

2020

ORIENTATION MANUAL FOR FALL 2020





Orientation Manual for Fall 2020

"Education is the most powerful weapon which you can use to change the world."

SHAHEED BENAZIR BHUTTO WOMEN
UNIVERSITY PESHAWAR



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This guide outlines how The SBBWU is going to manage the transition back to university, section by section.

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AWARENESS OF COVID-19

The corona virus, or COVID-19, is inciting panic for a number of reasons. It's a new virus, meaning no one has immunity, and there is no vaccine. Coronaviruses are an extremely common cause of colds and other upper respiratory infections. COVID-19, short for "corona virus disease 2019," is the official name given by the World Health Organization to the disease caused by this newly identified corona virus. It has spread so rapidly and to so many countries that the World Health Organization has declared it a pandemic (a term indicating that it has affected a large population, region, country, or continent).

What are the symptoms of COVID-19?

Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include

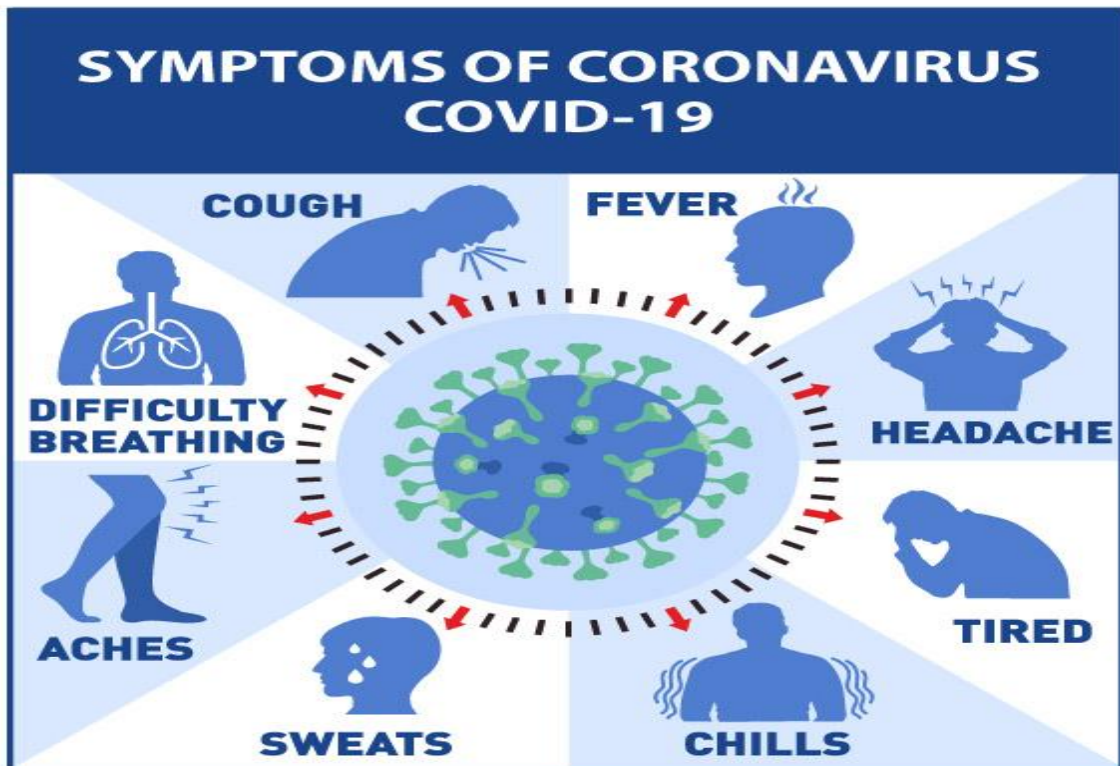
- ✓ Fever
- ✓ Body ache
- ✓ Dry cough
- ✓ Fatigue
- ✓ Chills
- ✓ Headache
- ✓ Sore throat
- ✓ Loss of appetite
- ✓ Loss of smell

In some people, COVID-19 causes more severe symptoms like

- ✓ High fever
- ✓ Severe cough
- ✓ Shortness of breath, which often indicates pneumonia.

