

STANDARD OPERATING PROCEDURES (SOPS) for HEALTH AND SAFETY¹

For Students

These SOPs apply to LUMS students on campus (resident students).

General SOPs

Students 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) Students must 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.

Resident Students:

Notify your respective Housing Officer (phone numbers are prominently displayed in each hostel) and follow their instructions.

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

The Housing Officer will:

- a) Move you to a Quarantine Center (Ground floor of M-5 for males and F-5 for females).
- b) Notify the doctor in the Health Center, and campus psychological services with student name, ID and email.
- c) The nursing staff/doctor will examine you in the quarantine room and give advice regarding your care.

The Doctor's advice can be:

- 1) Go back to your own room on campus.
If the doctor determines that your symptoms are not COVID-19 related, then you can go back to your room and take care of yourself as directed by the doctor. You should get yourself examined again after 12-24 hours and get your determination updated.
- 2) Stay in the quarantine room on campus.
If the doctor determines your sickness/symptoms are or can be COVID-19, you will stay in the quarantine room. You will be provided: support staff and monitoring of symptoms by the Medical Center doctor and Counseling and psychological support.

The purpose of keeping you in quarantine is to confirm if you are truly infected with COVID-19 virus. Depending on the variant/strain the incubation period of the virus is between 3 to 14 days. COVID-19 is confirmed by PCR test, therefore only on the recommendation of the doctor the sample is taken from your nose. If you are asked to take a PCR test, LUMS will bear the cost. The University has made arrangements with two pathology labs to do this test while you are in the quarantine room. The results of this test are available in 24 hours. The results of your PCR show if you have COVID-19, or are free from the virus. The results of your PCR test determines how you will be cared for subsequently.

PCR Test result can be either Negative or Positive.

- Negative result of PCR test: In most circumstances this means that your illness may be for some other reason however, this could also be a false negative and you still may have COVID-19. Your diagnosis will be ascertained by the doctor in conjunction with symptoms and other tests (if need be). If cleared by the doctor, you can go back to your room, and normal campus life while taking medicine the doctor prescribed for you.
- Positive result of PCR test: If your PCR test is positive, that means you have the COVID-19 virus.

If your PCR is positive, the provost's office will inform your parents/guardians immediately in order to have you picked up to be taken care of in the safety and comfort of your home. You may return to campus after 10-14 days, after your repeat PCR is negative, you are symptom FREE and on arrival our medical center has given you Covid clearance. If in the unlikely event that this is not possible, students will self-isolate on campus in the isolation center (ground floor M-5 or F-5). You will be monitored by nursing staff/doctor, supported by psychologists till you get better. This process usually takes 10-14 days.

If symptoms are severe with breathing problems, you will be moved to a hospital in consultation with your parents. In case of hospitalization, be it in a government or private hospital, an attendant and all expenses have to be arranged by you or your family. You will stay at the hospital till your symptoms subside, repeat PCR is negative and the hospital/doctor has given you written permission/Covid clearance. After that you can come back to the campus.

Quarantine & Isolation

- Under quarantine & isolation, students are not allowed to leave their allocated rooms. Staff will help them access food, etc.
- In case of Covid positive cases in the Isolation wing, the nursing station in the hostel will take vitals of students and coordinate with the doctors in the Medical Center.
- Students will have telephone access to a housing staff and to the medical center.
- In case they develop more serious symptoms such as shortness of breath, they will be moved to a hospital.

Psychological Support

Students feeling distressed are encouraged to seek help from campus counsellors at 0307 024 7704 or student.counselling@lums.edu.pk

Academic Instruction

Lectures

- Lectures in the Fall 2021 semester will be a mix of online and in-person classes.
- If working in a group, students must preferably be 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.

- Students should 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.
- Students to 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.

Computer 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 students should maintain social distance.

Housing and Living

- Two Housing Officers are on duty 24/7 in the hostels.
- Whenever possible, students are encouraged to keep their windows open for ventilation.
- Students are allowed to use common rooms during allowed time slots.
- Hostel lifts will be operational, at one time only 3 people are allowed to use the lift.
- No more than two students are concurrently allowed in the kitchen, ironing area, showers and laundry rooms.
- Dishwashing is to be done by students themselves. No dishes to be left in the sink. Sinks, taps and doorknobs should be wiped down after use.
- Food in common fridges should be labeled by the owner's name.
- For visits to the barber shop and the beauty parlor, no more than two customers should be at the venue at any given time and must wear masks.

- If laundry service is used, students are to pack their dirty laundry safely in plastic bags for pickup. If students are washing their laundry in washrooms, they should wait for their turn to use spinners. They should wipe down counters and other surfaces prior to leaving.

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 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/6feet 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.
- Students are encouraged to bring their own prayer mats.
- Sick and elderly are strongly discouraged to attend congregational prayers.

Gyms and Games

- Students will 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.
- Students should change into gym wear at home/hostels and avoid changing inside the lockers. No bags are allowed inside the gym.
- Students are to bring their own exercise/yoga mats and water/drinks.
- Students should maintain physical distance even if getting training in the gym. No physical contact between users (handshakes, high fives).
- Students should wipe down the equipment before and after the use.
- Students should 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.

Visitors

- Visitors are allowed in case of an emergency only. Students should get a request approved through OSA as per their procedure, at least 24 hours in advance. They should also provide the purpose of meeting, the identification documents of the visitor, and time and duration of visit.
- Visitors are not allowed inside hostels, and the meeting will take place in an open space.

Off-campus Student Visits

- If Resident Students must go off-campus, they must be back by the curfew time same day Students need to exercise caution and follow SOPs at all times on and off campus.
- Students will be allowed to go home and visit their families once a month, for which they need to petition OSA (042 3560-2230; osa@lums.edu.pk)

before checking-out. On their return they will be screened/health clearance will be given by the duty doctor in the medical center.

- In addition to the monthly permitted quota of visiting family, if a student stays overnight for a day or more, upon return depending on the duration of absence the student will face one of the following consequences:
 - Have to stay in quarantine for up to 5 days. Student will be observed by the duty doctor with the help of nursing staff. Student will also get psychological support. They can get a Covid-19 diagnostic test on their own expense after 72 hours of being quarantined and be released on getting a negative result on the advice of the medical center doctor.
 - Returning to reside on campus may not be allowed for the remainder of the semester.