

### **Facility Readiness Operational Plan**

As we move ahead, CUCA's EHS team must ensure safety on day-to-day basis by maintaining safety measures and be responsible to minimizing the risk of spread of COVID-19 within the College campus.

The HR and Administration department aims to set out guidelines and procedures that are intended to be shared with all key stakeholders before reopening. This plan will aid in safeguarding the students and employees.

Below guidelines and procedures are put in place.

#### **1. College Covid-19 Health and Safety Committee**

This team includes HR and Administration, Engineering, Housekeeping, Security EHS personnel, and Clinic Medical Staff, Student Affairs and College Academic Affairs.

All students, staff, and faculty must go through a self-checklist to ensure they are following procedures as set by the college.

#### **2. Physical Distancing procedure**

##### **A. Physical Distancing in Classrooms**

- All classes will be conducted via distance learning except for labs for Health Science and PR & Advertising programs.
- Students desk/chairs will be placed at a safe distance apart (1.5 meters)
- Physical markings will be used in classrooms to ensure desks remain in the assigned location. No swapping among students is allowed.
- Faculty will be positioned in front of the classroom at a distance of 1.5 meters from the front row desk.
- The same rules of physical distancing will apply in all rooms where labs are held, libraries, etc.
- Exchange/rotations within labs are not permitted. Students will remain in designated rooms and seats.

##### **B. Physical Distancing in Corridors, Escalators, and Elevators**

- Safety markings will be set up throughout corridors; the markings will dictate safe distances of 1.5 meters. Students will be monitored to ensure adherence.
- One-way pedestrian flows will operate and will be marked out accordingly. Students will likely remain

within a single section or area of the school throughout the day; this will limit cross movement.

- Escalators must have markings to maintain social distancing and students; everyone is discouraged from leaning on the escalator and from contacting the surfaces.
- All elevators must have markings on the floor that indicate physical distancing, and users must comply by standing on these markings.

**C. Physical distancing in cafeteria area:**

- As of now cafeterias are closed

**D. Using prayer rooms**

- Staff and students must bring their personal prayer mats.
- Prayer rooms must only be used by students.
- Faculty and staff members must pray in their offices.
- A safe distance of 2 meters should be kept in prayer rooms, and appropriate markings for the safe distance should be implemented.
- Students must wear masks in the prayer room.
- Prayer rooms must be cleaned and sanitized after every prayer. Prayers will only be open for 45 mins after the prayer time.

**E. Offices and common areas like lounges, food court, etc**

- Students, faculty, and staff should follow physical distancing between each other at all times.
- A safe distance of 2 meters should be kept between faculty and staff in shared offices and the common staff rooms.
- Stagger the use of common rooms and offices, their entry and exit, and the use of their pantry, to limit occupancy.
- No water dispenser to be allowed. Vending machines are located throughout the college for students and staff to purchase necessary items.
- Students, faculty, and staff are discouraged from exiting the college if they aren't done with their day. In case they need to leave for an emergency purposes, they are requested not to return to the premises unless they have thoroughly sanitized and changed their clothes upon return. They must undergo thermal screening before entry.

**F. Libraries**

- Staggered entry to the library.
- Cleaning and sanitization of the library counters and reading areas should be done every hour.

- Library reading corners must maintain a minimum of 1.5 meters of physical distancing between students.
- The librarian and support staff must wear masks, gloves, and use hand sanitizer (over gloves) after each interaction.
- Housekeeping staff will be permanently deployed to sanitize the books after every use.
- All used/read books should be placed in a clearly labeled designated container for disinfection before re-use.
- A books drop-off container should be designated and clearly labeled.

### **3. Cleaning and Hygiene Procedures**

- CUCA will conduct a review of all potential frequent touchpoints, including door handles, light switches, handrails, taps, washbasins, toilet seats, etc.
- Increased cleaning and sanitization/disinfection will be conducted across these areas throughout the duration of the day.
- Thorough cleaning and sanitization of the college will be conducted at the end of each week.
- Cleaning staff must wear masks, gloves, and face shield for all cleaning activities.
- Ensure that cleaning services are punctual and thorough (i.e., bins should be emptied frequently, etc.)
- Standards for waste management of the concerned authorities, especially contaminated waste, should be followed.
- Common areas in the college (i.e., toilets, pantry, waiting areas, etc.) must be cleaned and disinfected every hour or after every use. This also applies to frequently used areas/ surfaces such as door handles, dining tables, vending machines, seat rests, elevator keys, etc.
- Labs will be cleaned after every lecture, requiring a 20 min break between two sessions.

