SOP - PREVENTIVE MEASURES AGAINST NOVAL CORONA VIRUS (COVID-19)

GC WOMEN UNIVERSITY SIALKOT

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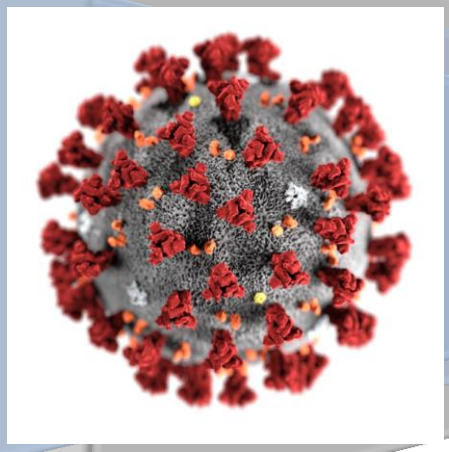

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SOP – PREVENTIVE MEASURES AGAINST NOVAL CORONA VIRUS (COVID-19)

General

1. The World Health Organization states that the spread of COVID-19 between humans is being driven by droplet transmission. The virus is transmitted from a sick person to a healthy person through respiratory droplets when the sick person coughs sneezes or talks close to another person. COVID-19 can be spread by touching contaminated surfaces or objects and then touching eyes, nose or mouth. It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including the COVID-19 virus) may remain on surfaces for a few hours or up to several days.

2. This situation requires the formulation of Standard Operating Procedures (SOP's) to be adopted to keep the faculty, staff and students safe. This Campus Guide is a draft of recommended health and safety protocols to put in place when the university makes the decision to begin its gradual/multiphase resumption of on-campus activities. It is wished to implement the SOP's with full spirit to all members of our university affiliates (faculty, staff, students and trainees etc.) as well as contractors, vendors, visitors and guests, while on campus or in university facilities.

3. There are basically two stages of spread i.e. Asymptomatic and Symptomatic. People believe that disease spreads more contagiously being one's symptomatic, while the spread of disease can be more even in asymptomatic (not showing any symptom of disease) condition. The common symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (38° C or higher)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

4. As COVID-19 being a respiratory illness spreads from person to person through small droplets from the nose or mouth of an infected person when he/she coughs or sneezes. These

droplets may land on objects and surfaces around the patient. Experts aren't sure yet how long the virus survives on such objects, but for viruses in general it is not very long. Touching infected surfaces isn't a main source of transmission, since the virus most efficiently spreads by respiratory droplets. Nevertheless, if contaminated surface is touched soon enough possibility of carrying the virus to eyes, nose or mouth through contaminated hands cannot be ruled out. Following are some of the important measures, which need to be inculcated in every day routine/ habits of our faculty/ adm staff/ students:-

a. To avoid hand shake and hugging to others, as one can never rule out that who would be the carrier of COVID-19.
b. Keep wearing mask at the premises of the University.
c. Regularly and thoroughly wash/ clean hands with soap and water. Washing hands for 20 seconds is recommended.
d. Avoid touching surfaces, door knobs.
e. In case of touching surfaces etc. use hand sanitizers or wash your hands instantly.
f. Avoid face touching i.e. eyes, nose and mouth.
g. Do not share towels.
h. Maintain at least 1 meter (3 feet) distance from others while attending classes, in the open, in labs and in transport.
i. Follow good respiratory hygiene. This means covering your mouth and nose with bent elbow or tissue while coughing or sneezing. Then dispose of the used tissue immediately and throw it in the bin.
j. Maintain good hydration and take sufficient rest and sleep to boost immunity.
k. If you have fever, cough, sneezing, diarrhea like symptoms, stay at home and if it continues to get yourself tested for COVID-19 and quarantine yourself till the report is received. **Annexure A**

5. Pandemic Outbreak of COVID-19 demands adoption of extreme level of preparedness and prevention at all tiers within the premises of GCWUS. Sequel to different instructions passed through SMN following measures is required to be adopted forthwith:-

Ser.	Detail	Responsibility
a.	**Guidance for Use of Campus Facilities** All areas in the premises of University including the following shall be disinfected completely using user friendly disinfectant mediums: **Entry/Exit** ➢ Entrance Gate of building, office etc. ➢ Cafeteria and canteens. ➢ Meeting room, video conference lab, syndicate room, VC waiting room, corridors, offices, open areas available, verandah etc. ➢ Class rooms, labs, faculty and staff offices ➢ Washroom, toilet, sink; water points etc. ➢ Walls/ all other surfaces ➢ Restricted building access. ➢ A GCWUS card/badge is required for entry to all buildings. ➢ Unnecessary visitation to admin block be refrained. ➢ Heads of Departments and CSO should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion. ➢ Visitors, guests should not be allowed on campus during this time. ➢ Where practical, some doors to be designated and marked “entrance” or “exit” only. All affiliates on campus are asked to follow these directives.	Admin Officer

