REOPENING LGU

ON CAMPUS

ABSTRACT

This document describes the complete set of guidelines for reopening LGU as a safe university for its students, faculty, staff and visitors

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GUIDELINES REOPENING LGU ONCAMPUS

INTRODUCTION

The COVID-19 pandemic has ultimately changed how we work, socialize, and learn. This reveals that educational institutions specially Universities around the globe are facing unprecedented challenges. The resulting academic, financial, ethical, and operational questions are complex and high stakes. LGU developed comprehensive policies for online teaching when the other higher educational institutions were thinking to seeking advices on whether to continue semester or freeze for some time. We don't believe in looking behind but on moving forward.

"The secret of change is to focus all of your energy, not on fighting the old, but on building the new."

(Socrates)

LGU being one of the fighter universities in this pandemic decided to lead the path to all challenges in this time of crisis. The safe reopening of campus and facilities with a detailed plan of safety and protection for its key stakeholders is now LGU's priority. This document will elaborate the safety measures and instructions both academic and administrative to ensure health and safety of its key stakeholders. As per directions from government and regulatory bodies LGU comprehensively lay down guidelines for safe return to LGU on campus activities.

With easing of lockdowns around the world and, opening of international routes, the government is considering a gradual re-opening of educational institutions as well. The document was prepared ion the light of National Guidelines placed below provides the outlines of such a gradual reopening plan. The plan involves five components:

1. Basic Principle
2. Health and awareness
3. Stagewise reopening of LGU
4. Returnees before reopening
5. Teaching plan

1. Basic Principle

COVID-19 is a highly transmissible disease which spreads through respiratory droplets produced during coughing, sneezing and talking of the infected person including asymptomatic carriers. Cough and sneeze droplets may contaminate the surfaces and hands. Touching eyes, mouth and nose with contaminated hands transmits the virus.

University environment offer increased chances of surface sharing, crowding, close contact and may cause rapid transmission of droplet infections. The protection of students, faculty and staff at educational facilities

is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 at LGU; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentia between ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive to all.

Safety measure to disinfect the places and precautionary measures to minimize the spread of COVID-19 will strictly be observed as mentioned in point 3 of this SOP. Following basic hygiene principles as suggested by Government of the Punjab are to be observed strictly during campus reopening.

a. Hand Hygiene
 i. Students, faculty and staff shall be frequently encouraged to hand washing and provision of necessary soap and disinfectant hand sanitizers will be ensured by the University
 ii. Creating awareness about precautions and safety including washing hands and taking bath after visiting university shall be done using social media, LCDs SMS and notices on all notice boards, and relevant places.

b. Respiratory etiquettes
 i. Students or staff if spotted or found any symptom at the entrances or otherwise shall be advised to stay home until cured
 ii. Wearing of face masks shall be mandatory at the campus
 iii. Students / faculty and staff should be educated and trained on mandatory compliance of face cover with arm-fold, tissue or handkerchief while sneezing or coughing.
 iv. Face shall be covered while talking to others specially during class, lab, meeting or when social distance is less than 6 feet.
 v. Students, faculty and staff shall be strictly advised to avoid touching and exchanging face masks
 vi. LGU shall maintain sufficient stock of face masks and provide to everyone when needed.

