معهد التكنولوجيا التطبيقية
INSTITUTE OF APPLIED TECHNOLOGY
Emiratization of Technological Careers

RETURN TO CAMPUS PLAN

ACADEMIC YEAR 2021-2022

بوليتكنك أبوظبي
POLYTECHNIC

ABU DHABI POLYTECHNIC (ADPOLY)

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REVISION HISTORY				
Rev. #	**Date & Reason for Revision**	**Revised by**	**Approved by**	**Approval Date**

معهد التكنولوجيا التطبيقية
INSTITUTE OF APPLIED TECHNOLOGY

INSTITUTE OF APPLIED TECHNOLOGY (IAT)

DIRECTORATE **MESSAGE**

PROF. REYADH ALMEHAIDEB
Assigned Board of Trustees Member

As the government entities and the educational institutions are taking steps to return back to normal, we at the Institute of Applied Technology are planning a phased, gradual approach to returning our students back to the campuses. Throughout this process, the safety of our students, faculty, and staff and their family members remains our top priority.

The first phase will be during this upcoming first semester starting 30 August, and calls for a one-third return of our students at any one time to on-campus instruction while two thirds continue online, prioritizing the laboratory and hands-on classes and sections, and within strict safety and hygiene protocols along with social distancing. The Facilities and Student Services teams will be conducting informational sessions at each campus for both employees and students so all are aware of protocols and precautions.

Other steps will follow based on success of first phase and informed by data and government directives, which our management and business continuity teams are following closely.

We look forward to support to make the return journey a success. As one IAT family and by working together, we will emerge from this period a stronger educational institution.

1. EXECUTIVE SUMMARY

Abu Dhabi Polytechnic (ADPoly) and Fatima College of Health Sciences (FCHS)

Abu Dhabi Polytechnic (ADPoly) is agovernment funded higher education institutions (HEIs) licensed by Ministry of Education (MoE), UAE. ADPoly has developed a "Return to Campus" plan in collaboration with the Institute of Applied Technology (IAT) managing directorate in order to oversee a planned and safe return to campus in the context of the novel coronavirus (COVID-19) global pandemic.

The formulated plan contained herein gives a risk-based approach to a full return to campus, developed by the MoE, and under the UAE's government regulations and directives. The "Return to Campus" plan outlines a partial reopening of the campus by resuming on-campus activities, such as but not limited to practical / theoretical classes, on-campus-training, graduation projects and research. The plan will introduce a 100% return of staff, and students on campus at the start of the academic year and will adjust based on the MoE's risk-based approach.

Considering that the risk to public health from COVID-19 remains, the success of the plan is dependent on everyone understanding and following the safety protocols and procedures for working on campus. A COVID-19 safety orientation and health screening are compulsory for all students and staff prior to returning to campus. .

This plan conforms with and enforces any government or regulatory authority's guidelines on testing, social distancing, personal protective equipment and contact tracing. The plan applies to and details the roles & responsibilities of the IAT community to achieve the objectives for a safe return to all campuses. Any regulations and requirements issued by the UAE government will override this plan.

Due to the dynamic environment of a Covid pandemic, the plan is intended to be flexible with the HEIs Directors having the authority to pause, review/amend or suspend the plan based on regulatory and government future directives. This plan is contextualized to the Covid-19 pandemic crisis and therefore limited in this scope.

ADPoly looks forward to a safe and planned approach to a return of students and staff to all its campuses

DR. ALI AL NAQBI
ADPoly Director

2. PURPOSE

The purpose of this plan is to introduce the directions, guidelines, protocols and precautions that will be undertaken by all IAT educational facilities in order to achieve a safe and healthy learning environment. The plan is based on the general framework in the UAE to reopen educational facilities in the country during the current COVID-19 global pandemic.

This document may be subject to change or amended at any time without notice as directed by the competent authorities concerned in the UAE or the Emirate, and according to on-going developments. The definitions within this document are defined in Appendix 8.

