

# **INSTRUCTIONS:**

## **Working Safely at the University during the Coronavirus Pandemic**

### **A SHORT GUIDE**

**University of Doha for Science and  
Technology**

**Effective: March 2, 2021**



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## **Introduction**

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The College of the North Atlantic – Qatar University of Doha for Science and Technology (hereafter referred to as the ‘University’) has implemented the return of employees and students on campus based on the phased-in approach, taking into consideration the intent and directions from the Ministry of Public Health (hereafter referred to as ‘MoPH’) and the parameters established by the government of the State of Qatar. The University is committed to the health and safety of its faculty, staff and students. This commitment has never wavered, and it remains to be a guiding principal as the University prepares to enact a carefully planned and measured reopening of its campus.

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## **Who Is This Guide For?**

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This guide applies to all employees of, and personnel working at the University, and has specific sections for each business area. The guide is intended to mitigate the risks associated with the Coronavirus Disease (hereafter referred to as ‘COVID-19’) for employees, contractors, personnel working at the University, and students return to campus, in alignment with COVID- 19 restrictions. All employees, and personnel working at the University, are expected to follow and model compliance with this guide in order to sustain a healthy campus, while the State of Qatar recovers from a global pandemic. It is important that we all diligently adhere to these health precautions.

*This guide is subject to frequent change with the introduction of additional public health guidelines, recommendations and/or directives from the State of Qatar. Any direction from the government of the State of Qatar shall override the guidelines in this document, as applicable.*

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## **Hybrid Model**

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The University will modify its traditional brick and mortar teaching approach to encompass online and hybrid learning opportunities. Academic Units will pre-determine the approach that best accommodates the teaching and learning requirement for each particular course, in compliance with the directives of the State of Qatar. Students will be provided course modality information

upon registration. The course delivery (whether online, on campus or hybrid), its criteria, class organization, scheduling and other related aspects, will be developed by the Academic Units, in conjunction with the University's executive, with an aim to ensure everyone's safety and an optimum learning experience for our students.

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### **Academic Unit Leadership**

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Academic Unit leadership (including Deans and Academic Managers) are at the forefront of ensuring a systematic, responsible and robust approach to deal with preventing and combating COVID-19 and its implications, in the respective Academic Units.

Considerations include:

- Conducting risk assessment on health and safety;
- Identifying and assessing risks of work activities or situations which might cause transmission of COVID-19;
- Preparing to eliminate the activity or situation;
- Mitigating the risk by taking steps to minimize exposure;
- Developing a plan for resumption of services;
- Communicating the necessary plans to the Academic Unit.

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### **Business Unit Heads**

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Business Unit Heads should:

- Enforce the COVID-19 related guidelines issued by the University in the respective Business Units;
- Provide advice to their Business Units, in alignment with the guidelines issued by the University;
- Address concerns of employees in Business Units, as applicable.

Business Unit Heads who have difficulties in achieving social distance control measures and other health and safety compliance, should contact the University's Health, Safety and Environment (HSE) team for advice and assistance.

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### **University Clinic**

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Students and employees, and personnel working at the University, who feel unwell or display any symptoms of COVID-19 on campus, should immediately visit the University clinic. The University will deal with a suspected or confirmed COVID-19 case, in alignment with ministerial directives.

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### **Facilities Management**

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Facilities Management, in consultation with the Academic Unit leadership, shall review classrooms, laboratories and other teaching spaces, and determine capacities considering the distancing limitations and other preventive measures for COVID-19. Extra seats shall be removed or marked off, and markers may be used to further define appropriate spacing.

Facilities Management will take care of:

- Increasing desk spacing to 1.5 meter distance in classrooms to accommodate social distancing;
- Installing plexiglass in labs and classrooms, wherein 1.5 meter distancing is not feasible;
- Ensuring that the campus classrooms, labs, learning spaces and common areas are cleaned daily;
- Arranging work areas to be conducive to social distancing keeping people 1.5 meters apart (in consultation with Business Unit Heads);
- Marking areas using floor paint or tape to help people keep 1.5 meters distance;
- Providing signage to remind people to maintain social distancing.

