



جامعة العلوم والتقنية في الفجيرة
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH



USTF

Operational Plan During Covid-19 Pandemic:
Protocols and Procedures

Second Release - February 2021



Operational Plan during Covid-19 pandemic: Protocols and Procedures

This document outlines the protocols, requirements, and precautionary measures that USTF is taking in order to achieve a safe, healthy, and learning-stimulating environment, when the university is re-opened for the academic year 2020-2021 during the Covid-19 pandemic. This document relied on the MoE Manual “Operation of Educational Establishments during the Pandemic: Protocols & Procedures”, Fourth release, August, 2020. USTF operational plan was updated in February 2021 according the MoE Manual Fifth release, 2021.

The following sections of the MoE Manual were followed in preparing the USTF operational plan during Covid-19 pandemic

1. Section One: Levels of risk
2. Section Two: General framework for the operation of educational establishments in the UAE during the pandemic
3. Section Four: Public and private higher education establishments.
4. Section Five: Guidelines for Medical and Health Sciences Faculties Students during the Covid-19 Pandemic
5. Section Seven: Plan for dealing with positive Covid-19 cases discovered in educational establishments
6. Section Nine: Main roles and responsibilities

1. USTF activities in different risk levels

USTF planned activities in different risk levels are show in the table below. The table was prepared according to the MoE general determinants of higher education institution activities which are:

- Low-Risk Level: All activities may be conducted on campus, taking into account the institution’s capacity, required physical distancing, and the general rules mentioned in this guide.
- Moderate-Risk Level: There will be a combination of on-campus activities and remote activities.
- High-Risk Level: All activities shall be conducted remotely aside from some exceptional cases.

Activities	Low-Risk Level	Moderate-Risk Level	High-Risk Level	Extreme Risk Level
Lectures			Remotely	
Problem-Solving Classes and Supporting Lessons			Remotely	
Laboratories and Studios		On campus		
Exams - Quiz			Remotely	
Exams - Assessment Exam		A combination of on campus and remote attendance, while maintaining the allowed maximum limit of students and social distancing		
Exams - Final Exam	On campus			
Oral Exams and Postgraduate Debates		Remotely		
Clinical Training (at Campus Clinics or in Hospitals)		On campus/ hospital		



Research activities laboratories			Most of them are held remotely, except for some basic laboratories on campus/in hospitals	
Library	Opened (All services are available)			
Hostels	Available	Available	Available	
Gym and activity room				Closure
Retail stores				Closure
The capacity of educational and administrative Staff	75%-100% According to the capacity when maintaining physical distancing	50%	25%	0%
The capacity of Students	75%-100% According to the capacity when maintaining physical distancing	50%	0%	0%

2. General Framework for the operation of USTF during Covid-19 Pandemic

USTF shall abide by the following guidelines and disseminate them to the concerned individuals for implementation.

2.1. Environmental, Health and Safety System of USTF

- 2.1.1. All USTF Faculty, employees, support service providers, students and vaccine recipients shall conduct a COVID-19 test before returning to work as shown in Al Hosn Application.
- 2.1.2. 1.5 m distance is left as a physical distance between students in classrooms, laboratories and learning resources rooms, and a distance of two meters between students in other facilities of the university.
- 2.1.3. The maximum number of students per classroom shall be determined according to the capacity of each classroom taking into consideration the 1.5 distance between students.
- 2.1.4. Leaving a distance of two meters between the teaching staff and the administrative staff.
- 2.1.5. USTF is obliged to maintain the permitted physical distance when the students are in the university, by putting stickers on the ground to specify where they should stand.
- 2.1.6. Commitment to check the temperature of students and administrative and teaching staff before they enter the university, and ensuring that it is below 37.5 degrees.
- 2.1.7. In the event that COVID-19 symptoms are detected in the facility, it is the responsibility of the person in charge to report any symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
- 2.1.8. Adherence of students and all members of the administrative and teaching staff to wearing face masks while in the university.
- 2.1.9. Teaching staff to wear face masks while teaching in the classroom, leaving a physical distance of not less than two meters between the teacher and the students.
- 2.1.10. Ensuring that students and all members of the administrative, teaching staff and supportive services employees are not in contact with infected individuals at least two weeks before university starts.
- 2.1.11. Adherence of students and all members of the administrative, teaching staff and supportive services employees not to show up to the university when they feel any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).