People with COVID-19 are also experiencing neurological symptoms, gastrointestinal (GI) symptoms, or both. These may occur with or without respiratory symptoms. For example, COVID-19 affects brain function in some people. Specific neurological symptoms seen in people with COVID-19 include loss of smell, inability to taste, muscle weakness, tingling or numbness in the hands and feet, dizziness, confusion, delirium, seizures, and stroke.

In addition, some people have gastrointestinal (GI) symptoms, such as loss of appetite, nausea, vomiting, diarrhea, and abdominal pain or discomfort associated with COVID-19. These symptoms might start before other symptoms such as fever, body ache, and cough. The virus that causes COVID-19 has also been detected in stool, which reinforces the importance of hand washing after every visit to the bathroom and regularly disinfecting bathroom fixtures.



How it spreads

The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

How long is it between when a person is exposed to the virus and when they start showing symptoms?

Recently published research found that on average, the time from exposure to symptom onset (known as the incubation period) is about five to six days. However, studies have shown that symptoms could appear as soon as three days after exposure to as long as 13 days later. These findings continue to support the CDC recommendation of self-quarantine and monitoring of symptoms for 14 days post exposure.

HOW TO PROTECT

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

Wash your hands

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. It's especially important to wash:

- Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
-
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members. Put 6 feet of distance between yourself and people who don't live in your household. Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arms' length) from other people. Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a mask when around others

You could spread COVID-19 to others even if you do not feel sick. The mask is meant to protect other people in case you are infected. Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover coughs and sneezes

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.

Monitor Your Health Daily

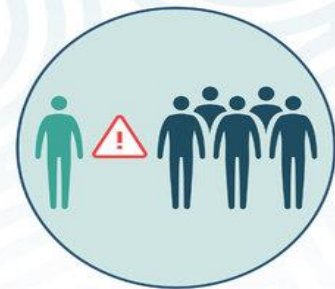
Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.



COVER YOUR MOUTH AND NOSE WITH A TISSUE IF YOU DON'T HAVE A TISSUE USE THE INNER SIDE OF YOUR ELBOW



REFRAIN FROM CLOSE CONTACT DO NOT SHAKE HANDS



STAY AWAY FROM CROWDED PLACES



DO NOT TOUCH YOUR EYES, NOSE, OR MOUTH IF YOUR HANDS ARE NOT CLEAN



WASH YOUR HANDS WITH SOAP AND WATER FOR AT LEAST 20 SECONDS.



USE HAND SANITIZERS IF YOU CAN'T WASH YOUR HANDS

CHANGE ON CAMPUS

Notifications



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

OFFICE OF THE REGISTRAR

Main Campus, Landay Sarak, Charsadda Road, Larama
Email: registrar@sbbwu.edu.pk; Phone. No: 091-9224798

No: 41/REG/SBBWUP/2020
Dated: 15/09/2020

NOTIFICATION

In the light of Federal Government's decision regarding re-opening of Universities/ HEIs, with effect from September 15, 2020 a strategy for gradual re-opening of Universities/ HEIs as shared by HEC, the following phase-wise schedule has been finalized for the commencement of the 2020-21 academic year:

Phase I: 11th September 2020 to 30th September 2020

1. Conduction of physical exams for BS Spring semester 2020 with effect from 14th September 2020 to 30th September 2020 as per schedule released by the Controller of Examinations.
2. Classes of all semesters of Masters program for Fall 2020 will continue online.
3. MS/M.Phil/Ph.D students are allowed to come on campus with effect from 15th September 2020 for physical classes and laboratory work.
4. Admission of BS/ MS/ M.Phil and PhD programs is conducted online which will be completed by 25th September 2020.
5. For those students who could not be contacted during lockdown period i.e from March 15 2020 till 31st August 2020 and did not attend Spring Semester 2020, they will be facilitated to resume their semester by attending 45 days academic activities;

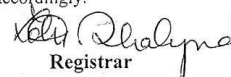
Phase II: with effect from 5th October 2020:

1. Classes of BS for Fall Semesters 2020 will continue online with effect from 5th October 2020.
2. The Classes of new admission BS 1st Semester Fall 2020 only, will be conducted physically on Campus.
3. For students with internet connectivity issues, face-to-face learning arrangement on the campus are made; asynchronous study mode can also be adopted; they can opt to continue online learning by availing the internet connectivity facilities at designated Allama Iqbal Open University regional centers for accessing internet, if they do not want to come on campus.
4. Hostel is re-opened for:
 - a. Students having internet connectivity issue
 - b. Students having requirement of laboratory work for BS and Masters Program
 - c. MS/MPhil/Ph.D students

General instructions for students attending the university during COVID-19

1. No entry without wearing mask; wearing a mask at all times is mandatory.
2. Focal person Ghulam Tehmasap, Deputy Director Administration, is designated at the Campus to be contacted in case of questions about safety or emergencies.
3. Focal person Dr. Irum Maqsood, Assistant Professor Department of Zoology, is responsible for various COVID-19 related duties and medical services, made available to the boarders and the day scholars on the campus.
4. Isolation Room has been established to deal with the suspected cases of COVID-19.
5. Use of only designated entrances and exits installed with de-sanitizing walk-through gates, in place.
6. All students residing in the hostel have to submit certificate on stamp paper (Affidavit) and Health Certificate, duly signed by the parents/guardians.
7. Students have to dine in their respective rooms. Dining hall will not be used for breakfast, lunch or dinner.
8. Students are not allowed to entertain visitors in hostel during COVID-19 pandemic.
9. In addition to these COVID-19 SoPs and protocols, hostels rules and regulations must be followed and observed as per the hostel management directions.
10. The day-scholars/ hostelites/ online learners have to pay all pending/current dues of the department as well as of the hostel.
11. Cafeteria is opened for take-aways only.
12. Student gathering is not allowed on the premises of the university.

The University will assess the situation from time to time and may change the schedule accordingly.


Registrar



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
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**POLICY ON GRADUAL RE-OPENING OF SHAHEED BENAZIR
BHUTTO WOMEN UNIVERSITY PESHAWAR FROM 15TH SEPTEMBER
2020 ONWARDS**

In the light of Federal Government's decision regarding re-opening of Universities/ HEIs, with effect from September 15, 2020 a strategy for gradual re-opening of Universities/ HEIs as shared by HEC, the following phase-wise schedule has been finalized for the commencement of the 2020-21 academic year.

The University is re-opening gradually in phases with effect from 15th September 2020 for the students. We will continue with online classes, adopting the option of hybrid mode of learning, for Fall Semester 2020, where those students who cannot come to the campus will take online classes. Most of the programs will be taught online without any compromise on quality and as per HEC specification through Certification of Online courses. The arrival of students is in phases as per the following categories:

1. For students with internet connectivity issues:
 - a. face-to-face learning arrangement on the campus are made;
 - b. asynchronous study mode has also been adopted;
 - c. they can opt to continue online learning by availing the internet connectivity facilities at the following Allama Iqbal Open University regional centers for accessing internet, if they do not want to come on campus:
 - i. Adjacent BISE Murree Road Abbottabad
 - ii. H.No. 237 Sector E Sadberg Road Sheikh Maltoon Town Mardan
 - iii. Balambat Road Timergara Lower Dir
 - iv. Near Rescue 1122 District Courts D.I Khan
 - v. H.No. 43 Sector A-2 Phase-II KDA Kohat
 - vi. Haji Rehman Plaza Rashimabad Swat
 - vii. Governor Cottage Road Goldoor Chitral
2. Arrangements are made at the University for day-scholars and hostelites who are involved in laboratory and research work. Laboratory requirements will be managed through group-strategy. Groups will be formed as per adherence of SoPs. The university will ensure that all students complete the degree requirements without any compromise on quality and standard.
3. MS/M.Phil/Ph.D students are allowed to attend classes and laboratory work physically.
4. Those students who could not be contacted during lockdown period i.e from March 15 2020 till 31st August 2020 and did not attend Spring Semester 2020, on-campus learning is arranged for them.

