



HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

NOTIFICATION

REG/NOTI/20/

9837

September 11, 2020

STANDARD OPERATING PROCEDURE (SOP) FOR PREVENTION OF COVID-19

1. General Background/Purpose:

The university campus was closed due to COVID-19. All teaching activities were carried out online under HEC guidelines. Due to the decline in COVID-19, the government has announced the reopening of educational institutions from Sept 15, 2020. In compliance to government directions, the HITEC University will start academic/research activities under COVID-19 safety protocol. In this context this SoP is a guideline for all employees, students and its adherence by all is mandatory in order to avoid the infection of Corona Virus.

2. Aim:

To carry out the academic/administrative/research activities in the HITEC University under COVID-19 safety/protection protocols.

3. Procedure / Plan of Action:

All faculty, staff, and students, are advised to adhere to the following guidelines to protect themselves from the Corona Virus infection:

- a. Wearing of **Face Mask** is mandatory for all the faculty/students/staff while entering and during their stay while attending any sort of activities in the university. No one would be allowed to enter the university premises without face mask.
- b. Use only the designated entrances and exits of University for the purpose of screening and close monitoring.
- c. Temperature screening will be done by duty staff using thermal gun at the designated entry points (academic block, secretariat block, library, hostel, university buses/vans etc.).

- d. Students and employees are directed to keep hand sanitizers with them for their own safety while travelling back or to the University.
- e. All employees and students are advised to bring and use disposable gloves and use them throughout their stay in the University.
- f. **Social Distancing/ Physical Contact**
 - (1) Social Distancing in the light of Government guidelines has to be maintained in the classrooms, library, laboratories, hostel, common rooms, reception, mosque, washrooms, corridors and other sitting or gathering places.
 - (2) Gatherings/group activities of any kind are not allowed in the university premises as long as the COVID-19 pandemic protocols are in place.
 - (3) Physical contact, handshakes, etc. with fellow students or staff is to be avoided altogether.
 - (4) Limit your movements. Avoid unnecessary movements within the campus. Stick to your own space as much as possible.
- g. **Prevention of Corona Virus Through Your Safe Hands**
 - (1) Wash your hands often for at least 20 seconds using soap and water.
 - (2) Apply hand sanitizer frequently.
 - (3) Avoid touching your eyes, nose and mouth.
 - (4) Cover your mouth and nose with a tissue when you sneeze. Use inside of the elbow to cough or sneeze into.
- h. Faculty, staff and students should sanitize their hands upon entering and leaving the classes/labs.
- i. Daily disinfection of all the common areas in the University is mandatory and shall be implemented in true spirit.
- j. Cleanliness and disinfection of washrooms / toilets will be done twice in a day. Bins in the washrooms/ common spaces would be cleared on daily basis.
- k. Cafeteria will only be opened for providing take away food items and other eatables. Social distancing to be maintained by the students / staff to ensure contact free queuing while waiting for takeaway.

- I. Any individual found with temperature or having minor symptoms will be shifted to Isolation Room of the University. He/she then will be referred to the medical authorities with intimation to his/her parent(s)/guardian(s) and will not be allowed to enter the University until he/she is fully fit.

m. Guidelines for Hostel Residents

In addition to **Guidelines (a-l)** mentioned above, it is mandatory for boarders to adhere to the following guidelines:-

- (1) All the students residing in the hostels will render certificates duly signed by their parents/guardians that they do not have any COVID-19 symptoms and will abide by all the SOPs for COVID-19 as issued by the Govt and the University.
- (2) Rooms in the hostel are allotted and populated according to the Government policy by keeping appropriate bed distancing.
- (3) Before entering in the room, everyone must discard or disinfect used mask, so that any other person in the room must not be contaminated.
- (4) All the students residing in the hostels will ensure proper social distancing and will dine in their respective rooms or open spaces outside the cafeteria area. No dining hall will be operative.
- (5) Boarders are required to make their own bedding and make sure their rooms must be cleaned on regular basis by coordinating with the janitorial staff.
- (6) Every resident of hostel must dispose of his/her waste properly.
- (7) Disinfection spray will be carried out in public areas on daily basis and in rooms on regular basis.
- (8) Hostel staff will regularly disinfect the knobs, door handles, light switches, railings at least 3 to 4 times in a day.
- (9) Janitorial Staff will clean the open surfaces and washrooms with phenyl 3 to 4 times in a day.

- (10) Bins in the washrooms/common spaces would be cleared on daily basis. Likewise, inside the hostel rooms, students must line their bins with plastic bags and get it cleared by janitorial staff on daily basis.
- (11) No student, who would begin to reside in the hostel, will be allowed to leave the campus during his/her stay in the hostel.
- (12) Non-boarders will not be allowed to enter in the hostels.
- (13) Any boarder found with temperature or having minor symptoms will be shifted to Isolation Room of the University. He/she then will be referred to the medical authorities with intimation to his/her parent(s)/guardian(s) and will not be allowed to enter the University until he/she is fully fit.

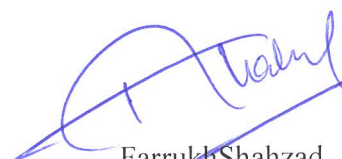
n. Guidelines for University Transport

In addition to **Common Guidelines (a-l)** mentioned above, it is mandatory for day scholars to adhere to the following guidelines:

- (1) Cleaner will ensure that each passenger (student/faculty) is wearing mask before entering the bus and will keep on wearing his/her mask during entire travel.
 - (2) Cleaner will monitor the temperature of each and every individual before entering in each bus.
 - (3) In case a passenger's temperature is 100°C or above, then he/she will not be allowed to enter in the bus.
 - (4) Cleaner will ensure hands sanitization of each and every passenger before entering in the bus.
 - (5) Both driver and cleaner will thoroughly sanitize the buses twice on daily basis and will maintain it in its log book.
 - (6) Cleaner will ensure that no student or staff member is standing in the bus during traveling.
- o.** Chairpersons/PSOs to ensure the implementation of safety and administrative measures in their departments/areas of responsibility.

4. Conclusion

This SoP has been prepared for ensuring safety of employees and students of the University and its adherence will result into prevention of spread of Corona Virus in the University.



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