- 2.1.12. Students and teaching and administrative staff and supportive services employees shall be instructed to stick to the use of personal protective equipment during their stay in the university, and not to exchange equipment with class mates, and to avoid shaking hands when greeting.
- 2.1.13. Provision of education and awareness boards on the importance of complying with health procedures and precautions such as (physical distances, hand washing, and hand hygiene).
- 2.1.14. Adherence to alerting the USTF Health and Safety Committee in cases of Covid-19 infection or contact with infected individuals, while remaining at home and taking the necessary measures for quarantine by using distance learning as per the study plan approved by the university.
- 2.1.15. Preparation of the "USTF Preparedness Plan" to receive students, including the requirements and precautionary measures recommended by the health authorities.
- 2.1.16. Obliging students and administrative and educational staff to sign the "COVID-19 self-declaration form" which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
- 2.1.17. Leaving a safety distance of not less than 1.5 meters between desks and study tables, and using classroom floor decals to ensure that desks are spaced according to the approved distances.
- 2.1.18. Managing the entry and exit process at the university in a way that ensures physical distancing and prevents crowding.
- 2.1.19. Dividing the students into different groups and ensuring that the groups are not mixed together.
- 2.1.20. Distributing Students of Determination among various groups and ensuring that they are not crowded in one group.
- 2.1.21. Dividing students into groups at break times in order to avoid crowding and maintaining physical space.
- 2.1.22. USTF management allocated an isolation room according to the isolation rooms requirements set by the Ministry of Health and Prevention, and established procedures for dealing with suspected or confirmed COVID-19 cases.
- 2.1.23. USTF shall use gyms and large halls in the university as classrooms, if necessary.
- 2.1.24. Studying the setting up of transparent plastic barriers around student study tables, to reduce the spread of infection.
- 2.1.25. Ensuring that students are allowed to enter and exit labs, studios and learning resource rooms without crowding, while at the same time ensuring a safe distance between them.
- 2.1.26. USTF shall define an emergency contact telephone number for parents, students, and educational and administrative staff to report symptoms of virus infection.

Use of Prayer Rooms in USTF

- 2.1.27. Muslim students and administrative and educational staff shall bring their own prayer rugs.
- 2.1.28. Prayer rooms may only be used by students.
- 2.1.29. Educational and administrative staff must pray in their offices.
- 2.1.30. A safe distance of 1.5 m should be maintained between persons in prayer rooms.
- 2.1.31. Students must wear face masks in prayer rooms.
- 2.1.32. After each use, prayer rooms should be cleaned and sanitized.
- 2.1.33. Instructions for the use of prayer rooms shall be updated in accordance with the guidelines of the authorities concerned.

2.2. Safety Measures in USTF Environment USTF Buildings

- 2.2.1. USTF's Operational Plan for the Preparedness for a Safe Return is prepared by the USTF Health and Safety committee to oversee the implementation of all requirements, precautionary measures, and the knowledge recommended by the relevant authorities.
- 2.2.2. The university facilities and classrooms shall be cleaned and sterilized on a regular basis, as recommended by the National Emergency Crisis and Disaster Management Authority
- 2.2.3. Determining the dates of sterilization and the staff performing the sterilization, on an announced schedule.
- 2.2.4. Ensuring proper ventilation when cleaning and sterilizing products are used to prevent the leakage of toxic fumes.
- 2.2.5. Ensuring proper ventilation when cleaning and sterilizing products are used, to prevent the escape of toxic fumes.
- 2.2.6. Installation of plastic barriers in areas where it is difficult to maintain a distance of two meters between individuals (e.g. areas for the university-fee collection service).
- 2.2.7. Sterilization of educational tools and devices used by students and teachers on a regular basis.
- 2.2.8. Development of a mechanism for cleaning and sanitizing the bathrooms after each use.
- 2.2.9. Air dryers are prohibited (the power plug must be pulled out or a no-use panel should be placed) because it can be rotated by air which may transmit the diseases.
- 2.2.10. Provision of sterilizers at all entrances of USTF facilities.
- 2.2.11. Training of educational staff and security and safety officers in USTF, to supervise sterilization operations.
- 2.2.12. Sterilization of laboratories and learning resources, on an ongoing basis.

Student and Staff of USTF hostel

- 2.2.13. Redistributing students to hostel according to the criteria of social distancing and secure distances, so that each student is in a separate room.
- 2.2.14. Not allowing students to mix and gather and, whenever possible, limit movement between floors.