3. SCOPE

The plan covers the reopening plan for all IAT HEI campuses for academic year 2020 – 2021. The plan outlines the safety measures and guidelines to be implemented in response to the COVID-19 pandemic and in accordance with UAE's federal and emirate regulations. The document outlines the measures to continue activities on campus and to elicit the HEIs responses under different conditions of COVID-19 severity as defined by the MoE and UAE government.

The scope of this plan is the safe and structured return of students and staff to campus in the context of the Covid global pandemic. This plan applies to all the IAT community and to all its campuses.

4. PLANNED RETURN

ADPoly and FCHS will have a 100% return of staff, and a 30% return of students on campus at the start of the academic year and will be adjusted based on the MoE's risk-based approach to the severity of COVID-19 in the UAE.

The plan provides details for opening the campus under these limits, considering the HEIs strategic directions, academic programs, absorptive capacity, number of students and employees, and other factors. The implementation of the plan is based on approval from the Ministry of Education - Higher Education Affairs. The MoE defines the severity levels into low, medium and high depending on the the UAE's assessment of the COVID-19 infection rates in the country:

Low Severity Level: All activities can be carried out on the campus, considering the institution's carrying capacity, required spacing, and the general rules mentioned in this guide.
Medium Severity Level: There is a mixture between conducting activities on campus and conducting activities remotely.
High Severity Level: All activities are carried out remotely except for some exceptional cases.

As mentioned above, the below table shows the general determinants for activities to be approved by the HEI's Director, based on COVID-19 infections in the country:

Campus Activities During the Pandemic			
Campus Activity	**Pandemic Severity Level**		
	Low Severity	**Medium Severity**	**High Severity**
Lectures	On-Campus	Remotely - Online	Remotely - Online
Problem-solving classes and supporting lessons	On-Campus	On-Campus	Remotely - Online
Labs and Workshops	On-Campus	On-Campus	Remotely – Some basic labs are excluded
Quizzes	On-Campus	Remotely - Online	Remotely - Online
Exams – Quarterly or Midterm	On-Campus	Remotely - Online	Remotely - Online
Exams - Final	On-Campus	On-Campus	Remotely – Some exams are excluded
Exams – Oral	On-Campus	Remotely – Online	Remotely - Online
Laboratory Research Activities	On-Campus	On-Campus	Remotely – Some basic labs are excluded
Library	Open – All services are available	Operating hours are limited + Remote access	Remote Access - Online
Gym and Auditorium	Available	Limited hours of operation	Closed
Campus Retail Shops	Open	Limited hours of operation	Closed
The capacity of educational and administrative staff on campus	100% maintaining physical spacing distances	50%	25%
The Capacity of Students on Campus	100% of the building capacity maintaining physical spacing distance	50%	0%

The planned return to campus will be subject to regulatory and government instructions, which may extend/shorten the plan over the academic year. Progression of the plan will be reviewed monthly at the HEI's Director's Executive Committee meetings. Updates / amendments to the plan will be made accordingly and communicated to all members of the HEI community.

Heads of Departments/Programs and Senior Managers will submit on a weekly/monthly basis the students and staff expected to be on campus. This will be submitted the week/ month prior of student and staff attending campus. The student and staff attendance data (Appendix 1), planned courses (Appendix 2) and weekly timetable (Appendix 3) shall be completed and submitted to the institution's Director's Office prior to the start of each academic semester/term.

5. ROLES AND RESPONSIBILITIES

The Director, Campus Head(s), Head of Departments/Programs and Senior Managers will oversee the implementation of the plan. IAT Support Services will support the HEIs in implementing the plan and provide all the necessary directions and assistance.

The Plan's Management Team will regularly review and update the document while the COVID-19 disease outbreak is a threat to the UAE.
It is the responsibility of the entire IAT community to abide by the plan, and to ensure individual compliance of all the UAE competent authorities.