All students coming back on campus, be they boarder or day scholar, are required to submit **Affidavit** and **Health Declaration Certificate**. Arrival procedure for boarders and day scholars, students orientation manual regarding SoPS and point of contacts are sent along with the invitation letter. The updates will be regularly uploaded on the university website for the stakeholders. A focal person (Ghulam Tehmasap, Deputy Director Administration) is designated at the Campus to be contacted in case of questions about safety or emergencies. Awareness messages are posted and updated regularly to reinforce SoPs.

Examinations are taken physically on campus by adopting staggering approach (in shifts). Buses and hostel facility are made available for students.

A health care unit is established with help of Rescue 1122 at the campus. The university has provided them with a room and the Rescue 1122 is providing the university medical staff comprising of 24/7 nursing staff, emergency medicine and a fully equipped ambulance. Also, the university has made a written request to the health department for provision of essential supplies and liaising with the nearest hospital available, i.e, Lady Reading Hospital for medical assistance in case of any emergency. De-sanitizing gates, pedal-operated hand-washing units are placed at five strategic points in the university.

SoPs for precautionary measures have been laid down including:

- University has disinfected and sterilized the buildings, which include hostels and academic blocks, cafeteria, library, administrative units etc.
- No entry without wearing mask; wearing a mask at all times is mandatory.
- Focal person of medical services (Dr. Irum Maqsood, Assistant Professor Department of Zoology), and other officials responsible for various COVID-19 related duties are available to the boarders and the day scholars on the campus.
- Isolation Room has been established to deal with the suspected cases of COVID-19.
- A proper mechanism for tracing of symptomatic individuals is in place.
- Marks are made for maintaining social / physical distancing of 6 feet in classrooms, laboratories, libraries, cafeteria, offices, corridors, and staircases.
- Maintenance of good hygiene practices which include washing hands thoroughly with soap and water or use of sanitizer, drying of hands before leaving the washroom, usage of tissue (and disposing it off properly); crook of the elbow to be used when coughing or sneezing.
- Use of only designated entrances and exits installed with de-sanitizing walk-through gates, in place.

The strategies mentioned above will be implemented phase-wise in the following manner:

A: TEACHING & RESEARCH

Phase I: 11th September 2020 to 30th September 2020

1. All Faculty members of the university are attending their offices from 11th September 2020.

2. Conduction of physical exams for BS Spring semester 2020 with effect from 14th September 2020 to 30th September 2020 as per schedule released by the Controller of Examinations.
3. Classes of all semesters of Masters program for Fall 2020 will continue online.
4. MS/M.Phil/Ph.D students are allowed to come on campus with effect from 15th September 2020 for physical classes and laboratory work.
5. Admission of BS/ MS/ M.Phil and PhD programs is conducted online which will be completed by 25th September 2020.
6. For those students who could not be contacted during lockdown period i.e from March 15 2020 till 31st August 2020 and did not attend Spring Semester 2020, on-campus learning is arranged for them.

Phase II: with effect from 5th October 2020:

1. Classes of BS for Fall Semesters 2020 will continue online with effect from 5th October 2020.
2. The Classes of new admission BS 1st Semester Fall 2020 only, will be conducted physically on Campus.
3. For students with internet connectivity issues, face-to-face learning arrangement on the campus are made; asynchronous study mode can also be adopted; they can opt to continue online learning by availing the internet connectivity facilities at designated Allama Iqbal Open University regional centers for accessing internet, if they do not want to come on campus.
4. Hostel is re-opened for:
 - a. Students having internet connectivity issue
 - b. Students having requirement of laboratory work for BS and Masters Program
 - c. MS/MPhil/Ph.D students

B: TRANSPORT

University is resuming the transport facility by strictly following the SoPs by student and staff:

1. All students, drivers and conductors must wear face mask when in bus. No student is allowed to board the bus without mask. (Masks are available in the bus on payment).
2. 30% transport is operational keeping in view the strength of students attending face to face classes on campus.
3. All employees who avail university transport must keep/display their service card at the time of travelling.
4. All students who avail university transport must keep/display their university identity card at the time of travelling.
5. The University transport is functional on prescribed routes, including Charsadda and Nowshera, from 14th September 2020, as per regular timings.
6. All transport vehicles are sanitized regularly.