- 2.2.15. Adherence to providing hand washing sterilizers, paper tissues, face masks, and gloves in places where students and staff are required to use them.
- 2.2.16. Managing movement, attendance records, visitor records, applying thermal scanning at the entrances to the university, and monitoring pathological symptoms that may appear in students or staff, for early detection of infected or suspected cases and to prevent the spread of infection.
- 2.2.17. Cleaning, sterilization and wiping of common surfaces shall be applied periodically, after each use.
- 2.2.18. Raising awareness and educate about the preventive measures applied in the student hostel, and hanging informative posters on the walls of all rooms and at the entrances and exits and in corridors.
- 2.2.19. Provision of personal protection and sterilization equipment and tools for workers in the hostel and for persons put under quarantine.
- 2.2.20. Provision of separate containers for the disposal of medical waste, and the development of an effective safe disposal system in accordance with the criteria and requirements laid down for that.
- 2.2.21. Existence of a clear mechanism for safe washing and cleaning of clothes and bed sheets, and clarifying the separate isolation path for washing and cleaning the clothes and bed sheets of people in quarantine

2.3. Public Health

- 2.3.1. Supporting awareness-raising programs through the electronic communication channels of the USTF to disseminate awareness and providing psychological support to all.
- 2.3.2. Raising awareness of the need to wash hands with soap and water for at least 20 seconds before touching the face, or to using alcoholic sanitizers, especially when using bathrooms or when touching common-place surfaces.
- 2.3.3. Instructions on the need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
- 2.3.4. Provision of instructions on the need to maintain the specified physical distance and avoid shaking hands with others.
- 2.3.5. Raising awareness of the need not to exchange personal protective equipment, supplies, tools, and meals.
- 2.3.6. Reducing the load of university supplies, such as carrying a small bag for a laptop and a meal, preferably made of leather or plastic, to facilitate sterilization before going to the university and after returning.
- 2.3.7. Ensuring that first aid requirements are provided to all students, including Students of Determination, who have health or chronic diseases, prior to the start of the academic year.
- 2.3.8. USTF Health and Safety Committee Task Force must ensure that medical staff at the university clinic have completed training on Covid-19 before re-opening.
- 2.3.9. USTF clinics have a valid license, and the medical staff in clinics in the university are certified and approved. They also follow all instructions of the concerned authorities and ensure that strict sterilization protocols are implemented in the university clinics in accordance with the guidelines of the relevant authorities.
- 2.3.10. Medical staff at USTF clinic must ensure that there are defined levels of essential elements in the store, and ensure that the clinic is equipped with water taps, soap dispensers, antiseptic dispensers, ample supplies of personal protective equipment and thermometers.
- 2.3.11. It is essential that medical staff at USTF clinic, in conjunction with the task force of the Health and Safety Committee, ensure that all students, educational and administrative staff, and personnel are aware of the location of USTF clinic and that they are aware of all health protocols and procedures relating to Covid-19.
- 2.3.12. Medical staff should ensure that USTF clinics have rooms designated as follows:
 - 2.3.12.1. An isolation room (separate from the nursing room) with adequate ventilation, and a bathroom for patients with suspected or confirmed Covid-19.
 - 2.3.12.2. A separate room for the treatment of minor illnesses, accidents, and injuries.

2.4. Healthy Nutrition in USTF

- 2.4.1. Prohibition of common meals and food and drink buffets in private and shared dining halls.
- 2.4.2. Obliging food suppliers of USTF to comply with health requirements followed during the pandemic.
- 2.5. Transportation Services in Educational Establishments
 - 2.5.1. Reducing bus capacity to 50% and registering lists of students' names.
 - 2.5.2. Following up on the commitment of bus drivers and supervisors to approved health and safety standards (e.g. wearing face masks, hand sterilization, and safe distancing).
 - 2.5.3. Continuous guidance USTF bus drivers to be aware of the importance of complying with these standards and requirements in order to reduce the spread of epidemics and diseases.
 - 2.5.4. Determining where students sit on buses after a safe physical space has been allocated.
 - 2.5.5. Adherence to bus sterilization before the first trip and after each trip, using cleaning and sterilization materials approved in conjunction with the supplier.
 - 2.5.6. Emphasizing the student's adherence to preventive measures such as (wearing a face mask and physical distancing).

