



Protocols and Procedures for Partial Reopening of UMT

UMT follows the HEC's requirements for a controlled, careful and gradual reopening of the academic activities. Following the Government's announcements, staff and selected students will be granted access to UMT's facilities before the University is opened to all. Only staff and students who have been explicitly allowed to work at UMT by their manager or supervisor / Chairperson may show up at UMT's facilities. In light of HEC's recommendations, this guide contains requirements adhered to for the partial reopening of the UMT campus.

Contents:

1. Minimum preparedness conditions
2. Step-wise reopening of UMT
3. Steps to be taken by Universities and returnees before reopening
4. SOPs: monitoring and control measures
5. Teaching plan

1. Minimum Preparedness Conditions:

Sr. No	Conditions	HEC Guidelines	UMT official responsible for collecting Information
1.	Infection Thresholds	Will be provided by Government	Rector Office*/ Dr. M. Akhtar Rana, Head MSU
2.	Density Thresholds	Government will provide Area-specific data./ UMT Classroom capacity attached	Rector Office **/ Director Infrastructure
3.	Designated Hospital	Will be provided by Government/ UMT designated Hospital detail attached	Dr. M. Akhtar Rana, Head MSU***
4.	Essential Supplies	Information will be provided by Government	Lt Col (R) Mirza Khurram Baig

5.	Designated Authority	UMT will nominate	Lt Col (R) Mirza Khurram Baig/ Maj (R) Ibrar Hussain
6.	Contact Tracing	Annexure I	Dr. M. Akhtar Rana, Head MSU

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****Density Threshold:**

Note: Classes strength is reduced to 63% keeping in view required social distancing, in some classes the sop strength appears same because classes are large and seating arrangement allows the mentioned strength.

Sr. No	Classroom	Strength	Sop strength	Chair Type
1	MC-01	47	24	Table arm Chairs
2	MC-02	32	16	Table arm Chairs
3	MC-03	70	35	Table arm Chairs
4	1N-11	50	25	Table Chairs
5	1N-12	56	28	Table Chairs
6	1N-13	50	25	Table Chairs
7	2N-02	60	30	Table Chairs
8	2N-03	66	33	Table Chairs
9	3L-01	33	33	Table Chairs
10	3L-02	46	33	Table Chairs
11	3L-03	33	33	Table Chairs
12	3L-04	33	33	Table Chairs
13	3L-05	26	26	Table Chairs
14	3L-06	30	26	Table Chairs
15	3L-07	26	25	Table Chairs
16	3L-08	42	25	Table Chairs
17	3L-09	30	15	Table Chairs
18	3L-10	32	16	Table Chairs
19	3L-11	15	12	Table Chairs
20	3L-12	19	8	Table Chairs
21	4L-01	35	35	Table Chairs
22	4L-04	24	24	Table Chairs
23	4L-05	30	24	Table Chairs
24	4L-06	34	31	Table Chairs
25	4L-07	35	35	Table Chairs
26	4L-08	32	24	Table Chairs
27	4L-10	28	28	Table Chairs
28	6L-01	50	28	Black Fiber Chairs
29	6L-02	50	28	Black Fiber Chairs
30	6L-03	80	50	Black Fiber Chairs
31	1S-27	75	38	Fiber Chairs
32	1S-29	55	44	Table Chairs
33	1S-30	70	35	Table Chairs
34	1S-31	70	34	Table Chairs
35	1S-35	90	45	Table Chairs
36	2S-29	60	45	Fiber Chairs

