



جامعة العلوم والتقنية في الفجيرة  
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH

# USTF

COVID-19 SAFETY MANUAL





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## Message from the Chancellor

Based on the instructions of the Ministry of Education and Ministry of Health and Prevention, it has been decided that distance learning will continue to take place during the fall semester of the academic year 2020-2021 and the students are going to be allowed, only in necessary cases, to attend on campus sessions at limited times and in a few numbers according to the colleges' decisions.

Accordingly, and with the tremendous efforts of USTF faculty and staff, the present manual is developed to ensure the wellbeing of our beloved community by following the best health and safety practices.

Everyone should strictly adhere to the manual's health and safety guidelines and procedures and keep on working as a team, with hard work and persistence, to move forward together to successfully achieve all our goals.

USTF is committed to work closely with the concerned authorities to realize the vision of UAE and consolidate its success in overcoming challenges with the wise guidance of our esteemed leadership.

Sincerely,

**Prof. Ali Abou-Elnour**

Chancellor





## Introduction

This manual outlines the protocols, requirements, and precautionary measures that USTF is taking in order to achieve a safe, healthy, and learning-stimulating environment, when the university is re-opened for the academic year 2020-2021 during the Covid-19 pandemic. This manual relied on the Ministry of Education (MoE) Manual “Operation of Educational Establishments during the Pandemic: Protocols and Procedures”, Fourth release, August 2020.

The following guidelines of the MoE Manual were followed in preparing this manual and USTF operational plan during Covid-19 pandemic:

1. General framework for the operation of educational establishments in the UAE during the pandemic.
2. Public and private higher education establishments.

### The manual includes four parts:

- Part I. General Safety Measures
- Part II. Safety of Campus Facilities
- Part III. Safety of Student Services
- Part IV. Academic Guidelines
- Appendix. Contact Information

## Part I. General Safety Measures

### A. On-Campus Safety Guidelines

1. All USTF students must undergo the Covid-19 examination 4 days before their first return to the University, to ensure that they are safe.
2. Students without negative Covid-19 examination test result will not be allowed to enter any USTF facility.
3. Temperature checks are required prior to entry. Persons with a temperature higher than 37.5°C will not be permitted entry.
4. Students shall always adhere to national guidelines regarding policies developed to reduce the Covid-19 transmission risk.
5. Hand sanitizers were placed at the touch points, elevators, and on doors.
6. All employees, visitors, and students must always wear face masks upon entry into the USTF Campus. Failure to comply with this procedure would deprive them of entry.
7. Guiding floor decals were placed to ensure physical distancing (1.5 meters in classrooms and 2 meters outside of classrooms).
8. The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
9. Electronic payment options shall be encouraged.
10. USTF health and safety regulations shall be published on the website of the university and on all its social media channels.
11. Students, academic staff, and employees shall be prohibited from attending the university, if they have symptoms of the common cold such as fever, headache and cough.
12. The movement of employees between departments shall be reduced as much as possible.
13. Wearing face masks while on-campus is always mandatory.
14. Use the designated entry and exit points for each building. Follow the safety signage posted throughout the campus.
15. Group gatherings, activities, or public events are strictly prohibited on campus.
16. Sport activities shall remain suspended until further notice.
17. Exchanging personal belongings, food items, stationaries, consumables, and medical instruments is not allowed.
18. Students, faculty and staff are required to regularly disinfect their personal belongings.
19. Employees should bring their own prayer mat and follow the safety measures while in the university prayer rooms.
20. Follow the seating stickers inside classrooms, labs, studios, clinics, and all other facilities and do not attempt to alter the seating arrangement as this may result in a disciplinary action.
21. In case of feeling unwell or experience Covid-19 like symptoms while on-campus, contact the University Clinic immediately.
22. Female Student hostel is subject to reduced capacity and other safety measures.
23. Transportation services will continue to cover most of its destinations, but with reduced passenger density and subject to other applicable safety measures.