The roles and responsibilities include but are not limited to the below:

Designation	**Roles & Responsibilities**
Director	Directs and communicates the plan to the college
Heads of Departments/ Programs	Directs and communicates the plan to staff and students
Senior Managers	Directs and communicates the plan to staff and students
Institutional Effectiveness Dept.	Monitors the plan and reports to the Director
IAT Support Services	Communicate new regulation(s) and support HEIs. Secure and facilitate resources for plan implementation
Students and Staff	Abide by the plan and any government regulations
Health & Safety	Coordinate health procedures, protocols and monitoring
Facilities	Coordinate / facilitate the logistics. Campus monitoring / reporting and disinfection
HEI committees	Establish policies and procedures for working on-site, approve safety and control measures, communicate requirements to management and review compliance
Security	Control access and report breaches
Third parties and visitors	Abide by the plan and associated government regulations when on campus

6. RETURN TO CAMPUS IMPLEMENTATION

Students and staff must abide by the regulations and guidelines to be permitted to return to campus. Students/Staff must sign the personal responsibility declaration form (Appendix 4) and submit an electronic copy to Student Services/Human Resources after receiving the mandatory safety awareness session. Any student and/or staff found in breach of any of the relevant regulations and guidelines may be subject to disciplinary action.

a. Regulations

All students and staff must abide by the rules, laws and regulations of the competent UAE authorities (Section 10). All students and staff must register on the Al Hosn contact tracing application and have a "GREEN" status to enter the campus.

b. Guidelines

The following guidelines shall be implemented during the plan:

I. All students/staff are required to attend an awareness seminar before returning to campus

II. All students/staff must register on the Al Hosn contact tracing application and display a "Green" status upon entering the campus

III. All students/staff entering the campus must maintain COVID testing from the relevant authorities based on the MOE instructions.

IV. All campuses must monitor temperature screenings of everyone entering the campus

V. Anyone with underlining health conditions will require permission to enter the campus from the Director's Office

VI. Visitors are permitted to enter the campus,provided the have green pass.

VII. Everyone is required to follow physical distancing guidelines (minimum of 1 meter) and follow the personal protective equipment (PPE) guidelines as recommended by the relevant health authorities

VIII. Everyone is required wear face masks and face shields in communal areas or as directed

IX. All campuses must develop a planned daily intake in accordance with MOE guidelines

X. All campuses must have 100% capacity in classrooms in accordance with MOE guidelines

XI. Disinfect/Sterilize building, classrooms, laboratories and other facilities daily and after each use, in line with recommendations of the relevant authorities and the National Emergency Crisis and Disaster Management Authority (NCEMA)

XII. Ensure that support (not inclusive of cleaning staff) & maintenance service have green pass

XIII. Transport bus capacity is 100%; maintaining social distancing on buses; taking all passengers' temperatures on boarding

XIV. Do not allow gatherings and suspend group activities such as trips, celebrations, sports events, etc.

XV. Conduct all meetings online

XVI. Do not permit ordering and delivery of food to campus

XVII. Appoint trained health and safety official(s) to ensure that people and processes in the campus comply with health and safety protocols

c. Resumption of on campus classes

All theory, laboratory and simulation classes shall always be conducted with PPE measures in place (i.e. gloves, face masks and shields).

Classes shall not exceed a capacity of 30% and will maintain the minimum social distance of

1.5 meters in classrooms and 2 meters outside of classrooms, regardless of room size.

Laboratories and simulation classes will be prioritized over theory classes on campus.

d. Resumption of on campuses services

All faculty & students will be able to access labs, offices, library and other facilities for research purposes if they receive approval from the Director and/or Head of Department/ Program, and if access to facilities on campus is necessary for research.

The library is available to students with PPE measures in place (i.e. gloves, face masks and shields). The library shall not exceed 30% capacity and will maintain the minimum social distance of 2 meters.

Student advising and counselling is to be conducted online through approved institutional communication platforms.

The nurse is available for emergency cases only.

All canteen, leisure and recreational services are suspended until further notice.
All vending machines and ATMs on campus will be closed until further notice.

7. SAFETY MEASURES

On-Campus Activities – Standard Safety Measures
While attending classes on campus, staff and students must follow all safety guidelines and additional safety measures specific to the on-campus activity.

