AHLIA UNIVERSITY
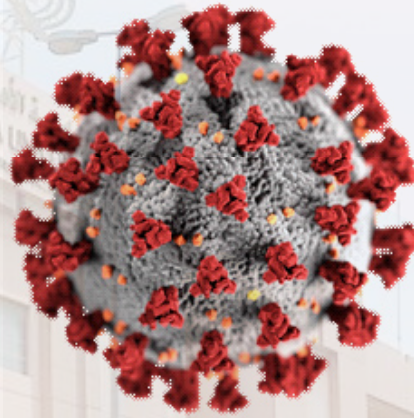
BAHRAIN

GUIDELINES

Covid 19 Precautionary Action Plan

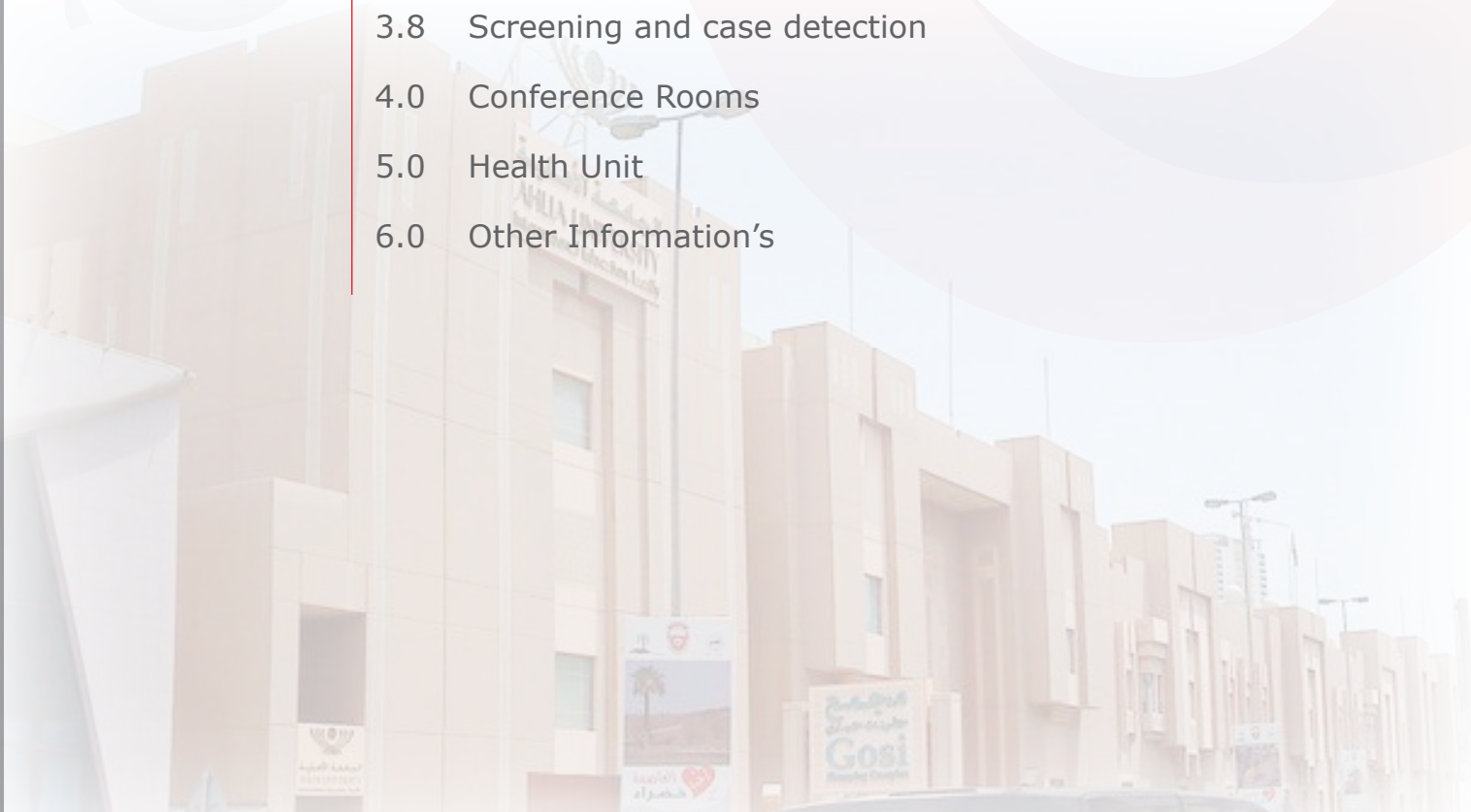*A guide for*
Parents, Students and Staff.