37	2S-31	75	52	Table Chairs
38	2S-32	74	52	Fiber Chairs
39	2S-37	40	22	Fiber Chairs
40	2S-38	60	46	Table Chairs
41	2S-39	70	46	Fiber Chairs
42	2S-40	40	25	Fiber Chairs
43	2S-41	75	46	Fiber Chairs
44	2S-42	56	28	Table Chairs
45	2S-44	40	20	Table Chairs
46	2S-45	68	46	Fiber Chairs
47	2S-47	24	18	Table Chairs
48	2S-48	28	20	Table Chairs
49	3S-43	56	28	Table Chairs
50	3S-44	56	28	Table Chairs
51	3S-45	56	28	Table Chairs
52	3S-46	56	28	Table Chairs
53	3S-47	56	28	Table Chairs
54	3S-48	56	28	Table Chairs
55	SEN-206	55	45	Fiber Chairs
56	SEN-305	55	45	Fiber Chairs
57	SEN-307	55	45	Fiber Chairs
58	SEN-404	52	45	Fiber Chairs
59	SEN-407	52	45	Fiber Chairs
60	SEN-504	55	45	Fiber Chairs
61	SEN-507	55	45	Fiber Chairs
62	SEN-601	50	39	Fiber Chairs
63	SEN-602	50	39	Fiber Chairs
64	SEN-603	50	39	Fiber Chairs
65	SEN-607	50	40	Fiber Chairs
66	SEN-608	50	40	Fiber Chairs
67	SEN-609	50	40	Fiber Chairs
68	STD-301	50	32	Fiber Chairs
69	STD-302	50	32	New Black Fiber Chairs
70	STD-303	50	32	Fiber Chairs
71	STD-304	50	32	Fiber Chairs
72	STD-305	50	32	Fiber Chairs
73	STD-306	50	32	New Black Fiber Chairs
74	STD-307	50	32	Fiber Chairs
75	STD-308	50	32	New Black Fiber Chairs
76	STD-309	84	68	Table Chairs
77	STD-311	84	68	Table Chairs

78	STD-313	50	28	Table Chairs + New Black Fiber
79	STD-314	50	28	Table Chairs + New Black Fiber
80	STD-315	50	32	Fiber Chairs
81	STD-316	50	32	Table Chairs + New Black Fiber
82	STD-317	50	32	Table Chairs + 03 New Black Fiber + Fiber
83	STD-318	50	32	Table Chairs + Fiber Chairs
84	STD-319	50	32	New Black Fiber Chairs
85	STD-320	50	32	Fiber Chairs
86	STD-603	120	-	Table Chairs
87	STD-604	120	-	Table Chairs
88	SHS-101	90	50	New Black Fiber Chairs
89	SHS-102	90	50	New Black Fiber Chairs
90	SHS-103	90	50	New Black Fiber Chairs
91	SHS-104	90	50	39 New Black Fiber Chairs+ 38 Fiber Chairs
92	SHS-105	90	50	Fiber Chairs
93	SHS-106	90	50	New Black Fiber Chairs
94	SHS-107	90	50	New Black Fiber Chairs
95	SHS-108	90	50	Fiber Chairs
96	SHS-109	50	25	Table Chairs
97	1C-14	120	60	100 Fixed Chair + 20 Fiber Chairs
98	1C-15	116	58	100 Fixed Chair +16 Fiber Chairs
99	1C-16	110	55	Fixed Chair + 10 Fiber Chairs
100	2S-43	96	84	Table Chairs
101	2S-46	88	84	Table Chairs
102	2N-01	92	84	Table Chair
103	2N-04	92	84	Table Chair
Total		5971	3764	
Percentage			63	

In the cafeteria, transport, and all other places, the policy of social distancing and hand sanitizer will be used.

***** As per HEC-Strategy:**

"For each campus, the Government should designate a hospital with sufficient capacity to cater to possible COVID-19 patients."

In this area of UMT-Lahore, the nearest suitable hospital for this purpose is the Jinnah Hospital Lahore.

2. Stage Wise Reopening of UMT:

The reopening plan for universities will follow from the above directives, especially the density thresholds relative to campus infrastructure, and success in implementing the safety protocols. If only a subset of students can be accommodated on campus because of safety considerations, the universities will prepare a "priority list," which enables those who are most in need to return earlier than others.

The following is a proposed priority list of campus personnel ranked by the urgency of their return to the campus:

Priority List	Description	Joining Date
Priority 1.	All senior university staff, Deans, CoDs, teaching faculty, and essential personnel. The work that can be completed from home should continue to be done from home.	Already Joined
*Priority 2.	Students for Admission Test	15 th July
**Priority 3.	Ph.D. Scholars for Comprehensive Examination	6 th August
***Priority 4.	Ph.D. Scholars for Research Work	6 th August
****Priority 5.	Students who need to complete their graduation requirements, including their theses/projects or lab requirements as deemed necessary by the department.	6 th August
Priority 6.	All other students.	14 th September (subject to review by ministry of Education)

***SOPs of Entertaining Students for Admission Tests/Interviews**

1. The admission office will be responsible for sharing list of students and schedule of test with Chairpersons of the Departments, Office of Safety, Security & Vigilance (OSSV) and Office of Campus Management & Services (OCMS).
2. Mobile Phones will not be allowed inside the campus.