C: HOSTELS

University has re-opened its hostel facility with condition to strictly comply with regulations of Hostel.

- a) **In phase-I** the boarders of spring semester 2020 coming for physical exams are allowed with effect from 13th September 2020 till completion of examination i.e 30th September 2020.
 - b) **In phase-II** the boarders of Fall semester 2020, will include BS First semester students, those students having internet connectivity issue and those having requirement of laboratory work will be allowed. The schedule will be released by the university on 30th September 2020 on the university website.
 - c) MS/MPhil/Ph.D students will be allowed to avail hostel facility with effect from 15th September 2020.
1. All students residing in the hostel have to submit certificate on stamp paper (Affidavit) and Health Certificate, duly signed by the parents/guardians.
 2. Students have to dine in their respective rooms. Dining hall will not be used for breakfast, lunch or dinner.
 3. Students are not allowed to entertain visitors in hostel during COVID-19 pandemic.
 4. In addition to these COVID-19 SoPs and protocols, hostels rules and regulations must be followed and observed as per the hostel management directions

**GENERAL INSTRUCTIONS FOR SBBWU STUDENTS ATTENDING THE
UNIVERSITY DURING COVID -19**

1. The day-scholars/ hostelites/ online learners have to pay all pending/current dues of the department as well as of the hostel.
2. Proctoral Board (monitoring groups) are ensuring maintenance of social distancing of 6 feet in classrooms, laboratories, libraries, cafeteria, offices, corridors, staircases and other SoPs.
3. None of the hostel residents are allowed to accommodate any visitor. In case of violation their admission will be cancelled.
4. Cafeteria is opened for take-aways only.
5. Student gathering is not allowed on the premises of the university.

NOTE: This policy will be applicable until any new instructions are issued by the Government

Prevention and Control of COVID-19 in university:

As the time for university to reopen approaches, we understand that there will be excitement but also apprehension in sending your daughters to university again. We are well aware that parents will have many questions about how university will endeavor to make their campuses safe for students. We would like to unequivocally state that the health and wellbeing of our students are of utmost importance to us at Shaheed Benazir Bhutto women university (SBBWU). This guide details the framework that has been carefully developed by SBBWU, using international and national best practices, to ensure that our students can return to university in a cocoon of safety and protection.

- University has thoroughly inspected and reviewed ventilation in all buildings.
- University ensures proper daily cleaning and disinfection of high traffic areas complying with international best practices.
- University has displayed signs related to preventative measures that have to be adopted during COVID-19.
- All incoming deliveries are disinfected.

The Covid-19 pandemic has raised significant challenges for the higher education community worldwide. A particular challenge has been the urgent and unexpected request for previously face-to-face university courses to be taught online.

The campus will be open but not as in routine. The post-lock down campus will operate in a slightly different manner. The mode of education will be changed; the day to day life will also be changed. The details of change at campus are given below for our students to go through before coming to campus.

The University will reopen gradually, inviting the students:

- running semester having internet connectivity issues,
- research and Lab requirements.
- Post graduate programs for blended learning.
- 1st semester for physical (face to face) classes.
- The rest of the students will continue online education.

Arrival procedure:

- The students will report at the main gate of the University.
- Entry will be subject to checking of the invitation letter, affidavit/health declaration and CNIC at the entry point.
- No mask no entry.
- The students will not be allowed to enter in groups.
- There are distance marks on the main entrance to avoid grouping. Ensure standing at a distance of 6 feet from others.
- Your temperature will be taken at the entry point. Any student having temperature will not be allowed on campus.
- You will then have to walk through the sanitizing gate at the entry point.
- You will then be routed towards the hostel warden to report your arrival (boarders)
- From there you will move in to your allocated room.
- An orientation session will be arranged after your arrival. The time and venue of orientation session will be communicated to you by your warden/Incharge.