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FRAMEWORK FOR REOPENING THE UNIVERSITY

This Guideline for Reopening the University is meant for students, parents, as well as faculty and administrative members of staff in relation to the situation of the spread Covid-19.

The plan is to be reviewed and updated regularly based on the directives of the Ministry of Education and the Ministry of Health.

Ahlia University will also continue to closely observe the situation of Covid-19 locally and internationally and will adjust the plan accordingly.

1.General Information

The Ahlia university Administrative Team held several meetings during the previous months exploring the method of reopening the University to students whilst maintaining social distancing and safety procedures to help prevent the spread of Covid-19.

These guidelines have been developed to support in providing a safe and Healthy learning environment for students returning to the University.

2.0 Physical Infrastructure

◈ Be disinfected before the return of staff and students.

◈ Assess and reorganize their space as appropriate, to ensure a required distance between individuals as recommended.

◈ Utilize premises, such as learning resources centers, labs and auditoriums, as teaching venues to ensure minimum distancing measures are met.

◈ Display posters containing Covid-19 precautionary advice at visible locations throughout the facility.

◈ Allocate a temporary isolation place for suspected infections amongst administrative and teaching staff or students.

◈ Shut unused facilities, class rooms such as prayer venues etc.

◈ Covid-19 safety and precautions are sent to everyone as messages / email regularly.

◈ Promotes the staff and Students to register for Covid 19 Vaccination. (www.healthalert.gov.bh or Be Aware application etc.)

◈ Promotes the students and staff to follow Instructions from the Ministry of Health.

3. The University Health Guidelines for Students and Staffs.

3.1 Entry Procedures

Screening areas have been designated to ensure all students,staff and visitors are screened and checked before entering the university premises. This area is supervised at all times by a University Nurse and support staff.

• Please use the Gate No.1 & Gate No.2 for in and Out of the university.

• All students must have their temperature taken at our checkpoint once inside the gate. Any student, staff, visitor with a temperature over 37.5 will not have entry to the university campus.

3.2 Face Masks and/or Shields

• All students and members of the administration, Faculty and Staff are requested to wear face masks and/or shields upon entering the University.

• The mask and or shield must always be worn indoors.

• Students are to bring their own face masks and or shields to University. Spare face masks will be given from the University in case a student loses his/hers between classes.
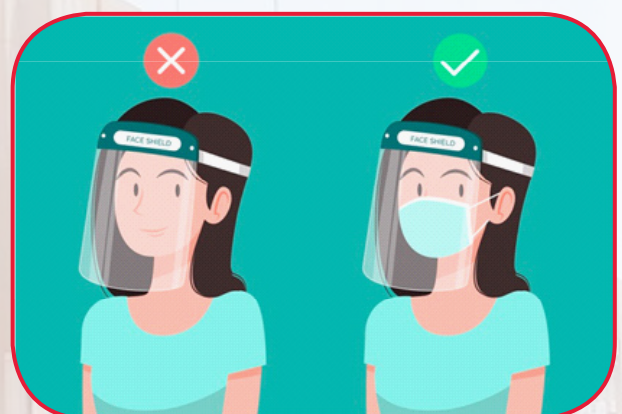
3.3 Seating Inside the Classrooms

- Students will sit on individual desks that are required distance between individuals as recommended.
- The seating arrangements will be marked clearly by visual cues such as stickers & students are not allowed to make any adjustments to this arrangement.

- please use the correct seating on the class rooms/labs in order to maintain social distance
- Display posters containing social distancing at visible locations throughout the facility.

- Allocate a specific seat and table for each student. Switching seating places or exchanging chairs is not allowed.
- Maintain Physical/Social distancing in all common areas, by keeping required distance between individuals as recommended and avoiding queuing.
- Selected Diagrams for Reconfiguring Spaces

- Do not gather/crowd in and around the classrooms/labs/ studios at any time.

3.4 Stationary / Food or Drinks

Students must bring their own stationery and notebooks EVERY DAY. Students are not allowed to borrow or share materials from their classmates.