3. Admission Office will share the information about entry point, arrival time (should be at least 30 minutes before test start time) and approximate exit time with the students coming for admission Test / Interview.
4. OCMS will appoint two persons at North Gate # 01 (reserved for Students and accompanying persons coming for admissions) for receiving them on test date and guide accompanying persons (if any) to rooms (1N-11 & 1N-12)) and students to rooms (1-C14, 1-C15, and 1-C16).
5. Concerned department coordinator / designated persons will receive students from specified rooms and guide them to test center. After the test, the same person will be responsible to usher all students to the gate.
6. The admission office will share test timing / date with OCMS / Events department for arrangement of water, disposable cups, and office boys.
7. Department conducting the test will be responsible for general safety procedures and inform students to:
 - a. Wear a mask at all times when in a public space on campus.
 - b. Maintain social / physical distancing of 6 feet in classrooms, corridors, staircases, and lifts. Preferably, do not use lifts. Use stairs!
 - c. Use only the designated entrances and exits.
 - d. Stay in the designated rooms. Don't move around the campus.

****Detail of Ph.D. Scholars appearing in S2020 Comprehensive Exam**

S. No.	School	Program	Course Code	Course Title	Section	Total Students
1	ICP	Ph.D. (CPSY)	CPE797	Comprehensive Exam	CP	5
2	SSS&H	PhD(SEdu)	CPE797	Comprehensive Exam	ED	1
3	SEN	Ph.D. (EE)	CPE797	Comprehensive Exam	EE	1
4	ILA	Ph.D. (LNG)	CPE797	Comprehensive Exam	LN	1
5	SSC	Ph.D. (MA)	CPE797	Comprehensive Exam	M	11
6	SBE	PhD(MGT)	CPE797	Comprehensive Exam	MG	12
7	SBE	Ph.D. (ST)	CPE797	Comprehensive Exam	ST	2
8	IIB	Ph.D. (IBF)	CPE797	Comprehensive Exam	A	9
						42

***** Ph.D. Scholars for Research Work**

Sr #	School/Department	Ph.D. Scholars
1	Chemistry	17
2	SST	47
3	ILA	5
4	IIB	30
5	EE	6
6	Others	45
	Total	150

******Standard Operating Procedures (SOPs) for Research Students**

UMT researchers may initiate, reinstate or continue to conduct research operations if guidelines for reducing risk and exposure to COVID-19 are followed and do not conflict with country and international (CDC, WHO, etc.) regulations.

A detailed policy on disruption to research is also being formulated.

1.1. Essential research activities:

Please note that in case of complete or partial city lockdown imposed by local or national government authorities during COVID-19 pandemic, only studies classified as “Essential Research” will be permissible. Essential Research can be carried out with due safety considerations for researchers (Annexure-A).

Essential research activities include:

i. Covid-19 related research

Studies that have a timeline for deployment that could address the current pandemic.

ii. Non covid-19 studies (ongoing or new)

- Are necessary for completion of a time bound deliverable
- Would pose a safety hazard to human subjects, if discontinued
- Maintain critical equipment in facilities and field-based laboratories
- Collect /maintain critical biological samples and living organisms
- Involve clinical trials and other research essential to the participant/study subjects as determined by the PI of the study and donor agency
- Have government mandated security and access approvals to initiate/continue during this time

- Cannot be performed remotely, and whose activity is deemed critical
- That if not initiated/ discontinued would generate significant data and sample loss
- including laboratory or field work
 - Are longitudinal or seasonal and discontinuation or non- initiation would result in loss of significant data or samples

Researchers may have additional research activities that can be considered as essential, as well as variations to above descriptions appropriate to specific research activities and locations. For any such additions or variations researchers must consult their respective CoD/Dean to seek guidance.

1.2. **Process to initiate/restart/continue research activities:**

Research Supervisor will share with CoD the detail of research students (number of students, duration of work, entry time and exit time). CoD will forward combined information of their department to the OTS for activation of Biometric Attendance and with OSSV for facilitation at entrance gate.

