

Appendix A For Students

STANDARD OPERATING PROCEDURES (SOPS) for HEALTH AND SAFETY¹

These SOP's apply to LUMS students coming back to the campus on September 15, 2020.

General SOPs

Students should always:

- 1) Observe **physical distancing of 2 meters** from another person. Gatherings of more than two persons should always be out in the open, never inside a room or a building.
- 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 are encouraged to practice **hand hygiene**, that is frequent washing of hands for at least twenty seconds with soap and water. Gloves should be used where deemed necessary. 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) Resident Students do **not go off campus or receive visitors** except with permission from OSA received according to their procedure, and for only genuine need, such as a family emergency.

¹Version dated **September 10, 2020**. The strategy will be updated based on feedback and as such remains a 'live' document

Specific SOPs

Arrival on Campus

- On arrival, returning students will show their ID at the front IN gate. Security at the gate will have a list of approved names. They will check the student in and inform OSA about the arrival. Helpers/monitors at the gate will assist students with taking their luggage to their assigned hostels.
- At hostel entrance, students need to present all of the required documents (COVID-19 serology test report², ID, and proof of payment, signed consent) to the hostel warden. This documentation may have been received electronically which the student should verify.
- While strongly recommended, if a test before coming to LUMS is not possible, the student take a serology test on arrival at LUMS and self isolate until the results are available (usually 24 hours). If the test is positive the student can join the general population on campus. If the test is negative the student will need to take a PCR test and self isolate until results are available. A positive PCR will mean the presence of Covid-19 and the need to be admitted to hospital or return home.
- Each student to sign an Occupancy Agreement and receives their room keys. At this time, a printed copy of the SOPs to be given (again) to each student, and the occupancy agreement can be amended to add a clause that the students agrees to follow the SOPs.
- A COVID –SOPs overview/briefing will be held in each hostel, hosted by hostel Warden and Director Health and Safety.
- New students to follow the same procedure as returning students. In addition, they will need more detailed guidance regarding where to obtain their ID and their assigned rooms. Student volunteers are available at the gate and at the hostel entrances for this purpose.
- Relatives of students are not allowed to accompany students beyond the IN gate.
- Monitors will be participating from the time of arrival to ensure adherence to the SOPs.

Housing and Living

- Frequent and random temperature checking will be administered during the semester.
- Hostel wardens check-in each student and provide them with their room and cupboard keys.
- Two house officers to be on duty during the day as well as night.

² Those with negative serology results must take a COVID-19 PCR test and self-isolate until the results are provided (generally expected within 24 hours, though this may vary). The cost of this initial test will be borne by the University.

- Whenever possible, students are encouraged to keep their windows open for ventilation.
- Students are not allowed to use common rooms and lifts which will remain locked.
- Not more than two students are allowed at a time in the kitchen, ironing area, showers and laundry rooms.
- Dishwashing to be done by students themselves. No dish to be left in the sink. Each student to wipe down the sink and taps after use as well as door handles after use.
- Food in common fridges to be labeled by the owner's name. Food must not be shared.
- For visits to the barber shop and the beauty parlor, students should make phone appointments in advance. No more than two students should be inside at any given time and all must wear masks.
- If laundry service is used, students 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 and encouraged to sign up in advance to use spinners. They should wipe down the counters and other surfaces after use, and door-knobs as they leave.

Provision of Food and Eating and Khoka Visits

- Multiple pick up windows to be used for food pick up from the PDC.
- In picking up food, students should wait outside the PDC windows in a queue maintaining a distance of 2 meters/6 feet from others.
- Eating as a group is allowed in open spaces in front of PDC or in squares in front of Khoka, while maintaining social distance.
- Limited seating will be available in PDC dining area. All SOPs apply for indoor space including social distancing and only two student allowed per table. Students to dispose their eating utensils and wipe down their table.
- Sharing food is strongly discouraged.
- Takeaways are allowed but with contactless deliveries. The order should be placed on the table at the security gate for pick up.
- Queues should be maintained inside the superstore with a distance of at least 2 meters/6feet. People are to take turns going in. No more than five customers are allowed in the Super Store at any one time.

Public Washrooms

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

Socializing/Parties/Events

- These are only allowed in open areas and are prohibited inside buildings, rooms or indoor dining areas.
- Gatherings should not exceed more than 8-10 persons.
- Monitors to be present in these areas during meal times.
- All gathered should observe physical distancing, respiratory/cough etiquette, and hand hygiene practices as explained above.
- Events planned by students or students societies require approval from OSA. Unapproved gatherings/events that occur in spaces other than those mentioned above, will be closed down immediately and the organizer(s) will be held responsible.