b.	**Public Transportation/GCWUS Buses** Everyone who takes public transportation or uses GCWUS buses must wear a face mask while on the bus and avoid touching surfaces with their hands to the maximum extent possible. ✓ After disembarking, individuals should wash their hands or use hand sanitizer with at least 60% alcohol based sanitizer as soon as possible and before removing their mask. ✓ Vehicle capacity for GCWUS buses should be set to ensure appropriate distancing and in consultation with public health experts and regulatory guidance. ✓ The current limits are set at 24 passengers per bus and one rider group per van with a limit of eight passengers. ✓ For buses, passengers will be asked to enter via rear door only. ✓ Buses and vans are cleaned in each driver shift. Drivers also will clean high touch points several times per shift using disinfectant sprays. ✓ In each bus there should be hand sanitizers available. ✓ Temperature of the passenger be checked before getting on the vehicle. ✓ In all vehicles, the operator should control door opening and closing. ✓ Thorough cleaning and disinfecting following Known or suspected COVID-19 exposure. ✓ Additional measures for cleaning of vehicle should be implemented in areas where a person who is positive for COVID-19 or suspected positive for COVID-19. ✓ Ventilation or open windows of vehicle should be increased if able to do so without reentering. ✓ Cleaning protocol should be managed, including any requests for access for cleaning earlier than the designated wait time. ✓ If earlier access is authorized, appropriate Personal Protective Equipment (PPE) is required. ✓ Clean the vehicle with standard procedures/PPE (gloves and mask).	Transport In-charge
c.	Mandatory thermal scanning of everyone entering the University to be done.	Security personnel
d.	Provision for hand wash i.e. fixing of wash basins and provision of soap (Life buoy or Dettol) & sanitizer will be made at all entry and exit points and common areas.	CoDs/In-charge Admin Officer
e.	Large gatherings or meetings/ conference of 10 or more people to be discouraged.	Dean/ CoDs/ Registrar

f.	There should be total ban on non-essential visitors inside University.	Admin Officer to get the approval from Worthy Vice Chancellor
g.	Wearing of face cover (mask) is compulsory inside the University.	Every person is responsible
h.	All the equipment in offices and fitting which is frequently used by individuals i.e. door knobs, water taps, computer key board, mouse and monitor, furniture tops etc, should be cleaned with bleach solution frequently.	CoDs/In-charge Admin Officer
i.	Lecture may be arranged to educate administrative staff deployed on sanitation regarding preventive measure for COVID-19.	Focal person for COVID-19 and Admin Officer
j.	Continuous education/ awareness of all are ensured by displaying posters at suitable places. IT Department to prepare suggested posters and get approval of competent authority.	Focal person for COVID-19, CoDs/In-charge/ Admin Officer/ IT Dept
k.	Inter person distance of 6 feet to be ensured for all collective activities e.g. fee collection, delivery of forms and submission of challan etc. Innovative ideas can be adopted like marking on ground to ensure proper physical distancing. Delegating an office boy to monitor and ensure social distancing	The concerned office
l.	Nomination of focal person for each department/ adm block to ensure implementation of preventive measures for COVID-19.	CoDs/In-charge
m.	Fumigation is carried out in complete University twice a week.	CoD Chemistry department & Admin Officer
n.	**Research Laboratories** ▪ During the initial phase of resumed on-campus research, density should be limited to one researcher per 36 square feet. ▪ Exceptions should be addressed through departments in consultation with focal person for COVID-19. The divisions in labs may permit increased density where the nature of the work requires higher-level PPE that will otherwise limit potential for exposure. ▪ Recommended best practices include alternate schedules to minimize density, having employees be present only for time specifically required to conduct experiments, and physically labeling space separations in lab areas. ▪ Each lab group is responsible for ensuring lab equipment is functional before startup.	Chairpersons and In-charges

	▪ Users should test all emergency equipment—eyewash, showers, and fume hoods—as necessary. ▪ Disinfect the laboratory or research area with 70% ethanol on regular basis to avoid any contamination or infection by the viruses ▪ General lab maintenance is crucial. There should be routine cleaning procedures in all spaces. Minimum daily and at least once-per-shift cleaning of high contact touches points should be completed by the lab staff. ▪ Cleaning cloths/disinfecting spray must be made available. ▪ For labs where someone is positive or suspected positive for COVID-19, cleaning is to be done by either lab personnel or by authorized facilities staff, with standard procedures/PPE (gloves and face covering). ▪ Report any contact with bodily fluids to supervisor immediately. ▪ In case of appearance or suspicion of being in contact with an infected person, test for COVID be done immediately. **Laboratory Operations Shut Down Requirements** If you have been instructed by ADMINISTRATION to shut down laboratory operations, the following is a list of requirements to ensure that campus remains safe during your absence. ▪ Empty incubators. ▪ Ensure all chemical containers inside glove boxes are closed and lids secured. ▪ Ensure freezers and refrigerators are closed and if needed, plugged into an emergency power (red) outlet (where available). ▪ Shut off all toxic, flammable, and oxidizer gas cylinders/ source bottles. Ensure all cylinders are labeled with contents. ▪ Completely close all fume hoods. Removal all cords, wires, tubes or other items that prevent complete closure of sash. Remove all hazardous material from fume hood and store in compatible storage cabinet. ▪ Empty refrigerators/cold rooms of material that is considered perishable within the next 8 weeks. ▪ Discontinue use of active running water, single pass or recirculating cooling systems. ▪ Consolidate biohazard waste into as few containers as possible and place in hallway for pickup with the completed Biological Waste Disposal form taped to the top. ▪ Ensure containers have a completed waste tag attached to each container.	

	▪ Ensure all chemical containers are labeled with contents, closed, and lid is on secured. ▪ Ensure all hazardous materials are placed in proper storage. ▪ All GCWUS affiliates working or learning on premises must maintain social distancing practices (e.g., be sure to maintain at least 6 feet distance from co-workers). Density is determined by useable floor/workspace with adequate distance or physical separation. Departments will identify maximum occupancy for each space including staff rooms. Occupants must wear a face covering unless in a single office with closed door or when eating in designated locations. ▪ Safe social distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms. Refrigerators, microwaves, electric kettles etc. may be used, but they are an individual responsibility, and hand cleaning before and after use is required. ▪ While daily cleaning of high contact touch points will be completed by custodial staff (with additional cleaning of high touch points such as stairwell and room door handles etc.), everyone is responsible for their own work and/or learning environments including equipment that they use. ▪ Cleaning cloths/disinfecting spray should be made available.	
o.	**Meetings** Convening in groups increases the risk of viral transmission. • Virtual meetings should be conducted at this time using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, VOIP, telephone). In-person meetings must be limited to the restrictions of local, state, and federal orders and should maintain a minimum of 6 feet of separation for social distancing requirements. • Department should provide guidance on maximum capacity per room. • Departments should remove and/or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During time on-site, affiliates are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.	All CoDs, Registrar Office
p.	**Library** ▪ Library should be opened for a limited time to support	Librarian