- Researchers desiring to initiate/reinstate/continue research activities during COVID-19 pandemic must submit a request form “Request to initiate/reinstate/continue research during COVID-19” (attached as Annexure B) in consultation with Supervisor to department chair for approval.
- Research Collaborator (from other Institutes/Industries) fulfilling all SOPs can visit UMT with Invitation letter.

ANNEXURE A

Guidelines for Conducting Lab Research during COVID-19 Pandemic

1.1. Social Distancing:

- COVID-19 is readily transmitted from person-to-person when they are in each other’s breathing zones. It is imperative to maintain required social distancing in order to minimize the spread in case anyone is affected.
- To ensure social distancing, 1 person at a time should work on each bench space (approx. 120 square feet of space). No close group discussions are allowed. For any meeting or discussion, maintain distance of 6 feet or use emails. In case of official/team meetings, please use online forums.
- If the research space, you are working appears too small to meet above requirement, consider staggering work in shifts so essential requirement is achieved.
- Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.

1.2. Personal Protective Equipment:

Individuals working in labs must wear personal protective equipment, potentially more than they are typically included in their standard operating schedule.

1.3. Masks (Required):

- Workers should wear protective masks (surgical mask)
- The use of one mask per worker per day is recommended. If masks must be re-used due to shortages, ensure it is properly labeled and stored in clean dry area preferably in properly labeled paper bag.
- Mask must be changed if visibly soaked / damaged.

1.4. Gloves (Required)

- Plastic gloves (or other type of disposable gloves provided by your department) should be worn.
- Avoid touching your face (or mask) with your gloved hands.
- Wash and dry hands before putting fresh gloves on.
- Workers using hazardous materials, chemicals and biological agents must continue to follow their specific glove use practices.
- Replace torn gloves with a new pair.
- After removing gloves, wash and dry hands thoroughly. If you are not near hand washing facilities, disinfect your hands with hand sanitizer, then wash hands with soap and water as soon as you can.

1.5. Hand hygiene:

Personnel should sanitize their hands upon entering and leaving the laboratory. This can be done by hand washing for 20 seconds with soap and water, or use of a hand sanitizer.

1.6. Surface Disinfection:

- Recent research shows that COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, supply bottle tops, etc.) be frequently sanitized.
- Daily disinfection of work benches before and after use is a mandatory component of good laboratory practice and must be implemented in full spirit. Disinfection schedule must be in place that should be posted in the lab and initialed upon completion on daily basis.

1.7. Prohibition advice against occupancy:

To ensure your and others safety in the lab, staff is strongly encouraged to disclose and stay at home if they

- have fever or respiratory symptoms, or have been in contact with anyone with these symptoms for the past 14 days;
- have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official; or infectious disease consultant.
- have within the last 14 days returned from an area with reported community spread of COVID-19.

1.8. Refreshment

To comply with distance requirements and minimize the spread of infection in common areas, **Students are allowed to have takeaways only.**

ANNEXURE B

Request Form to initiate/reinstate/continue research during COVID-19 Pandemic

1. Name of Supervisor:	2. Designation:
3. Department:	4. Email:
5. Contact #:	6. Students ID:
7. Students Name:	8. Students Contact #:

1. Project Title:

2. Purpose of research/field work:

3. Activities involved in research/field work:

4. Location of research/field work

Lab/Place(s) of Visit	Duration (hours)	Frequency per week

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5. Duration of research/field work:

Start Date:		End Date:	
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6. Why is it necessary to continue research/field work during COVID-19 pandemic? Explain briefly about time sensitivity or critical nature of the field research (200 words max)

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7. written undertaking from all students, employees involved in research activities has been obtained as specified in the SOPs

Student Signature:	Date:
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Supervisor Signature:	Date:
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8. COD/ Dean recommendation (any one):

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Name and Sign:	Date:
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******Final Year Project Student Detail:**

Sr #	School/Department	Final Year Student Strength
1	SEN	250+20 Students have to perform Lab in Summer
2	SAP	67
3	Chemistry	117
4	SLP	47
5	SST	470+70 Students have to perform Lab
6	ILA	42
7	IIB	35
8	SPA	245
9	STD	106
10	SFAS	27
11	Life Sciences	182
	Total	1658