2.6. Human Resources

- 2.6.1. Re-planning of current and required resources in accordance with the requirements and precautionary measures.
- 2.6.2. Provision of alternatives to teaching staff who are in contact with infected people, or who are infected or are quarantined.



- 2.6.3. Preparing alternate lists for all educational and administrative staff and train them in advance on the tasks that may be assigned to them in the event of the absence of basic staff.
- 2.6.4. Ensuring that sufficient numbers of teachers, assistants, and companions are available to Students of Determination, to apply physical distances and all health precautions to them.
- 2.6.5. Traveling educational or administrative staff must comply with all the requirements of the relevant authorities, including the requirements for self-isolation and examination, in order to ensure their safety.
- 2.6.6. USTF must ensure that their employees return to the country at least 14 days before their first working day, in order to comply with any health or travel related requirements set forth by the competent government authorities

2.7. Student Affairs

- 2.7.1. Continuing to provide distance learning for students with chronic health conditions (after their medical reports have been approved).
- 2.7.2. All traveling students must comply with all requirements of the relevant authorities, including requirements for self-isolation or examination.
- 2.7.3. Following up on attendance records and the establishment of clear procedures for monitoring absent students, to identify the reasons for their absence on the same day, in order to take isolation measures and to trace those in contact, in the event of a virus infection.

2.8. Academic Subjects

- 2.8.1. Developing a concept for all academic subjects and determine how to teach them in cases of distance learning and blended learning.
- 2.8.2. Considering to minimize distance learning outcomes for academic subjects that will not cause student learning loss in the first stage of the gradual return.
- 2.8.3. Re-planning the duration of the lessons to reduce the time spent by students at the same location. The total time of attendance at the educational establishment shall be reduced during the first stage of the return to school and the time of attendance shall be gradually increased in accordance with the instructions of the Ministry and according to the level of risk.
- 2.8.4. Implementing individual educational plans for Students of Determination, and all considerations during the exam time, according to the categories of disability and to meet their needs according to their individual abilities.

2.9. Extracurricular Activities

- 2.9.1. Cancellation of group activities like trips, celebrations, sports, and camping, or converting them into virtual activities.
- 2.9.2. Postponement of the implementation of free and flexible activity classes in the university calendar in the first stage of students' return.
- 2.9.3. Converting arts and sports sessions to virtual education

2.10. Awareness & Training

- 2.10.1. Increasing awareness and train target groups on guidelines and practices for the operation of the USTF during the pandemic, and informing them of their role in implementation, in addition to the health procedures applied and adopted by the UAE with which they are required to comply.
- 2.10.2. Preparing and disseminating electronic awareness guides for target groups.
- 2.10.3. Developing awareness-raising programs and video tutorials.

2.11. Parents' Role

- 2.11.1. Guiding the student to commit to the use of personal protective equipment throughout his/her time at/on the university/bus and not to sharing equipment with classmates.
- 2.11.2. Communicating with USTF in cases of infection, suspicion of or contact with infected individuals, while ensuring that the student is kept at home and that the necessary measures are taken, in accordance with the medical instructions recommended by the treating physician.
- 2.11.3. Parents should ensure that they inform the university management if the students suffer from any chronic disease or immune deficiency.
- 2.11.4. Ensuring that the students do not come into contact with infected individuals at least two weeks before going back to university.
- 2.11.5. Parents who will travel with their kids need to return 14 days prior to the reopening of the university to comply with any health or travel-related requirements set forth by the competent government authorities.
- 2.11.6. In some rare cases where communication is not possible, the parents may request that a meeting be scheduled. If the university approves the meeting request, these meetings shall take place after all students leave the building. They shall also document the time of the parents entry and must be accompanied by an employee while in all places.

2.12. Support services

- 2.12.1. Support and maintenance services shall not be performed in the presence of students, teaching and administrative staff in the university.