c. Social Distancing
 i. Maintaining social distance of 6 feet is mandatory throughout the campus. Floor markings shall be done prior to opening of LGU before 15 September 2020.
 ii. Complete admin instructions attached as annexures to this document shall be issued to all students and staff for strict compliance.
 iii. Ensure 6 feet distance at all communal places like library, Labs, cafeteria, staffroom, seminar halls, Auditoriums.
 iv. Large scale gathering events shall not take place on campus and using blended technology such events shall be held virtually.
 v. Sports facilities shall observe strict compliance of social distancing and environmental safety measures.
 vi. LGU transport facility shall be limited and social distance shall be observed if deemed appropriate to open
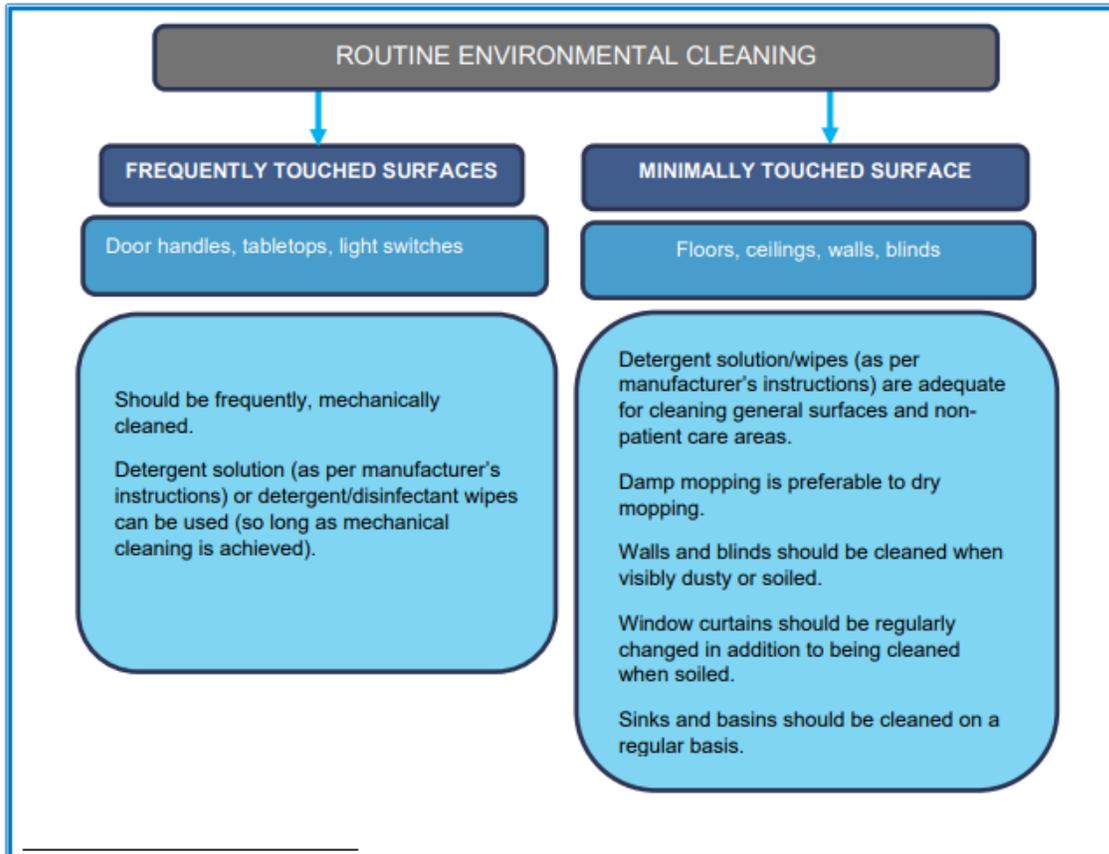 vii. Hostels SOPs to be prepared by Director Students' affairs.

d. Cleaning and Disinfecting Environmental Surfaces
  According to the guidelines issued by the Government of Pakistan, Ministry of Health Services Regulation and coordination, all surfaces which may have been exposed to respiratory droplets such as sneezes or coughs, and floors) should be sanitized. Routine cleaning of surfaces using appropriate cleaning and disinfection methods can help prevent the spread of COVID-19. LGU considers it as an important measure to take special careful to routinely clean and disinfect surfaces. The office of Deputy Registrar Admin shall be responsible for the effective

maintenance and implementation of safety measures.