On-Campus Instruction – Instructor Responsibilities
While instructing students on campus, staff must inform students of all safety guidelines and additional safety measures related to their activities and enforce their practice

Research & Projects – Researcher Responsibilities
While conducting research on campus, researchers must follow all safety guidelines and additional safety measures as related to their research activities.

Appendix 5 provides a list of safety measures for instruction and research activities.

8. PREVENTION MEASURES

Prevention is the key to keeping the IAT community safe. Following standard precautions for infection control will help prevent the transmission of the virus. As appropriate, everyone must comply with good hygiene and infection control practices.

a. Standard Preventive Measures

IAT will require everyone to follow standard preventive measures recommended to protect against flu viruses:

- Stay home if you are sick. Inform your supervisor or student services when you do not feel well, especially if you have a fever, cough and/or difficulty in breathing
- Avoid shaking hands. Instead, use different ways to greet each other
- Regularly and thoroughly wash hands with soap and water. If soap and running water are not immediately available, sanitize hands with an alcohol-based hand rub containing at least 60%alcohol
- Maintain at least a 1 meters distance between yourself and anyone in common areas
- Follow good respiratory hygiene and etiquette. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Properly dispose of used tissue immediately in trash receptacles;
- Avoid touching eyes, nose and mouth. Your hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and cause an infection or severe illness
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Clean and disinfect frequently touched objects and surfaces
- Avoid using other peoples' phones, desks, offices, or other work tools and equipment, whenever possible

IAT will implement administrative and engineering controls:

- Thermal Imaging Cameras installed at main entrances and have separate exit points
- Deep cleaning and sanitization of all facilities
- Installation of hand sanitizers in high traffic areas
- Safety signs with information about COVID-19 posted throughout the campus
- Safety training on personal and preventive measures against COVID-19

b. Campus Preventive Measures

All staff and students are required to get tested for the COVID-19 and register their results on the Al Hosn UAE App before coming back to the campus. Any student/staff with any symptoms of COVID-19 (fever, dry cough, sore throat, shortness of breath, head cold e.g. runny nose or sneezing, loss of sense of smell) will be required to stay at home and inform her/his supervisor about this situation. When someone in the student's/staff's household is self-isolating, then they will be required to stay at home until the quarantine period is over.

c. Personal Safety Measures

Students/Staff are required to follow current guidelines issued by the UAE government for personal hygiene. This includes hand washing and sanitizing, and respiratory hygiene.

According to WHO guidance, an effective alcohol-based hand rub product should contains between 60% and 80% of alcohol and its efficacy should be proven according to the European Norm 1500 or the standards of the ASTM International (formerly, the American Society for Testing and Materials)

Appendix 6 provides a list of personal and preventive safety measures.

9. PEOPLE OF DETERMINATION

The HEIs must identify Staff and Students who are People of Determination, and provide support or accommodations to continue activities remotely.

Student Services or HR are required to inventory what the student or staff need at a minimum to be able to work remotely from home or at an alternative work location.

Students and staff caring for people of determination must be identified. A criteria set by Student Services and HR must be set to provide support or accommodations to continue activities remotely.

10. INCIDENT REPORTING AND MANAGEMENT

Any student or staff displaying COVID-like symptoms is not to attend campus. Students must inform their, lecturer, Student Services Dept. and Head of Department/Program. Staff must inform their line manager, Director's Office and the Human Resources Department.

Any incidents must be reported to Facilities/Health & Safety and the Director's Office.

In case of an infectious disease outbreak emergency, the Emergency Management Plan (EMP) is 'activated'. It is therefore essential that everyone is familiar with the content and know what to do and where to go.

Appendix 7 provides steps taken in response to suspected and positive COVID-19 cases.

