemask.**
2. The seating arrangement should be such that the social distancing of six feet is observed.
3. Library hours should be limited from Monday-Friday i.e. 9 am-1 pm / 2 pm-4:30 pm, the high traffic areas must be cleaned and disinfected during this time.
4. Hand sanitizers should be provided before opening the library.
5. The red tape used to mark safe social distancing space for check out/browsing areas.
6. Staff wears gloves when giving away/issuing or receiving books.
7. There should be a quarantine area for keeping new books or those being returned by the students in an isolated corner or reading room. These books can be shelved after 48 hours.
8. All reading materials returning should only be allowed on Friday.

### 3.6. SOPs for Labs:

1. Wearing of facemask is mandatory to enter and remain inside the laboratory. **No entry without a facemask.**
2. All laboratories should perform site and activity-specific risk assessments to determine the most appropriate safety measures to implement for circumstances.
3. Analyze the number of students that the laboratory space and available equipment can realistically and safely accommodate while maintaining social distancing of 6 feet.
4. The commonly shared equipment, workbenches, computer keyboards, mouse and desks, etc. should be sanitized after every use.
5. Red tape should be used to mark safe social distancing space.

### 3.7. SOPs for Cafeterias:

1. Wearing of facemask is mandatory to enter in the canteens and on its premises. **No entry to the cafeterias without a facemask.**
2. The social distancing of six feet will be mandatory in all areas to maintain the safety

3. Seating arrangements in the canteen shall be arranged on adequate distance from back to back and that students face each other from a distance of at least 1 meter.
4. All areas of the canteen should be cleaned and sanitized periodically by the canteen staff.
5. All ingredients and utensils used should be properly washed and sanitized; if possible disposable items should be used.
6. All the canteen staff should use sanitizer and face mask during their duty. The staff will also use disposable gloves and disposable caps as and where required.
7. All kitchen and service staff be tested for COVID-19 and screened for symptoms periodically.
8. Hand sanitizer and soap should be placed outside the canteen.

### **3.8. SOPs for Contact Points:**

Contact and reception points are the offices where the students come in close contact with the employees, like security staff at gates, DCO office, Exam section, Admission office, library counter, faculty offices, student windows etc.

1. No one will be entertained at any reception desk without wearing a **face mask**.
2. The officials on these desks are strictly advised to wear a face mask all the time.
3. Sanitizers to be provided on every reception counter.
4. Red tape should be used to mark safe social distancing space.
5. These reception desks will work either from windows or install physical barriers, such as cordon-off taps, where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

### **3.9. SOPs for Classrooms:**

1. Wearing of facemask is mandatory to enter and remain in the classroom. No entry without a facemask and exiting rooms.
2. Classrooms are to be half-filled so that a distance of six feet is maintained.
3. Classrooms are to be regularly disinfected twice a day, preferably between the lectures.

4. Teachers have to arrive in the classroom before the students and leave once all the students left to avoid gathering of students in or outside the classrooms.
5. A maximum of 25 students will attend the class at a time.

### **3.10.SOPs for Faculty Halls:**

1. Wearing of facemask is mandatory in faculty halls and shared offices.
2. Timings of the faculty should be adjusted such that shared offices are used ensuring safe social distance.
3. Sanitizer should be provided in DCO offices and other faculty halls.
4. Students will complete all their discussions in classroom sessions, if required any discussion then use online medium (MS Teams or WhatsApp) to minimize physical interaction.
5. Only CR's will be allowed to enter faculty offices, with proper face masks.

### **3.11. SOPs for Emergencies:**

#### **WHEN A CONFIRMED OR PROBABLE CASE IS IDENTIFIED**

1. Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive.
2. Immediately isolate the student or staff member who is suspected or tested positive for SARs-COVID 2 and report to the on-campus medical officer.
3. Inform the local administration and advise staff and families of sick students/staff member of home isolation criteria.
4. Transport the suspected or tested positive case for further treatment or home isolation as decided by the on-campus medical officer.
5. Cordon-off the area used by the sick person and do not use until cleaned and disinfected.
6. Implement short-term closure (5 days) of the class/section that remained in close contact with the suspected student and switch to e-learning for that time.
7. Advise home isolation to staff and faculty members that remained in close contact with the suspected person.

