



HITEC UNIVERSITY TAXILA

SOP for Reopening of the HITEC University

1. General:

There is a need to prepare SoP for reopening the university without taking the risk of spreading of corona virus. It has been decided to reopen the university in phases by following the government instructions. This SoP is a guideline for all employees and students of HITEC University and its adherence during their working hours is required in order to avoid the infection of corona virus.

2. Aim:

To carry out the academic/administrative/research activities in the HITEC University by implementing COVID-19 protocols.

3. Procedure / Plan of Action:

HITEC University to resume its normal functioning in the following phases:-

3.1 Phase 1: The Vice Chancellor, Deans, HoDs, PSOs, Faculty Members, Lab Engineers and supporting staff to assume their duties with effect from 10 August 2020.

3.2 Phase 2: After verifying the defined protocols of COVID-19 (attached as **Annexure A**) and its implementation for one week, Phase 2 to start from **17 August 2020** for the following activities:-

- a. The students affected due to internet connectivity during the online classes to join the campus for the examinations (Mid term/Final exam).
- b. Batch-wise undergraduate students to conduct experiments of their core courses as per schedule issued by the departments to cover the psychomotor part by conducting experiments in the labs. Two options are available to the students:-

(1) Option-1 (17 August 2020 – 11 September 2020)

- (i) Students are willing to come to the University.
- (ii) Experiments to be conducted in the designated labs with effect from 17 August 2020.
- (iii).COVID-19 instructions/protocols to be adhered to by all (students & University employees).
- (iv) Students to avail hostel facility free of charge.

- (v) Nominal charges to be paid by students who avail transport facility.
- (vi) Each student to get written permission from his/her father/mother/guardian (attached as **Annexure B**).
- (vii) Students will clear their “F” grades on successful completion of Lab experiments.

(2) Option-2

- (i) Students are unwilling to come to the University to perform experiments with effect from 17 August 2020.
- (ii) “I” grades of the students will be carried forward.
- (iii) Missed Lab experiments will be offered as and when concerned labs and faculty members are available during the remaining semesters.

- c. All research students (PhD/MS) are allowed to meet their supervisors by taking permission from their concerned Postgraduate In-charges before coming to the campus to ensure availability of lab resources for carrying out their research work.

3.3 Phase 3: (14 September 2020 & onward)

Regular classes and other activities will commence on 15 September 2020 for Fall Semester 2020 for all students.

4. Summer Semester: (29 June 2020 – 11 September 2020)

Courses for Summer Semester 2020 to be taught using online tools as per schedule of each department.

5. Conclusion:

This SoP will not only avoid the spread of COVID-19 at HITEC University but will also enable our students to clear their “I” grades and remove their academic deficiencies and weaknesses to close spring semester 2020.



August 6th, 2020

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PROTOCOL FOR PREVENTION AGAINST COVID-19 PANDEMIC IN HITEC UNIVERSITY

To mitigate the risk of COVID-19 spread in the university, the following health and safety measures are defined for adherence during all types of activities.

1. Formation of Committees

Heads of Departments/PSOs to form committees to implement effectively all safety measures in their departments/areas of responsibility with the support of Manager Administration.

2. Health Monitoring and COVID-19 Testing before Arrival

All faculty members, supporting staff and students must monitor their temperature and symptoms for at least 14 days prior to arrival on the campus. ***Anybody who has symptoms of COVID-19 is not permitted to enter the University until they meet the following criteria:***

- a. No fever, defined as less than 100 degrees F, or above for at least 3 days without the use of medicine that reduces fever.
- b. At least 10 days have passed since COVID-19 symptoms first appeared or two negative COVID-19 PCR viral tests done at least 24 hours apart.
- c. If any family member has experienced any COVID-19 symptoms, the student is not supposed to enter the campus.

3. On Campus Screening for Covid-19 symptoms

Authorized University persons must screen students, faculty and staff at each shift by ensuring the following:-

- a. He/she is not experiencing any symptoms such as fever (100 degrees F and above) or cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, loss of taste or smell, nausea, vomiting or diarrhea.
- b. He/she has not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has been tested positive for COVID-19. Similarly, he/she has not been caring for a person who was tested positive for COVID-19, by being within 6 feet of a person, who was tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who was tested positive for COVID-19, or even while that person was symptomatic during last 15 days.