	digitization requests and research, to include research archives and special research collections. ▪ People must maintain social distancing of 6 feet and density determined by useable floor/workspace and furniture configuration. ▪ Standard room planning guidance is (6 feet plus 1.5 feet for chair/person). Remove or stack unneeded furniture if possible and rearrange remaining furniture to promote social distancing – chairs facing the same direction. • Personnel and users are responsible for cleaning their own workspace and cleaning materials will be provided.	
q.	**Restrooms/Waiting Rooms** • Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. • Individuals should wash their hands thoroughly afterward. Availability of soap and water should be ensured at hand washing stations to reduce the potential transmission of the virus. • Place hand sanitizers in offices, classrooms, halls, and near entry/exits points where possible. • Ensure adequate, clean and separate toilets or latrines for students, faculty and staff. • Post signs encouraging good hand and respiratory hygiene practices. Toilets are kept clean all the time and a full time cleaning staff be deputed to ensure it.	Admin Officer
r.	**Canteen/Meals** • Before and after eating, everyone should wash his/her hands thoroughly to reduce the potential transmission of the virus. If dining on campus, individuals should wear a mask or face covering until they are ready to eat and then replace it afterward. Affiliates are encouraged to eat outside if possible or if in a shared office and maintain 6 feet distance between themselves and others. • Individuals should not sit facing one another. They should only remove their mask or face covering in order to eat, and then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. • The vendor should wipe all surfaces, including tables, refrigerator handles, electric kettle, etc. before and after	Canteen Committee and Canteen vendor

	using them in common areas. • Sanitize cookware, plates, cups and cutlery regularly and plan for distribution that minimizes handling. If feasible, disposable plates, glasses should be used during this situation. • Enforce frequent hand washing for all cooks, food handlers, cashiers and other food service personnel. • The caterers and cooks are required to wear masks and gloves all the time. • Tests must be performed for the kitchen staff before allowing them to cook and serve.	
s.	**Monitoring Faculty and Staff Attendance in Universities during COVID-19 Outbreak according to HEC Guideline (Annexure B).** • Implement university absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the university. • Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members. • Discourage the use of perfect attendance awards and incentives. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. • Plan for possible academic calendar changes, particularly in relation to breaks and exams.	Registrar
t.	**Health and Safety Guidance/Personal Safety Practices Universal Face Coverings** Facemasks or face coverings must be worn by everyone (including all faculty, staff, students, s, other trainees, guests, vendors, and visitors) indoors and outdoors, on campus and in university buildings. Exceptions to the requirement for universal face coverings are limited to time spent in a single-occupancy office with a closed door, while eating or drinking, or in specific situations described below in the Guidance for Use of Campus Facilities. • Face coverings are worn to protect others in the event someone is unknowingly transmitting the virus. Face coverings offer minimal protection for the wearer, and physical distancing must also be maintained even while using face coverings. • Face coverings should be non-medical types in order to maintain supplies for healthcare use. • Cloth face coverings must only be worn for one day at a time and must be properly hand washed or laundered before subsequent use.	Every individual person

	• Face coverings may vary (e.g., masks or neck gaiters are acceptable). At minimum, cloth face coverings should: • Fit snugly but comfortably against the side of the face. • Be secured (e.g., with ties or ear loops). • Cover the nose and mouth. • Allow for breathing without restriction. • Be able to be laundered without damage or change to shape. Where possible, space(s) should be left unoccupied for a minimum of three hours for labs and 24 hours for other spaces.	
u.	Awareness Lectures, Pamphlets, standees and posters on basic information on health and safety during Covid-19 pandemic.	Botany, Zoology and Environmental Sciences Department
v.	**Day Care Centre** ➢ Clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, desks and chairs. ➢ Use all cleaning products according to the directions on the label. ➢ All cleaning materials should be kept secure and out of reach of children. ➢ Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes. ➢ Toys that cannot be cleaned and sanitized should not be used. ➢ Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. ➢ Try to have enough toys so that the toys can be rotated through cleanings. ➢ Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. ➢ Staff should wash their hands, neck, and anywhere touched by a child's secretions. ➢ Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for	In charge Day Care Centre

	bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.	
w.	**Hostel** **Hostel Rooms** • Maintain the appropriate social distance of at least 6 feet with roommate. • Ensure safe and correct application of disinfectants • Clean and disinfect rooms regularly, particularly high-touch surfaces such as doorknobs, tables, and light switches. • Ensure that open restrooms are Operational with functional toilets. • Adequately stocked with supplies for hand washing, including soap and water or hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans. • Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between uses and encourage roommate to use their own pens. **Ventilation** • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. **Cleanliness** • Use disposable gloves when removing garbage bags or handling and disposing of trash. • After using disposable gloves, throw them out in a lined trash can. • Do not disinfect or reuse the gloves. • Wash hands after removing gloves. • Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use). **Shared Objects** • Discourage roommates from sharing items that are difficult to clean, sanitize, or disinfect. • Limit any sharing of food, tools, equipment, or supplies. • Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible. **Study Room** • Physical distancing of at least 6 feet to be followed as far as feasible.	Hostel Provost and Resident Warden

