



GC WOMEN UNIVERSITY SIALKOT

COVID-19 SOPs Implementation Committee

zarrin.fatima.rizvi@gcwus.edu.pk

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IMPLEMENTATION ON COVID-19 SOPs FOR ACADEMICS ACTIVITIES

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

CLASSROOM

1. Most importantly, if you have or contract any of the symptoms of COVID-19, you must stay at home or seek medical attention and inform your Department accordingly via email, WhatsApp, or text. The University will issue you a subsequent invitation letter once you communicate your healthy recovery and submit the COVID-19 negative report from a verified Medical Institute/Center as prescribed by the University.
2. Facemask / face covering is mandatory in order to enter and remain in the classroom.
2. Frequent and thorough washing, rinsing and sanitization of all physical facilities including floors, walls, seats, equipment shall be done with particular attention to frequently touched surfaces (railings, tables, door knobs and window handles etc).
3. Staff must use gloves and mask while cleaning and disinfecting.
4. Thermal screening of students, staff and visitors at entry points shall be ensured.
5. Classrooms are to be half-filled so that a distance of six feet is maintained.
6. Classrooms are to be regularly disinfected twice a day, preferably between the lectures.
7. Teachers have to arrive in the classroom before the students and leave once all the students left in order to monitor of social distancing in or outside the classrooms.
8. Class Size: Social distancing requirements have implications for the physical space needed to run a face-to-face class. This will mean taking a number of actions, which might include the reallocation of classrooms to various classes (i.e., assigning larger rooms for the same classes), splitting classes into smaller sections, requiring on-campus students to participate remotely, and staggering the schedule of classes to make better use of the available facilities.
9. Allocate classrooms after considering social distancing requirements.
10. Stagger the use of labs for conducting practical work i.e in small groups spread during the day.

11. Placement of "distancing marks" in all public spaces, including classrooms, auditoriums, laboratories, libraries, mosques, and play grounds.
12. Limit your movements and stay on the same seat if not needed to change the class rooms.
13. Try not to move around the campus too much. Stick to your own space in order to avoid too much exposure to others.
14. To read awareness messages posted and updated regularly to reinforce social distancing, wearing of masks, and hand washing.
15. Penalties: Anyone who commits a minor or inadvertent breach may be reminded of the violation and supported in observing the rules. Repeated violations may incur higher penalties, i.e. fine, sending back home and even suspension from classes
16. Deliberate refusal or failure to follow the instructions would be considered a disciplinary offence and may result in dire consequences.
17. Minimize shared break times i.e alternate time and places where classes can take lunch.
18. Record of students, visitors and staff shall be kept for at least 14 days to help University management in contact tracing if any visitor/staff member contracts COVID-19.
19. Students be educated to practice preventive measures even at home / visiting public places.
20. Health education material regarding protective measures may be displayed at appropriate places adjacent to class rooms.
21. Avoid places at activities where potential overcrowding can take place like Cafeteria, games etc. Students shall be encouraged to bring lunch from homes.

SICKNESS AND CONTACT TRACING

- If you are sick or have symptoms of illness, stay at home. If you get symptoms or get sick while you are at work, report to your class teacher and immediately go home.
- Staff and students must follow the regular sick leave procedures, notify your immediate teacher / HoD, follow GCWUS's sick leave guidelines, and tell her/him that you suspect COVID-19.
- You should avoid close contact with other people, including those in your household or college. Stay home until you are entirely healthy. You are considered sick when there are symptoms of illness - even mild symptoms. GCWUS recommends that you get tested for COVID-19.
- If you are tested positive, you must inform your concerned head of the department and submit leave along with your test report.
- Regarding COVID-19, you are considered healthy when two days have passed after the symptoms have ceased. Only then can you return to GCWUS.

Five health hygiene tips

1. Wash your hands frequently or use hand sprays
2. Cough or sneeze in your sleeve - not your hands
3. Avoid handshakes, cheek kisses and hugs - limit physical contact

4. Ensure proper hygiene and cleaning: Air out and clean surfaces that are touched by many hands (door handles, tables, fixtures, toilets, etc.)".Ensure good hand hygiene

5. Everyone should keep their distance. Also, ask others to pay attention.

A handwritten signature in black ink, enclosed in a thin black rectangular border. The signature is written in a cursive style and appears to read 'Zarrin Fatima Rizvi'.

(Dr. Zarrin Fatima Rizvi)
Convener