## 3.12 Symptoms of COVID-19

### Most common symptoms:

- Fever
- Dry cough
- Tiredness

### Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- A rash on skin, or discoloration of fingers or toes



### Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement



**Health Declaration Form**

I, Mr/ Ms \_\_\_\_\_ S/O D/O. \_\_\_\_\_

CNIC/ NICOP/ POC No. \_\_\_\_\_

Resident of \_\_\_\_\_ Mobile  
Phone No \_\_\_\_\_ is returning to rejoin the COMSATS University  
Islamabad, \_\_\_xx Campus at my own will after lock down due to COVID-19, do hereby  
solemnly affirms, declares and undertake:

1. That I travelled to countries (a) \_\_\_\_\_, (b) \_\_\_\_\_, (c) \_\_\_\_\_ during the  
last 14 days.
2. That my health status is as follows (Encircle the relevant one):

a. Fever	YES	NO
b. Cough	YES	NO
c. Difficulty in Breathing	YES	NO
3. That I have not been in contact with any COVID-19 patient during the past 14 days.
4. That I am willing to follow all safety measures adopted at the university campus and their  
provided facilities like hostels, transport, etc. for the anti-COVID-19/coronavirus.
5. That I am willing to undergo all processes applicable for COVID-19/Coronavirus testing  
as and when suggested by the government of Pakistan and the University officials.
6. That I am willing to remain in quarantine or self-quarantine for 14 days if advised by the  
campus Medical officer or any public health officer.
7. I hereby declare that the details furnished above are true and correct to the best of my  
knowledge and belief and I undertake to inform concerned Health authorities through  
Helpline 1166 or any other contact number provided by the university regarding any  
changes therein, immediately.

( \_\_\_\_\_ )

Signature Date: \_\_\_\_\_

(This letter should be numbered, as per HEC guidelines)

Dear Students

I hope and pray that this email reaches you in the best of time and health in your life.

I know that the transition from face-to-face and in-person learning to online learning has been more difficult than you may have expected. I have heard from a number of you about just how hard it has been. However, this was equally challenging for the faculty and the management of the university as well, to shift their mindset from physical education to online and remote instructions.

As by the grace of Almighty Allah, we are now coming out of the lockdown phase to normal life and may reopen the campus from September 15, 2020, as per the announcement of the Ministry of Education that is expected next week. The government of Pakistan and the Higher Education Commission has set out certain guidelines for providing a safe and healthy environment in the educational institutions. It's a requirement that every student and staff member should be well aware of these guidelines. Taking this opportunity, I would like to share the standard operating procedures (SOPs) and guidelines that the COMSATS University will strictly implement for the health and safety of yourself, your colleagues, your family members, teachers, and other university staff and for the continuation of in-person and on-campus education.

These guidelines are attached herewith this email as a ready reference and are updated on the university portal, social media websites of the university and are displayed at different prominent locations on the campus premises. In this regard, you will also receive additional information as and when required.

It is important to note that while we are fully committed to resuming on-campus education, we understand that public health conditions and the course of the pandemic or the government guidelines may change at any time and we may go back to full or partial online education. Therefore, it is our shared responsibility to adapt the new norms regarding health/safety requirements and the guidelines given by the university, to make the on-campus education possible and become able to continue our struggle towards our goals.

I wish you a happy return to our on-campus and academic community.

Campus Director, CUI

## Specimen of Affidavit

I \_\_\_\_\_ son/daughter of \_\_\_\_\_,  
Registration Number \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ is returning to rejoin the COMSATS University Islamabad,  
\_\_\_\_xx Campus at my own will after lock down due to COVID-19.

I also solemnly affirm and declare that:

1. I will hereby adhere to all safety protocols and other instructions issued by the university in this regard.
2. I will not hold the university liable if I contract the virus despite the safety protocols.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

CNIC/B Form No. \_\_\_\_\_ Date \_\_\_\_\_

Mobile Number \_\_\_\_\_

Parent's / Guardian's Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Parent's / Guardian's CNIC # \_\_\_\_\_

Mobile Number \_\_\_\_\_