	• Use of face covers/masks to be made mandatory. • Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. • Avoid talking to others while studying. • Spitting shall be strictly prohibited. • Students are advised not to bring bags in study room. • Drinking water will not be served so students are advised to bring their water bottles with them. • Any student not following SOP will not be allowed to sit in study room. **Dining Room** • All the users/staff coming to dining room need to wear masks and sanitize their hands compulsorily before entering. • Users/staff need to strictly follow physical distancing norms as advised by the Institute/Government from time to time. • Seating will be arranged with minimum 6 feet distance between the persons. • Chair and tables will be cleaned with cloth soaked in the sanitizing material. • It will also be ensured that students do not jumble up in dining room. • Throughout this process, the persons involved in cleaning, praying and arranging the seating will wear mask and gloves. • While fans will be switched on, the windows of hall should remain open to avoid congestion in dining room and ensure cross ventilation/ fresh air. • Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible. • Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. • Spitting shall be strictly prohibited. • Students are discouraged from coming with bags or other belongings. • Dining staff members should try to avoid surface contact as much as possible and should be encouraged to regularly wash	

	their hands with soap or sanitize hands with an alcohol-based sanitizer. • Central air-conditioning should be avoided, and proper airflow should be maintained in the library building. • Appropriate Notices should be issued/displayed with regard to SOPs/Protocols	
	Events and Gatherings • Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms. • Use multiple entrances and exits and discourage crowded waiting areas. • Block off rows or sections of seating in order to space people at least 6 feet apart. • Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks. • Prioritize outdoor activities where social distancing can be maintained as much as possible. • Offer online attendance options in addition to in-person attendance to help reduce the number of attendees. • Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes). • Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. • Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult. • Change seating layout or availability of seating so that people can remain least 6 feet apart. **Hand Hygiene and Respiratory Etiquette** • Require frequent employee hand washing (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence. • If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry. • Encourage staff to cover the mouth and nose with a tissue when coughing and sneezing. • Used tissues should be thrown in the trash and hands	

	washed immediately with soap and water for at least 20 seconds. • Encourage attendees to wash hands often and cover coughs and sneezes. • Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. • Display signs (physical and/or electronic) that discourage these actions during the event. **Masks** • Require the use of masks among staff. Masks are most essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience). • Provide all staff with information on proper use, removal, and washing of masks. • Encourage attendees ahead of the event to bring and use masks at the event. • Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. • Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, and singing). **Adequate Supplies** • Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans. **Signs and Messages** • Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing mask. • Broadcast regular announcements on reducing the spread of COVID-19 on public address systems. • Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff and attendees (such as on the event website and through event social media accounts).	

x.	**Checklist of Safety SOPs** ➢ Wear a mask in public places, maintain good hygiene practices ➢ Observe social distancing and prescribed protocols for public places ➢ Regularly review updates on virus and safety policies ➢ Use biometric identifiers or swipe cards when required ➢ Maintain a daily contact diary. ➢ In case of symptoms, follow prescribed procedures phone	Every person is responsible
y.	**Checklist of Support Arrangements** ➢ Placement of "distancing marks" in public places ➢ Medical facilities, including campus doctors and designated hospital ➢ Space allocation policies (hostels, classrooms) based on social distancing ➢ Daily updates based on review of virus behavior (country, district, campus) ➢ Awareness campaign. ➢ Regular contact with those working from home	Focal Person Covid-19
z.	All departments to detail a '**COVID implementations and monitoring committee**' having minimum 2 members and a team leader.	CODs/ In-charges

6. **Cloth Face Covering including Gaiters:**

Homemade or commercially manufactured face coverings (e.g., masks or neck gaiters) that are washable and help contain wearer's respiratory emissions.

Type and use of different face covering/Mask

Type		Description	Intended use
Cloth Face Covering including Gaiters		Homemade or commercially manufactured face coverings (e.g., masks or neck gaiters) that are washable and help contain wearer's respiratory emissions	Universal face covering is required on campus including both outdoors and in university buildings and leased spaces. Specific exceptions to be outlined such as when eating or when in a single office with a closed door.
Disposable Mask		Commercially manufactured masks that help contain wearer's respiratory emissions	

Medical-Grade Surgical Mask		FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined.
N95 Respirator		Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions.	

7. **<u>Use and Care of Face Coverings</u>**

When putting on a face covering/disposable mask, people should:

- ✓ Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- ✓ Ensure the face-covering/disposable mask fits over the nose and under the chin.
- ✓ Situate the face-covering/disposable mask properly with nose wire snug against the nose.
- ✓ Tie straps behind the head and neck or loop around the ears.
- ✓ Throughout the process: Avoid touching the front of the face covering/disposable mask. Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.
- ✓ When taking off a face covering/disposable mask, people should:
- ✓ Avoid touching their eyes, nose, or mouth.
- ✓ Loop their finger into the strap and pull the strap away from the ear or untie the straps.
- ✓ Wash hands immediately after removing.

Care, storage and laundering:

- ✓ People should keep face coverings/disposable mask stored in a paper zip lock bag when not in use. Long-term storage of a moist facemask in a plastic/zip lock bag can result in mildew growth.
- ✓ Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be hand washed or laundered with regular soap or clothing detergent before first use and after each shift.
- ✓ Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- ✓ Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

8. **Smoking**

- ✓ Smoking should be prohibited on all university campuses and properties for the duration of the pandemic in order to ensure universal face coverings and avoid the known negative effects on individuals with COVID-19.
- ✓ Social Distancing
- ✓ Keeping space between yourself and others is one of the best tools we must avoid being exposed to the COVID-19 virus to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms.
- ✓ Social distancing is important for everyone—and required by the university—specially to help protect people who are at higher risk of getting very sick. Everyone on campus is expected to follow social distancing practices. They should:
- ✓ Stay at least 6 feet (about 2 arm's length) from other people whenever possible
- ✓ Do not gather in groups
- ✓ Stay out of crowded places and avoid large gatherings
- ✓ Engage in noncontact methods of greetings that avoid handshakes
- ✓ Stagger breaks and mealtimes during the day