- Do not to share the objects/equipment like pens, mouse, keyboard, tools and drawing tools etc.
- ❖ Ensure that students not share their food or drinks

3.5 Disinfection of Premises

- All classrooms, offices, corridors, water circulations and halls will be disinfected after class hours.
- Door handles and regularly used countertops will be cleaned regularly during the day.
- Each classroom /labs will be equipped with a bottle of hand sanitizer, as well as paper tissue, so that the students can clean the table when they move to a newclassroom.
- Please do not throw anything like tissue or papers on the floor. Please use the trash basket outside the Classrooms/Labs.

- Students are encouraged to wash their hands regularly during break time and before eating. Hand Washing breaks will be scheduled throughout the day.
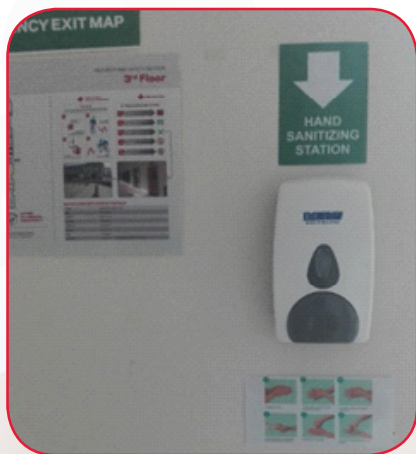
Toilets

- Ensured bathrooms are not overcrowded by limiting the number of students using them at the same time.
- Toilets must be regularly clean and disinfected.

3.6 Hygiene and Sanitization

- Provided sanitization materials and tools in all Classes, Labs, Corridors, Bathrooms and all other facilities.
- Regularly checked and refill the sanitization & hand washing materials.

- Monitoring the compliance of cleaning companies with procedures, including the provision of sufficient numbers of workers to clean and disinfect toilets regularly after each use and disinfect classrooms and facilities daily, once everyone has left.
- Provided foot-operated lid-fitted waste bins in classrooms and facility.

- Encourage strict hand washing routines and allow students adequate breaks to do that.

- Conduct a complete disinfect of all areas and surfaces, especially those frequently used, such as Door handles, Elevator buttons and appliances. Complete disinfect should also be carried out at the end of each day.

3.7   Emergency Plan

•   The nurse or health and safety employee is assigned to deal with emergency cases, ensure the follow-up, monitor the implementation of precautionary health and safety measures, and carry out the necessary training to enhance the awareness of students and teaching staff, in addition to monitoring the designated isolation room.

•   In case of emergency, such as a suspected infected student or a member of the administrative or teaching staff, the Nurse must implement the approved guidelines for dealing with such cases:

1.   Isolate the suspected case immediately
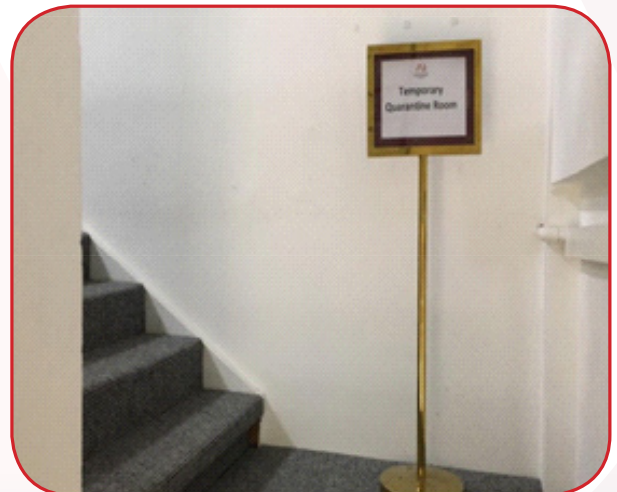
2.   Inform the administration

3.   Inform the guardian and to take necessary measures, if the suspected case is a student or call 444

•   Anyone infected with (COVID-19) should not be allowed to return to University before obtaining a clearance certificate from competent health authorities as evidence that they are free of the disease. In case the patient tests negative after the first examination, then they must observe quarantine according to the period prescribed by the Ministry of Health.

•   In case the lab test is positive, all the university personnel who have had contact with the infected patient have to be traced to undergo medical screening.

• Sterilization procedures must be followed, in compliance with the approved guidelines, including all facilities used by the infected patient and the isolation room where he had waited to be transferred.

• In case that a student, visitor, or member of the administrative or teaching staff is confirmed to be infected with (COVID-19) according to the result issued by accredited health authority, then the infected patient must not be allowed to return to the educational institution unless he has completed the mandatory isolation or quarantine period.