- 2.12.2. Provide continuous cleaning services for the toilet immediately after use.
- 2.12.3. All maintenance work within USTF shall be carried out by accredited bodies.
- 2.12.4. Regular cleaning and sterilization of air-conditioning systems in USTF shall not be carried out during the university day, and in accordance with the announced schedules and accurate follow-up.
- 2.12.5. All suppliers are monitored for the performance, health, and safety standards.
- 2.12.6. Before entering the USTF premises, the temperature of workers in the service-providing companies should be measured. In the event of suspected infection, the necessary preventive measures should be taken, and communication should be made with the authorities concerned.
- 2.12.7. Ensure that service providers are free from any one of the following symptoms: (Fever, cough, body aches, headache, shortness of breath) and directing them to take the necessary preventive measures in the event of symptoms, and communication should be made with the authorities concerned.
- 2.12.8. Direct service providers to disclose cases of infection or contact with any confirmed cases of Covid-19, examine contacts to ensure that they do not enter the university until the results of the examination appear, and take the necessary preventive measures.
- 2.12.9. Prior to entering the university, contractors must sign a document stating the need to report any suspected cases among their staff.

2.13. Constant Monitoring and Follow-Up

- 2.13.1. The Ministry of Education should monitor and track the extent of the commitment of the university to implement the Guidelines of the "Operation of Educational Establishments during the Pandemic" framework. In the event that the university fails to comply with the application of these Guidelines, it shall be subject to the provisions concerning violations of the requirements and precautionary measures.
- 2.13.2. The formation of an internal work team within the university, called the "Health and Safety Committee", which monitors and oversees all operations and activities to ensure the implementation of all health precaution requirements and measures approved by the university.

2.14. Educational Establishment Closing Standards

- 2.14.1. Partial Closing
 - If a member of the university community has tested positive for COVID-19, and that individual's movements in the premises can be isolated to a certain area or group (i.e. confined physical area), the school must close the concerned areas for disinfection and have the concerned groups (class/bus groups and other close contacts) stay home for 14 days. This must be reported to the health authorities for follow up according to their processes. The leading authority in charge of the educational facility must be notified immediately
- 2.14.2. Complete Closing
 - If the result of a Covid-19 examination of a person in the university is positive, and the university cannot isolate that person in the building and place him in a specific, isolated area or within a group, this may require the complete closure of the university. The leadership responsibilities for the university must be notified immediately. The university must ensure that there is sufficient staff who did not have close contact with (the positive case) to ensure the continuity of the vital operations business, which includes the daily educational and administrative operations of the educational facility during the closure period.
- 2.14.3. Closing Requirements
 - Disinfection of the physical areas where exposure was identified is necessary.
 - The university may reopen following closure upon clearance by health authorities.
 - The above criteria may be subject to change based on the latest health authority requirements.

2.15. Incidence Management and Emergency Preparedness

In case a student or member of the staff reports that they have tested positive for Covid-19, the university must follow the following:

- 2.15.1. Give leave to the person and arrange for them to continue to learn or teach online depending on their personal preference and health status.
- 2.15.2. Immediately use student/staff attendance data to identify the group of people who had been in contact with the affected person during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
- 2.15.3. Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the person who has tested positive. In the case of students, the university must inform the parents of their kids' potential exposure.
- 2.15.4. Send the specific group of people who came into contact with the infected person to home and oblige them to follow quarantine instructions by the health authorities.
- 2.15.5. Share guidance with this group on observing symptoms and ensuring personal safety over 14 days in case they have been infected with COVID-19.
- 2.15.6. Inform the leading authority in charge of the university and the health authorities about cases of infection and the number of people likely to be infected.
- 2.15.7. Ensure that all university staff and concerned supporting members are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case (via a clear checklist, process charts, etc.).



- 2.15.8. USTF should have an active group email and the responsible members should be included for quick updates. Concurrent meetings/e-meetings for quick updates are required.
- 2.15.9. The infected person must show evidence that he has completed the quarantine requirements imposed by the health authorities.

3. Precautionary Measures that Shall be Taken by USTF Before Re-opening

3.1. General Framework

- 3.1.1. All USTF (employees/visitors/students) shall undergo a mandatory temperature check before entering the campus and hostel on a daily basis.
- 3.1.2. Parents' undertaking shall be obtained for USTF students to adhere to all precautionary measures, and use of the AI Hosn Application shall be ensured.
- 3.1.3. Virtual awareness workshops shall be held for all USTF students, academic staff, and employees.
- 3.1.4. All employees and students shall register in the AI Hosn Application.
- 3.1.5. Devices for reading the results of the AI Hosn Application shall be in place.
- 3.1.6. The necessary medical equipment shall be available at campus clinics.
- 3.1.7. All employees, academic staff, and students shall undertake to declare if they come into contact with coronavirus patients, or if they return from abroad for a period of less than or equal to 14 days.
- 3.1.8. Students with special health conditions shall be provided with options, such as distance learning opportunities, to reduce the risk of infection.
- 3.1.9. The high-risk faculty and employees (the elderly, patients with chronic diseases, and others) shall be provided with options, such as remote working, to reduce the risk of infection.