- c. The suspected students with COVID-19 if found during university time must be isolated & shifted to isolation room immediately by the authorized committee.
- d. He/she has not been asked to observe self-isolation or quarantine by his/her doctor or a local public health official.
- e. A separate isolation room is designated in the University for meeting on-campus emergency due to COVID-19.

4. Face Mask

- a. The wearing of face mask by every person is mandatory for entering as well as during stay at the campus for students, faculty and staff and it should be ensured at screening counter.

5. Social Distancing

- a. All employees and students to remain 3 feet apart while working in the University.
- b. Movement of students/employees will be limited throughout the campus.

6. Hygiene Protocols

- a. Allow sufficient break time for all at campus to wash hands frequently; alcohol-based hand sanitizers with at least 70% alcohol should be used.
- b. Ensure Alcohol-based hand sanitizers with at least 70% alcohol should be made available all the time within the campus premises especially at entry/exit points and prominent places for adequate usage by the students, faculty and staff.
- c. Display visible signage about hygiene and safety protocols throughout the campus.
- d. Ensure cleaning and sanitation of all high-touch areas such as desks, door handles and restroom twice a day.
- e. Avoid shared use of laboratory materials / equipment (e.g., goggles, gloves) to reduce the risk of COVID-19 spread. The equipment must be disinfected before and after usage.

7. Staffing and Operations

- a. Social distancing, hand washing, proper use of face coverings.
- b. Self-screening at home, including temperature and symptom checks.
- c. Do not come in the University if ill.
- d. When to seek medical attention if symptoms become severe.
- e. Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus.
- f. Adjust workplace hours and shifts for students, staff and faculty to minimize contact across workers and reduce congestion at entry points.

- g. Maintain a log of workers and visitors to support contact tracing (name, date, time, contact information) if needed.
- h. Limit visitors and service providers in the campus.
- i. Restrict access of faculty, staff and students in their designated areas.

8. Assess Logistics and Transport Continuity

- a. The safe distance measures and disinfection protocols will apply to the bus as well.
- b. Bus drivers will also practice all safety actions and protocols as indicated for other staff (e.g. hand hygiene, cloth face coverings).

9. Sneezing and Coughing Etiquettes

- a. Ensure staff and students know how to cover coughs and sneeze with elbows, and use tissues, handkerchiefs during sneeze/cough. No sharing of handkerchiefs among students/university workers.
- b. Disposal of such materials in dustbins.

10. Staff Training on Safety Protocols

- a. Staff to be trained regarding all safety protocols.
- b. Training should include recognition of symptoms and safety measures to follow in case of such symptoms.

11. Recommended Best Practices

Encourage students, faculty & staff to self-identify for symptoms and avoid close contact to a known or suspected COVID-19 person.

- a. Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers, classrooms, and classroom furniture) frequently.
- b. Clean and disinfect commonly used surfaces on daily basis.
- c. Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, handrails, elevators, bathrooms)

12. Certification by Manager Administration on availability of:

- a. Thermal screening and hand sanitizing facility at entry points.
- b. Availability of hand washing and hand sanitizing throughout the campus.
- c. Posters for preventive measures at prominent places in the campus.

13. Hostel Facility

Limited hostel facility is available. 50% occupation per room is allowed from 17 August 2020 to 11 September 2020. So, two students will be staying in one room of the hostel. This facility will only be availed by the students who belong to far flung areas.

Note:

- a. Manager Administration to certify the operational readiness of the campus for gradual reopening of the University and ensure the implementation of safety measures.
- b. The HODs/PSOs to ensure the implementation of safety and administrative measures in their departments/areas of responsibility by assigning the task to concerned committees.

UNDERTAKING

I _____ having Registration # _____
S/O/D/O/ _____ having CNIC # _____
Student of ____ Year of Registration # _____ hereby declare that I am
symptom free of COVID-19 condition and none of my family members are positive
to COVID-19 or have any COVID 19 symptoms for the last 14 days. I will not attend
the University if I have any symptoms of COVID-19 or fever. I understand that in
case of fever, I will not to be allowed to enter the university premises. I also
understand the risk involved in attending the University in spite of all safety
precautions taken by the University. I am joining University at my own will and
assure that all the precautionary measures will be followed by me during my stay
in the University in order to mitigate the effect of COVID-19.

Signed by Student

Counter Signed by Father/Mother/Guardian

Name: _____

Parent Name: _____

CNIC # _____

CNIC # _____

Dated: _____

Dated: _____