9. **Hand washing**

- ➢ Everyone should wash their hands often with soap and water for at least 20 seconds, especially after they have been in a public place or after blowing their nose, coughing, sneezing, or touching their face.
- ➢ It is also suggested that everyone wash their hands as they enter and leave various on campus spaces and before eating.
- ➢ People should avoid touching their eyes, nose, and mouth, and wash their hands after touching their face. People can use a hand sanitizer that contains at least 60% alcohol.
- ➢ They should cover all surfaces of their hands and rub them together until they feel dry.
- ➢ Gloves
- ➢ Healthcare workers and others in high-risk areas should use gloves as part of PPE, but gloves are not necessary for general use.
- ➢ If a task or on campus area DID NOT require gloves prior to the pandemic, gloves are not required now. If a task or on campus area (e.g. laboratory) required a specific type of gloves as PPE prior to the pandemic, those requirements remain in place.
- ➢ Lab gloves should not be worn in common areas.

10. **Goggles/ Face Shields**

- ✓ GCWUS affiliates do not need to wear goggles or face shields as part of general activity on campus. Laboratories may require specific PPE, and those guidelines must be followed. Good hand hygiene and avoiding touching the face are generally enough for non-healthcare environments.
- ✓ All Other Personal Protective Equipment (PPE)
- ✓ All other types of personal protective equipment (PPE) required for a specific task or specific on campus area (e.g. laboratory) should not be altered. For labs, rules remain in effect to remove all PPE prior to leaving the lab.

- ✓ Coughing/Sneezing Hygiene
- ✓ Those in a private setting who do not have on your cloth face covering should remember to always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Throw used tissues in the trash.
- ✓ After sneezing, individuals should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, they should clean their hands with a hand sanitizer that contains at least 60% alcohol.
- ✓ If a person has been sneezing and coughing into the cloth mask and it becomes contaminated with mucus, they should change the mask and launder it.
- ✓ Practice respiratory etiquette.
- ✓ Sneeze or cough into your bent elbow or tissue. Immediately dispose of tissue and wash hands.
- ✓ Utilize the following procedure for acceptable transfer of materials between employees:
- ✓ One employee places an item down at a distance of greater than six feet, and then moves away.
- ✓ The other employee retrieves, all while maintaining six-foot social distancing between each.

11. **Cleaning**

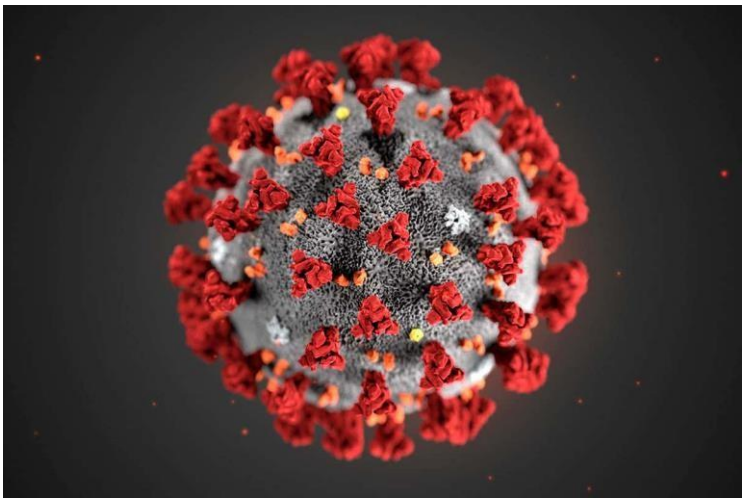
- ✓ Custodial crews will clean common areas, lobbies, restrooms, classrooms and conference rooms several times daily, custodians will provide additional cleaning of high touch points (stairwell and room door handles etc.)
- ✓ Individual affiliates will be expected to clean areas of tables, surfaces, or labs with which they made contact and wipe down personal workspaces. Before starting activity in a space, and before leaving any room in which they have been working, individuals must wipe down all areas with cleaning agent. This includes any shared-space location or equipment (e.g. copiers, printers, computers, coffee makers, desks and tables, conference tables, light switches, doorknobs, etc.) all door handles, faucet handles, equipment handles and buttons, countertops, and tabletops before each use. Wipe down chair including lever handles and arm rests.
- ✓ Wipe down keyboard, mouse, phone, and any available writing utensils (including dry-erase markers).
- ✓ Wipe down computer monitor, power buttons, and flash drives being used.
- ✓ Wash any dishes or cups left on desk in open air prior to use.
- ✓ Wipe down desk surface, drawer pulls, stapler, tape dispenser, paperclip holder, and any other commonly used desk items.
- ✓ People should void using other affiliates' phones, desks, offices, or other tools and equipment and should clean and disinfect them before and after use.

12. **Addressing Non-Compliance with Guidelines**

- Failure to obey with these guidelines, places our community at risk for spreading the virus, which could endanger community health and result in further disruption of research and educational activities.
- Every member of our community is empowered to request compliance with guidelines set forth here and in other university communications.
- Repeated noncompliance with current COVID-19 workplace safety guidelines will result in suspended facility access for a period.
- All department/ Admin officer/ concerned branch heads are requested to disseminate above mentioned measures to all faculty/ staff members for implementation in letter and spirit till improvement of this current pandemic situation.

13. It needs to be reiterated that there are no drugs at the moment to treat COVID-19, the only way finally to achieve protection against the disease will be through a vaccine, however, it may take another one or two years till one is ready for use. Till then, we have to protect ourselves and people around us by adopting all possible preventive measures against the disease.