3.2. USTF General Controls in All Risk Levels

3.2.1. General Restrictions

- 3.2.1.1. All USTF students shall undergo the Covid-19 examination before their return to the university, to ensure that they are safe.
- 3.2.1.2. Students shall, at all times, adhere to national guidelines regarding policies developed to reduce the transmission risk.
- 3.2.1.3. Hand sanitizers shall be placed at the touch points on ATMs, in elevators, and on doors.
- 3.2.1.4. All employees, visitors, and students shall wear face masks at all times upon entry into the establishments. Failure to comply with this procedure would deprive them of entry.
- 3.2.1.5. Guiding floor decals shall be placed to ensure physical distancing (1.5 meters in classrooms and 2 meters outside of classrooms).
- 3.2.1.6. The quarantine procedures approved by the relevant authorities shall be adhered to for returnees to the United Arab Emirates.
- 3.2.1.7. Covid-19 vaccination participants will be subject to the procedures announced by the official authorities
- 3.2.1.8. Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- 3.2.1.9. No cash payment shall be permitted, and electronic payment options shall be encouraged.
- 3.2.1.10. The information regulations shall be published on the website of the university and on all its social media channels.
- 3.2.1.11. Students, academic staff, and employees shall be prohibited from study/work in the university, if they have symptoms of the common cold such as fever, headache, cough..., etc.
- 3.2.1.12. The movement of employees between departments shall be reduced as much as possible.

3.2.2. Health and Safety Procedures on Campus

- 3.2.2.1. Facilities, including bathrooms, shall be cleaned and sanitized after each use.
- 3.2.2.2. The dining halls may be opened for having food and drinks, provided that a two-meter physical distance is maintained.
- 3.2.2.3. Water dispensers and food vending machines shall not be used.
- 3.2.2.4. The headquarters shall be cleaned and sanitized at the end of each day, in conformity with any directions and instructions issued by the relevant authorities.
- 3.2.2.5. An isolation room shall be provided for suspected cases of Covid-19.
- 3.2.2.6. Packaged snacks may be allowed, provided that the health and safety guidelines shall be followed.
- 3.2.2.7. Meals involving crowding of students and staff, such as buffets, shall not be offered.

3.2.3. Health and Safety Procedures at Entrances

- 3.2.3.1. Any person entering the institution's headquarters, including staff, students, and visitors, shall undergo a temperature check.
- 3.2.3.2. Sanitization gates shall be provided at the entrances of the campus and hostel, if possible.
- 3.2.3.3. The campus entrances shall be different from its exits.

3.2.4. Classrooms

- 3.2.4.1. Floor decals shall be placed on floors to ensure physical distancing (1.5 meters in classrooms and 2 meters outside of classrooms).



- 3.2.4.2. Surfaces/chairs shall be sanitized after each lecture, and students shall be reminded on the need to wash hands with soap for at least twenty seconds or use a hand sanitizer.
- 3.2.4.3. No personal tools (pens and other items) shall be exchanged.
- 3.2.4.4. All employees and students shall wear face masks at all times in classrooms.
- 3.2.4.5. In classrooms, the safe physical distancing (2 meters) shall be maintained between students and the lecturer

3.2.5. Laboratories and Studios

- 3.2.5.1. Floor Decals shall be placed on floors to ensure physical distancing (1.5 meters).
- 3.2.5.2. All instruments used in laboratories shall be sanitized at the end of the laboratory work.
- 3.2.5.3. All employees and students shall wear face masks at all times in the laboratories and studios.

3.2.6. Final Exam Rooms

- 3.2.6.1. Physical distancing (1.5 meters) shall be maintained between tables.
- 3.2.6.2. All tables and chairs shall be sanitized in the exam room.
- 3.2.6.3. Sanitizers shall be provided at the room entrances.
- 3.2.6.4. All employees and students shall wear face masks at all times in the exam rooms.
- 3.2.6.5. The campus entrances shall be different from its exits.

