



## SOPs for Reopening of the Shaheed Benazir Bhutto University, Shaheed Benazirabad

- 1. Background:** The University's Reopening SOPs applies to all members of the Shaheed Benazir Bhutto University to minimize the risk of a significant flare-up of COVID-19. As per instruction of Government, it has been decided to reopen the university in phases. This document is a guideline for all employees and students of SBBU, SBA and its adherence during their working hours in order to avoid the infection of nCovid 19. .
- 2. Aim:** The aim of this document is to carry out the On-campus; academics, administrative and research activities by implementing the nCOVID-19 guidelines provided by government.
- 3. Procedure / Plan of Action:** SBBU, SBA to recommence its normal functioning in the following phases:-

**Phase-1:** All sectional heads (Teaching & non Teaching), Faculty Members, and Supporting Staff will rejoin their on campus duties.

**Phase- 2:** After verifying the defined protocols of nCOVID-19 (attached as Annexure A) and its implementation for one week for the following activities:-

- i. Those students who did not attempt examinations due to internet connectivity during the online session/semester they may join on campus for the examinations after fulfilling the formalities just as filling the form, pay dues etc. Students in shifts can perform practical of their major subjects in Laboratories as per schedule issued by the concerned departments to cover the syllabus.
- ii. All research students (M.Phil/MS) are allowed to visit their supervisors

**Phase-3:** Regular classes and other activities will commence on 15 September 2020 for Fall Semester 2020 for all students.

**Conclusion:** This SOP will not only avoid the spread of COVID-19 at SBBU, SBA but will also enable our students to overcome their academic deficiencies and weaknesses due to pandemic situation in country.



## PROTOCOL FOR PREVENTION AGAINST COVID-19 PANDEMIC IN SBBU, SBA

To mitigate the risk of COVID-19 spread in the university, the following health and safety measures are defined for adherence during all types of activities.

### 1. Formation of Committees Heads of Departments

- 1.1. All teaching departments have to form committees to implement effectively all safety measures in their departments/areas of responsibility with the support of Registrar office.
- 1.2. In case of administrative offices, every office shall have to notify at least one staff member dedicated to ensuring that safety precautions and hygiene recommendations are implemented.

### 1.3. Implementation Committee

|                               |                  |
|-------------------------------|------------------|
| 1. Vice Chancellor            | Chairman         |
| 2. Registrar                  | Member/Secretary |
| 3. All Deans                  | Members          |
| 4. All Directors              | Member           |
| 5. Project Director           | Member           |
| 6. Deputy Director Finance    | Member           |
| 7. Controller of Examinations | Member           |
| 8. In-charge Hostels          | Member           |
| 9. In-charge Transport        | Member           |

### 1.4. "Control, Command and Coordination Cell" is established under the convenership of Registrar.

- 1.5. Registrar is appointed as focal person to coordinate with District Health Department, Police Department and NGOs.
- 1.6. Deans of concerned faculty will ensure the implementation of SOPs provided by NCOC.
- 1.7. HODs will be responsible for implementation of SOPs.

### 2. Health Monitoring and COVID-19 Testing

Before coming of teaching, non-teaching & supporting staff as well as students must monitor their temperature and symptoms for at least 14 days prior to arrival on the campus. Anyone who has symptoms of nCOVID-19 is not allowed to enter in the University. They have to fulfill the following conditions to rejoin the university.

- 2.1. No fever (as less than 100 degrees F) for at least 3 days without taking the reducing fever medicines.



# Shaheed Benazir Bhutto University, Shaheed Benazirabad

Knowledge - Commitment - Leadership

- 
- 2.2. At least 14 days have passed since nCOVID-19 symptoms first appeared or two negative COVID-19 PCR viral tests as recommended by the health department.
  - 2.3. If any family member has got any nCOVID-19 symptoms, the student is not supposed to enter the campus and inform to the concerned head of the department.
  - 2.4. The history of any case in family of employee and students must be recorded by the Registrar and concerned Head of the Department, respectively.