The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid e.g. respiratory droplets present, environmental temperature, and humidity. (Refer Annex A below). In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out. It is good practice to routinely clean surfaces as follows: Clean frequently touched surfaces with detergent solution (Refer diagram below as suggested by NCOC adapted from Australian guidelines) Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Routine environmental cleaning requirements can be divided into two groups[1]:

[1] Adapted from Australian Guidelines for the Prevention and Control of Infection in Healthcare, Canberra: National Health and Medical Research Council (2019).

At LGU the administrative office shall ensure:
- Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used commonly, focusing especially on frequently touched surfaces.
- Disposal of solid waste adequately within 24hrs and disinfecting all surrounding areas is mandatory.
- Sharing of learning tools, devices, equipment (pen, paper, stationery etc.) should be avoided. If not possible, frequent cleaning and wiping with standard disinfectant solution should to practiced.

Products for Environmental Cleaning and Disinfection

The preference of affinity of the chemical disinfectants, recommended concentration, surfaces to be tackled, toxicity, contact time, frequency, duration, and stability of the product should be according to the focused microorganisms.

- Cleaning and disinfection of environmental surfaces in the context of COVID-19
- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable,
- e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants
- found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite List of Recommended disinfectants as prescribed in guidelines issued by Government of Pakistan.

  Following specific steps to be taken prior to University reopening
- Only two gates mentioned below will be used to enter the campus:

  Gate No-3 and 6
- Both the gates will be provided with Automatic Disinfection Tunnels. Entry through Automatic Disinfection Tunnels is compulsory.
- Security guards at both the gates will be equipped with UV temperature guns. No one is allowed to enter, without following above procedure including faculty, student or staff using own vehicles.
- Directors and Deans shall review the existing policy i.e. essential staff be called to campus on need basis. Online working be preferred. Minimum paperwork be undertaken.
- Visits to other offices shall be avoided. HoDs to nominate staff to ensure adherence to the policy/ SOPs within campus of concerned department.

  Specific instructions for students, faculty, staff and security staff are attached to this document as annexures.

2. HEALTH AND AWARENESS

Health status and awareness regarding COVID-19 prevention requires high importance for self-protection and taking care of fellows.

a. **Health Status**

  (1) Fever with cough and sore throat are considered symptoms of COVID19. If anybody is identified/ reported with these symptoms, shall not be allowed in the campus and information will be sent to 1033 for guidance.

  (2) In case detected inside campus, he/she should leave the campus instantly and quarantine himself at residence. Individual/ individuals remained in contact with him/her shall also go through Corona tests to ensure their safety and its further spread.

  (3) Avoid Public Transportation – Try to travel only in private transport, when traveling between the campus, office and home/accommodations.

  (4) Self-monitor the health condition will be encouraged. If suspected to be infected or exposed, take your temperature with a thermometer twice a day and watch for cough or difficulty breathing. Fever means feeling feverish or having a measured temperature of 38 degrees Celsius or higher. Immediately report to hospital.

  (5) Any cases of 5 or more if reported from LGU immediate action and information to the local Health authority will be communicated.

b. **Mental Health**

  (1) Students, faculty and staff are encouraged to share their concerns with the list of people and contact information provided in BOX 2.

(2) Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any Question, Psychology department counselling cell and virtual webinars on the same will be planned.

(3) Information will be provided in an honest, age-appropriate manner.

(4) Ensure teachers are aware of local resources for their own wellbeing. Work with LGU psychology department and Skills academy to identify and support students and staff who exhibit signs of distress.

(5) LGU already works with counselling center and psychologists to ensure Continuity of critical services that may take place such as health screening.

(6) Consider the specific needs of students and staff with disabilities and has marginalized populations may be more acutely impacted by the illness.

(7) A system of reporting to parents and teachers about the mental state of any depressing / ill feeling student is the responsibility of the counselling cell for any reported students.

c. Covid-19 Awareness Activities

See Box 2 below for complete information on the awareness and orientation activities. Along with that a complete program about awareness, preparing posters, and delivering speeches on the subject will be taken care by the debating societies and Students' affairs office.