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- International Health Regulations (third edition), 2005

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- Glossary of Terms

https://www.who.int/csr/resources/publications/WHO_CDS_EPR_GIP_2007_2c.pdf

APPENDIX 1 – MONITORING CAMPUS ATTENDANCE

Heads of Departments/Programs and Senior Managers will submit on a weekly/monthly basis the students and staff expected to be on campus. This will be submitted the week/month prior of student and staff attending campus or at the start of the academic semester. The student and staff attendance data in shall be submitted in the below format:

Students	Sunday	Monday	Tuesday	Wednesday	Thursday
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					

Staff	Sunday	Monday	Tuesday	Wednesday	Thursday
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Student Services					

APPENDIX 2 – PLANNED COURSES

Heads of Departments/Programs and the Registration Office shall submit the planned courses for the semester to the Director's Office, prior to the commencement of each academic semester/ summer term. The data shall be submitted in the below format:

SECTIONS					
Department	Lectures	Labs	Clinical	Graduation Projects	Tutorials
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Total					

Moreover, on a weekly basis and prior to the commencement of the working week, Heads of Departments/Programs or their delegates will notify Facilities of requested disinfection/sterilization of classrooms, laboratories and other facilities after each use by students for the week.

APPENDIX 3 – PLANNED WEEKLY TIMETABLE

In order to control the number of students at any one time, Heads of Departments/Programs and the Registration Office shall submit the planned class timetables for the semester to the Director's Office, prior to the commencement of each academic semester/summer term. The data shall be submitted in the below format:

DAY OF THE WEEK					
Program	Sunday	Monday	Tuesday	Wednesday	Thursday
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					
Dept. XXX					

Moreover, on a weekly basis and prior to the commencement of the working week, Heads of Departments/Programs or their delegates will notify Facilities of requested disinfection/sterilization of classrooms, laboratories and other facilities after each use by students for the week.

APPENDIX 4 – DECLARATION FORM

Under OSHAD-SF-Element 1 – Roles, Responsibilities and Self-Regulation, Section 3.1, IAT has a duty to ensure that everyone is aware of their responsibilities and duties for providing a safe working environment. The Return to Campus Plan outlines the roles and responsibilities of the HEI's community in response to COVID-19. Staff and Students are required to sign off on this plan to acknowledge that they have read and understood its contents.

If you have questions regarding the information contained in this document, please seek clarification from your supervisor, line manager or the EHS Office.

Once you have read and understood the Return to Campus Plan please complete the information below and submit a signed electronic copy of this form to Student Services or HR.

I hereby acknowledge that I have read and understand the contents of the Return to Campus Plan. I understand that I must have a thorough knowledge of and abide by these instructions and practices. I further acknowledge that the instructions and practices contained in this plan are conditions of my access to campus.

Name (please print)
ID Number
Program
Signature
Date

APPENDIX 5 – SAFETY MEASURES

ITeaching Labs – Standard Safety Measures

- Always wear face masks and gloves
- Do not bring or store food or beverages in labs
- Follow disinfection and social distancing guidelines
- Reduce the number of people touching the same surface

  Assign students to lab stations, equipment and furniture

  Do not move furniture or rearrange seating

Teaching Labs – Instructor Responsibilities

- Post lab-specific protective protocols and guidelines in labs
- Ensure that students are wearing protective gear specified for the lab area and purpose
- Only permit students registered in the class to enter the lab while class is in session and always maintain distance of 1 meter
- Follow scheduled teaching times in order to permit students to properly dispose of PPE
- Allow time to disinfect/clean shared workspaces, resources and equipment after each use
- Avoid students from gathering in hallways

Research & Projects – Researcher Responsibilities

- Maintain 1.0 meter distance at all times
- Do not permit guests to enter the lab
- Ensure proper disinfection of laboratory equipment and surfaces at required intervals
- Ensure that laboratory team members regularly disinfect hands/gloves and properly dispose of PPE
- Additional protective protocols and guidelines will be posted in each lab, and specific to the type of research being conducted
- Full protective gear including face shields and coveralls should be worn

APPENDIX 6 – PREVENTION MEASURES

Appendix 6 provides a list of personal safety measures enforced at IAT campuses:

Washing Hands
Wash hands often for at least 20 seconds and at key moments throughout the day. Avoid touching your face especially your mouth, nose, and eyes. Avoid contact with people who are sick. Wash hands before and after removing masks.