### **3. On Campus Screening for Covid-19 symptoms**

Authorized University persons should screen students, faculty and staff at each shift by ensuring the following:-

- 3.1. If he/she is not exhibiting fever (temperatures equal to or greater than 99°F) or having other prominent signs of COVID-19 (cough or shortness of breath, sore throat, fatigue, headache, muscle/body aches, etc) during screening.
- 3.2. He/she has not had “close contact” with a patient of nCOVID-19.
- 3.3. if any student found to be suspected with COVID-19 during university hours then he/she must be isolated immediately & shifted to isolation room by the authorized committee. The suspected student with the coordination of District Health Department will be referred to Emergency Ward ealready Established in Civil Hospital Nawabshah.
- 3.4. A suitable room is prepared for isolating a patient with potentially serious respiratory infection (including COVID-19).
- 3.5. If a student, faculty member or other staff member experience nCovid19 symptoms including fever, sneezing, cough, runny nose, sore throat, vomiting, shortness of breath lose of sense of smell, etc he/she should contact the university help desk 0244-9370522, 9370520 and 9370524 and quarantine/isolated until the advice of Medical Doctor.

### **4. Face Coverings**

- 4.1. All employees of SBBU, SBA and students are required to have a face covering (FACE Masks) available, and on their person, while on campus including to riding in buses, shuttles, vehicles, using restroom facilities, classrooms, other spaces of instruction, and study rooms.
- 4.2. The wearing of face mask by every person is mandatory for entering as well as during stay at the campus for students, faculty and staff and it should be ensured at screening counter as well as by authorized person.

### **5. Good Hand Hygiene:-**



# Shaheed Benazir Bhutto University, Shaheed Benazirabad

Knowledge - Commitment - Leadership

---

All employee and community members of the University have equal responsibility to protect themselves and others from the spread of nCOVID-19 at the University. Good hand hygiene is considered a standard protective measure for all:

- 5.1. Wash or sanitize hands frequently.
- 5.2. Display visible signage about hygiene and safety protocols throughout the campus.
- 5.3. Sufficient break time is allowed for all at campus for washing hands frequently with soap and water or (alcohol-based hand sanitizers containing at least 60-70% alcohol)..
- 5.4. Use soap and water and scrub hands for at least 20-30 seconds.
- 5.5. All persons should wash or sanitize their hands after touching of shared equipment, common surfaces, etc., before using the restroom, eating, or before touching their face.
- 5.6. Cough/sneeze into a tissue. Dispose of used tissues immediately into a dustbin and then wash hands as recommended. If tissues are not available then cough/sneeze into the crook of your elbow.
- 5.7. Avoid touching your face, eyes, nose, and mouth. This can accelerate the spread of infection.

## 6. Physical Distancing

Physical distancing will be a fundamental piece in the University's efforts to fight against COVID-19. The following protocols for physical distancing and groups for the Fall 2020 Semester should be observed.

- 6.1. Hold all meetings, including one-on-one meetings, online, or over the phone whenever possible.
- 6.2. Avoid close contact with others, maintaining greater than 6 feet of separation whenever possible.
- 6.3. A limit of 50 people in a group. Events, where physical distancing is not possible, shall not be permitted and movement of students/employees will be limited throughout the campus.

## 7. Cleaning and Disinfection Practices

Due to the highly contagious nature of COVID-19, therefore, the University has increased the frequency of cleaning and disinfecting, specially on high-touch surfaces for example meeting Halls, library chairs, tables, buttons, handrails, doorknobs, classrooms, office spaces, public spaces food service facilities, laboratories, equipment and shared keyboards.

## 8. Staffing and Operations

- 8.1. In case of illness do not come to the University stay home and consult Medical Doctor for advice.
- 8.2. Concerned Head of the Department may adjust workplace hours and shifts for students, staff and faculty to minimize contact across workers and reduce congestion at entry points.



# Shaheed Benazir Bhutto University, Shaheed Benazirabad

Knowledge - Commitment - Leadership

8.3. Each office should maintain a log of workers and visitors to support contact tracing (name, date, time, contact information) if needed.

8.4. Assess Logistics and Transport Continuity.

8.5. Bus drivers will also practice all safety actions and protocols as indicated for other staff (e.g. hand hygiene, cloth face coverings).

## 9. Staff Training on Safety Protocols

9.1. Staff to be trained regarding all safety protocols.

9.2. Training should include recognition of symptoms and safety measures to follow in case of such symptoms.

9.3. Encourage students, faculty & staff to self-identify for symptoms and avoid close contact to a known or suspected COVID-19 person.

## 10. Certification by Registrar office on availability of:

10.1. Thermal screening and hand sanitizing facility at entry points.

11.3. Posters for preventive measures at prominent places in the campus.

## 12 Limited Hostel Facility

12.1. Hostel facility is available only 50% occupation per room is allowed.

Note:

a. Registrar has to certify the operational readiness of the campus for gradual reopening of the University and ensure the implementation of safety measures.

b. The HODs have to ensure the implementation of safety and administrative measures in their departments/areas of responsibility by assigning the task to concerned committees.