Congregational Prayers.

Praying outside the mosque or in one's room is encouraged, especially on Fridays. Once the weather permits, congregational prayers can be held outdoors. For prayers inside the mosque:

- Distance of at least 2 meters to be observed while praying. The maximum number that can be accommodated inside will be displayed outside the mosque.
- Students are to bring their own prayer mats.
- Students are to perform ablution at hostels as ablution rooms at the mosque will be closed.
- Sick, elderly and children under 15 years of age are strongly discouraged to attend congregational prayers.

Gyms and Games

- Students will use the gym through an online booking system 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 scheduled is determined using a first come, first served basis, unless it is full.
- Students are to use wipes provided in gyms to wipe down equipment after use.
- Hand sanitizer to be available at entrance to the gym and everyone must sanitize on entry.
- Disinfectant and wipes must be available and be used to wipe down equipment that has been used immediately after usage.
- Students are to bring their own exercise/yoga mats.

- At the gym entrance, students to show their ID, mark the time slot indicating entry and exit from the gym. Those in line should wait outside for their turn.
- Students should change into gym wear at home/hostels and avoid changing inside the lockers. No bags are allowed inside the gym.
- 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, and door knobs/handles as they leave.
- Failure to comply will lead to usage privileges being withdrawn with immediate effect.
- Students should maintain social distancing while using the track, the sports complex or during any games.
- Everyone to bring their own water and drinks.
- Avoid contact games such as volleyball and basketball.
- Squash courts to remain shut as well as other offices

Academic Instructions

Lectures:

- All lectures during the of Fall 2020 will be online.
- Students to attend lectures on their personal computers/laptops either in their rooms or outside.
- If working in groups, they must 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 show their ID's and mark the time slot indicating entry and exit from the library.
- Users should respect designated seating spaces, limit group size, maintain physical distance and be masked.
- Counters will keep track of the total number inside the library.
- Students to enter stacks while maintaining SOPS regarding social distancing and wearing masks.
- Books should be returned through the book drop box by the users, human interaction during this process. No book to be returned at the circulation counter.
- The returned books may be quarantined for 8 hours before being checked in and placed on the shelves. Students to whom the books have already been issued can keep it until required by another user. No late fee to be charged during this period.

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, maintaining distance, should wait outside the lab door and wait until their turn.
- Lab time should be limited to no more than 2 hours or that determined by Lab Director per student, so all have a chance to work.
- Students should show their IDs to the lab assistant and mark the time slot in which they are entering and exiting the lab.
- Students should maintain a distance of at least 2 meters. There should be a distance of at least 3 seats inbetween students.
- Each student should wipe down the equipment after use.

In case of Problem/Emergency or an Incident

- If a student is suspecting symptoms of COVID-19, (“not feeling well”) they should immediately isolate themselves, contact (042 3560 8000 ext 2543)
- to determine next steps. Until the matter is resolved, students must remain in isolation.
- In case of any accident e.g twisted ankle, students should immediately contact emergency (042 3560 8000 ext 2543) and be routed to appropriate care. In case of other problems, e.g shower not working, follow instructions to reach maintenance services via email.

Psychological Support

Students are expected to feeling anxious. They are encouraged to inform their advisors and seek help from campus counsellors at 0307 024 7704 or student.counselling@lums.edu.pk

Visitors

- Visitors are allowed in case of 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 should also practice physical distancing and proper use of masks. Exchange of parcels should be contactless.
- The visitors are not allowed into hostels, and the meeting will take place in open space.

Off-campus Student Visits

- Off-campus visits will only be allowed in the case of emergency and for only certain hours.
- If a student needs to stay overnight, upon return the student will have to stay in quarantine for 5 days and after 5 days the student will have to get tested, the cost of which will be borne by the student themselves.
- In order to go off-campus, students should get a request approved through OSA at least 24 hours in advance. They should provide the purpose of visit, proof of the purpose, time, duration and the place of visit.
- If a student is feeling sick and wants to leave and go home, or wants to leave for any other reason, the student will contact OSA, (042 3560-2230; osa@lums.edu.pk) and will get a petition approved. The student must understand that he/she will not be allowed to come back to the campus for the remainder of the semester.

Isolation/Quarantine

- Under quarantine, students will not be allowed to leave their quarantine rooms. Staff will help them access food etc.
- They will be trained to keep a log of their health status and record of any symptoms.
- They will have telephone access to a staff person, to a nurse/clinician and to helpdesk.
- In case they develop symptoms such as fever or body aches, they will need to move to a contracted hospital.