Sanitizing Hands
Sanitize hands often and at key moments throughout the day. Use hand sanitizer after using shared resources or spaces. Avoid touching your face especially your mouth, nose, and eyes.

Personal Protective Equipment (PPE)
Personal protective equipment can include surgical facemasks and respirators, disposable gloves, eye splash protection or disposable overalls. Non-medical masks are not considered personal protective equipment but can help prevent the spread of COVID-19.

Face Coverings
Face coverings are required in all shared spaces.

- Indoors when other people are present
- Hallways, stairways, restrooms and elevators
- Outdoors when it is not possible to maintain a 2 meters distance from others
- Face coverings are not a replacement for physical distancing (2 meters)
- Follow safety instructions on how to use and wear face coverings
- Cloth face coverings do not replace viral/germ specific PPE
- Wear the appropriate face covering such as medical/procedure masks, face shields, respirators
- Disinfect face shields daily after use

Properly Removing masks

- Wash hands before for 20 seconds minimum and after removing masks
- Fit mask to face without leaving gaps
- Properly clean reusable masks after each use
- Follow instructions for safe use of face covering
- Masks must be worn properly for them to be effective

General Cleaning and Disinfecting

- Personal workspaces including reusable PPE
- Frequently touched objects
- Shared equipment between each use
- Use approved cleaning products for COVID-19

APPENDIX 7 – EMERGENCY RESPONSE MEASURES

Appendix 7 provides steps to take in response to suspected or positive COVID-19 cases.

Response to Suspected COVID-19 Cases
Employee Returns from Leave Abroad
Any employee returning from leave abroad, irrespective of duration of travel and/or exhibiting signs and symptoms of the virus (i.e. fever, cough, or difficulty breathing), the manager shall:

1. Inform employee, prior to reporting for duty that he / she will be kept away from the workplace for a duration of 14 calendar days (self-quarantine)
2. Liaise and arrange with their HR department for an appointment for the employee to undergo the coronavirus test
3. Inform the employee to report to the medical facility for the coronavirus test;
4. After the coronavirus test, employee to stay at their accommodation until informed about the test results (maximum 2 days):

- When test results are negative for COVID-19, the employee must return to work
- When test results are positive for COVID-19, follow the procedure under chapter 'When an Employee Is Diagnosed Positive for COVID-19'.

Note: Employees who can work from home will be required to do so during these 14 calendar days of self-quarantine.

Employee Reports Not Feeling Well or Is Suspected For COVID-19 Disease

Actions to be taken by the employee
When not feeling well and/or exhibiting signs and symptoms of the virus (i.e. fever, cough, or difficulty breathing), the employee shall:

1. Do not come to campus and immediately inform their manager (HoD/HoP) and HR to report that they are sick;
2. Consult a physician as soon as possible for a physical exam and diagnoses;
3. Obtain a sick leave certificate from the physician and provide their manager with a copy of the sick leave certificate;

4. Stay at their accommodation / home for the duration of the sick leave granted;
5. Report for work once recovered or the first day following the last day of sick leave granted as per sick leave certificate from physician and in accordance with HR policies.

Actions to be taken by the manager

For any employee exhibiting signs and symptoms of the virus (i.e. fever, cough, or difficulty breathing), or exposed to someone with the virus, the manager shall:

1. Advise any employee who has fever or flu-like symptoms or has been exposed to someone with the virus to not to come to campus and consult a physician as soon as possible;
2. Based on the physician's exam, an employee will receive either a sick leave certificate or further tests for COVID-19 if the physician suspects an infection.
   a. If sick leave is granted, the employee is required to stay at their accommodation, until fully recovered;
   b. If further tests are required, the employee must stay at a hospital or medical facility for the duration of the tests;
   if test results are positive for COVID-19 disease, follow the procedure in the EMP under 'When an Employee Is Diagnosed Positive for COVID-19'.