3.2.7. Activities and Events

- 3.2.7.1. Events and celebrations shall be prohibited.
- 3.2.7.2. The valet parking services for employees and visitors shall not be provided during this period.
- 3.2.7.3. Group activities shall be prohibited.

3.2.8. The Library

- 3.2.8.1. Entering libraries may be allowed, and a maximum number of individuals able to be present in a library shall be determined, provided that a two-meter physical distance shall be strictly maintained between individuals.
- 3.2.8.2. Sanitizers shall be provided, and face masks shall be worn. All employees and students shall wear face masks at all times in the library.
- 3.2.8.3. Floor decals shall be placed on floors to ensure physical distancing (2 meters).

3.2.9. The hostel

- 3.2.9.1. Students who do not have other housing in the country shall be eligible for a hostel.
- 3.2.9.2. Fifty percent (50%) of the hostel shall be occupied, with a maximum of one university student in each room, with the facilitation of distance learning for 50% of those who have other housing within the UAE.
- 3.2.9.3. All services are available in compliance with the general restrictions.

3.2.10. Meetings

- 3.2.10.1. In-person meetings shall be replaced by virtual ones.
- 3.2.10.2. Student support services shall be provided virtually, whenever possible

3.2.11. Gyms and Halls

USTF Gyms and Halls shall be closed

3.2.12. Retail Store

USTF Retail store shall be closed

3.2.13. Clinical Training (at Campus Clinics or in Hospitals)

- 3.2.13.1. When the concerned students and academic staff are present for certain hours, the following shall be taken into account:
 - A two-meter physical distance shall be maintained.
 - Sanitizers shall be provided.
 - Face masks and gloves shall be worn during training at the university clinics or hospitals.

3.2.14. Circulars and Approvals

- 3.2.14.1. All precautionary measures shall be circulated to employees, students, and visitors.
- 3.2.14.2. An approval shall be obtained from the Ministry of Education to operate the higher education institution and hotels, in accordance with the informative regulations

3.2.15. Legislation

- 3.2.15.1. The government legislation shall be fully complied with for eliminating Covid-19, and violators shall be subject to liability.
- 3.2.15.2. All legislation shall be circulated to employees, students, and visitors.

3.1.16. Contact Point Responsible for Covid-19 Cases

- 3.1.16.1. An official or office shall be appointed to be responsible for responding to infection concerns and shall be known about and be available for providing advice and assistance to all students, faculty and staff.



4. Guidelines for Medical Students & Students of Health Science Faculties during the Covid-19 Pandemic

This part concern USTF colleges of Dentistry and Pharmacy and Health Sciences

4.1. Training

4.1.1. All students shall complete the online training course on Covid-19 infection provided by the university.

4.2. Personal Protective Equipment (PPE) and Infection Control Protocol

4.2.1. All students shall complete training in handling PPE.

4.2.2. All students shall follow public safety protocols, in addition to special procedures to reduce the transmission of infection in health care facilities.

4.3. Clinical Training

4.3.1. Students are exempted from direct contact with patients who have tested positive for Covid-19 (during the peak of the pandemic) and students may be allowed to undertake clinical training, rotation and follow-up medical education in hospitals treating Covid-19 cases.

4.4. Undertaking

4.4.1. Before starting clinical training, students shall sign a waiver of any right to take legal action in the event of being diagnosed as having Covid-19 due to such training.

4.5. Safety Precautions

4.5.1. Students shall comply with the latest safety measures and any additional measures such as (wearing face masks, checking the temperature, maintaining physical distancing, and following hand hygiene practices recommended in areas of patient and non-patient care).

4.5.2. Students who shall be associated in clinical training must undergo the necessary periodic checks according to the health educational facility's guidelines

4.6. Exemptions

4.6.1. If students have valid reasons that clinical training would harm their health, they will need to communicate directly with the university to give them a leave, so that conditions are safe for them to return to such clinical training.

4.7. Monitoring

4.7.1. The clinical tutor shall monitor students' compliance with the procedures.

5. Plan for Dealing with Positive Covid-19 Cases Discovered in USTF

5.1. Develop an alternative plan for educational establishments based on the public health guidelines, and in coordination with the Ministry of Health and Prevention and the local health authorities of each Emirate.

5.2. If a student, a teacher, an employee, or a family member suffers from Covid-19 and has contacted other persons at the educational establishment, the Ministry of Education shall take the following steps as directed by the Ministry of Health and Prevention:

5.2.1. Applying all isolation measures to the infected person until reaching the hospital.

5.2.2. Consider whether the closure of the university is justified and determining the duration of closure based on the level of risk as classified by the Ministry of Health and Prevention.