SOPs (or Safety Protocols):

- All members of the campus community, including faculty, staff, and students, are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of Covid-19 related symptoms.
- No entry without mask will be allowed.
- Wear a mask at all times when in a public space on campus.
- Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.
- Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer; dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
- Use only the designated entrances and exits.
- Review latest updates and general guidance provided by the University on the website.
- Obey all restrictions on the use of communal equipment such as printers and photocopiers;
- Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
- Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.
- Daily screening (thermal gun) for students at entry of campus & hostel.
- Upon showing up any symptoms(as per report by HoD/provost), by any student, her test for Covid 19, would be carried out.
- Students once joined will not be allowed to move out of university for routine matters, except any extreme emergency, as per recommendation/permission of Provost.
- Hand washing facility available at five strategic points on campus other than the already existing facility in buildings.
- All staff/ students would pass through the sanitizer gate.
- Handshakes will not be allowed.
- Everyone to maintain a safe distance (6 feet) all the time, within the campus, university transport, including classes, open areas/ lawns, offices, hostels, cafeteria and anywhere else in the University.
- At the cafeteria, bank booth, admission, transport office, dealing and all other such offices, the students/ staff must adhere to the markings, placed for the purpose.
- Used masks, tissues etc would be disposed of in the designated bins (painted red), only.
- No reusable crockery, glasses, spoons etc would be used by cafeteria, including the hostel catering service.

The steps taken by the university to facilitate the observance of the guidelines.

- The university has Placed "distancing marks" in all public spaces for the students, staff and faculty to adhere at campus, including classrooms, auditoriums, laboratories, libraries, cafeterias, canteens, mosques, dining halls and play grounds.

- Rescue 1122 has set up a health Center at the campus. The students, staff and faculty can obtain the services of a medical professional on campus. The useful contacts are available on university website.
- Policy for allocation of hostel rooms is on the basis of social distancing. Students will not be allowed to leave the campus in any case.
- Focal person Mr. Ghulam Tehmasap, Deputy Director, Administration, is designated at the campus to be contacted in case of questions about safety or emergencies.
- Awareness messages are posted and updated regularly on university webpage to reinforce social distancing, wearing of masks, and hand washing.
- Isolation room has been established to deal with the suspected cases of Covid-19.
- Focal person Dr. Iram Maqsood, Assistant Professor Department of Zoology is responsible for various covid-19 related duties and medical services, made available to the boarders and day scholars at the campus.
- Adhere to the use of only designated entrances and exits with sanitizing walk throughs in place.
- Boarders will have to dine in their respective rooms. Dining hall will not be used for breakfast, lunch or dinner.
- Boarders are not allowed to entertain visitors in hostel during Covid-19 pandemic.
- In addition to these Covid-19 Sops and protocols, hostel rules and regulations must be followed and observed as per the hostel management direction.
- Cafeteria is opened for take-aways only.
- Student gathering is not allowed on the premises of the university.
- Guidance and contact options for those who continue to work remotely is available by their respective Incharges of the Department. Updates any will be available on the university website and facebook page.
- For facilitation of our students we have installed sanitizing walk through, pedal operated hand-washing units and sanitizer dispenses strategically across campus.

Guidelines to Returnees for Preparation:

All those intending to return on campus should follow the following instructions:

Follow instructions: Read all instructions carefully, enter the contact information of the key individuals in your phones data base, and sign the Affidavit and health declaration.

In Case of Symptoms: Anyone who may be experiencing Covid-19 symptoms, or a member of whose household develops these symptoms, or if they have been in a contact with a covid-19infected person should not return to campus but go into self-isolation.

Strictly Follow Entry & Exit SOPs

- Security personnel will monitor body temperatures and any other signs of COVID-19 symptoms of everyone entering the building.
- Security personnel will ensure all persons entering the building are wearing face masks.
- University will ensure how that medical information for all students are up to date including their telephone numbers.
- Students with symptoms will not be allowed to enter the campus by the university in-charge.