Facilities Management is in charge of managing the contractors, who are responsible for cleaning and disinfecting the campus. The cleaning team duties include:

- Implementing cleaning protocols across campus both during the day and night;
- Cleaning frequently touched surfaces regularly during the day; for example: door handles, stair rails, countertops;
- Making hand sanitizers available across campus;
- Providing additional cleaning and disinfection services as required, with approval from Facilities Management;

- Maintain good ventilation in all workplace areas, either through natural methods, or air conditioning and providing regular maintenance of air conditioning systems, cleaning and replacing filters to ensure optimal safety during operation;
- Deep cleaning when a confirmed case of COVID-19 is identified. A deep clean should be undertaken for areas occupied and equipment used by affected COVID-19 positive person. The areas and equipment are to be isolated for 72 hours before being used again to allow thorough cleaning and disinfection;
- When a confirmed case of COVID-19 is identified, the cleaning team will undertake cleaning, disinfecting and sanitization of the identified area and equipment used by the COVID-19 positive person. The areas and equipment are to be isolated for 72 hours before being reopened for use;
- Ensuring that toilets are cleaned and disinfected regularly.

Facilities Management department will provide the following equipment/tools:

- Sanitizer at all building entry points;
- Hand sanitizer in classrooms/labs;
- Replacement face masks will be available with security personnel, if needed;
- Face shields for front line staff, as identified by the Business Unit Head;
- Physical barriers, such as sneeze guards, partitions and plexiglass, in areas where it is difficult for staff to maintain social distancing;
- Social distancing posters and reminder signage to be displayed across campus.

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### **Health, Safety and Environment (HSE)**

The Health, Safety and Environment team is responsible for ensuring implementation and monitoring of all guidelines, including preparedness for the phased reopening, social distancing and infection prevention and control. HSE, in conjunction with Facilities Management, must ensure that safety measures identified during risk assessments are implemented. In the event of a suspected or confirmed COVID-19 case, HSE is responsible to:

- Facilitate tracking and tracing assessments, in conjunction with Facilities Management and the University clinic;

- Notify public health authorities and follow their directives thereafter.

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### **Human Resources**

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The Human Resources Department has been at the forefront in dealing with the COVID-19 pandemic. Human Resources will continue to assist employees on issues relating to COVID-19. Staff and faculty can contact the Human Resources Department through the normal communication channels.

Employees and personnel working at the University, having to quarantine or self-isolate must submit supporting evidence of the same to the Human Resources Department. Business Unit Heads, who notice that their employees are feeling unwell or are displaying symptoms, shall notify the Human Resources Department, and direct the employee to the University clinic.

The Human Resources Department will endeavor to provide up-to-date information and guidance to employees pertaining to COVID-19, articulate necessary measures, and offer supports as needed.

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### **Instructors**

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Instructors are responsible for ensuring that students comply with the guidelines set by the University with respect to COVID-19. In the event that any student deviates from adhering to the set guidelines, the student shall be subject to disciplinary measures as determined by the Student Code of Conduct.

Instructors must ensure that students:

- Use hand sanitizers located in the nearest facility;
- Wear face masks in classrooms, at all times;
- Wear face shields assigned to them in labs, workshops, clinics and/or foundation language courses, in addition to other required personal protective equipment (PPE);
- Maintain social distancing (1.5 meters);
- Adhere to guidelines set by the University;
- Who feel unwell or display symptoms are sent to the University clinic and followed up with.



Instructors must also abide by the guidelines set by the University. They must wear face masks or face shields, as applicable, and adhere to the 1.5meter social distancing limitation.

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### **Library Services**

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Library Services will continue to provide access to learning materials both online and onsite based on student self-sufficiency, online chat and online appointments. Access to the Library building and Learning Commons will be limited to the requirement of social distancing. Facilities Management will manage access to the Library and Learning Commons through access control to restrict the number of persons that are in the Library or Learning Commons at all points in time. To ensure that students adhere to social distancing, HSE and Facilities Management will work with Library Services staff to put measures in place to encourage students to maintain social distancing.

Students, faculty, staff, and personnel working at the University, are required to wear a face mask while in the Library or Learning Commons and follow social distancing guidelines. Students are encouraged to use hand sanitizers prior to using the computers and study spaces in the Library and Learning Commons. Hand sanitizers will be located at entry points of the Library and Learning Commons.

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### **Student Affairs**

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Student Affairs will advise students on the COVID-19 guidelines to be adhered to when on campus.

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### **Security**

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The security team is in charge of maximizing the safety of students, employees, personnel working at the University, contractors, and visitors on campus. They are responsible for:

- Checking the Ehteraz App and ensuring that only those individuals whose Ehteraz App displays a green status are allowed on the University premises;
- Screening the temperature of all individuals at the gates, and permitting them entry into campus only if their temperature is below 38° Celsius;

- Enforcing social distancing at all times;
- Enforcing that masks are worn properly, covering the nose and mouth, by all individuals on campus;
- Allowing visitors on campus based on the approval sought from Facilities Management.

