



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

# OPERATIONAL PLAN

## DURING COVID-19 PANDEMIC:

### Protocols and Procedures



8th Release  
September 2022





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UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH

**USTF**

# **Operational Plan during Covid-19 Pandemic: Protocols and Procedures**

**8<sup>th</sup> Release**

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## Introduction

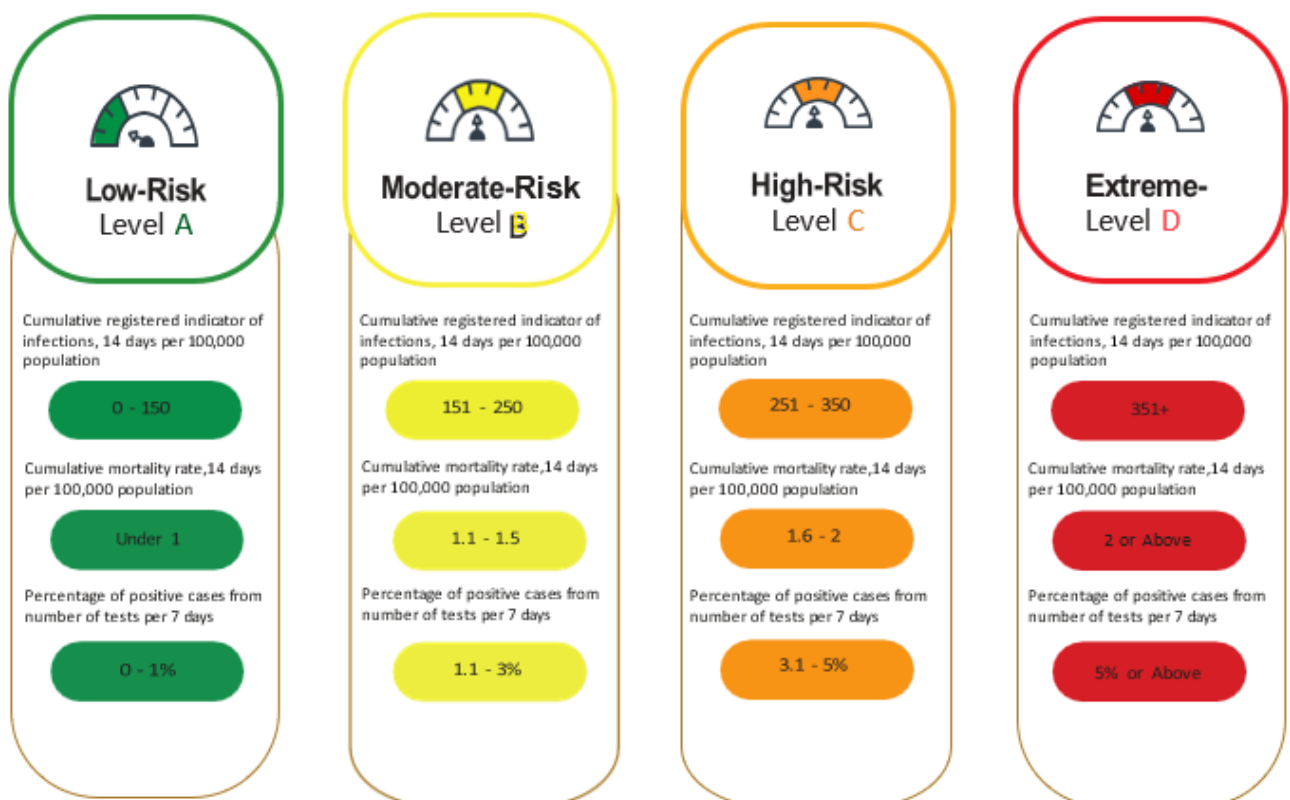
This document outlines the protocols, requirements, and precautionary measures that USTF is taking in order to achieve a safe, healthy, and learning-stimulating environment, when the university is re-opened for the academic year 2022-2023 during the Covid-19 pandemic. This document relied on the MoE Manual “Operation of Educational Establishments during the Pandemic: Protocols & Procedures”, Twelfth release, September 27, 2022. Consequently, USTF operational plan during covid-19 pandemic 7<sup>th</sup> release was updated in September 2022 to the 8<sup>th</sup> release.