Suspected exposure to or suspected/actual infection with Covid:

If a student suspects he/she has been exposed to a suspected or possibly infected person, or maybe infected the following steps are to be followed:

- Isolate themselves in their room.
- Immediately inform the COVID Healthline 042 3560 8000 ext 2543 who will inform clinical staff.
- The clinical staff will take their history, evaluate the health status and determine the course for students and for contacts.
- If the clinical staff suspects that the student is possibly infected, they will inform the Help desk who will arrange to have the student moved to hospital.
- The student can decide to go home instead of the hospital. If so student is advised not to use public transport.
- In case of a positive COVID result and if a student is on campus, the student will be isolated immediately, the Provost's office will inform the student's parents. Further decisions—to be moved to the hospital or home for care will be made with parental/student consent.
- In this case, the administration will inform all students who have been in contact with the suspected student to report to COVID healthline 042 3560

8000 ext 2543 These students will be screened for the symptoms and will be quarantined/isolated.

- Any information on friends and colleagues that may be showing symptoms or who are violating SOPs should be reported to the following email – health.safety@lums.edu.pk

Appendix B

SOPs FOR LUMS' NON-STUDENT POPULATION

LUMS' Administration will carry out the following tasks/changes before students arrive on campus.

1. COVID-19 Healthdesk 042 3560 8000 ext 2543

A special healthdesk OPEN 24/7 for COVID-19 related emergencies will be created in the University Health Center. Healthdesk will be managed by National Hospital staff in consultation with the Director of Health and Safety.

The healthdesk will undertake following responsibilities:

- It will be the first line of communication for all campus residents for any health related issues—COVID-19 and all others.
- It will evaluate the nature of the call and if related to health issues issue it will resolve by appropriate response.
- It will convey health decisions to effected person.
- It will help manage the decision made in response to a call.
- It will inform the Provost's office on the situation on campus on a daily basis.

2) Infrastructural Provisions:

General

- All air conditioners will be turned off. A routine for keeping windows open will be established.
- A single point of entry point will be established for entry to buildings all buildings including the academic block.
- Buildings such as the mosque, library, computer labs will have a card scanner outside for entry and exit to ensure the digital monitoring of students. The card scanners should be used at both entry and exit.
- Only alternate computers are to used in computer labs. IST department is to disable alternate computers.
- In places where digital monitors cannot be used, a sign-in sheet should be used. An attendant outside that building should ensure that every student will mark the sheet at entry and exit no more than designated number go inside the building.
- Sanitizer dispensers will be placed at strategic locations such as outside the gym entrance, and the PDC dining area and in hostel pantries and in corridors leading to faculty and staff offices. Cleaning wipes will be placed near equipment like microwave, iron stand etc. and in gyms. All users are encouraged to wipe off equipment after use and door knobs and handles after exit.

- Install floor or wall decals for cashier, food pick-up, queuing areas to mark safe waiting distances of a 2 meters.
- PPE, masks and eye guards where required will be provided to the staff, if needed.
- Director of Health and Safety, will arrange for/provide appropriate training on SOPs to all supervisors of operational/administrative units.

Specific

Preparing Gyms for Use

- Extraction fans will be installed.
- Hand sanitizers to be placed outside and the gym entrance and inside the gym.
- Gym equipment: All machines should be placed a distance of 2 meters from each other. Only equipment that is 2m apart will be used – as an example this can either be done via moving equipment or marking every other piece of equipment in the gym out of order (to facilitate social distancing).
- Yoga mats and all other floor covering to be removed.
- SOPs for gym use will be displayed outside and inside the gyms.
- Install an online booking system for gym bookings.
- Cleaning by cleaning staff should be done after every hour according to protocols for gym cleaning.
- Gym instructors are to:
 - a) Open gym windows immediately upon arrival.
 - b) May check temperature of student on arrival.
 - c) Monitor overcrowding, and adherence to SOPs.

Cleaning and Disinfection Protocols:

- All cleaners disinfectants and wipes used on campus will meet the recommended standards for cleaning and disinfection. For example, all wipes should have 70% alcohol content
- All cleaning supplies will be arranged for and their distribution managed through General Administrative Services.
- All cleaning staff will be managed by General Administrative Services.
- Campus buildings and surfaces should be cleaned and disinfected every 8-10 hours as per schedule. The schedule can change under special circumstances. e.g. in case of suspected infection in an area or if some area is in heavy use when special protocols are to be followed based on evaluation of the situation.
 - 1) Heavy use areas, such as gyms to be cleaned after every 75 minutes.
 - 2) Area of suspected infection should be closed off for at least 12 hours before commencing with deep cleaning.