Comprehensive HEC Policy/Guidelines for Universities and DAIs on COVID-19



What is corona virus (SARS-CoV-2)?

Coronaviruses are a group of viruses that cause diseases in mammals and birds, and respiratory tract infections in humans. Typically, these infections are mild, but rarer forms such as Middle East respiratory syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS) can be lethal.

The current coronavirus outbreak, recently declared a pandemic by the World Health Organization (WHO), is caused by the SARS-CoV-2 virus. This virus has been shown to have a close genetic similarity to bat coronaviruses, which are thought to have been its likely origin.

COVID-19 seems to be spread in a similar way to cold and flu bugs, through droplets created when a person coughs or sneezes being left on surfaces, which are then touched by other people and spread the disease further. At present, whilst COVID-19 appears to be more contagious than SARS or MERS, the fatality rate is relatively low (around 3%) when compared with MERS (34%) and SARS (10%), with early data suggesting the elderly and those with underlying health conditions are at a higher risk.

The health, welfare and safety of students and staff is the number one priority for the University. The University is taking a number of steps to safeguard our community.

How does it spread?

Although we have a lot to learn about this virus, it is currently believed that it spreads like other respiratory viruses- by people with the infection coughing and sneezing. These droplets are inhaled by other people or moved to the eyes, nose or mouth by contaminated hands.

What are the symptoms of this infection?

Symptoms of COVID-19 may include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing

If you have these symptoms, stay home and contact your health-care provider for medical guidance. Please do not show up at a clinic, urgent care, emergency room or other health facility without contacting them first. Your provider will need to take special measures to protect other people in the clinic.

Case Definitions

1. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath
   AND

   A history of travel to or residence in a country/area or territory reporting local transmission of COVID-19 disease during the 14 days prior to symptom onset. A list of the countries can be found in the latest WHO situational report at https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports

2. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath
   AND

   Contact with a confirmed or probable COVID19 case in the last 14 days prior to the onset of symptoms;

3. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath
   AND

Requiring hospitalization with no other etiology that fully explains the clinical presentation.

Who is at high risk for complications from COVID-19?

- People older than 60 years
- People with chronic medical conditions
- People with weakened immune systems
- Pregnant ladies

Dissemination of basic practices to the students /faculty and visitors to avoid transmission:

- Panic should be avoided by informing 80% have mild symptoms and low mortality rate
- Proper COVID-19 awareness materials should be provided in all the offices/institutions.
- Visual alerts (signs, posters) at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette.
- Post information, like posters and flyers, that remind faculty/students and visitors to practice good respiratory and hand hygiene.
- In case of any concern of mild symptoms of employees, relief from work/work from home should be suggested to avoid any contact.
- Organizations should avoid face to face meetings in case of any such concern.
- All the offices should have work modalities policies in place, in advance.
- Avoid stigma in case someone turns positive for SARS-CoV-2 by creating awareness that it's just like any other respiratory virus.
- Help desks to be provided in each institute
- Information and videos regarding COVID-19 prevention, hand hygiene etc to be uploaded on university websites
- Helpline numbers to be provided on website
- FAQs should be displayed on university website
- Daily situation report on COVID-19 and NIH Pakistan dash board report to be shared on university website to provide latest information to staff /faculty and students

Preventive measures to be taken:

Everyday measures everyone can take (Standard precautions):

- Wash your hands regularly with soap and water for at least 20 seconds

- Wipe your hands with disposable paper towels or clean towels.
- Soap and water should always be used if hands are visibly dirty.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol immediately after coughing, sneezing, or blowing your nose, if hand washing facilities are not available

- Cover your mouth and nose with your elbow (sleeve sneezing) or use a tissue when you cough or sneeze, and immediately dispose of the tissue in a covered bin

- If you feel unwell, stay at home
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces

- Avoid touching your eyes, nose or mouth with unwashed hands
- Ensure thorough cooking of meat and eggs at university kitchens

Students, staff and visitors should wash their hands:

- before leaving home
- on arrival at University buildings or sites
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving the University

If you feel sick:

- Stay at home
- Rest as much as possible
- Drink lots of fluids
- Take your temperature daily
- Stay home for at least 72 hours after your fever ends, without the use of fever-reducing medications
- If you must need to go out of the house, wear a surgical mask and avoid close contact
- Avoid contact with the people who have compromised immune systems, underlying health conditions and/or are age 60 and older

If you develop symptoms of COVID-19:

If you develop any symptoms such as a fever, cough or shortness of breath, follow the steps below:

- Stay at home
- Avoid contact with others
- Contact your health care provider in advance
- Do not show up at a clinic or other health facility without contacting it first because your provider will need to take special measures to protect other people in the clinic / hospital.

Tests for COVID-19:

- Testing is typically conducted by taking a nasopharyngeal and throat swab at a healthcare facility.
- Call ahead before visiting your healthcare provider.

Who should wear a mask?

- Public health agencies currently do not recommend healthy people to wear masks when they are in public.
- It's most important for people who are sick to wear a mask in a healthcare setting (such as

a waiting room) to avoid exposing other people when they cough or sneeze.

- Masks should not be touched or handled during use.
- If the mask gets wet or dirty from secretions, it must be replaced immediately with a new clean, dry mask.
- Remove the mask using the appropriate technique – that is, do not touch the front, but instead untie it.
- Discard the mask immediately after use and perform hand hygiene.

How to wear a mask?

- The dark surface is the outside of masks; the metal strip (nose clip) side is the upside of masks
- The light surface is the inside of masks, which closes to our face. In addition, pay attention to the part with the metal strip above the mask, and don't wear it upside down.
- Distinguishing the inside, outside, up and down of masks, and washing your hands before wearing masks. Then hang the rope on the ears at both ends.
- When wearing disposable medical masks, fully folded surface, and cover mouth, nose, and lower jaw entirely, then compress nose clip, so masks and face are in full contact with each other

How to clean and disinfect surfaces?