Response to Positive COVID-19 Cases

Actions to be taken by health care provider

Only appointed health care providers with accreditation from the Ministry of Health and Prevention (MOHAP) can carry out laboratory testing for COVID-19.

After laboratory testing for COVID-19, the health care provider shall:

1. Immediately report any confirmed COVID-19 disease case to:

Abu Dhabi

a. Abu Dhabi Public Health Centre (ADPHC) through infectious diseases electronic notification (https://bpmweb.haad.ae/usermanagement); and

b. Coordinate with ADPHC Communicable Diseases Department to send laboratory samples (respiratory sample and blood) to Sheikh Khalifa Medical City (SKMC) for further analysis.

Dubai

a. Dubai Health Authority (DHA) Preventive Medicine Section via direct phone call

- +971 56 225 3800 or +971 56 225 6769 or

- Complete a patient under investigation (PUI) form.

Actions to be taken by the manager and/or HoD/HoP

After learning that an employee of the HEI is diagnosed positive for COVID-19 disease, the manager shall:

1. Inform Senior Administration and HR on the confirmed COVID-19 disease case, providing employee name, staff number and contact details;
2. Immediately remove the employee from the workplace to avoid any further contact with others;
3. Place the employee under quarantine at a medical facility until fully recovered.
4. Vacate and cordon-off accommodation, if provided by company, and immediate section of the workplace of the employee diagnosed positive for COVID-19 disease;
5. Have the workplace and accommodation exposed to confirmed COVID-19 disease case cleaned and disinfected;
6. Inform direct colleagues of employee diagnosed positive for COVID-19 disease of potential signs and symptoms and arrange for a coronavirus test;
7. Request employee to provide details of direct colleagues and other persons he/she engaged with over the previous 2 weeks (contact tracing);
8. Initiate contact tracing and COVID-19 testing based on information provided by the employee:
   - First line contacts. Individuals with close and lengthy contact with the employee tested positive for COVID-19 disease. Typically, persons who share the same accommodation (apartment);
   - Second line contacts. Direct work colleagues of the employee tested positive for COVID-19 disease;

Note: Extended contact tracing will take place if transmission under first line and second line contacts are positive.

   - Third line contacts. Individuals with incidental or sporadic contact with the employee tested positive for COVID-19 disease or individuals sharing the same accommodation (apartment) with a direct work colleague of the employee tested positive for COVID-19 disease.
9. Keep in regular contact with the employee(s).

Actions to be taken by HR manager

Upon receiving notification by either the manager, the health care provider or Ministry of Health

that an employee of the HEI is diagnosed positive for COVID-19 disease, the HR manager shall:

1. Initiate pre-approved communication to inform all employees on the new and actual situation;
2. Inform family members (emergency contact details) of employee diagnosed positive for COVID-19 disease and provide them with name, address, and contact information of medical facility;
3. Liaise with manager to inform direct colleagues of employee diagnosed positive for COVID-19 disease of potential signs and symptoms and arrange to have the employees tested for coronavirus by a health care provider in coordination with Ministry of Health.

Actions to be taken by service providers

Upon receiving notification that an employee of the HEI is diagnosed positive for COVID-19 disease, the service provider shall:

1. Inform client representative (contact person for service provider) on the confirmed COVID-19 disease case within their organization, providing employee name, staff number and property/ work location;
2. Immediately remove the employee from the workplace to avoid any further contact with others;
3. Place the employee under quarantine at a medical facility until fully recovered.
4. Have the workplace exposed to confirmed COVID-19 disease case cleaned and disinfected;
5. Request employee to provide details of colleagues and other persons he/she engaged with over the previous 2 weeks (contact tracing);
6. Request employee to provide details of property visited/instruments used with over the previous 2 weeks (contact tracing).