3. Stage Wise Re-Opening of LGU

a. **Priority 1**: Selected senior university staff, Deans, HoDs, teaching faculty, and essential staff will return as desired

b. **Priority 2**: Students with connectivity problems, affordability of data packages, or affordability of devices will be given priority.

c. **Priority 3**: Final year students who need to complete their graduation requirements, including their theses or lab research requirements. Initially only the needs-based "merit list", students from the Basic Sciences, Psychology and Mass Communication (as mentioned below) will return.

d. **Priority 4**: students who have final year projects.

e. **Priority 5**: students who have a lab requirement, e.g., science students or students in professional degree programs.

f. **Priority 6**: all other students.

g. ALL CS faculty and students shall remain online during Phase I or unless otherwise instructed

h. ALL social Sciences faculty with practical requirement to join on-Campus teaching or unless otherwise instructed

Sr#	Department	Faculty	Sub Deptt	Strength	No. of Labs	Time slots for labs
			Bio Chem	7		12:00-14:00
1	Biology	Basic Sci	Bio Tech	23(11+12)	2	8:00-10:00, 10:00-12:00
			Micro Bio	22 (11+11)		8:00-10:00, 10:00-12:00
			Zoology	7		12:00-14:00
2	Chemistry	Basic Sci		14	1	8:00-10:00
3	Physics	Basic Sci		9	1	12:00-14:00
4	Applied Psy	Social Sci		17(9+8)	2	10:00-12:00
5	Mass.Com	Social Sci		28 (14+14)	1	10:00-12:00, 12:00-14:00
	Total			127	7	

Time slot	Total Strength
8:00-10:00	36
10:00-12:00	54
12:00-14:00	37
Total	127

Box 1 represents the return schedule. No one can return without a written notification from the Registrar. The voluntary returning needs an undertaking letter (already exists).

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Box 1: Illustrative Reopening Schedule

- **15th July 2020:** *Examination Branch, Accounts Branch and Admission, IT office and Registrar Office to be open with minimum required Staff*
- **3rd August 2020 (after Eid):** *Sanitization and Disinfections of whole campus to commence. Anti- CORONA items to be procured*
- **1st September 2020:** *All major offices to be open with essential staff to include university's branch heads, Deans and HODs.*
- **10th September 2020:** *Schedule of allowing phase-wise students/ faculty to be prepared*
- **15th September 2020:** *50% staff / faculty as considered   essential by HODs / Deans (Duty rotation to be considered) and students as per table and schedule above.*
- **5th October 2020:** *50% students from all departments duly instructed*
  (Lists prepared by respective Departments and Deans considering Priority 1-5)*

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4. Returnees Before Reopening

i. *Arrival Procedure***:** Only those students will be allowed to enter who have been instructed by the university to join. Similarly staff and faculty will also join when so instructed. Not more than 50% at a time.

ii. *Return Package: Please visit LGU website for separate protocol guidelines*

iii. *Guidelines to (faculty) for Preparation***:** All those faculty members returning to campus will follow the instructions mentioned above and submit Health Declaration form to concerned Deans and HODs.

  a. *Work Plan***:** The rejoining faculty will prepare elaborate work plan to include teaching, research, mentoring, and other commitments.

  b. **Maintain social/ physical distancing** of **6 feet in classrooms****,** laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts, lawns/ open areas.

  c. **Obey all restrictions** on the use of communal equipment such as printers and photocopiers;

  d. **Maintain and update a Daily Contacts Diary:** All shall maintain a daily contacts diary

  e. **Limit your movements.** Try not to move around the campus too much. Stick to your own space as much as possible.

  f. **Adherence/ Facilitation Provided by LGU:** This document will inform returnees of the steps taken by the university to facilitate the observance of the guidelines (see Administrative policy document).