- The U.S. Centers for Disease Control and Prevention (CDC) recommends cleaning and disinfecting frequently touched surfaces (e.g., door knobs, floors, handrails, tables, lifts, computer and keyboards etc)
- Departments should use a disinfectant on the U.S. Environmental Protection Agency's list of Antimicrobial Products for Use Against Novel Coronavirus, an alcohol solution with at least 70% alcohol, or a 10% bleach/water solution to disinfect hard, non-porous surfaces.
- Regular household soap or detergent should be used first for cleaning, and then, after rinsing, regular household disinfectant containing 0.5% sodium hypochlorite (i.e., equivalent to 5000 pm or 1 part bleach to 9 parts water) should be applied at least once per day.
- Metal surfaces can be cleaned and disinfected with 75% Alcohol.
- It is also recommended that all departments purchase single use disinfectant wipes for touch points within their work spaces.
- Please avoid putting disinfectant gels or liquids on electronics and other equipment, including unless they have been indicated as safe to use on those devices.

- Clean and disinfect bathroom and toilet surfaces at least once daily. Regular household soap or detergent should be used first for cleaning, and then, after rinsing, regular household disinfectant containing 0.5% sodium hypochlorite should be applied.
- Clean the clothes, bed linen, and bath and hand towels using regular laundry soap and water or machine wash at 60–90 °C with common household detergent, and dry thoroughly.
- Gloves and protective clothing (e.g., plastic aprons) should be used when cleaning surfaces or handling clothing or linen.

Work area protection:

On the way to work:

- Wear disposable medical masks properly. Try not to use public transportation.
- Walking, cycling, taking a private car or shuttle to work is recommended.
- If you must use public transportation, should wear the face mask all the way.
- Try to avoid touching anything with your hands on the way.

Thermal screening:

- Before entering the office building, should consciously take a temperature test.
- If the body temperature is normal, you can enter the building then wash your hands in the bathroom.
- If the body temperature exceeds 37.2 ℃, please do not go into the building to work, go home for observation, if necessary, and please go to the hospital for treatment.

Office work:

- Keep the office area clean. It is recommended to ventilate 3 times a day for 20-30 minutes each time, and keep warm when ventilating.
- Keep a distance of more than 1 meter from person to person
- Wear a mask when work in a multi-person office.
- Wash your hands frequently, drink plenty of water, and insist on washing your hands strictly according to the seven-step method before eating and after going to the toilet. Both sides of the reception of outsiders should wear masks.

Attend a meeting:

- It is recommended to wear a mask and wash your hands before entering the meeting room.
- The meeting staff should be more than 1 meter apart.
- Try to reduce centralized meetings and control meeting time. When the meeting time is too long, open the window and ventilate once. The venue and furniture must be disinfected after the meeting.
- Better use video conferencing rather than physical presence in meetings pr seminars

In the dining hall:

- Adopt divided meals to avoid crowded people.
- The dining room must be disinfected once a day, the tables and chairs should be disinfected after use.
- Cutlery must be sterilized at high temperature.
- The operation room should be kept clean and dry.
- Mixed use raw food and cooked food is strictly prohibited, also need to avoid raw meat.
- It is recommended to have a nutritious meal with light taste.

On the way home from work:

- Wear a disposable medical mask to go out after washing your hands. When you back home, remove your mask and wash hands firstly. Wipe the phone and keys with a sterile wipe or

75% alcohol. Keep the room ventilated and clean to avoid crowds.

In public area:

- Daily disinfection of public areas such as halls, corridors, conference rooms, elevators, stairs, toilets, etc. should be proceed, using spray disinfection as much as possible.
- Cleaning utensils used in each area should be kept separately to avoid mixing

On travel:

- It is recommended to wipe the interior and the door handle of the car with 75% alcohol once a day.
- Must wear masks when take shuttle bus. And the shuttle bus should be wiped and disinfected with 75% alcohol after use.

Support staff:

- Service personnel, security personnel, cleaning personnel must wear masks while working, and keep a safe distance from people.
- Canteen purchasers or suppliers must wear masks and disposable rubber gloves to avoid direct hand contact with fresh meat and poultry materials, wash hands and disinfect them immediately after removing gloves.
- Cleaning staff must wear disposable rubber gloves when working, wash and disinfect hands after working.
- Security personnel must wear masks to work, carefully inquire and register the status of outsiders, report abnormal situation in time.

How to deal with abandoned masks:

- During epidemic prevention, hand hygiene should be done before and after removing masks. Abandoned masks should be placed in trash cans, and the trash can should be disinfected with 75% alcohol or chlorine-containing disinfectant twice a day.

Logistics:

- Ensure supplies are available (tissues, waste receptacles, alcohol-based hand sanitizers, disinfectants, alcohol wipes etc)
- Facemasks should be available for those who develop respiratory symptoms
- Ideally the distance between two beds should be >6 feet if students or staff are sharing same room in hostel areas
- Similarly the sitting places should be > 6 feet apart in waiting areas.
- Hand sanitizers and hand washing facilities to be provided in hallways, corridors, waiting areas, library, cafeterias, outside lecture halls and offices
- Dedicated transportation facility should be made available in case someone becomes symptomatic and needs to be transported to healthcare facility

Pathway for Faculty/Students concerned that they have COVID 19

Fulfilling Case definition

Case definition

1. A patient with at least one of the following symptoms: Fever, cough or shortness of breath
AND
A history of travel to or residence in a country /area or territory reporting local transmission of COVID 19 depending on the WHO situation report during the last 14 days prior to the symptom onset.
2. A patient with at least one of the following symptoms: Fever, cough or shortness of breath
AND
Contact with a confirmed or probable COVID 19 case in the last 14 days prior to the onset of symptoms
3. A patient with at least one of the following symptoms: Fever, cough or shortness of breath
AND
Requiring hospitalization with no other etiology that fully explains the clinical presentation.