- To decrease crowding of students at entry points, students will be assigned different gates for entry, along with different reporting times.
- Entry areas are marked to maintain social distance at 6 feet.
- Sanitization will be ensured at the entrances via sanitization walk-through.
- There will be a zero-tolerance policy for parents/students who do not follow
- recommendations on masks, hand-washing, sanitization, and physical distancing.
- No entry of parents/visitors will be allowed at the university unless necessary and appropriate preventative measures for COVID-19 are followed.

Classroom/ Lab SOPs

- To ensure social distance, it will be ensured that students are seated at a minimum of 1 meter apart from each other.
- Ensure all students keep their masks on at all times.
- Maintain social distancing in all class activities.
- Ensure students' hands are sanitized a minimum of three times a day from hand sanitizing facility available at different locations.
- Monitor to identify any sign of COVID-19 in the classroom.
- If a student shows any symptoms of COVID-19, immediately place the student in the isolation room at the campus, and notify the parents
- Students will be supervised and staggered when visiting the canteen and open areas of the university at their free timings. The 1 meter distance will be maintained between them at all times.
- Students will be allowed to use the washroom under strict SOPs.

Hostel SOPs

As per directives of Federal Government, It has been decided by the Authorities of Shaheed Benazir Bhutto Women University to reopen both hostels of SBBWUP w.e.f September 13, 2020 with condition to strictly following the SOPs.

In this regard Hostel administration welcomes all the returning students and extends their wishes and prayers for the well-being and safety of all students, staff and faculty.

1. All students residing in the hostel will submit certificate/affidavit on stamp paper, duly signed by the parents/guardians, that they will follow COVID-19 SOP's.
2. Returning Students must have to come along with their Parents/ Guardians otherwise they will not be allowed to enter in hostel premises.
3. Consent and Willingness of Students for Return: Students must have to write in their consent/willingness certificate that they will not hold the hostel administration liable if they contact the virus in spite of the safety protocols. Signatures of Parents/ Guardians is essential on certificate.

4. The resident students will be under the direct supervision and control of Resident Warden and other resident staff, and they are responsible to implement all the SOP's to cope the pandemic Covid-19.
5. Students and employees will be screened at the hostel gate and also their temperature will be tested.
6. The students before entering the hostel premises shall wash their hands with soap at hand washing stations.
7. Unauthorized person/students /parents /visitors will not be allowed in hostel during COVID-19 pandemic.
8. The student on the arrival to hostel must sign the Arriving register.
9. The student must enter their particulars including their name, father name, session, address and contact number in the Arrival Register in the supervision of Resident warden.
10. The Resident Warden must maintain a list of residing student data. A copy of the student particulars must also be kept in her self-phone and also a copy shall be provided to provost office.
11. Moreover Resident warden shall make a what's up group of residing students' parents/guardians for the purpose to update the parents about the student's condition.
12. Resident students and employees should report immediately any of the following symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness;
13. In case of emergency the suspected students should communicate the resident warden telephonically about the symptoms and for access to the hospital.
14. In case of any suspected case the warden must report the parents of effected students telephonically and submit written report to the Provost office.
15. Violation of rules ,i.e. social distancing, wearing masks and gloves shall liable to penalty of Rs. 500/- to Rs. 1000/- student shall be send back to their homes in case of regular violation of rules.
16. All students residing in hostel shall wear face mask and must maintain social distancing by restricting themselves to their respective rooms as this disease is spread through direct

contact with the respiratory droplets of an infected person, which are generated through coughing, sneezing or talking.

17. No co-curricular and extra-curricular activities will be allowed during the pandemic in the premises of the university.

18. Students are instructed to avoid

- a. Direct contact with others
- b. Shaking hands
- c. Hugging;
- d. Frequently wash hands with water and soap.
- e. Use a 70% alcohol-based hand sanitizer.
- f. Avoid touching the face (i.e. eyes, nose, and mouth) with unwashed hands.