The following sections of the MoE Manual were followed in preparing the USTF operational plan during Covid-19 pandemic 8<sup>th</sup> release:

1. **Section One:** Levels of risk
2. **Section Two:** General Framework for the Operation of Educational Establishments in the UAE during the Pandemic
3. **Section Five:** Higher Education
4. **Section Six:** Guidelines for Medical and Health Sciences Faculties Students during the Covid-19 Pandemic
5. **Section Eight:** Plan for Dealing with Positive Covid-19 Cases Discovered in Educational Establishments
6. **Section Ten:** Main Roles and Responsibilities

## 1. Levels of Risk

The Levels of National Risk in the Educational Establishments during the Covid-19 Outbreak in the UAE are illustrated below. The level of risk in Fujairah emirate is determined by the committees and Fujairah emergency, crises and disasters teams.



### Main risks to be considered by USTF when re-opening its facilities:

- 1.1. The spread of the virus among students in the classroom and the common areas.
- 1.2. The spread of the virus among workers in rooms that are shared for long periods of time.
- 1.3. Teaching and administrative staff, support service employees and students at high risk, such as those with chronic medical conditions, as well as pregnancy.
- 1.4. The transmission of the virus through food suppliers due to the use of external sources and other contractors, which leads to a higher risk of infection.

## 2. General Framework for USTF Operation during Covid-19 Pandemic

USTF shall abide by the following guidelines and disseminate them to the concerned individuals for implementation.

## **2.1. USTF Environmental, Health and Safety System**

- 2.1.1. USTF Formed a work team under the name of the Health and Safety Committee (HSC) to monitor all activities in the university and to ensure the application of safety procedures and health precautions adopted in the country.
- 2.1.2. USTF shall revert to face-to-face learning in its educational premises at full capacity with continuous safety measures. This includes those who are not vaccinated for health reasons or who are excluded from vaccination
- 2.1.3. USTF shall add the option of distance learning for the infected people with Covid-19 and those with respiratory diseases.
- 2.1.4. Cancellation of quarantine for contacts keeping in mind to follow the instructions issued by the health authorities (according to the contact protocol) will be adopted.
- 2.1.5. USTF shall terminate of the thermal examination procedure for students and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.
- 2.1.6. In the event that Covid-19 symptoms are detected in USTF facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
- 2.1.7. Wearing face masks in open and closed spaces is now optional.
- 2.1.8. USTF shall Cancel the distancing in its classrooms.
- 2.1.9. Obligation of USTF personnel to inform the USTF health and safety committee in cases of infection with Covid-19 or contact with infected people, while being careful to adhere to the instructions issued by the health authorities.
- 2.1.10. "USTF Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities is in place.
- 2.1.11. USTF allocated an isolation room according to the isolation rooms requirements set by the Ministry of Health and Prevention, and established procedures for dealing with suspected or confirmed COVID-19 cases.
- 2.1.12. USTF dedicated an emergency contact telephone number (00971-92023998) and an emergency contact channel [covid19@ustf.ac.ae](mailto:covid19@ustf.ac.ae) for parents, students, educational and administrative staff and other stakeholders to report symptoms of Covid-19 infection or positive cases.

### **Use of Prayer Rooms in USTF**

- Instructions for the use of prayer rooms shall be updated in accordance with the guidelines of the authorities concerned.

## **2.2. Safety Measures in USTF Environment**

### **USTF Buildings**

- 2.2.1. "USTF's Operational Plan during covid-19 pandemic: protocols and procedures" is prepared and continuously updated by USTF Health and Safety Committee to oversee the

implementation of all MoE requirements, precautionary measures, and the knowledge recommended by the relevant authorities for a Safe Return.

