

Operational guidelines on preparedness and response for COVID-19 outbreak for work settings Universities

Please follow the relevant sections of the General Guidelines (published in this webpage) in addition to the following specific measures.

Responsibility of the management

- Prepare a COVID-19 preparedness and response plan.
- Appoint a suitable staff member as the focal point to monitor its implementation
- Reorganization of the workplace physically and administratively in order to prepare for COVID-19. (eg: rearranging furniture, minimum essential number of staff, limited operations and flexible working hours etc.).
- Improve ventilation in the university and where feasible install air filters. When there are no air conditioners leave the doors open.
- All staff on duty must be traceable and maintain a register with names, addresses, contact details and ID card number.
- Conduct thermal screening (non-contact medical grade thermal scanner) and respiratory symptoms screening of all the staff, students and visitors at the time of entrance to the university and any person recording a temperature above 98.4 °F or 37 °C should not be allowed inside.
- Provide facilities for hand washing with soap and water at the entrance preferably with a pedal operated tap and sink. Ensure facilities for hand washing and/or hand sanitizing at appropriate places inside the university.
- Avoid queues at entrances, meal rooms and lifts
- Avoid giving lunch break to all students at the same time so that overcrowding can be avoided in canteens.
- Prompt action should be taken when any medical condition or symptom is noted among the university community to isolate the person and safeguard the others.
- Consider distance/online teaching methods to ensure physical distancing.
- Ensure proper waste management.
- Maintain regular housekeeping practices. Disinfect all the surfaces of tables/chairs after use.
- Raise awareness on prevention and control of COVID-19 among all staff and students. Consider using public address system/ posters/ notices/ videos on electronic screens etc. for the purpose.
- Display health messages on COVID-19 prevention for anyone entering the premises at suitable places.

Hostel facilities

- Take all possible measures to avoid overcrowding in these accommodation facilities.
- Everyone entering the premises shall wash hands with soap and water or use a hand sanitizer.
- Slippers/shoes shall be kept outside the entrance or at least outside the rooms.
- Meal times be allocated for different sections at different times, to avoid overcrowding in meal rooms or canteens.
- Ensure one meter distance among persons at all common places including meal rooms.
- Anyone having fever with or without respiratory symptoms shall inform the management.
- Take appropriate measures described in general guidelines in case of detecting any person with fever

- A dedicated vacant room shall be allocated, to isolate any person with such symptoms. Seek medical attention promptly.
- Display COVID-19 control measures adopted in the facility in notice boards and other relevant places and request all residents to adhere to them.
- Visitors shall be restricted.

For staff and students

Physical distancing

- Maintain 1 meter distance between students as well as academic and non-academic staff members inside the university at all times in all settings .(Lecture halls, practical sessions, assignments, cafeterias, etc.).
- Avoid any teaching/learning/ group activity requiring close proximity.

Hand hygiene

- All staff and students should wash their hands before entering the premises, when leaving the premises and as frequently as possible

Respiratory etiquette

- All students, staff members and visitors should wear face masks properly inside the university
- When not wearing a mask, coughs and sneezes have to be covered by the inner side of elbow, sleeve or tissue (discard tissues into a pedal operated closed bin and wash hands thereafter)
- Avoid touching face at all times (specially eyes, nose, mouth)
- After removal of mask, safely dispose it to a pedal operated closed bin lined with a garbage bag. Wash hands with soap and water subsequently.

Others

- Avoid sharing belongings such as books, stationery items and laboratory equipment, by students as well as staff.
- Use separate water bottles, glasses, cutlery and food items or drinks, during meals.
- Do not share mobile phones, pens, etc.
- Adequate hand washing facilities/hand sanitizers should be made available at the entrance and inside hostel premises.

Director General of Health Services

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