

Guidelines for the Staff(Teaching and Non-teaching)in the Campus

1. For all the staff while entering to the Institute, temperature will be monitored through automated/manual thermal scanners installed at the entrance of main building/library/mechanical block and canteen. No staff will be allowed to enter the building without undergoing thermal scanner.
2. Staff are discouraged from exiting the campus during the day, but if they do for emergency purposes, their temperature should be re-checked upon return and they should thoroughly wash or disinfect their hands.
3. All the staffs are requested to abide by the following:
 - a. Always wear mask while inside the campus.
 - b. Maintain social distancing norms (2m distance outside classes and 1.5 m distance inside classes/practical) at all the time
 - c. Avoid gathering & group meetings.
4. All the entrances are open for exit.
5. Staffs having visitor: Visitors entry will be restricted as minimum as possible. Visitors' vehicle will not be allowed to park inside the campus. Their temperature and contact details will be recorded at the Main Gate itself for contact tracing.
6. During thermal screening, if any staff showing the temperature 37.5 deg C or more will be sent back and will be notified to H & S officer for further action.
7. Canteen will be operated with proper social distancing. Since buffet is not allowed and only packed food will be served at the canteen.
8. Water dispensers are not allowed to use and will not be kept anywhere. So, all are requested to bring your own water bottles. Also water bottles will be available at grocery shop and vending machines.
9. Grocery (All day Mini Mart) will be operating as usual.
10. In all the classrooms, the chairs are kept with 1.5 meter distance and designated for particular student. No student is allowed to move or swap the chair.
11. No special events such as conferences, seminars, festivals, holiday events, special performances, and sports tournaments are allowed until further notice.
12. Advised not to share the stationary and food items with others.
13. Pantries are open for staff, maintaining a 2 meters physical distancing.

14. Gym and sports facilities are open in Sports hall as per the guidelines.
15. Presently prayer rooms are closed.
16. The toilets, urinals and frequently touched surfaces will be cleaned frequently.
17. Health and safety team is available 24*7 and for any emergency, please contact:
Mr. Basheer Ahamed (+971503764725) & Dr. Rafiuddin (+971504503640)

Transportation:

- a. Anyone entering the bus should undergo temperature screening. Anyone with a temperature ≥ 37.5 deg C will not be allowed on the bus.
- b. All bus riders need to wear masks during their entire travel time.
- c. Bus riders are requested to maintain the hygiene and social distancing measure inside the buses.
- d. No staff is allowed to swap the buses without notice to the transportation-in-charge.

Medical procedures in case of suspected or confirmed COVID-19 cases:

1. If any staff inside the campus is showing the symptoms of cough, sneezing and temperature will be isolated in the isolation room for clinical assessment.
2. After the clinical assessment by the campus nurse and H & S officer, if the case is stable, they will be contacting DHA for further assistance.
3. In case, the condition is unstable for him/her, the H&S officer will be facilitate and isolate the person; all the required emergency procedures will be followed and will contact 999 or 997 for emergency.
4. The suspected person will be requested to undergo PCR test. The person will not be allowed to enter the campus until the result is obtained negative and there is no probability of Covid-19.
5. Even if the result is negative and there is a clinical assessment of a probable COVID-19 case, the person will be asked to commence a 14-day quarantine.

6. In case if the result is positive or probable case of Covid – 19, then the person will be requested to isolate immediately and not to resume work until he/she get the clearance from DHA.

7. The same will be followed for the traced cases who were in close contact with the confirmed case.