3. Steps to be taken by University before Reopening:

As per HEC Guidelines University is responsible for undertaking the necessary homework for an orderly and safe return of faculty, staff, and students to campus. This homework includes preparing and disseminating a return package of essential documents and planning for orientation sessions for returnees

The **Return Package** consists of the following 12 documents:

Sr. No	Return Package	Details
1.	Draft Invitation Letter	Annexure-II
2.	Affidavit	Annexure-III
3.	Health Declaration	Annexure-IV
4.	Arrival Procedure	Annexure-V
5.	Testing Protocols	Annexure-VI
6.	Designated Hospitals	Annexure-VII
7.	Useful Contact Information	Annexure-VIII
8.	Guidelines to Returnees for Preparation	Annexure-IX
9.	SOPs (or Safety Protocols)	Annexure-X
10.	Facilitation provided by the University	Annexure-XI
11.	Orientation Sessions	Annexure-XII
12.	Penalties	Annexure-XIII

ANNEXURE-I

Sickness and contact tracing

If you are sick or have symptoms of illness, stay at home. If you get symptoms or get sick while you are at work, go home.

Staff and students must follow the regular sick leave procedures, notify your immediate supervisor, follow UMT's sick leave guidelines, and tell her/him that you suspect COVID-19.

You should avoid close contact with other people, including those in your household or college. Stay home until you are entirely healthy. You are considered sick when there are symptoms of illness - even mild symptoms. UMT recommends that you get tested for COVID-19.

If you are tested positive, you must inform your manager/supervisor and Medical Service Unit of UMT and follow the procedure shared by MSU.

Regarding COVID-19, you are considered healthy when two days have passed after the symptoms have ceased. Only then can you return to UMT.

Hygiene

The following is general hygiene advice from the authorities' joint website coronasmittle.dk.

Respiratory infections, such as coronavirus, spread, among other things via handshakes, surfaces, or droplets from coughs and sneezes.

Good hygiene is the very best way to prevent coronavirus infection. This measure applies to the protection of oneself and the protection of others - especially the elderly and the weak individuals.

The National Board of Health encourages everyone to follow five good advice to protect themselves and others from infection. This measure applies both to workplaces, but also to, for example, public transport.

Five good tips

1. Wash your hands frequently or use hand sprays
2. Cough or sneeze in your sleeve - not your hands
3. Avoid handshakes, cheek kisses and hugs - limit physical contact
4. Ensure proper hygiene and cleaning: Air out and clean surfaces that are touched by many hands (door handles, tables, fixtures, toilets, etc.)".Ensure good hand hygiene
5. Everyone should keep their distance. Also, ask others to pay attention.

ANNEXURE-II



University of
Management and
Technology

Date:

Duration of Work:

Daily Entry Time:

Daily Exit Time:

Name:

Address:

Subject: Invitation Letter for Access to the University

Dear Student,

On behalf of the University of Management and Technology, it is my great pleasure to invite you to return to the university premises for specific educational activities and access to the laboratory, IPC, and library to cover your educational deficiencies. For a smooth return, you are advised to submit a health declaration based on a COVID/ PCR, from a verified Medical Institute/Center, taken within a week before your return to campus.

Most importantly, if you have or contract any of the symptoms of SARS-CoV-2, you must stay at home or seek medical attention and inform your Department accordingly via email, WhatsApp, or text. The University will issue you a subsequent invitation letter once you communicate your healthy recovery and submit the SARS-CoV-2 negative report from a verified Medical Institute/Center.

The arrival protocol set by the University must be followed strictly and submit the required documents (health declaration and an affidavit on the stamp paper) for convenient access to campus. Your cooperation will highly be appreciable as it is necessary for yourself and the others around you.

I look forward to seeing you on campus.

Sincerely,

Dean/Director/Chairperson

School/Institute/Department

ANNEXURE-III

Affidavit

I _____, hereby declare that I want to have access to the University of Management and Technology, Lahore campus to participate in the limited academic activities on my own will whereas the university has also provided me with an option 'not to return'.

I assure you that I will adhere to all the safety protocols and other instructions in this regard. I will be held solely responsible for violating any set of rules and protocols by the University during this time.

With this, I assure you that I will not hold the University liable if I contract the SARS-CoV-2 despite the safety protocols.