Note: Clients may only allow a service provider employee, previously diagnosed positive for COVID-19 disease, to return to his/her workplace after a medical certificate has been provided showing 2 consecutive negative test results for COVID-19 disease.

offline communication with the employee in self-quarantine;

4. Ensure employee will be productive and will be online and responsive during normal working hours.

Note: Employee shall ensure that his / her performance will not suffer due to the remote work arrangements. Therefore, the employee shall ensure to choose a quiet and distraction free working space, have an internet connection (when required), adhere to normal attendance and break schedules, dedicate full attention to the job or task during normal working hours and will make him / herself available for online and offline communication with their manager, colleagues and clients. At all times employee shall take precautions to protect against disclosure or misuse of confidential information that they may possess as per company policy.

Suspending Operations

In the circumstances where (a part of) HEI will have to suspend operations for an unknown period, employees may be required to work remotely, either from home or from an alternative work location. To prepare for a period of mandated remote work, the manager (HoD/HoP) shall:

1. Identify the roles that are most key to the operations and take inventory of what the employees need at a minimum to be able to work away from the office, or at an alternative work location;

Note: Provide all office-based employees with a laptop allowing them to work away from the office (home) or at an alternative work location.

2. Prepare employees for the possibility of operations being suspended and ensure they will be able to work (effectively) from home or an alternative work location for a longer period;
3. When required, request for VPN (Virtual Private Network) access to the HEI network for employees;
4. Establish and agree, when employees work remotely, on methods (phone, email, Teams, etc.) and availability for online and offline communication with the employee in self-quarantine;
5. Ensure, when an employee works from home, her / she will be productive and will be online and responsive during normal working hours.

Note: Any decision to suspend operations for an unknown period shall be made by HEI (senior) management.

Emergency Recovery

After stabilizing the initial emergency, shift focus from immediate response and control to recovery of the situation.

Recovery

During the preparedness planning stage, develop plans to restore the operations back to normal as quickly as possible.

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Post Emergency Employee Welfare

It is common that, during an emergency response situation, employees experience a range of emotions and some level of distress (i.e. disbelief, numbness, disorientation and uncertainty). It is important that managers (HoDs/HoPs), HEI EHS Manager and HR Managers are aware of the potential impact on the mental wellbeing of employees affected by the COVID-19 disease outbreak and do the needful to reduce the impact of these experiences.

APPENDIX 8 – DEFINITIONS

Definition of Terms and Acronyms

Terms or Acronym	Description
COVID-19	Acronym for Corona Virus Disease 2019. A mild to severe respiratory illness that is caused by a coronavirus (severe acute respiratory syndrome coronavirus 2 of the genus Beta coronavirus), is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.
Emergency	A serious, unexpected, and potentially dangerous situation requiring immediate action. A situation declared by concerned authorities such as Civil Defense, Police, Health Authorities, National Disaster Management or at initial stages by facility management as "Emergency" where people need assistance and moved to safety. Such an "Emergency" can be a situation created by natural disasters such as earthquakes, floods, storms or accidental events such as fire accidents or outbreak of viral infections or manmade situations such as arson, terrorism and criminal.
Reopening Plan	A plan containing systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom.
Infectious disease	A disease transferable to others by human beings or by animals, insects, foodstuffs, places or other things and substances contaminated by the microbes and toxins of the infectious disease. Also known as Communicable disease or Contagious disease
Isolation	The separation, for the period of communicability, of infected persons (confirmed or suspected) in such places and under such conditions as to prevent or limit the transmission of the infectious agent from those infected to those who are susceptible or who may spread the agent to others

Mitigation	The lessening or limiting of the adverse impacts of hazards and related disasters.
Pandemic	A worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity.
Prevention	The outright avoidance of adverse impacts of hazards and related disasters.
Self-Quarantine	To refrain from any contact with other individuals for a period of time (such as two weeks) during the outbreak of a contagious disease usually by remaining in one's home and limiting contact with family members
Social Distancing	A range of community-based measures to reduce contact between people (e.g. closing schools or prohibiting large gatherings). Community-based measures to reduce contact between people by adoption of individual behaviors to increase the distance between people in daily life at the worksite or in other locations (e.g. substituting phone calls for face-to-face meetings, avoiding hand shaking).
WHO	Acronym for World Health Organization.

RETURN TO CAMPUS PLAN

ACADEMIC YEAR 2020-2021

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