### B. On-Campus Safety Procedures

1. The University facilities are regularly cleaned and sanitized, in conformity with directions and instructions issued by the relevant authorities.
2. Water dispensers and food vending machines are prohibited on-campus. However, packaged snacks are allowed, given that the health and safety guidelines are followed.
3. Meals involving crowding of students and staff are not permitted.
4. An isolation room is provided for suspected Covid-19 cases.
5. Any person entering the USTF Campus, including staff, students, and visitors, shall undergo a temperature check.
6. The campus entrances shall be different from its exits.
7. Students must provide a negative COVID-19 test result received within 4 days prior to the first entry to campus.



8. Students registered in a practical course that requires face-to-face attendance on specified time must leave campus immediately after the end of their practical sessions.
9. Students are not permitted to attend online lectures while on campus except if the online lecture is immediately before or after a practical session or between two practical sessions on the same day, which makes it difficult for the student to attend the lecture online outside the campus.
10. The students attending midterm and final exams that are held on campus shall follow the precautionary measures related to Covid-19.
11. The use of the designated entry and exit points for each of the campus buildings: including the main entrance, male and female entrances and Female Hostel, is mandatory for students, staff, and visitors.
12. Students are requested to present ALHOSN QR Code to security staff whenever they access any building at USTF campus, where the security staff are instructed to check the QR code and eligibility to access the campus.
13. To obtain ALHOSN QR code, a student should undergo a diagnostic test for COVID-19 in one of the UAE authorized medical testing centers within 4 days from the date of receiving the test result.

## C. Public Health

USTF is committed to assure the health and safety of students, faculty and staff and provide continuous support during these challenging times. USTF has taken several initiatives to keep the community engaged and is determined to sustain its mission of serving its community.

1. Raising awareness of students, faculty and staff through publication of this manual on USTF website and distribute the MoE and Ministry of Health and Prevention instructions to all members of university community.
2. Raising awareness of the need to wash hands with soap and water for at least 20 seconds before touching the face, or to using alcoholic sanitizers, especially when touching common place surfaces or when using bathrooms.
3. Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
4. Provision of instructions on the need to maintain the specified physical distance and avoid shaking hands with others.
5. Raising awareness of the need not to exchange personal protective equipment, supplies, tools, and meals.
6. First aid requirements are available to all students, especially students of determination and those who have health or chronic diseases.
7. USTF Health and Safety Committee ensures that the university medical and cleaning staff have had enough training on Covid-19 precautionary measures before re-opening.
8. The university clinics follow all instructions of the concerned authorities and ensure that strict sterilization instructions are implemented, in accordance with the guidelines of the relevant authorities.
9. The university clinics have the essential elements in the store and the clinics are equipped with water taps, soap dispensers, antiseptic dispensers, enough supplies of personal protective equipment and thermometers.
10. The Health and Safety Committee issues announcements to students, faculty, and staff, on health precautions and procedures relating to Covid-19.

## Part II. Safety of Campus Facilities

### A. Teaching Facilities

1. Floor decals were placed on floors to ensure physical distancing of 1.5 meters in classrooms and 2 meters outside of classrooms.
2. Tables and chairs shall be sanitized after each lecture, and students shall be reminded on the need to wash hands with soap for at least twenty seconds or use a hand sanitizer.
3. No personal tools such as pens and other items shall be exchanged.
4. All employees and students are always requested to wear face masks in classrooms.
5. In classrooms, the safe physical distancing of 2 meters shall be maintained between students and the lecturer.
6. All devices and instruments used in laboratories shall be cleaned and covered at the end of the laboratory use.
7. All employees and students are instructed to wear face masks in the laboratories and studios.
8. Physical distancing of 1.5 meters shall be maintained between tables, and all tables and chairs exam rooms shall be cleaned before and after exams.
9. Sanitizers shall be provided at the room entrances.
10. All employees and students shall always wear face masks during exam sessions.
11. USTF Exams Coordination Committee is responsible for administration and invigilation of mid-term and final exams. The Committee will report any violation of Covid-19 safety measures to the Vice Chancellor for Academic Affairs (Refer to Covid-19 Safety Violation Sanctions Policy).