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### **Vulnerable Groups**

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Individuals in vulnerable groups, considering risks in terms of health and age, may be accommodated as per approvals and ministerial directives, based on operational requirements. Such individuals must submit proof of the underlying medical condition or vulnerabilities.

Employees and other personnel employed with the University, who have been advised by a doctor or a medical practitioner to quarantine or self-isolate, will have to submit supporting documentation to the Human Resources Department. Business Unit Heads, in conjunction with the Human Resources Department, should take all reasonable steps to help people work from home during the period of quarantine or self-isolation, as applicable. These include:

- Discussing home working arrangements;
- Ensuring that the employee has the adequate resources, equipment, and access to University systems;
- Ensuring that all employees are included in necessary communications;
- Providing them with other necessary support.

In a circumstance where there is a confirmed COVID-19 case on campus, it is important to maintain confidentiality of the student or employee.

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### **Face Masks**

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- Staff who work on their own in an enclosed space (e.g.: their own office) are permitted to remove their mask if they are seated at least 1.5 meters from the doorway. However, they must wear their mask at all other times.

- Employees, and personnel working at the University who wish to eat or drink may remove their mask to do so, provided they are situated 1.5 meters away from others, perform the necessary hand hygiene and replace the mask when they are done.
- While wearing face masks, individuals need to ensure to:
  - Wash hands before putting on the face mask;
  - Place it over the nose and mouth and secure it under the chin;
  - Breathe easily;
  - Keep the mask on the face at all times, as directed;
  - Not put the face mask around the neck;
  - Not touch the face covering.

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### **General Health and Hygiene Rules on Campus**

- All employees, students, contractors and personnel working at the University, and visitors arriving on campus must have the Ehteraz App, displaying status as green, with their name matching with their QID, before being allowed on the University premises.
- All individuals must adhere to social distancing guidelines of 1.5 meters (i.e. 9m<sup>2</sup> per person), and applicable guidelines at all times while on campus.
- Face masks must be worn before being allowed into the University and must be worn at all times, except as otherwise stated in these guidelines. Masks must be properly fitted, covering nose and mouth. Wearing of face masks does not preclude the need to maintain social distancing of at least 1.5 meters.
- Temperature screening will be undertaken at the security gates before being allowed entry to the University. Persons with a temperature of 38° Celsius or more will not be allowed on the University premises.
- Gates 1 and 2 are to be used for entry into the University, and Gates 1 and 4 are for exiting.
- Staggering break periods and meals will help reduce the risk of spread of the virus by limiting personal interactions in buildings. Avoid any overcrowding in offices, outside seating areas, hallways, stairs/elevators, restaurant, café, break rooms, etc.

- Individuals should continue to observe and follow good hygiene practices by regular washing of hands (recommended 20 seconds), and use of sanitizers while on campus.
- Prayer rooms will have limited access. Social distancing must be maintained, along with use of hand sanitizers before entering and after exiting the room. Where possible, employees, and personnel working at the University should use their offices for praying.
- Avoid the use of the same desk by multiple employees.
- Avoid using elevators, and where not possible, limit the number of people using the elevator.
- Avoid handshaking and all forms of physical greetings that requires touching or coming close.
- Use a clean tissue, or elbow, and safely discard used tissue in a bin when coughing or sneezing.
- Call, email, message or use Microsoft Teams for meetings as much as possible rather than face-to-face meetings. The number of individuals in a face-to-face meeting should not exceed 15 individuals and social distancing of 1.5 meters, or 9m<sup>2</sup> per person must be maintained. In cases where this distance cannot be maintained, physical barriers must be used to separate attendees.
- Employees are encouraged to use electronic communications where possible and minimize the sharing of physical documents.

Visitors: Only pre-approved visitors and candidates coming for placement testing/other tests are allowed to certain campus buildings. Visitors may only access University buildings with advance permission from the Manager, Facilities Management. All visitors are required to strictly adhere to all health and safety precautions, including use of face masks and social distancing.

All employees, personnel working at the University, and students must follow MoPH guidelines regarding COVID-19 symptoms, isolation and quarantine, found at:

<https://www.moph.gov.qa/english/Pages/default.aspx>

In all circumstances, employees must communicate with their Business Unit Heads, should they feel unwell, experience any COVID-19 symptoms, or are caring for a COVID-19 positive relative.



Employees who do not comply with the instructions as outlined in this document may be subject to disciplinary action. Employees who may be experiencing stress or anxiety related to COVID-19 may contact the mental health hotline 16000. Employees may also seek Employee Assistance Program (EAP) as needed.