Signatures of Applicant:

Name and UMT ID:

Department and School

Date:

Ph#

Postal Address:

ANNEXURE-IV



University of
Management and
Technology

Health Declaration Form

I, Mr/ Ms _____ UMT ID No. _____
Program _____ Department _____ School/Institute _____
dated _____ and CNIC No. _____
Address in Pakistan _____
Mobile Phone No _____ do hereby solemnly affirms, declares and
undertake:

- 1) That my health status is as follows (Encircle the relevant one):
 - i. Fever YES NO
 - ii. Cough YES NO
 - iii. Difficulty in Breathing YES NO
- 2) That I am willing to follow all public measures adopted at the UMT for anti-COVID-19/ coronavirus.
- 3) That I am willing to undergo all processes applicable for COVID-19/ Coronavirus testing whenever asked by UMT officials
- 4) To comply with all anti-COVID-19/ Corona Virus precautionary measures/ instructions of the UMT authorities.
- 5) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief, and I undertake to inform the concerned UMT Medical Health Unit regarding any changes therein, immediately. In case any of the above information is false or untrue or misleading or misrepresenting, I am aware that I may be held liable for all applicable law(s) of Pakistan.

(_____)

Signature

Date: _____

ANNEXURE-V

Arrival Procedure

Students are allowed and received in University as per SOPs designed for HEIs. At the University, we have biometric entries for students, and it is suggested that OTS be asked to allow the entrance of students invited to attend classes. The entrance of only invitees is opened/ allowed, and the access of all remaining students be blocked—all SOPs related to attend the University to be checked at biometric gates as per the HEC protocols. The OCMS and infrastructure department be asked to increase the biometric gates and provide all SOPs, along with a walkthrough sanitizer and hand sanitizer at all entries and exit points.

ANNEXURE-VI

Testing Protocols

Common Symptoms of COVID-19 are:

1. Fever.
2. Cough.
3. Difficult Breathing.

If a UMT-family member finds any of the above symptoms, he or she should immediately contact MSU-UMT Lahore, consul the doctor on duty, and must follow his/her advice. Moreover, the affected member should also inform his immediate senior/supervisor for follow-up about the treatment.

The "senior /supervisor" should cooperate with the patient in the best interest of the patient's health and health of UMT-family.

ANNEXURE-VII

Designated Hospitals

As per HEC-Strategy:

"For each campus, the Government should designate a hospital with sufficient capacity to cater to possible COVID-19 patients."

In this area of UMT-Lahore, the nearest suitable hospital for this purpose is the Jinnah Hospital Lahore.

ANNEXURE-VIII

Useful Contact Information

Designated Authority/ Useful contacts:

1. Lt Col (R) Mirza Khurram Baig, Head, Office of Campus Management and Service
2. Maj (R) Ibrar Hussain, Head, Office of Security, Safety and Vigilance
3. Aamir Allaud Din, Head OTS
4. Dr. M. Akhtar Rana, Head, Medical Services Unit (MSU)

Designated Hospital: Jinnah Hospital Lahore and all Panel Hospitals of UMT

Followings are some excellent tips about the health of UMT-family:

1. Three common symptoms of the Covid-19 pandemic are:
 - a. Fever.
 - b. Cough.
 - c. Difficult Breathing.
2. Whenever and wherever you feel sick as above, immediately go home and isolate yourself in a room at least for 14-days.
3. Always follow the standard sick-leave procedures of UMT.
4. Contact your nearest & reliable laboratory, and ask about home services laboratory tests, get your relevant tests done, and share with your doctor for further treatment.
5. Keep your hygiene improved as under:
 - a) Wash your hand with soap and water for 20-seconds Or use hand sanitizer as needed.
 - b) Cough & sneeze in a disposable tissue paper and dispose of it immediately. Alternate is your sleeves.
 - c) Avoid unnecessary handshakes, kisses, and hugs.
 - d) Sanitize frequently the items frequently touched by people (door-handle, tablets, fixtures, etc.)
 - e) Always observe "Social Distance."

When you become healthy, restart your activities gradually.

NOTE: If you need any advice telephonically or by visiting physically, do contact with MSU-UMT.

ANNEXURE-IX

Guidelines to Returnees for Preparation: All those intending to return to campus should follow the instructions below:

- a. *Follow Instructions:* Read all instructions carefully, enter the contact information of key individuals in your phone's database, and sign the Affidavit and Health Declaration.