- Cleaning wipes and sprays should be placed in all offices, so faculty /students can wipe down their equipment and door handles when they finish using the equipment and when leaving the office.
- Hand wash soap dispensers should be placed in all washrooms.
- Masks, sanitizer dispensers and alcohol wipes should be placed at strategic locations.
- Hostel rooms, offices and washrooms will be cleaned by cleaning staff according to schedule. Wardens will be responsible for getting every hostel room cleaned and sanitized. They will maintain a schedule for minimum daily cleaning of hostel rooms.
- Cleaning staff is responsible for replenishing and replacing cleaning supplies.

Quarantine /Isolation Service:

LUMS will provide 2 quarantine centers, one for males and one for females. Quarantine centers will be set up on the ground floor of a designated hostel building.

- There will be only one person per room.
- No unauthorized person e.g. a friend, can enter or leave the quarantine center.
- Quarantine centers will have assigned staff to help bring food, supplies and run other errands.
- A washroom stall will be assigned to each room to maintain social distancing. The rooms will have open windows and ample ventilation.
- The quarantine rooms will have a basic necessity kit including a self examination chart, a thermometer, cleaning and sanitation supplies and sanitary pads (for females).
- These rooms will also have a bell/intercom that connects to the main reception in case a student needs help with any service or for the case of emergency.
- The quarantine center will be cleaned as per cleaning SOPs.
- The quarantine center will have hand wash and sanitizer dispensers and 70% alcohol based wipes placed at strategic locations.
- Each quarantine center will have a nurse that will monitor the health status of students at least twice every 24 hours.
- All staff working in the quarantine center will be provided with PPE.
- In case of possible infection, the nurse will inform the COVID helpline, who will make arrangements to move the student to hospital for examination and diagnostic tests. Provost's office will also inform the student's parents/guardians. Students/or parents can decide to take the student home.

Monitoring

A team of 15-20 voluntary monitors consisting of staff, faculty and senior students will be part of the monitoring crew, managed and assigned duties by Helpdesk. Monitors will be trained by Director Health and Security and will work with her.

- Monitors will be present in public spaces on campus to remind and encourage members of the campus community to follow protective SOPs.
- They will be available from 6 am to 12 midnight in public spaces designated for groups.
- In case of any COVID related emergency, the monitors will inform the helpdesk .

SPECIAL CASES

Day Faculty/Day students

Deans will decide how many faculty members from different departments will be allowed to work on campus each day. To reduce overcrowding, day people may be invited for staggered arrival on campus. Arrivals can be staggered over a day and over a week, for maybe 4 hours a person. No more than 6 person should be in a wing of academic block at one time.

- Day people will work from their individual offices.
- They are to complete their assigned tasks and leave the campus, wiping the equipment and door knobs/handles as they leave with wipes provided in each wing.
- They are discouraged from physically socializing with colleagues and students on campus.
- They may be screened at the gate for fever.
- They are to comply with all SOPs such as for mask wearing and distancing and eating on campus.
- A monitor from the group inside the unit, will be assigned every day to help maintain protocols inside the unit.

Service Staff and Laborers

General Services will decide the number of service staff needed during the week.

- Service staff will evaluate themselves and record their health status once a day. If a service staff is showing symptoms, he/she will be sent home (or admitted to the quarantine center and the rest of the SOPs will be same as for Suspected Exposure in Appendix A)
- Daily incoming staff will be screened at the gate for fever and flu. If sick they will go back. If they are already on campus and feel sick, they will leave the campus.
- Anyone not feeling well can also contact COVID-19 Health desk.

Families on Campus

Families are expected to follow campus SOPS with agreed exceptions. These are:

- a) They can go off campus for essential tasks, such as grocery shopping, doctors visits, taking children to school, or a spouse going to their job. Sops for personal protection should be followed at all times.
- b) They can receive visitors if really necessary. Their visitors will remain confined to the visited residence and are not to roam around on campus.
- If any member in faculty housing is sick, the head of the household will be responsible to manage care and follow-up according to SOPS either privately or through the university system
- The head of the household will inform COVID healthdesk (042 3560 8000 ext 2543) of their choice of, and results of care.
- In case of suspected exposure, the contacts, that is other family members will quarantine in campus Quarantine Facility, and follow SOPS e.g PCR test before being released from quarantine.