  g. **Policy for allocation of hostel rooms:** As recommended by HEC, hostels can reopen with 30% occupancy and as per the LGU returning students list, only those students will be allowed to occupy room in hostel (already registered). Separate SOP to be issued (by Director Students' affairs) will be issued for Hostel maintenance and after approval of reopening the same. LGU has less risk in opening the hostel since the hostel facility is off campus.

  h. *Orientation Sessions***:** LGU will hold orientation sessions virtually and provide complete guidance to every returning student, faculty and staff member. The instructions will be shared and will also be placed on campus at gates, soft boards etc. The orientation sessions will be arranged in two parts, including an online briefing in advance, and a face-to-face session when people return on campus. Please see Box 2.

  i. *Penalties***:** Anyone who commits a minor or inadvertent breach may be reminded of the violation and supported in observing the rules. Repeated violations may incur higher penalties, including being sent back to work from home. Deliberate refusal or failure to follow the instructions would be a disciplinary offence and will be dealt with

penalties under disciplinary policy of LGU.

Box 2: Contents of Orientation Session

1. *Awareness*: Basic information about Covid-19, and about health, safety and wellbeing, including risk assessment(s) for each role;
2. *Change*: a reminder of changes that will be needed in the ways of working, e.g., online meetings, online files, blended/hybrid teaching, social distancing, changes in work hours, staggering of classes, or other changes that may happened since the closure,
3. *Support*: ongoing support that may be required by individuals, must be available to returnees;
4. *Emergency Contact*:

Category	Facility type	Contact Number
DR1	LGU	03008282676
Caretaker	LGU	03444167867
Emergency	DHA Security	042-111-221 133
Emergency	DHA Security	042-35695436 04235695437
Emergency	DHA Security	042-37167540 042-37167463
Emergency	Rescue	1122

5. *Questions*: an opportunity for returnees to raise any questions or concerns.

5. Teaching Plan

LGU will try various combinations of face-to-face and distance learning, including blended and hybrid learning. The choice of options depends on three major considerations;

a. All Programs will be offered online except those which are indicated in the section 4 or otherwise approved for on-campus teaching.
b. The programs indicated as final semester or research students recommended for on-campus teaching will also need blended learning, including Online coaching.
c. Some programs must be taught or demonstrated on campus, e.g., laboratory work.

d. The key issues to be considered are:

(i) *Class Composition*: Only invited students as stated above can have face-to-face. LGU may follow blended learning in certain cases where some students will sit in class and others will take class on online platform.

(ii) *Class Size*: Social distancing is a must in face-to-face class. A class for 30 students might take 10 students. LGU will stagger the schedule of classes to make better use of the available facilities.

(iii) The online learning and teaching Modes MISCELLANEOUS

We are experimenting with innovative combinations of teaching methodologies such as blended and hybrid learning as mentioned below to reduce face to face interaction.

(a) Blended learning. An approach mixed with face-to-face teaching with online learning, where the online component can be delivered to students at different locations and different times. Blending can also happen

at three levels; at institutional, program, and course levels. Some of the courses (as mentioned above) will be taught or demonstrated only through face-to-face interaction, while others will be delivered either in blended or completely online mode.

(b) HYBRID Learning: Hybrid learning refers to the different tools and technologies that the teacher may use to deliver the information to the student. An example is the flipped classroom, in which the formal lecture is pre-recorded and distributed as homework, i.e., for students to listen to at home, while the class time is allocated to group exercises or discussions, activities that used to be part of traditional homework assignments.

INTRUCTIONS FOR CAFETERIA

Students shall be encouraged to bring homemade food for themselves. LGU Cafeteria shall be opened with limited occupancy of attendees at a time and there will be no seating arrangements at the cafeteria. The first floor shall remain closed until the pandemic situation is over or otherwise required. Clearly written instructions shall be issued for cafeteria staff to maintain safe and healthy environment, maintaining social distancing as much as possible and sanitize as and when required.

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