



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

USTF



Operational Plan During Covid-19 Pandemic: Protocols and Procedures

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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 2021-2022 during the Covid-19 pandemic. This document relied on the MoE Manual “**Operation of Educational Establishments during the Pandemic: Protocols & Procedures**”, Ninth release, November 18, 2021. Consequently, USTF operational plan during covid-19 pandemic 4th release was updated in November 2021 to the 5th release.

The following sections of the MoE Manual were followed in preparing the USTF operational plan during Covid-19 pandemic

1. **Section One:** Levels of risk
2. **Section Two:** General Framework for the Re-opening of Educational Establishments during the Pandemic in the UAE
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

1.1. 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 to large crowds in confined spaces, including canteen areas, assessment areas, entrance and exit points in the educational establishments that cause crowds as a result of additional safety controls, such as temperature checks at the entrances of educational establishments.
- 1.3. The spread of the virus among workers in rooms that are shared for long periods of time.
- 1.4. Teaching, administrative staff, support service employees and students at high risk, such as those with chronic medical conditions, as well as pregnant teachers.
- 1.5. 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.

1.2. USTF activities at different risk levels

USTF planned activities at different risk levels are show in the table below. The table was prepared according to the MoE general determinants of higher education institution activities which are:

- Low-Risk Level: All activities may be conducted on campus, taking into account the institution's capacity, required physical distancing, and the general rules mentioned in this guide.
- Moderate-Risk Level: There will be a combination of on-campus activities and remote activities.
- High-Risk Level: All activities shall be conducted remotely aside from some exceptional cases.

Activities	Low-Risk Level	Moderate-Risk Level	High-Risk Level	Extreme-Risk Level
Lectures			Remotely	
Problem-Solving Classes and Supporting Lessons			Remotely	
Laboratories and Studios		On campus		
Exams - Quiz		A combination of on campus and remote attendance, while maintaining the allowed maximum limit of students and social distancing		
Exams - Assessment Exam		A combination of on campus and remote attendance, while		

		maintaining the allowed maximum limit of students and social distancing		
Exams - Midterm Exam	On campus			
Exams - Final Exam	On campus			
Oral Exams and Postgraduate Debates		Remotely		
Clinical Training (at Campus Clinics or in Hospitals)		On campus/hospital		
Research activities laboratories			Most of them are held remotely, except for some basic laboratories on campus/in hospitals	
Library	Opened (All services are available)			
Hostels	Available			
Gym and activity room	Open			
Retail stores	Open			
The capacity of educational and administrative Staff	75%-100% According to the capacity when maintaining physical distancing	50%	25%	0%
The capacity of Students	75%-100% According to the capacity when maintaining physical distancing	50%	0%	0%

2. General Framework for the operation of USTF 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 shall revert to face to face learning in the university premises at full capacity with continuous safety measures including maintaining a safe physical distance among students in classrooms, laboratories and learning resource rooms.
- 2.1.2. USTF is committed to leaving a reasonable safe distance between the teaching staff and the administrative staff
- 2.1.3. Commitment to check the temperature of students and administrative, teaching staff and support service employees (such as Security guards/Cleaners) before they enter the university and ensuring that it is below 37.5 degrees.
- 2.1.4. In the event that COVID-19 symptoms are detected in the university, 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.
- 2.1.5. Adherence of USTF students and all members of the administrative, teaching staff and support service employees to wearing face masks while in the university.
 - 2.1.6. Leaving a safe reasonable physical distance between the teacher and the student.
 - 2.1.7. Ensuring that students and all members of the administrative, teaching staff and supportive services employees are not in contact with infected individuals at least two weeks before university starts.
 - 2.1.8. Adherence of USTF students and all members of the administrative, teaching staff and supportive services employees not to show up to the university when they feel any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).
 - 2.1.9. USTF Students, teaching and administrative staff and supportive services employees shall be instructed to stick to the use of personal protective equipment during their stay in the university, and not to exchange equipment with classmates, and to avoid shaking hands when greeting.
 - 2.1.10. USTF provides education and awareness boards on the importance of complying with health procedures and precautions such as (a reasonable safe distances, hand washing, and hand hygiene).
 - 2.1.11. Adherence to alerting the USTF Health and Safety Committee in cases of Covid-19 infection or contact with infected individuals, while remaining at home and taking the necessary measures for quarantine by using distance learning as per the study plan approved by the university.
 - 2.1.12. Preparation of the "USTF Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities.
 - 2.1.13. Obliging USTF students and administrative and educational staff to sign the "COVID-19 self-declaration form" which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
 - 2.1.14. Managing the entry and exit process at the university in a way that ensures a reasonable safe distancing and prevents crowding.
 - 2.1.15. Dividing the students into different groups and ensuring that the groups are not mixed together.
 - 2.1.16. Distributing Students of Determination among various groups and ensuring that they are not crowded in one group.
 - 2.1.17. Dividing students into groups at break times in order to avoid crowding and maintaining physical space.
 - 2.1.18. USTF management 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.
 - 2.1.19. USTF shall use gyms and large halls in the university as classrooms, if necessary.
 - 2.1.20. Ensuring that USTF students are allowed to enter and exit labs, clinics, studios and learning resource rooms without crowding, while at the same time ensuring a safe distance between them.
 - 2.1.21. USTF shall define an emergency contact telephone number for parents, students, and educational and administrative staff to report symptoms of virus infection.