### B. Female Students Hostel

Female students who do not have housing in the Emirate of Fujairah shall be eligible for the hostel. All facilities and services available at USTF Female Hostel in full compliance with the general safety guidelines of the University. The most important of these guidelines is to keep a maximum of one student in each room. The Female Hostel guidelines include the followings:

1. Redistributing students to hostel according to the criteria of secure distances, so that each student is in a separate room.
2. Not allowing students to mix and gather and, whenever possible, limit movement between rooms.



3. Adherence to providing hand washing sterilizers and paper tissues in places where students and staff are required to use them.
4. Managing movement, attendance records, visitor records, applying thermal scanning at the entrances to the hostel.
5. Monitoring pathological symptoms that may appear in students or staff, for early detection of infected or suspected cases and to prevent the spread of infection.
6. Cleaning, sterilization and wiping of common surfaces shall be applied periodically, after each use.
7. Raising awareness and educate students about the preventive measures applied in the Female Student Hostel and hanging informative posters at the hostel entrance, exit and in corridors.
8. Provision of personal protection and sterilization equipment and tools for workers in the hostel.
9. USTF Female Student Hostel has a clear mechanism for safe washing and cleaning of clothes and bed sheets.
10. USTF provides separate containers for the disposal of medical waste and developed safe mechanism for their disposal.

## C. Library

1. USTF library will continue to offer its services through its portal <http://ustf.ac.ae/en/research/library.html>
2. The library will be open for students and faculty with limited capacity in adherence with the health and safety procedures.
3. The space and furniture in the library will be re-arranged to follow health and safety guidelines.
4. Entering the University library is allowed and a maximum number of 48 individuals can be present the library and study rooms at the same time, provided that a two-meter physical distance shall be strictly maintained between individuals.
5. USTF provides sanitizers and all library employees and users must wear face masks.
6. Floor decals are placed on floors to ensure physical distancing of 2 meters.

## D. Prayer Rooms

1. Muslim students, faculty members and administrative staff must bring their own prayer rugs for their own use.
2. Prayer rooms may only be used by students who must follow the designated distances and wear face masks. A safe distance of 1.5 m will be maintained between persons in prayer rooms.
3. Academic and administrative staff must pray in their offices.
4. Prayer rooms are regularly be cleaned and disinfected.
5. USTF literally follow the instructions and guidelines of the concerned authorities regarding prayer rooms.

## E. Transportation Service

1. USTF reduced its bus capacity to 50%.
2. Instruct bus drivers and supervisors to follow the approved health and safety standards, such as wearing face masks, hand sterilization, and safe distancing, in order to reduce the spread of the Covid-19 pandemic.
3. Determine where students sit on buses after a safe physical space has been allocated.
4. Adhere to bus cleaning and sterilization before the first trip and after each trip.
5. Guide students to adherence to preventive measures, such as wearing a face mask and keeping physical distancing.

## Part III. Safety of Student Services

USTF has finalized the plan for providing all student services in a safe and healthy environment and taking into consideration the guidelines of the MOE, Ministry of Health and Prevention, and other UAE authorities in this regard.

### A. Deanship of Student Affairs

During the Fall semester 2020-2021, the Deanship of Student Affairs will continue to offer its co-curricular activities, events and programs in online mode. As a precautionary measure to limit the spread of COVID-19:

1. Trips and student events are suspended until further notice.
2. USTF members of the Student Clubs and Sports Teams must not meet on campus.
3. On campus fitness sessions, sport activities and competitions are suspended until further notice.
4. Sport facilities will remain closed until further notice and sport competitions will be suspended until further notice.

### B. Counseling Services

USTF Counseling and Services at the Deanship of Student Affairs will continue pursuing its commitment to help students develop positive wellbeing and achieve the highest levels of mental health through offering the following services:

1. Student counseling.
2. Online services via WebEx system, Microsoft Teams or face-to-face meeting. Contact details are provided at the end of this manual (Appendix. Contact Information).

