

GUIDELINES FOR CONDUCTING CLASS / LAB / RESEARCH DURING COVID-19 PANDEMIC

1. Social Distancing:

- COVID-19 is readily transmitted from person-to-person when they are in each other's breathing zones. It is imperative to maintain required social distancing in order to minimize the spread in case anyone is affected.
- To ensure social distancing, 1 person at a time should work on each bench space (approx. 120 square feet of space). No close group discussions are allowed. For any meeting or discussion, maintain distance of 6 feet or use emails. In case of official/team meetings, please use online forums.
- If the research space, you are working appears too small to meet above requirement, consider staggering work in shifts so essential requirement is achieved.
- Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.

2. Personal Protective Equipment:

Individuals working in labs must wear personal protective equipment, potentially more than they are typically included in their standard operating schedule.

3. Masks (Required):

- Workers should wear protective masks (surgical mask)
- The use of one mask per worker per day is recommended. If masks must be re-used due to shortages, ensure it is properly labeled and stored in clean dry area preferably in properly labeled paper bag.
- Mask must be changed if visibly soaked / damaged.

4. Gloves (Required)

- Plastic gloves (or other type of disposable gloves provided by your department) should be worn.
- Avoid touching your face (or mask) with your gloved hands.
- Wash and dry hands before putting fresh gloves on.
- Workers using hazardous materials, chemicals and biological agents must continue to follow their specific glove use practices.
- Replace torn gloves with a newspaper.
- After removing gloves, wash and dry hands thoroughly. If you are not near hand washing facilities, disinfect your hands with hand sanitizer, then wash hands with soap and water as soon as you can.

5. **Hand hygiene:**

Personnel should sanitize their hands upon entering and leaving the laboratory. This can be done by hand washing for 20 seconds with soap and water, or use of a hand sanitizer.

6. **Surface Disinfection:**

- Recent research shows that COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, supply bottle tops, etc.) be frequently sanitized.
- Daily disinfection of work benches before and after use is a mandatory component of good laboratory practice and must be implemented in full spirit. Disinfection schedule must be in place that should be posted in the lab and initiated upon completion on daily basis.

7. **Prohibition advice against occupancy:**

To ensure your and others safety in the lab, staff is strongly encouraged to disclose and stay at home if they

- have fever or respiratory symptoms, or have been in contact with anyone with these symptoms for the past 14 days;
- have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official; or infectious disease consultant.
- have within the last 14 days returned from an area with reported community spread of COVID-19.

8. **Refreshment**

To comply with distance requirements and minimize the spread of infection in common areas, Students are allowed to have takeaways only.

Date:

Duration of Work:

Daily Entry Time:

Daily Exit Time:

Name:

Address:

Subject: Invitation Letter for Access to the University.

Dear Student,

On behalf of the Indus University, it is my great pleasure to invite you to return to the university premises for specific educational activities and access to the laboratory, IPC, and library to cover your educational deficiencies. For a smooth return, you are advised to submit a health declaration based on a COVID/ PCR, from a verified Medical Institute/Center, taken within a week before your return to campus.

Most importantly, if you have or contract any of the symptoms of SARS-CoV-2, 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 SARS-CoV-2 negative report from a verified Medical Institute/Center.

The arrival protocol set by the University must be followed strictly and submit the required documents (health declaration and an affidavit on the stamp paper) for convenient access to campus. Your cooperation will highly be appreciable as it is necessary for yourself and the others around you.

I look forward to seeing you on campus.

Sincerely,

Chairperson / Dean / Director

AFFIDAVIT

I _____, hereby declare that I want to have access to the Indus University main campus to participate in the limited academic activities on my own will whereas the university has also provided me with an option 'not to return'.

I assure you that I will adhere to all the safety protocols and other instructions in this regard. I will be held solely responsible for violating any set of rules and protocols by the University during this time.

With this, I assure you that I will not hold the University liable if I contract the SARS-CoV-2 despite the safety protocols.

Signatures of Applicant :

Name :

Indus University ID :

Department :

Program :

Date :

Ph# :

Postal Address :

HEALTH DECLARATION FORM

I, _____ Mr/Ms:
S/o, _____ D/o _____ Mr/Ms:
Employee/Student ID No. _____ Program: _____
Faculty/Department: _____ dated: _____
CNIC No: _____ Address: _____

Mobile No: _____ do hereby solemnly affirms, declares and undertake:

1) That my health status is as follows (Encircle the relevant one):

i. Fever	YES	NO
ii. Cough	YES	NO
iii. Difficulty in Breathing	YES	NO

- 2) That I am willing to follow all public measures adopted at the Indus University for anti-COVID-19/ coronavirus.
- 3) That I am willing to undergo all processes applicable for COVID-19/ Coronavirus testing whenever asked by Indus University officials
- 4) To comply with all anti-COVID-19/ Corona Virus precautionary measures/ instructions of the Indus University authorities.
- 5) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief, and I undertake to inform the concerned Indus University authorities. In case any of the above information is false or untrue or misleading or misrepresenting, I am aware that I may be held liable for all applicable law(s) of Pakistan.