Use of Prayer Rooms in USTF

- 2.1.22. When using the prayer rooms, all USTF students and staff must bring their own prayer mats and wear the mask during prayer.
- 2.1.23. After each use, prayer rooms shall be cleaned and sanitized.
- 2.1.24. 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 for the Preparedness for a Safe Return is prepared by the USTF Health and Safety committee to oversee the implementation of all requirements, precautionary measures, and the knowledge recommended by the relevant authorities.
- 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 shall determine 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. Sterilization of educational tools and devices used by students and teachers on a regular basis.
- 2.2.7. Development of 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. Consider raising awareness and education about the preventive measures applied in the student hostel, and hanging 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 and for persons put under quarantine.
- 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 and bed sheets of people in quarantine

2.3. Public Health

- 2.3.1. USTF shall provide 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. Provision of instructions on the need to maintain the specified physical distance and avoid shaking hands with others.
- 2.3.6. Raising awareness of the need not to exchange personal protective equipment, supplies, tools, and meals.
- 2.3.7. Reducing the load of university supplies, such as carrying a small bag for a laptop and a meal, preferably made of leather or plastic, to facilitate sterilization before going to the university and after returning.
- 2.3.8. 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.
- 2.3.9. USTF Health and Safety Committee Task Force must ensure that medical staff at the university clinic have completed training on Covid-19 before re-opening.
- 2.3.10. USTF medical staff in clinics in the university are certified and approved. They also follow all instructions of the concerned authorities and ensure that strict sterilization protocols are implemented in the university clinics in accordance with the guidelines of the relevant authorities.
- 2.3.11. 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.

- 2.3.12. 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.
- 2.3.13. Medical staff should ensure that USTF clinics have rooms designated as follows:
 - 2.3.13.1. An isolation room (separate from the nursing room) with adequate ventilation, and a bathroom for patients with suspected or confirmed Covid-19.
 - 2.3.13.2. A separate room for the treatment of minor illnesses, accidents, and injuries

2.4. Healthy Nutrition in USTF

- 2.4.1. USTF shall adhere to precautionary and preventative measures during students' breaks, such as reasonable safe distancing.
- 2.4.2. Applying precautionary measures in cases of common meals, food and drink buffets in private and shared dining halls.
- 2.4.3. USTF shall increase the number of sale points, facilitate purchases and require food vendors and distributors to follow the health regulations.

2.5. USTF Transportation Services

- 2.5.1. USTF Transportation services will Restored to the full capacity of buses (100%) while wearing face masks 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 Health and Safety Committee shall monitor all activities and ensure that the adopted precautionary health measures are applied.
- 2.5.4. USTF shall follow up on the commitment of bus drivers and supervisors to approved health and safety standards (e.g. wearing face masks, hand sterilization, and safe distancing).
- 2.5.5. Continuous guidance to USTF 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.
- 2.5.6. Determining where USTF students sit on buses after a safe physical space has been allocated.
- 2.5.7. Adherence 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. Emphasizing the student's adherence to preventive measures such as (wearing a face mask and physical distancing).