- 2.2.2. The university facilities and classrooms shall be cleaned and sterilized on a regular basis, as recommended by the National Emergency Crisis and Disaster Management Authority
- 2.2.3. USTF HSC is committed to the determination of the dates of sterilization and the staff performing the sterilization, on an announced schedule.
- 2.2.4. USTF shall ensure proper ventilation when cleaning and sterilizing products are used to prevent the leakage of toxic fumes.
- 2.2.5. USTF shall ensure proper ventilation when cleaning and sterilizing products are used, to prevent the escape of toxic fumes.
- 2.2.6. USTF sterilization of educational tools and devices used by students and teachers is done on a regular basis.
- 2.2.7. USTF has a mechanism for cleaning and sanitizing the bathrooms after each use.
- 2.2.8. USTF is committed to the provision of sterilizers at all entrances of USTF facilities.
- 2.2.9. Hand sanitizing areas contain a sterile gel with a concentration of 70-80% alcohol.
- 2.2.10. Training of educational staff and security and safety officers in USTF, to supervise sterilization operations.
- 2.2.11. Sterilization of laboratories and learning resources, on an ongoing basis.

#### **Student and Staff of USTF hostel**

- 2.2.12. USTF students are redistributed to hostel according to the criteria of social distancing and secure distances.
- 2.2.13. USTF is not allowing students to mix and gather and, whenever possible, limit movement between floors.
- 2.2.14. USTF is adhering to providing hand washing sterilizers, paper tissues, face masks, and gloves in places where students and staff are required to use them.
- 2.2.15. Manage movement, attendance records, visitor records, applying thermal scanning at the entrances to the university, and 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.
- 2.2.16. Observe cleaning, sterilization and wiping of common surfaces shall be applied periodically, after each use.
- 2.2.17. USTF is continuously raising awareness and education about the preventive measures applied in the student hostel and posting informative posters on the walls of all rooms and at the entrances and exits and in corridors.
- 2.2.18. Ensure provision of personal protection and sterilization equipment and tools for workers in the hostel.
- 2.2.19. USTF shall guarantee provision of separate containers for the disposal of medical waste, and the development of an effective safe disposal system in accordance with the criteria and requirements laid down for that.
- 2.2.20. Ensure existence of a clear mechanism for safe washing and cleaning of clothes and bed sheets and clarifying the separate isolation path for washing and cleaning the clothes.

### **2.3. Public Health**

- 2.3.1. USTF is providing awareness-raising programs through its electronic communication channels to disseminate awareness and provide psychological support to all.
- 2.3.2. 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 using bathrooms or when touching common-place surfaces.
- 2.3.3. Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
- 2.3.4. USTF students and staff should bring two masks daily, one to be used in the morning and the other after lunch. Masks should also be disposed of in designated bins for medical waste. In the case of using fabric masks, precautions must be taken to ensure that the used ones are properly stored in the student's bag and cleaned daily.
- 2.3.5. Ensuring that first aid requirements are provided to all USTF students, including Students of Determination, who have health or chronic diseases, prior to the start of the academic year.
- 2.3.6. USTF Health and Safety Committee Task Force ensures that medical staff at the university clinic have completed training on Covid-19 before re-opening.
- 2.3.7. USTF clinic have a valid license and the medical staff in the clinic are certified and approved. They also follow all instructions of the concerned authorities and ensure that strict sterilization protocols are implemented in the university clinic in accordance with the guidelines of the relevant authorities.
- 2.3.8. Medical staff at USTF clinic must ensure that there are defined levels of essential elements in the store and ensure that the clinic is equipped with water taps, soap dispensers, antiseptic dispensers, ample supplies of personal protective equipment and thermometers.
- 2.3.9. It is essential that medical staff at USTF clinic, in conjunction with the task force of the Health and Safety Committee, ensure that all students, educational and administrative staff, and personnel are aware of the location of USTF clinic and that they are aware of all health protocols and procedures relating to Covid-19.
- 2.3.10. Medical staff should ensure that USTF clinic have rooms designated as follows:
  - 2.3.10.1. An isolation room (separate from the nursing room) with adequate ventilation, and a bathroom for patients with suspected or confirmed Covid-19.
  - 2.3.10.2. A separate room for the treatment of minor illnesses, accidents, and injuries

### **2.4. Healthy Nutrition in USTF**

- 2.4.1. USTF shall apply precautionary measures in cases of common meals, food and drink buffets in private and shared dining halls.

### **2.5. USTF Transportation Services**

- 2.5.1. USTF Transportation services is Restored to the full capacity of buses (100%) and ensuring a good ventilation in buses.
- 2.5.2. USTF understand that Penalties will be imposed if the rules were violated.



