

# **STANDARD OPERATING PROCEDURES (SOPS) for HEALTH AND SAFETY<sup>1</sup>**

## **For the LUMS Community (Faculty, Staff & Day Students)**

These SOPs apply to the general LUMS Community (faculty, staff and day students on campus). There are additional SOPs for resident students and faculty.

### **General SOPs**

You should always:

- 1) Observe **physical distancing of 2 meters**.
- 2) Practice **respiratory/cough etiquette**: Use a tissue to cover your mouth and nose every single time you cough or sneeze. Resort to coughing into your elbow if a tissue is not available. Never cough into your hands or the open air. Always turn your face away from people around you when coughing or sneezing.
- 3) Practice **hand hygiene**, that is frequent washing of hands for at least twenty seconds with soap and water. Avoid touching the nose and eyes. Everyone should strive to carry sanitizer/soap with them. After use, they must dispose of the mask and gloves responsibly.
- 4) Use of **face masks** indoors is mandatory unless alone in one's room. Masks should be worn outdoors in the presence of other people and where social distancing is not possible.
- 5) While eating and drinking one can lower their mask only for that duration

### **Specific SOPs**

#### IN CASE OF SICKNESS

If you feel sick with COVID-19 like symptoms-- fever, body aches; sore throat etc. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), or you think you may have been exposed to someone with COVID-19. Immediately consult with the doctor at the Campus Medical Center (Ph: 042 3560 8000 ext 2543), where you will be examined and advised about the next steps. You may be advised to get a PCR test, which you can get off campus or administered a rapid antigen test in the Medical Center. If you prefer you, can go home and follow up with your personal doctor.

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<sup>1</sup>Version dated **August 11, 2021**. The strategy will be updated based on feedback and as such remains a 'live' document

## **Academic Instruction**

### Lectures

- Lectures in the Fall 2021 semester will be a mix of online and in-person classes.
- If working in a group, must preferably do so in an open space, and wear masks while maintaining social distancing protocols.

### Library

All users are encouraged to pay attention to signs placed outside the building that give the details of protocols for use of the building.

- Swipe their smartcards at the library entrance indicating the time of entry and exit from the library.
- Users should respect designated seating spaces, limit group size, maintain physical distance and be masked.
- Browse the various sections of the library while maintaining SOPs regarding social distancing and wearing masks.
- Preferably books should be returned through the book drop box by the users. No book is to be returned at the circulation counter.
- The returned books may be quarantined for 24 hours before being checked in and placed on the shelves.

### General Computing Labs and Other Labs

All users are encouraged to pay attention to signs placed outside the building that give the details of protocols for use of space.

- Based on space, only certain numbers determined and monitored by faculty or the lab manager, will be allowed in at one time. Students, while maintaining distance, should wait outside the lab door until their turn.
- Lab time should be limited to no more than 2 hours or that previously determined by lab manager per student, so all have a chance to work.
- While working in a computer lab users should maintain social distance.

## **Provision of Food and Eating and Khoka Visits**

- Take away counters are available at the PDC for ordering food.
- While queueing, customers should maintain a social distance of at least 2 meters/6 feet from one another.

- Eating in a group is allowed in open spaces in front of the PDC/EDH or at the LUMS square adjacent to the Khoka, while maintaining social distance.
- Sharing food is strongly discouraged.
- Takeaways are only allowed at the LUMS In-Gate.
- No more than five customers are allowed in the Super Store at any one time. Inside the superstore customers should maintain a distance of at least 2 meters/6 feet. Queues should be maintained outside for those awaiting.

### **Public Washrooms**

- No more than two persons at one time should be in the washrooms especially when washrooms are heavily used (e.g. for Wudoo).

### **Socializing/Gatherings/Events**

- Social gatherings are only allowed outdoors.
- Gatherings should not exceed 20 persons.
- All gathered should observe physical distancing, respiratory/cough etiquette, and hand hygiene practices as explained previously.
- Events planned by students or student societies are meant for the LUMS community exclusively and require approval from OSA.

### **Congregational Prayers**

For prayers inside the mosque:

- Distance of at least 2 meters is to be observed while praying.
- You are encouraged to bring their own prayer mats.
- Sick and elderly are strongly discouraged to attend congregational prayers.

### **Gyms and Games**

- Use the gym through an online booking system <https://sports.lums.edu.pk> that begins bookings at the hour and is monitored by the gym instructor.
- Each booking slot is for 45 minutes followed by 15 minutes of deep cleaning
- Random temperature checking can be expected just before entering the gym.
- There should be no more than seven persons inside the gym at one time and no more than four in the executive gym.
- The schedule is determined using a first come, first served basis, unless it is full.

- Hand sanitizer is available at entrance to the gym and everyone must sanitize on entry.
- Change into gym wear at home/hostels and avoid changing inside the lockers. No bags are allowed inside the gym.
- Bring your own exercise/yoga mats and water/drinks.
- Maintain physical distance even if getting training in the gym. No physical contact between users (handshakes, high fives).
- Swipe down the equipment before and after the use.
- Maintain social distancing while using the track, the sports complex or during any games.
- Squash courts will remain closed for now in addition to other offices inside the sports complex.
- Failure to comply will lead to usage privileges being withdrawn with immediate effect.