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. Provision of alternatives to teaching staff who are in contact with infected people, or who are infected or are quarantined.
- 2.6.3. 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. Ensuring that sufficient numbers of teachers, assistants, and companions are available to Students of Determination, to apply physical distances and all health precautions to them.
- 2.6.5. Traveling educational or administrative staff must comply with all the requirements of the relevant authorities, including the requirements for self-isolation and examination, in order to ensure their safety.

2.7. Student Affairs

- 2.7.1. All traveling students must comply with all requirements of the relevant authorities, including requirements for self-isolation or examination.
- 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 a concept 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. Event taking place in USTF are allowed, provided that the precautionary and preventative measures are followed, and Green Pass is applied. Attendees must present a negative PCR result.
- 2.9.2. Allowing parents and visitors to attend students' events and activities at educational establishments while adhering to the preventive measures (Green Pass, a 96-hour PCR test, operating at less than 70% capacity of the site, and wearing face masks).

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 periodically develop awareness-raising programs and video tutorials as needed.

2.11. Parents' Role

- 2.11.1. Guiding the student to commit to the use of personal protective equipment throughout his/her time at/on the university/bus and not to sharing equipment with classmates.
- 2.11.2. Communicating with USTF in cases of infection, suspicion of or contact with infected individuals, while ensuring that the student is kept at home and that the necessary measures are taken, in accordance with the medical instructions recommended by the treating physician.

- 2.11.3. Parents should ensure that they inform the university management if the students suffer from any chronic disease or immune deficiency.
- 2.11.4. Ensuring that USTF students do not come into contact with infected individuals at least two weeks before coming back to university.
- 2.11.5. USTF Parents need to comply with any travel-related requirements set by the competent government authorities.
- 2.11.6. In some rare cases where communication is not possible, the parents may request that a meeting be scheduled. If the university approves the meeting request, these meetings shall take place after all students leave the building. They shall also document the time of the parents entry and must be accompanied by an employee while in all places.

2.12. Support services

- 2.12.1. Adherence 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. Before entering the USTF premises, the temperature of workers in the service-providing companies should be measured. In the event of suspected infection, the necessary preventive measures should be taken, and communication should be made with the authorities concerned.
- 2.12.7. 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.
- 2.12.8. Direct service providers 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.
- 2.12.9. 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. USTF Closing Standards

2.14.1. Gradual Closing

- 2.14.1.1. USTF shall follow the gradual process of closure, starting with the classroom, then expanding the closure to include groups and then the educational facility in coordination with the committees and local emergency, crises and disasters teams in Fujairah emirate.
- 2.14.1.2. Follow the investigation procedures for all Covid 19 positive cases according to the approved protocols.
- 2.14.1.3. All contacts are quarantined according to the period specified by the concerned authorities.

2.14.2. Closing Requirements

- 2.14.2.1. Disinfection of the physical areas where exposure was identified shall be performed by USTF regularly.
- 2.14.2.2. USTF shall reopen following closure upon clearance by health authorities.
- 2.14.2.3. The above criteria may be subject to change based on the latest health authority requirements.

2.15. Vaccination

- 2.15.1. All vaccinated students who received both doses and 14 days have passed since the 2nd dose, must get a PCR test once every month
- 2.15.2. Unvaccinated 12-18 year old students and those with medical exceptions approved by health authorities must get a PCR test every week. Remote education will be available for all, vaccinated or not.
- 2.15.3. Attendance for USTF students is only allowed for students who received both doses of the vaccine and after 14 days have passed since receiving the 2nd dose. Noting that Green pass protocol will be applied to enter the premises.
- 2.15.4. Unvaccinated USTF students will be allowed to physically attend with the obligation to conduct a weekly PCR test.
- 2.15.5. Vaccination is mandatory to access university hostel, and for those who are exempt from COVID-19 vaccine, need to conduct a weekly PCR test.
- 2.15.6. To enter USTF hostel at the beginning of the academic year, a 96-hour PCR test is required.
- 2.15.7. Academic, administrative staff & service providers must receive both doses of the vaccine and can only enter the premises after 14 days have passed from taking the 2nd dose, applying the Green Pass protocol.
- 2.15.8. Academic and administrative staff who are exempt from COVID-19 vaccine need to conduct a weekly PCR test with a validity not exceeding 96 hours.
- 2.15.9. USTF students must have a negative PCR result of no more than 96 hours at the start of the academic year.
- 2.15.10. Parents and guardians are allowed inside USTF premises. The Green Pass protocol will be applied.
- 2.15.11. To access USTF premises either at the beginning of the academic year or after semesters' vacations, a less than 96 hours negative result of a PCR test is required for academic, administrative staff, service providers and students.