- 2.5.3. USTF shall ensure the follow-up and control of all activities related to bus operations to ensure the application of all safety and health precautionary measures approved in the country
- 2.5.4. USTF Health and Safety Committee shall monitor all activities and ensure that the adopted precautionary health measures are applied.
- 2.5.5. USTF shall follow up on the commitment of bus drivers and supervisors to approved health and safety standards
- 2.5.6. USTF provide continuous guidance to bus drivers to be aware of the importance of complying with these standards and requirements in order to reduce the spread of epidemics and diseases.
- 2.5.7. USTF shall adhere to bus sterilization before the first trip and after each trip, using cleaning and sterilization materials approved in conjunction with the supplier.
- 2.5.8. USTF shall emphasize the student's adherence to preventive measures.

## **2.6. Human Resources**

- 2.6.1. USTF shall ensure Re-planning of current and required resources in accordance with the requirements and precautionary measures.
- 2.6.2. USTF shall adhere to the provision of alternatives to teaching staff who are infected with covid-19.
- 2.6.3. USTF is preparing alternate lists for all educational and administrative staff and train them in advance on the tasks that may be assigned to them in the event of the absence of basic staff.
- 2.6.4. Traveling educational or administrative staff must comply with all the requirements of the relevant authorities.

## **2.7. Student Affairs**

- 2.7.1. All traveling students must comply with all requirements of the relevant authorities.
- 2.7.2. Following up on attendance records and the establishment of clear procedures for monitoring absent students, to identify the reasons for their absence on the same day, in order to take isolation measures and to trace those in contact, in the event of virus infection.

## **2.8. Academic Subjects**

- 2.8.1. USTF developed Electronic Course Files for all academic subjects and determined how to teach them in cases of blended learning.
- 2.8.2. USTF shall observe the actual attendance of students for exams in campus

## **2.9. Extracurricular Activities**

- 2.9.1. USTF shall allow the resumption of all school activities and events.
- 2.9.2. Parents are allowed to attend USTF events for students while adhering to preventive measures (applying the green pass system).

## **2.10. Awareness & Training**

- 2.10.1. USTF is obligated to increase awareness and train target groups on guidelines and practices for its operational plan during the pandemic, and informing them of their role in implementation, in addition to the health procedures applied and adopted by the UAE with which they are required to comply.
- 2.10.2. USTF shall prepare and disseminate electronic awareness guides for target groups.
- 2.10.3. USTF shall develop awareness-raising programs and video tutorials.

## **2.11. Parents' Role**

- 2.11.1. Guiding the students to commit to the use of personal protective equipment throughout their time at/on the university/bus and not to share equipment with classmates.
- 2.11.2. Communicate with USTF administration in cases of infection, suspicion or contact with infected individuals, and follow the recommended the medical instructions.
- 2.11.3. Parents should ensure that they inform the university management if the student suffer from any chronic disease or immune deficiency.
- 2.11.4. USTF Parents need to comply with any travel-related requirements set by the competent government authorities.

## **2.12. Support services**

- 2.12.1. Support service shall adhere to the health procedures approved by the competent authorities when entering USTF facilities
- 2.12.2. Provide continuous cleaning services for the toilet immediately after use.
- 2.12.3. All maintenance work within USTF shall be carried out by accredited bodies.
- 2.12.4. Regular cleaning and sterilization of air-conditioning systems in USTF shall not be carried out during the university day, and in accordance with the announced schedules and accurate follow-up.
- 2.12.5. All suppliers are monitored for the performance, health, and safety standards.
- 2.12.6. USTF shall ensure that service providers are free from any one of the following symptoms: (Fever, cough, body aches, headache, shortness of breath) and directing them to take the necessary preventive measures in the event of symptoms, and communication should be made with the authorities concerned.
- 2.12.7. Service providers shall be directed to disclose cases of infection or contact with any confirmed cases of Covid-19, examine contacts to ensure that they do not enter the university until the results of the examination appear, and take the necessary preventive measures.
- 2.12.8. Prior to entering the university, contractors must sign a document stating the need to report any suspected cases among their staff.

## **2.13. Constant Monitoring and Follow-Up**

- 2.13.1. USTF is aware that the Ministry of Education should monitor and track the extent of the commitment of the university to implement the Guidelines of the "Operation of Educational Establishments during the Pandemic" framework. In the event that the

university fails to comply with the application of these Guidelines, it shall be subject to the provisions concerning violations of the requirements and precautionary measures.

