



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.