• **Be aware application** must be download: Each student/staff must fully adhere to tracing procedures and supply the relevant health authorities with data and records pertaining to cases of potential contact with confirmed infected cases.

3.8 Screening and Case Detection

• In case a student, a visitor, or a member of the administrative or teaching staff is suspected of having (COVID-19) symptoms, the University Nurse should notify the administration quickly to take action and contact the hotline 444.
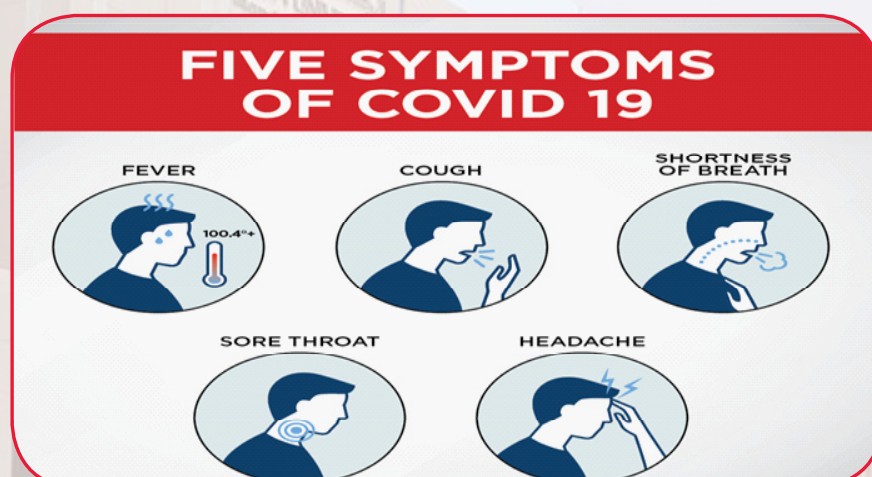
- Class teachers shall refer any student showing (COVID-19) symptoms (such as Cough, Body aches, Fatigue, Shortness of Breath, Runny nose, Sore throat, Diarrhea, Deadache, or loss of Sense of smell or Taste) immediately to the nurse to undergo the necessary checks in accordance with the approved protocols.
- Symptomatic students, teachers and other staff should be required to abide by the mandatory stay-at-home policy when feeling sick.

4.0 Conference Rooms

Physical Preparations:

- Remove chairs and desks to ensure proper physical distancing in conference and waiting rooms. Identify allowable occupancy in order to control workflow and/or establish maximum attendance.
- Consider utilizing any unused conference rooms as additional, individual workspaces to be used by staff to help meet physical distancing requirements in the office.

Operational Preparations:

- All meetings should continue to be held remotely to the greatest extent possible. If a meeting must occur in person, it should be conducted in a quick manner and limited to 10 people or less.
- If feasible, consider requiring users to provide a reason that a meeting cannot be held remotely before booking a room.

Cleaning Protocol.

- Conference rooms that are used should be disinfected on a daily basis at minimum.
- Disinfectant wipes or spray should be left in each conference room and employees should be encouraged to wipe down all surfaces and equipment (e.g., Mouse, Keyboard, Phone) touched during conference room meetings.

5.0 Health Unit

Allocated a Health unit and provision of a nurse tasked to promote health and safety, raise (COVID-19) awareness, highlight infection risks and preventative measures and take necessary actions for suspected cases.

- If you experience any discomfort, please inform the instructor and you will be provided with emergency medical care at AU Health Unit.

- If you experience any stress/ anxiety related to the COVID 19 pandemic, please contact the counselling services on phone and through online for guidance and support.

- Covid-19 Safety awareness routinely given to the staff via email, messages etc.

- For all emergency needs and enquires please contact
  health unit **17298956**.

6.0 Other Information's:

- The covid-19 rapid test requirements may change accordingly as per the Ministry of Health recommendations.

- If any student /staff is found to be positive on the rapid Covid-19 test. He/She should contact immediately covid-19 hotline 444 & will act accordingly as per the Ministry of health recommendations.

- Covid -19 Quarantine procedures and travel procedures will be updated accordingly to all via emails and follow the Ministry of health recommendations as it can change any time.

- Since covid-19 is an international and local health crises the University will follow recommendations and instructions issued by the Ministry of Health related to Covid-19.