- 2.13.2. USTF assembled an internal work team within the university, called the "Health and Safety Committee", which monitors and oversees all operations and activities to ensure the implementation of all health precaution requirements and measures approved by the university.

#### **2.14. Periodic Checks and Vaccination**

- 2.14.1. USTF shall permit the attendance all students to the university. This includes those who are not vaccinated for health reasons or who are excluded from vaccination.
- 2.14.2. Entry to USTF premises for those who are not vaccinated for health reasons or who are excluded from vaccination are allowed only by conducting a laboratory test (PCR) according to the green pass system.
- 2.14.3. To enter USTF hostel at the beginning of the academic year, a 96-hour PCR test is required.
- 2.14.4. Endorsing the symptom-only strategy to perform a PCR Test without the need for a periodic test.
- 2.14.5. All USTF students, educational and administrative staff and service providers are required to obtain a negative test result (PCR) of no more than 96 hours at the beginning of the academic year and each semester.
- 2.14.6. Parents and guardians are allowed inside USTF premises provided that the Green Pass protocol will be applied.
- 2.14.7. The above-mentioned criteria may be subject to change based on the latest requirements of health authorities in coordination with the committees and emergency, crisis and local disaster teams in each emirate.

#### **2.15. Incidence Management and Emergency Preparedness**

**Policies and regulations to track close contact cases and report health problems related to Covid-19 to the relevant health authorities are shown below.**

In case a student or member of the staff reports that they have tested positive for Covid-19, the university must follow the following:

- 2.15.1. Permitting students, educational and administrative staff who have respiratory symptoms to work or study remotely until a medical examination is performed and negative result is presented.
- 2.15.2. Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
- 2.15.3. Inform the identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the university must inform the parents of their kids' potential exposure.

- 2.15.4. Cancellation of quarantine for contacts keeping in mind to follow the instructions issued by the health authorities (according to the contact protocol).
- 2.15.5. All contacts must follow the instructions issued by the health authorities.
- 2.15.6. Inform USTF Health and Safety Committee and the health authorities about cases of infection and the number of people likely to be infected.
- 2.15.7. Ensure that all university staff and concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.).
- 2.15.8. USTF have an active group email ([covid19@ustf.ac.ae](mailto:covid19@ustf.ac.ae)) and responsible members are included for quick responses and updates. Concurrent meetings/e-meetings for quick updates are regularly performed.
- 2.15.9. The infected person must present a negative test result according to the instructions of the health authorities.

### **3. Precautionary Measures that shall be Taken by USTF Before Re-opening**

#### **3.1. General Framework**

- 3.1.1. USTF shall terminate of the thermal examination procedure for students and employees, and anyone feels high temperature should not attend and obtain a sick leave if the result is negative.
- 3.1.2. USTF students shall be informed to adhere to all precautionary measures, and use of the Al Hosn Application shall be ensured.
- 3.1.3. Virtual awareness workshops shall be held for all USTF students, academic staff, and employees.
- 3.1.4. All employees and students shall register in the Al Hosn Application.
- 3.1.5. Devices for reading the results of the Al Hosn Application are in place at USTF entrances.
- 3.1.6. All the necessary medical equipment is available at USTF clinic.
- 3.1.7. All USTF employees, academic staff, and students shall undertake to declare if they come into contact with coronavirus patients, or if they return from abroad.

#### **3.2. USTF General Controls in All Risk Levels**

##### **3.2.1. General Restrictions**

- 3.2.1.1. All USTF students shall undergo the Covid-19 examination before their return to the university, to ensure that they are safe.
- 3.2.1.2. Students shall, at all times, adhere to national guidelines regarding policies developed to reduce the transmission risk.
- 3.2.1.3. Wearing face masks in open and closed spaces is now optional
- 3.2.1.4. Adherence to the procedures approved by the relevant authorities when returning back to the United Arab Emirates.
- 3.2.1.5. Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- 3.2.1.6. The information regulations shall be published on the website of the university and on all its social media channels.