2.15.12. The above-mentioned criteria are subject to change based on the latest requirements of health authorities in coordination with the committees and local emergency, crises and disasters teams in Fujairah emirate.

2.16. Incidence Management and Emergency Preparedness

Policies and regulations are in place to track close contact cases and report health problems related to Covid-19 to the relevant health authorities

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

- 2.16.1. Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
- 2.16.2. 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.
- 2.16.3. Inform this 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.
- 2.16.4. Send the specific group of people who came into contact with the infected person to home and oblige them to follow quarantine instructions by the health authorities.
- 2.16.5. Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
- 2.16.6. Inform USTF Health and Safety Committee and the health authorities about cases of infection and the number of people likely to be infected.
- 2.16.7. 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.).
- 2.16.8. USTF should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.
- 2.16.9. The infected person must show evidence that he has completed the quarantine requirements imposed by the health authorities.

3. Precautionary Measures that Shall be Taken by USTF Before Re-opening

3.1. General Framework

- 3.1.1 All USTF (employees/visitors/students) shall undergo a mandatory temperature check before entering the campus and hostel on a daily basis.
- 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 shall be in place.
- 3.1.6. The necessary medical equipment shall be 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. Hand sanitizers shall be placed at the touch points on ATMs, in elevators, and on doors.
- 3.2.1.4. All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- 3.2.1.5. Guiding floor decals shall be placed to ensure a safe physical distancing in classrooms and outside of classrooms.
- 3.2.1.6. The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
- 3.2.1.7. Covid-19 vaccination participants will be subject to the procedures announced by the official authorities
- 3.2.1.8. Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- 3.2.1.9. No cash payment shall be permitted, and electronic payment options shall be encouraged.
- 3.2.1.10. The information regulations shall be published on the website of the university and on all its social media channels.
- 3.2.1.11. Students, academic staff, and employees shall be prohibited from study/work in the university, if they have symptoms of the common cold such as fever, headache, cough....., etc.
- 3.2.1.12. The movement of employees between departments shall be reduced as much as possible.

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 dining halls may be opened for having food and drinks, provided that a safe physical distance is maintained.
- 3.2.2.3. 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.
- 3.2.2.4. An isolation room shall be provided for suspected cases of Covid-19.
- 3.2.2.5. Packaged snacks may be allowed, provided that the health and safety guidelines shall be followed.

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 educational facilities.
- 3.2.3.2. Any person entering the university, including staff, students, and visitors, shall undergo a temperature check.
- 3.2.3.3. USTF campus entrances shall be 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. All employees and students shall wear face masks at all times in classrooms.
- 3.2.4.4. In classrooms, the safe physical distancing shall be maintained between students and the lecturer

3.2.5. Laboratories and Studios

- 3.2.5.1. All instruments used in laboratories shall be sanitized at the end of the laboratory work.
- 3.2.5.2. All employees and students shall wear face masks at all times in the laboratories and studios.

3.2.6. Final Exam Rooms

- 3.2.6.1. A safe physical distancing shall be maintained between seats.
- 3.2.6.2. All seats and chairs shall be sanitized in the exam room.
- 3.2.6.3. Sanitizers shall be provided at the room entrances.
- 3.2.6.4. All employees and students shall wear face masks at all times in the exam rooms.
- 3.2.6.5. USTF campus entrances shall be different from its exits.