### C. Information Technology Services

Information Technology (IT) services will be available to students for both online and on-campus sessions. For the available services and how to use them, please refer to the following hyperlinks or emails:

1. Support for Online Student Learning: [a.alqatmih@ustf.ac.ae](mailto:a.alqatmih@ustf.ac.ae)
2. Support for IT access email Helpdesk: [helpdesk@ustf.ac.ae](mailto:helpdesk@ustf.ac.ae)





3. Manuals/tutorial videos on how to use IT Applications:  
[https://ustfcae-my.sharepoint.com/:v:/g/personal/a\\_alqatmih\\_ustf\\_ac\\_ae/ERg3om3](https://ustfcae-my.sharepoint.com/:v:/g/personal/a_alqatmih_ustf_ac_ae/ERg3om3)
4. IT contact number is available at (Appendix. Contact Information).

## D. Financial Services

USTF provides online payment options for students. To learn more about this service, please login the following link (<http://students.ustf.ac.ae/>) and click Payment menu to proceed with the payment process.

## E. New Students Orientation and Registration

1. The new student orientation week for the fall semester 2020-2021 was organized online during the period 30 August - 03 September 2020 with limited on-campus activities in compliance with health and safety precautions. This week was also the registration period for old and new students.
2. During the orientation and registration week, new students received an online list of recommended courses from their academic advisors, based on the study plan of their respective programs.
3. All USTF have had a chance to modify their courses during the registration period and later during the add and drop period as per the academic calendar of the University. More specific information regarding course registration can be reached through the following link (<http://students.ustf.ac.ae/>) and click Registration menu to proceed with the course selection and registration.

## Part IV. Academic Guidelines

### A. Hybrid Mode of Course Delivery

The current circumstances of Covid-19 require exploration of new ways and means to ensure the continuity of students' learning, to fulfill the highest standards for health, safety, and academic achievement.

Through the spring and summer semesters of 2019-2020, everyone at USTF professionally succeeded in transitory the distance learning experience using the latest technology systems to serve university students and provide the education service without interruption.

The most important factors led to the success of distance learning experience in USTF can be summarized as follows:

1. Having the required technology, infrastructure and tools needed for efficient delivery of courses and program requirements through distance learning.
2. Having clear approved distance learning policy, distance learning faculty requirements policy, online examination policy and related policies and procedure.
3. Continuous training of faculty and teaching assistants on the distance learning tools, such as Moodle, WebEx, Lockdown Browser, Responds, and Microsoft Teams.
4. Training of the students on all distance learning tools and exam styles.
5. Ensure the security of the system and the integrity of assessment and examinations, according to USTF Data and Cyber Security Policy (Policies and Procedures Manual: Data and Cyber Security Policy, Pages 248-253, June 2019 Version).
6. Maximize the efficiency of online course delivery and on-campus practical sessions through recording, using simulation and different software packages.
7. The availability of the budget to implement the suggestions to fulfill CLOs and PLOs through distance learning.

In response to the continued COVID-19 challenge and to ensure everyone's safety by maintaining the rules of social distance, the Ministry of Education (MoE) directed all Higher Education Institutions (HEIs) to apply the hybrid mode of education. In line with the Ministry directives, USTF started applying the hybrid mode of course delivery since the beginning of the fall semester of the academic year 2020-2021.

Accordingly, USTF will combine the two systems of distance learning and face-to-face learning on the university campus to benefit from stimulation within a physical classroom environment.

USTF adopts this system obligatory by health and safety requirements and ensuring adherence to the highest standards of quality and academic integrity. Hybrid education is the ideal solution under the current circumstances.

Hybrid education model offers the perfect solution and combines online educational materials and opportunities for interaction with traditional classroom-based methods. It requires the physical presence of both instructor and student. It obtains the advantages of distance learning using the Learning Management System (Moodle), where the subject matter is made available online at any time.

The following guidelines shall be followed by USTF in course delivery through the hybrid mode of educational system:

1. The durations of theory and practical sessions will remain the same.
2. Ability to turn from distance learning to face-to-face education at any time with ease, in response to the direction of the MOE and the Ministry of Health and Prevention.
3. Distance learning and face-to-face classes can run simultaneously at the same time.