### **3.2.2. Health and Safety Procedures on Campus**

- 3.2.2.1. Facilities, including bathrooms, shall be cleaned and sanitized after each use.
- 3.2.2.2. The headquarters shall be cleaned and sanitized at the end of each day, in conformity with any directions and instructions issued by the relevant authorities.
- 3.2.2.3. An isolation room shall be provided for suspected cases of Covid-19.

### **3.2.3. Health and Safety Procedures at Entrances**

- 3.2.3.1. USTF shall adhere to the health procedures approved by the competent authorities when entering its educational facilities.
- 3.2.3.2. USTF campus entrances are different from its exits.

### **3.2.4. Classrooms**

- 3.2.4.1. Surfaces/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.
- 3.2.4.2. No personal tools (pens and other items) shall be exchanged.
- 3.2.4.3. Wearing face masks in open and closed spaces is now optional.

### **3.2.5. Laboratories and Studios**

- 3.2.5.1. All instruments used in laboratories shall be sanitized at the end of each laboratory session.
- 3.2.5.2. Wearing face masks in open and closed spaces is now optional.

### **3.2.6. Final Exam Rooms**

- 3.2.6.1. All seats and chairs shall be sanitized in the exam room.
- 3.2.6.2. Sanitizers shall be provided at the room entrances.
- 3.2.6.3. Wearing face masks in open and closed spaces is now optional.
- 3.2.6.4. USTF campus entrances are different from its exits.

### **3.2.7. Activities and Events**

- 3.2.7.1. USTF shall organize events, celebrations and activities according to the approved protocol in coordination with the committees and local emergency, crises and disasters teams in Fujairah emirate.

### **3.2.8. The library**

- 3.2.8.1. Wearing face masks in open and closed spaces is now optional and sanitizers shall be provided.

### **3.2.9. The hostel**

- 3.2.9.1. USTF allows entry to university campuses for those who are not vaccinated for health reasons or who are excluded from vaccination only by conducting a laboratory test (PCR) according to the green pass system.
- 3.2.9.2. To enter university hostel at the beginning of the academic year, a 96-hour examination is required.
- 3.2.9.3. Students who do not have other housing in the country shall be eligible for a hostel.
- 3.2.9.4. All services are available in compliance with the general restrictions.

#### **3.2.10. Gyms and Halls**

- 3.2.10.1. All sports equipment shall be sanitized.
- 3.2.10.2. The general restrictions shall be complied with in

#### **3.2.11. Retail Store**

- 3.2.11.1. All services at USTF are available in compliance with the general restrictions.

#### **3.2.12. Clinical Training (at Campus Clinics or in Hospitals)**

- 3.2.12.1. When the concerned students and academic staff are present for certain hours, the following shall be taken into account:
  - A two-meter physical distance shall be maintained.
  - Sanitizers shall be provided.
  - Wearing face masks in open and closed spaces is now optional.

#### **3.2.13. Circulars and Approvals**

- 3.2.13.1. All precautionary measures shall be circulated to USTF employees, students, and visitors.

#### **3.2.15 Legislation**

- 3.2.15.1 The government legislation shall be fully complied with for eliminating Covid-19, and violators shall be subject to liability.
- 3.2.15.2 All legislation shall be circulated to USTF employees, students, and visitors.

#### **3.2.16. Contact Point Responsible for Covid-19 Cases**

- 3.2.16.1. USTF Health and Safety Committee is appointed to be responsible for responding to infection concerns and is known about and available for providing advice and assistance to all students, faculty and staff.
- 3.2.16.2. In addition, an active group email ([covid19@ustf.ac.ae](mailto:covid19@ustf.ac.ae)) and responsible members are included for quick responses and updates.

#### **4. Guidelines for Medical Students and Students of Health Science Faculties during the Covid-19 Pandemic**

This part concerns USTF colleges of Dentistry and Pharmacy and Health Sciences

##### **4.1. Training**

- 4.1.1. All students shall complete the online training course on Covid-19 infection provided by the university.

##### **4.2. Personal Protective Equipment (PPE) and Infection Control Protocol**

- 4.2.1. All USTF students shall complete training in handling PPE.
- 4.2.2. All USTF students shall follow public safety protocols, in addition to special procedures to reduce the transmission of infection in health care facilities.