3.2.7. Activities and Events

USTF shall organizing 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. Entering libraries may be allowed, and a maximum number of individuals able to be present in a library shall be determined, provided that a two-meter physical distance shall be strictly maintained between individuals.
- 3.2.8.2. Sanitizers shall be provided, and face masks shall be worn. All employees and students shall wear face masks at all times in the library.

3.2.9. The hostel

- 3.2.9.1. Hostel occupancy is according to the approved physical distancing procedures
- 3.2.9.2. Students who do not have other housing in the country shall be eligible for a hostel.
- 3.2.9.3. All services are available in compliance with the general restrictions.

3.2.10. Meetings

- 3.2.10.1 USTF is committed to applying a safe physical distancing.

3.2.11. Gyms and Halls

- 3.2.11.1. USTF shall apply a safe physical distancing.
- 3.2.11.2. All sports equipment shall be sanitized.
- 3.2.11.3. USTF shall comply with general restrictions.

3.2.12. Retail Store

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

3.2.13. Clinical Training (at Campus Clinics or in Hospitals)

- 3.2.13.1. When the concerned students and academic staff are present for certain hours, the following shall be taken into account:
 - A physical distance of 1 meter.
 - A two-meter physical distance shall be maintained.
 - Sanitizers shall be provided.
 - Face masks and gloves shall be worn during training at the university clinics or hospitals.

3.2.14. Circulars and Approvals

- 3.2.14.1. All precautionary measures shall be circulated to employees, students, and visitors.
- 3.2.14.2. An approval shall be obtained from the Ministry of Education to operate the higher education institution and hostels, in accordance with the informative regulations

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 employees, students, and visitors.

3.2.16. Contact Point Responsible for Covid-19 Cases

- 3.2.16.1. An official or office shall be appointed to be responsible for responding to infection concerns and shall be known about and be available for providing advice and assistance to all students, faculty and staff.

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 students shall complete training in handling PPE.

4.2.2. All 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 can be 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 and any additional measures such as (wearing face masks, checking the temperature, maintaining safe physical distancing, and following hand hygiene practices recommended in areas of patient and non-patient care).

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. Develop an alternative plan for educational establishments 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 educational establishment, the Ministry of Education 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. Consider whether the closure of the university is justified and determining the duration of closure based on the level of risk as classified by the Ministry of Health and Prevention.
 - 5.2.3. Identify those in contact with the infected person inside the university with the aid of the Al-Hosn Application, and directing them to quarantine according to the recommendations of the concerned authorities in the UAE in order to ensure the absence of infection through a negative examination result.
- 5.3. Temporary closure, for sterilization, of the rooms and annexes at the university visited by the person infected with Covid-19.
- 5.4. In the event that one of the administrative staff is confirmed as a positive case, all contacts of the administrative staff shall be examined and directed to quarantine in accordance with the recommendations of the concerned authorities in the country, pending a negative examination result.
- 5.5. In the event that a faculty member is confirmed as a positive case, all contacts of the faculty members and students will be examined and directed to quarantine in accordance with the recommendations of the authorities concerned in the country, pending a negative examination result.
- 5.6. In the event that a student is confirmed as a positive case, all contacts of students in classrooms and faculty members will be examined and directed to quarantine in compliance with the recommendations of the concerned authorities in the country, until the disease-free and negative results of the examination are assured.
- 5.7. In case more than one student or faculty member is infected the closure will be gradually ended in coordination with the committees and emergency, crisis and disaster local teams.
- 5.8. 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 the 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.
- 5.9. Only the medical staff at the USTF may enter the isolation room, after putting on complete personal protective equipment.
- 5.10. The parents shall be contacted immediately by the medical staff at the USTF clinic, and the relevant authorities shall be notified immediately via the official channels.

- 5.11. USTF shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
- 5.12. The classroom and all annexes of USTF, which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
- 5.13. Performing the tracing process to identify those in contact with the suspected case. The tracing process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 1.5 m, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
- 5.14. Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
- 5.15. The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in USTF used by the students in contact.
- 5.16. The stay-at-home policy must be applied to students, educational and administrative staff, and employees of the university, who suffer from any symptoms of Covid-19.
- 5.17. The 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.
- 5.18. The concerned authority shall provide additional guidance, whenever necessary.

6. Main Roles and 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
Human Resources	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	-	-	-