4. Theoretical classes can be delivered through distance learning.
5. All online lectures and practical sessions are going to be recorded and made available to the students to return to any time.
6. The practical sessions of the courses, such as laboratories, clinics, and studios, will be conducted face-to-face.
7. Alternative attendance of students in face-to-face sessions is considered to limit the percent of students present on campus and maintain the requirements of social distancing.
8. Ensure that the student will participate and interact with the same level in both face-to-face and distance learning mode of delivery.
9. Mid-term and final exams will be conducted on campus. To ensure academic integrity, USTF shall provide enough number of classrooms to keep safe distance and meet the safety rules and precautionary procedures.
10. To ensure health and safety measures and reduce the risk of infection during the hybrid mode of teaching, USTF has taken the necessary preventive and precautionary procedures to the appropriate social distance in all classrooms, lab, studios and clinics.
11. For added precautions, temperature measuring devices will be used at the entrances of the USTF Campus.
12. USTF note that the arrangements mentioned above may change if the University receives any other directions from the Ministry of Education that requires different preparations.

## **B. Attendance**

1. As per the University Attendance Policy (Student Handbook: 11. Attendance Policy, Page 28, 2018-2019 Version), attending classes is compulsory for all courses regardless of the format of the course, and this policy applies equally to face-to-face lectures, and online sessions.
2. Given the current COVID-19 pandemic, extra precautions will be followed regarding the attendance of individuals who exhibit flu-like symptoms such as fever, coughing or shortness of breath. In such cases, these individuals will be required to inform their instructors and stay away from the campus and contact their healthcare providers for obtaining medical examination, treatment and corresponding medical reports to be presented to the course instructor after they have been validated by the University Clinic.
3. Since the USTF is adopting the Hybrid mode of course delivery during the Fall Semester 2020-2021, student attendance will be counted daily as usual for online lectures and for practical sessions.
4. Any student with more than 25% absence in either online lectures or face-to-face practical sessions, without a valid excuse accepted by the University, will not be allowed to take the final examination.
5. Students who will be absent from either the midterm examination or the final examination may be granted an incomplete grade provided that sufficient and convincing reason for the absence is submitted to the Office of Admissions and Registration and their excuse for absence is accepted by the University.
6. USTF students outside the UAE who are not able to join USTF on time to attend their on-campus sessions, due to valid reasons such as travel restrictions, are required to email their respective Deans indicating the extension needed before they can join their face-to-face sessions. They are also required to provide the corresponding official documents to support their requests. The University will respond to the students officially, through the Office of Admissions and Registration, after receiving their requests.





## Appendix. Contact Information

College/Office	Phone Number	Email
Call Center	+97192222644	inquiry@ustf.ac.ae
Dean of Architecture, Art and Design	+97192023590	m.elfadl@ustf.ac.ae
Dean of Business Administration	+97192023490	a.zainelbdin@ustf.ac.ae
Dean of Dentistry	+97192023500	s.ergieg@ustf.ac.ae
Dean of Engineering and Information Technology	+97192023440	a.abouelnour@ustf.ac.ae
Dean Mass Communications	+97192023470	mahi.a@ustf.ac.ae
Dean of Pharmacy and health sciences	+97192023520	s.elkhatim@ustf.ac.ae
Dean of Law	+97192023540	i.rabadi@ustf.ac.ae
Dean of Humanities and Sciences	+97192023560	zrizk@ustf.ac.ae
Students Affairs	+97192023428	g.alraqbani@ustf.ac.ae
Hostel In-Charge	+97192023744	k.obaid@ustf.ac.ae
Student Counseling office	+97192023475	a.elshafey@ustf.ac.ae
Office of Information Technology	+97192023670	helpdesk@ustf.ac.ae
Office of Health Services	+97192023690	s.gannouni@ustf.ac.ae
Library	+97192023696	n.alnageeb@ustf.ac.ae
Public Relations	+97192023640	khider.a@ustf.ac.ae
Admission and Registration	+97192020425	s.khamis@ustf.ac.ae
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