19. Food timings

- | | | | |
|-------------------------------------|--------------|----|----------|
| <input type="checkbox"/> Break Fast | from 7:00am | to | 09:00 am |
| <input type="checkbox"/> Lunch | from 12:00pm | to | 02:00pm |
| <input type="checkbox"/> Dinner | from 6:00pm | to | 08:00pm |

20. Disposable/not reusable utensils shall be used.

21. The Provost or nominee of the provost will inspect the hostel randomly.

In additions to these COVID-19 SoP's and protocols, hostels rules and regulations must be followed and observed as per the hostel management directions

Transport SOP in Covid19 environment

- ❖ No entry in University Transport is allowed without masks
- ❖ Appropriate distance between the passengers
- ❖ No hand shakes

- ❖ Every student would bring their own water bottles
- ❖ Must get their temperature taken and pass through sanitizer gate upon dismounting in the campus

For Parents, Guardians and Community

Guidelines to be followed:

- Monitor your daughter health and keep them home if they have any symptoms related to COVID-19.
- Ensure your daughter are equipped with extra masks and hand sanitizers before they are dropped off at university.
- Teach and demonstrate good hygiene practices for your daughter. Wash your hands with soap and water frequently.
- Ensure that safe drinking water is available and washrooms are clean at home.
- Ensure waste is safely collected and disposed off.
- Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, and nose.
- Encourage your daughter to ask questions and express their feelings to you and their teachers. Remember that your daughter may have different reactions to stress; be patient and understanding.
- Home-made healthy eating and exercise routines to be encouraged.

Canteen SOPs

The university canteen is a public space and will operate under stringent COVID 19 protocols. The cafeteria is marked with social distancing and hand washing stations ensuring the highest standards of hygiene. Both staff and students must practice social distancing at the canteen and are advised to stand 2 meters (6 feet) apart from each other.

- All students must wear their face masks at all times and wash their hands before entering the canteen.
- Minimize your stay at the canteen and avoid standing face to face for too long.
- Since the canteen space will serve a limited number of students at a time, students must cooperate and remain patient for their turn.
- Students must not leave any trash behind and dispose of leftovers immediately.
- Only take away will be allowed.

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call medical provider for any other symptoms that are severe or concerning to you.

Contact Dr. Iram Maqsood focal person for medical services at 091-9224787 or call Mr. Ghulam Tehmasap Khan, Deputy Director Administration at 0345-5701616.

SUPPORT

The university has taken following measures to support the students and staff on campus:

- Thermal guns are used to monitor temperature at the entry of campus and the hostels , on daily basis.
- Pedal operated Hand washing units have been deployed strategically at 5 locations across the campus other than the routine facilities available in the buildings,
- Hand Sanitizer dispensers are deployed at strategic points across campus for the use of the campus community
- Sanitizing walk through s have been deployed at strategic points across campus.
- Social distance marks across campus for adherence and reminder of the students .
- Isolation room has been identified at campus, in case of any symptomatic individual on campus.
- A 24/7 health care unit of 1122 has been established at campus in collaboration with Rescue 1122,
- Two ambulances are on standby 24/7 , one university's and the other of Rescue 1122.
- Cafeteria will be open for our students with SoPs,
- Transport will be provided to our students with Sops,
- Hostel is also reopened with SoPs,
- Covid-Tests are conducted in coordination with District Health Office,
- University has identified the focal persons for medical and emergency contacts. Their contact numbers are also shared on website and across the campus.

PENALTIES

- a) Disciplinary committees are constituted at the department (3 members, including Staff Proctor) for implementation of the COVID-19 SoPs. Monthly reports will be shared with the concerned offices and Chief Proctor.
- b) Students will provide an undertaking to the focal person of the departmental discipline committee after the orientation session that they will abide by the rules and will not violate SoPs at the campus.
- c) In case of not wearing a mask and not maintaining social distancing anywhere at the campus, Rs: 50/- will be fined. Any student who commits minor or inadvertent breach will be reminded of the violation.

- d) Code of Conduct campus during pandemic is displayed in all the classrooms/notice boards each. Repeated violations will incur higher penalties, including being sent back to work from home,
- e) Deliberate refusal or Failure to follow the instructions would be a disciplinary offence.

SOURCES

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10. Framework for Reopening Schools (April 2020) (From UNESCO, UNICEF, the World Bank, and the World Food Programme)
11. <https://www.unicef.org/documents/framework-reopening-schools>