### **4. Entry and Exit to/from College**

- Students will arrive and leave the college at the determined start and finish time according to their schedule. Students must be present 20 minutes prior to the start of the class in case there is a delay in temperature checking or related issues.
- Parents are not permitted to enter the college premises, but can drop off/pick up their children in designated points. Trained security personnel will be present to support traffic flow and ensure health and safety measures adhere.
- Upon arrival, students will pass through designated entrance points. The temperature of each student

and staff member will be measured in these entrance points.

- Two entry and one exit point at block B main entrance, two entry and one exit point at B block basement. All other entry/exit will remain locked.
- Sanitization gates will be installed in designated entry points.
- Individuals who are found to have a high temperature (starting from 37.5) will be taken aside and moved to the designated segregation zone for a second test by a handheld scanner. If needed, they will be transferred to a pre-approved isolation area to be examined again. Students will be sent back if he/she will be running a temperature. Upon return, COVID-19 test is required for clearance
- All students/ staff/ faculty need to wear appropriate face masks and maintain social distance while on campus.
- Email communications regarding safety guidelines will be to be sent to students, staff and faculty.

## **5. Transportation**

- Based on the college operation timings, we need to reschedule the transportation time timetable to ensure it is aligned with the reopening operational plan.
- Buses to be sanitized daily as per the schedule.
- Hand sanitizers should be included/installed on all buses.
- Reducing bus capacity not to exceed 50%, and limiting safety physical distances by placing stickers on seats.
- The temperature will be taken before students enter the bus.
- The student, faculty, and staff will not be allowed to enter the bus if fever is apparent.
- Drivers must practice all safety procedures and protocols.
- If need be, PPE kits will be provided to drivers.

## **6. Training**

- Training of staff and faculty will be conducted on all safety measures as well awareness of COVID-19 and other necessary trainings
- Ensuring sufficient staff is present to assist any students of determination
- Anyone returning from traveling shall ensure to provide a negative COVID-19 test.
- A backup plan to be in place in case of an emergency due to COVID-19

## **7. Health and safety Committee**

SL.NO	MEMBERS	IN-CHARGE
1	Human Resource	<ul style="list-style-type: none"> <li>• Recruiting staffs as per requirement</li> <li>• Expert opinion in laws and policies</li> <li>• Organizing necessary training for students and staff.</li> <li>• Training for the health and safety officer and the college nurses on Covid-19</li> </ul>
2	College Academic Affairs	<ul style="list-style-type: none"> <li>• In charge of delivery model</li> <li>• Giving orientation to Lecturers on classroom management</li> </ul>
3	Health And Safety	<ul style="list-style-type: none"> <li>• Handling emergencies</li> <li>• Ensuring the implementation of health and safety procedures.</li> <li>• Risk assessment</li> </ul>
4	Student Affairs	<ul style="list-style-type: none"> <li>• Communicating with parents about the grievances</li> <li>• Communicating about the immediate amendments</li> <li>• Communicating with parents through calls, messages and emails</li> <li>• In charge of sending messages/ rules from the College's end to the parents</li> <li>• Al-Hosn app monitoring and support Constantly observing Psychological impact on students</li> <li>• Ensuring that the behavior policy is practiced.</li> <li>• Ensuring discipline of the College in collaboration with PE department</li> </ul>
5	Engineering	<ul style="list-style-type: none"> <li>• Providing the necessary infrastructure</li> <li>• Providing the safety standard items prescribed by the ministry on time</li> <li>• Ensuring that the requested facilities are delivered on time</li> </ul>
6	College Clinic Medical Staff	<ul style="list-style-type: none"> <li>• In charge of the designated isolation room within the College premises</li> <li>• Monitoring and maintaining temperature log book</li> <li>• Attending emergency cases along with the health and safety officer</li> <li>• Ensuring the health standards according to MOH</li> </ul>
7	Housekeeping	<ul style="list-style-type: none"> <li>• Ensuring the Sanitization as well as Disinfection Process is being done according to Standards mentioned by MOE.</li> </ul>