5.2.3. Identify those in contact with the infected person inside the university with the aid of the Al-Hosn Application, and directing them to quarantine according to the recommendations of the concerned authorities in the UAE in order to ensure the absence of infection through a negative examination result.

5.3. Temporary closure, for sterilization, of the rooms and annexes at the university visited by the person infected with Covid-19.

5.4. In the event that one of the administrative staff is confirmed as a positive case, all contacts of the administrative staff shall be examined and directed to quarantine in accordance with the recommendations of the concerned authorities in the country, pending a negative examination result.

5.5. In the event that a faculty member is confirmed as a positive case, all contacts of the faculty members and students will be examined and directed to quarantine in accordance with the recommendations of the authorities concerned in the country, pending a negative examination result.

5.6. In the event that a student is confirmed as a positive case, all contacts of students in classrooms and faculty members will be examined and directed to quarantine in compliance with the recommendations of the concerned authorities in the country, until the disease-free and negative results of the examination are assured.

5.7. In case more than one student or faculty member is infected at any stage of risk:

5.7.1. USTF shall move to the higher level of risk, and study will be suspended and totally transferred to distance learning for not less than 14 days.

5.7.2. Directing the educational and administrative employees and students to quarantine for 14 days.



- 5.7.3. Amending the operating schedule of the establishment, and developing a plan for the continuity of education and medical and social services.
- 5.8. In the event of the appearance of suspected cases or symptoms of Covid-19 in: A student/a teacher/an employee (such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste) during their presence in the USTF, and the medical staff approves this infection, the infected person must be isolated, and the parents must be notified immediately for transfer to hospital and the taking of the necessary actions. The infected person will also be prohibited from entering the USTF, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
- 5.9. Only the medical staff at the USTF may enter the isolation room, after putting on complete personal protective equipment.
- 5.10. The parents shall be contacted immediately by the medical staff at the USTF clinic, and the relevant authorities shall be notified immediately via the official channels.
- 5.11. USTF shall strictly comply with the requirements of the relevant authority for handling and transferring the suspected case of Covid-19.
- 5.12. The classroom and all annexes of USTF, which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
- 5.13. Performing the tracing process to identify those in contact with the suspected case. The tracing process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 1.5 m, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
- 5.14. Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
- 5.15. The sterilization measures should be taken in accordance with the guidelines on classrooms and buildings in USTF used by the students in contact.
- 5.16. The stay-at-home policy must be applied to students, educational and administrative staff, and employees of the university, who suffer from any symptoms of Covid-19.
- 5.17. The medical staff should follow all safety guidelines in emergencies of Covid-19 at the university and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room or going to the home or the hospital.
- 5.18. If two or more cases are confirmed at an educational establishment, the regular classes may be suspended, and the distance learning begins for all students.
- 5.19. The concerned authority shall provide additional guidance, whenever necessary.

Operational Plan During Covid-19 Pandemic: Protocols and Procedures



Element	Roles & Responsibilities				
	Ministry (or Educational Agency)	USTF	Educational and Administrative Staff	Student	Parents
Environmental and Health and Safety System for Educational Establishments: Physical Distancing, Thermometry and Use of Face Masks	Regulation	Implement	implement and comply with	Comply with	Support
Safety Measures in the Environment of Educational Establishments: Sanitization	Regulation	Implement	Implement	Comply with	Support
Public Health	Regulation	Apply	Comply with	Comply with	Support
Healthy Nutrition in Educational Establishments	Regulation	Implement	Regulation	Comply with	Support
Transportation Services in Educational Establishments	Regulation	Implement	Comply with	Comply with	Support
Human Resources	Regulation	Comply with	Comply with	-	-
Student Affairs	Regulation	implement and comply with	implement and comply with	Comply with	Support
Academic Subjects	Regulation	Implement	Implement	Comply with	Support
Extracurricular Activities	Regulation	Apply	Comply with	Comply with	Support
Awareness & Training	Regulation	Comply with	Comply with	Comply with	Support
Role of Parent	Regulation	Support	Support	Comply with	-
Support Services	Regulation	Comply with	-	-	-

Operational Plan During Covid-19 Pandemic: Protocols and Procedures