##### **4.3. Clinical Training**

- 4.3.1. USTF students are allowed for clinical training, rotation, and follow-up medical education in hospitals that treat cases of Covid 19, with the need to comply with the necessary prevention and safety measures, and it is also ensured that strict precautions are followed when students deal with patients who have been confirmed to be infected with Covid 19.

##### **4.4. Undertaking**

- 4.4.1. Before starting clinical training, USTF students shall sign a waiver of any right to take legal action in the event of being diagnosed as having Covid-19 due to such training.

##### **4.5. Safety Precautions**

- 4.5.1. Students shall comply with the latest safety measures.
- 4.5.2. Students who shall be associated in clinical training must undergo the necessary periodic checks according to the health educational facility's guidelines

##### **4.6. Exemptions**

- 4.6.1. If students have valid reasons that clinical training would harm their health, they will need to communicate directly with the university to give them a leave, so that conditions are safe for them to return to such clinical training.

##### **4.7. Monitoring**

- 4.7.1. The clinical tutor shall monitor students' compliance with the procedures.

## **5. Plan for Dealing with Positive Covid-19 Cases Discovered in USTF**

- 5.1. USTF shall develop an alternative plan based on the public health guidelines, and in coordination with the Ministry of Health and Prevention and the local health authorities of Fujairah Emirate.
- 5.2. If a student, a teacher, an employee, or a family member suffers from Covid-19 and has contacted other persons at the university, USTF shall take the following steps as directed by the Ministry of Health and Prevention:
  - 5.2.1. Applying all isolation measures to the infected person until reaching the hospital.
  - 5.2.2. Limiting the people in contact with the infected person inside USTF facility with the help of the Al-Hosn application, and following the instructions issued by the health authorities in Fujairah (according to the contact protocol).
- 5.3. Sterilization of USTF halls and annexes visited by the individual infected with Covid 19.
- 5.4. In the event that a faculty member has been infected, all faculty members and students in contact with the infected faculty member are examined, with guidance to follow the recommendations of the concerned authorities in the country.
- 5.5. In the event that more than one student or a faculty member is infected, the last instructions issued by the health authorities in coordination with the committees and emergency teams, crises and local disasters are followed.
- 5.6. In the event of the appearance of suspected cases or symptoms of Covid-19 in: A student/a teacher/an employee (such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste) during their presence in USTF, and the medical staff approves this infection, the infected person must be isolated, and the parents must be notified immediately for transfer to hospital and the taking of the necessary actions. The infected person will also be prohibited from entering the USTF, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
- 5.7. Only USTF medical staff at may enter the isolation room, after putting on complete personal protective equipment.
- 5.8. The parents shall be contacted immediately by the medical staff at USTF clinic, and the relevant authorities shall be notified immediately via the official channels.
- 5.9. USTF shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
- 5.10. USTF Health and Safety Committee is performing the tracing process to identify those in contact with the suspected case.
- 5.11. Parents of all students in contact must be informed and provided with the latest instructions issued by the health authorities
- 5.12. The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in USTF used by the students in contact.
- 5.13. USTF medical staff should follow all safety guidelines in emergencies of Covid-19 at the university and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room or going to the home or the hospital.
- 5.14. The concerned authority shall provide additional guidance, whenever necessary.



## 6. Main Roles & Responsibilities

Element	Roles & Responsibilities				
	Ministry (or Educational Agency)	USTF	Educational and Administrative Staff	Student	Parents
Environmental and Health and Safety System for Educational Establishments: Physical Distancing, Thermometry and Use of Face Masks	Regulation	Implement	implement and comply with	Comply with	Support
Safety Measures in the Environment of Educational Establishments: Sanitization	Regulation	Implement	Implement	Comply with	Support
Public Health	Regulation	Apply	Comply with	Comply with	Support
Healthy Nutrition in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
Transportation Services in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
Precautionary Measures during Crises	Regulation	Comply with	Comply with	-	-
Student Affairs	Regulation	implement and comply with	implement and comply with	Comply with	Support
Academic Subjects	Regulation	Implement	Implement	Comply with	Support
Extracurricular Activities	Regulation	Apply	Comply with	Comply with	Support
Awareness & Training	Regulation	Comply with	Comply with	Comply with	Support
Role of Parent	Regulation	Support	Support	Comply with	-
Support Services	Regulation	Comply with	-	-	-



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