(_____)
Signature

Date: _____

GUIDELINES TO RETURNEES

Guidelines to Returnees for Preparation: All those intending to return to campus should follow the instructions below:

- a. *Follow Instructions:* Read all instructions carefully, enter the contact information of key individuals in your phone's database, and sign the Affidavit and Health Declaration.
- b. *In Case of Symptoms:* Anyone who may be experiencing Covid-19 symptoms, or a member of whose household develops these symptoms, or if they have been in contact with a Covid-19 infected person should not return to campus but go into self-isolation.
- c. *Work Plan:* Those intending to return to campus should prepare a work plan covering their teaching, research, mentoring, and other commitments, and check which ones of these could effectively be carried out through remote means. **Work that can be performed remotely should continue to be done from faculty office.**

SOPs FOR SAFETY PROTOCOLS

All campus community members, including faculty, staff, and students, are expected to adhere to the following guidelines to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-related symptoms.

- a. Wear a mask at all times when in a public space on campus.**
- b. Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.** Maintain good hygiene practices. **Wash your hands thoroughly with soap and water, or use a hand sanitizer, dry the hands before leaving the bathroom.** Use a tissue (and dispose of it properly) or your elbow's crook when coughing or sneezing.
- c. Use only the designated entrances and exits.**
- d. Review the latest updates and general guidance provided by the University on the web portal to be designed specifically for updating COVID related information.**
- e. Use communal facilities, e.g., kitchens, canteens, meeting rooms, only following the designated protocols, as it may be necessary to stagger usage or continue to hold remote meetings to maintain social distancing;**
- f. Obey all restrictions on the use of communal equipment** such as printers and photocopiers;
- g. Where biometric information systems have been installed, e.g., at libraries, laboratories, or office buildings, please enter your code or information when entering or leaving. Similarly, swipe your ID card wherever the relevant machine is available.**
- h. Maintain and update a daily contacts diary:** you must record where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
- i. Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.**

REQUEST FORM TO INITIATE/REINSTATE/CONTINUE RESEARCH/LAB DURING COVID-19 PANDEMIC

1. Name of Supervisor:	2. Designation:
3. Department:	4. Email:
5. Contact #:	6. Students ID:
7. Students Name:	8. Students Contact #:

1. Project Title:

2. Purpose of research/field work:

3. Activities involved in research/fieldwork:

4. Location of research/field work

Lab/Place(s) of Visit	Duration (hours)	Frequency per week

5. Duration of research/fieldwork:

Start Date:		End Date:	
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6. Why is it necessary to continue research/field work during COVID-19 pandemic? Explain briefly about time sensitivity or critical nature of the field research (200 words max)

written undertaking from all students, employees involved in research/lab activities has been obtained as specified in the SOPs	Date:
Student Signature:	
Supervisor Signature:	Date:

7. Chairperson / Dean recommendation (anyone):

Name and Sign:	Date:

UNIVERSITY OFFICERS/MONITORING TEAM CONTACT INFORMATION

Useful Contact Information

Designated Authority/ Useful contacts:

- | | |
|------------------------------------|---|
| 1. Registrar | Email : registrar@indus.edu.pk |
| 2. Director QEC | Email : qec@indus.edu.pk |
| 3. Deputy Registrar | Email : deputy.registrar@indus.edu.pk |
| 4. <u>a) Faculty Deans:</u> | |
| 1. Dean – FMS | Email : rizwan.raheem@indus.edu.pk |
| 2. Dean – FCIT | Email : zafarnasir@indus.edu.pk |
| 3. Dean – FEST | Email : ahmed.muddassir@indus.edu.pk |
| <u>b) Chairpersons:</u> | |
| 1. Electrical Engineering | Email : ahmed.muddassir@indus.edu.pk |
| 2. Science & Technology | Email : arain.zahid@indus.edu.pk |
| 3. Computing Department | Email : zahoor.shah@indus.edu.pk |
| 4. Business Administration | Email: chairperson.ba@indus.edu.pk |
| 5. Department of Design | Email: fashion_chairperson@indus.edu.pk |
| 6. Department of DPT | Email: chairperson.dpt@indus.edu.pk |

NOTE: If you need any advice telephonically or by visiting physically, do contact with the above concerned officials.

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, including being sent back to work from home. Deliberate refusal or failure to follow the instructions would be a disciplinary offense.

Participants who do not follow instructions and SOP related to COVID-19 should be warned, and if they repeat, they **may be banned entry to INDUS UNIVERSITY for two weeks. The penalties will be implemented to the Student by the Disciplinary Committee (SDC).**