

STANDARD OPERATING PROCEDURES (SOPS) for HEALTH AND SAFETY¹

For (Day) Students

These SOP's apply to LUMS students on campus (day students).

General SOPs

Students should always:

- 1) Observe **physical distancing of 2 meters**. 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 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.

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.

Your first plan of action is to consult with the doctor at the Covid Booth set up just outside 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. If you prefer you, can go home and follow up with your personal doctor.

¹Version dated **November 12, 2020**. The strategy will be updated based on feedback and as such remains a 'live' document

In case of non (suspected) COVID-19 related problems, such as accidents and other medical issues students should visit/contact the Health & Wellness Center (Medical Center) (042 3560 8000 Ext. 2543) as per previous practice.

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

- All lectures during Fall 2020 will be online.
- Students will 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 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.
- 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 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, 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 Director per student, so all have a chance to work.
- Students should maintain a distance of at least 2 meters. There should be a distance of at least 3 seats in between students.
- Each student should wipe down the equipment after use.

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

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 is to be observed while praying.
- Students are encouraged to bring their own prayer mats.
- Students are to perform ablution in public washrooms, as ablution rooms at the mosque will be closed.

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 five 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, and door knobs/handles as they leave.
- 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.