YES

SELF-QUARANTINE

Stay at a well ventilated single room with a separate toilet and avoid unnecessary contact with other people; practice frequent handwashing; wear a mask in times of close proximity with others

Call helpline 1166

If necessary you will be directed to Pakistan Institute of Medical Sciences

Wear a surgical mask; avoid public transport; avoid places with close contact with public; should be accompanied by not more than one attendant

Report at PIMS Corona Registration Counter

Nasopharyngeal and oropharyngeal swab will be taken by doctor and management in accordance with guidelines

NO

Stay at home; Take precautions as for any upper respiratory infection with plenty of fluids, frequent hand washing, covering mouth when sneezing; healthy diet and rest.

WHO recommended Tests centers for Corona virus in Pakistan:

- **WHO contact**

Islamabad
Dr Michael Lukwiya
0300 8429534
lukwiyam@who.int

- **Karachi**

Dr Haris Mustafa
0333-1595551
hmustafa@who.int
Agha Khan Hospital
National Stadium Rd, Aga Khan University Hospital, Karachi, Karachi City,
AND
Jinnah Post Graduate Medical Center
Rafiq؛ Sarwar Shaheed Rd, Karachi Cantonment,
Ph: 021-99201300

- **Islamabad**

Dr Salman Ahmed
National Institute of Health
Chak Shahzad, Islamabad salman14m@gmail.com
Cell # 0333-5384248
Ph: 051-9255815

Pakistan Institute of Medical Sciences
G-8, Islamabad,
Ph: (051) 9261170

- Peshawar

Dr Saeed Khan
0300 5903375
khansae@who.int

Care facility send the samples to NIH-Islamabad

Police & Services Hospital Peshawar

Police Rd, PTCL Colony, Peshawar, Khyber Pakhtunkhwa
Ph: 091-9223472

- Quetta

Dr Dawood Riaz
0333-7804297
riazd@who.int

Care facility send the samples to NIH-Islamabad

Fatima Jinnah Chest and General Hospital – Quetta

Bahadurabad, Wahdat Colony, Quetta, Balochistan

Sheikh Zahid Hospital – Quetta

Mastung Rd, Quetta, Balochistan

- Lahore

Dr. Irfan Ahmad
03246327085
ahmadi@who.int

References:

1. National Action Plan for Corona virus disease (COVID-19)

2. Naming the coronavirus disease (COVID-19) and the virus that causes it - WHO

3. Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19), Interim guidance 27 February 2020, WHO

4. Advice on the use of masks in the community, during home care and in healthcare settings in the context of the novel coronavirus (2019-nCoV) outbreak - 29 January 2020 | Publication

5. Water, sanitation, hygiene and waste management for COVID-19 - 3 March 2020 Technical documentation

6. Home care for patients with suspected novel coronavirus (nCoV) infection presenting with mild symptoms and management of contacts - 4 February 2020| Publication

7. Coronavirus disease (COVID-19) technical guidance: Early investigations protocols –WHO

8. Home quarantine – National guidelines Pakistan

HEC Guidelines for Faculty and Staff Attendance in Universities and Degree Awarding Institutions (DAIs) during COVID-19 Outbreak

i. The objective of these guidelines is to ensure the safety and security of faculty and non-faculty employees of the Universities and DAIs during the COVID-19 outbreak, while minimizing academic disruption.

ii. Universities should establish and ensure safety and security of all employees attending the campus in accordance with WHO/HEC COVID-19 guidelines. Comprehensive HEC Policy/Guidelines for Universities and DAIs on COVID-19 attached herewith should be implemented strictly, circulated widely, and displayed for convenience and reference of all university faculty and staff members.

iii. The Vice Chancellors/Rectors/Heads of the Universities and DAIs may exercise their discretion in regard to the schedule of attendance of the faculty and staff. In particular, faculty may be asked to attend campus only when required for preparation and delivery of online courses/content, with a view to minimize any academic loss for the students.

iv. No large gatherings. Meetings and trainings should be restricted to the minimum essential numbers, safe distance should be maintained at all times, and all other precautionary/preventive measures should be observed strictly.

v. A ban on visitors till April 05, 2020 should be imposed with immediate effect. Public Notices in this regard may be displayed at entry gates/points, websites and social media pages of universities, and announced on FM radios. Meanwhile, all general or specific public queries may be addressed through an effective online arrangement.

vi. The following categories of faculty/staff members may be exempted from duty or allowed to work from home:

   a. Non-essential staff.

   b. Faculty/staff having more than 50 years of age and a serious co-morbidity, such as cardiovascular disease, diabetes, etc. may be granted leave for 15 days.

   c. Female employees (faculty/staff) in the family way, may be granted leave for 15 days.

   d. Faculty/Staff with any symptom of illness or susceptibility to disease.

   e. Staff/faculty with travel history to or residence in a country/area or territory reporting local transmission of COVID-19 or having contact with a confirmed or probable COVID-19 case should be asked to self-isolate themselves for two weeks. During this period, they may be allowed to work from home.

v. Depending on the essential work load, staff may be segregated into groups, each attending campus on a rotational basis as per a clear schedule.

vi. Surveillance and monitoring system (including contact and complaint registration) should be instituted to guarantee effective implementation of the prescribed guidelines.

vii. Universities and DAIs shall make complete arrangements for safe and secure housing of enrolled foreign students, in accordance with the WHO/standard guidelines.