- b. *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 contact with a Covid-19 infected person should not return to campus but go into self-isolation.
- c. *Work Plan:* Those intending to return to campus should prepare a work plan covering their teaching, research, mentoring, and other commitments, and check which ones of these could effectively be carried out through remote means. **Work that can be performed remotely should continue to be done from home.**

ANNEXURE-X

SOPs (or Safety Protocols): All campus community members, including faculty, staff, and students, are expected to adhere to the following guidelines to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-related symptoms.

- a. **Wear a mask at all times when in a public space on campus.**
- b. **Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.**
- c. 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 of it properly) or your elbow's crook when coughing or sneezing.
- d. **Use only the designated entrances and exits.**
- e. Review the latest updates and general guidance provided by the University on the web portal to be designed specifically for updating COVID related information.
- f. Use communal facilities, e.g., kitchens, canteens, meeting rooms, only following the designated protocols, as **it may be necessary to stagger usage or continue to hold remote meetings to maintain social distancing;**
- g. **Obey all restrictions on the use of communal equipment** such as printers and photocopiers;
- h. Where biometric information systems have been installed, e.g., at libraries, laboratories, or office buildings, please enter your code or information when entering or leaving. Similarly, swipe your ID card wherever the relevant machine is available.
- i. **Maintain and update a daily contacts diary:** you must record where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
- j. Limit your movements. Try not to move around the campus too much. **Stick to your own space as much as possible.**

ANNEXURE-XI

Facilitation provided by the University: This document will inform returnees of the University's steps to facilitate the observance of the guidelines.

- k. Placement of "**distancing marks**" in all public spaces, including classrooms, auditoriums, laboratories, libraries, cafeterias, dining halls, canteens, mosques, and playgrounds.
- l. Obtain the services of a medical professional on campus.
- m. Policy for **allocation of hostel rooms based on social distancing**. Students should be directed not to leave the campus in any case.
- n. System for review of local evolution of the virus, future risk assessment, and resource persons to be contacted in case of questions about safety or emergencies.
- o. **Awareness messages posted and updated regularly** to reinforce social distancing, wearing of masks, and hand washing.
- p. Guidance and contact options for those who continue to work remotely.

Annexure-XII

Contents of Orientation Session

1. *Awareness*: Basic information about Covid-19 and health, safety, and well-being, including risk assessment(s) for each role;
2. *Change*: a reminder of changes that will be needed in the ways of working, e.g., online meetings, online files, hybrid teaching, social distancing, changes in work hours, staggering of classes, or other changes that may happen since the closure,
3. *Support*: ongoing support that may be required by individuals, and is available to returnees;
4. *Contact*: who should be contacted if someone becomes ill while at work or home, in particular with Covid-19 symptoms;
5. *Questions*: an opportunity for returnees to raise any questions or concerns.

(Presentation available at: <https://www.umt.edu.pk/COVID-19/Home.aspx>)

Annexure-XIII

Penalties

Anyone who commits a minor or inadvertent breach may be reminded of the violation and supported in observing the rules. Repeated violations may incur higher penalties, including being sent back to work from home. Deliberate refusal or failure to follow the instructions would be a disciplinary offense.

Participants who do not follow instructions and SOP related to COVID-19 should be warned, and if they repeat, they **may be banned entry to University for two weeks. The penalties will be implemented through the Student Disciplinary Committee (SDC).**

4. SOPs: Monitoring and Control Measures

***Separate documents by OCMS is attached for:**

- a) Housekeeping/Disinfection**
- b) UMT Transportation**
- c) UMT Hostel Accommodations**

More Information:

i. Who can come to UMT?

Only staff, faculty, and students who have been allowed to show up at UMT by their manager or supervisor can stay at UMT's facilities.

Everyone present at UMT must follow the precautions below to ensure that no one is exposed to infection risk.

Special considerations

If you are in a risk group or are in close contact with people who are, and therefore only reluctantly leave your home, talk to your manager or supervisor. You can establish the framework for your work or study participation, possibly connected with a medical assessment.

For people at risk, it is recommended to keep a distance of two meters.

If you belong to this group, pay particular attention to hygiene and any disease symptoms:

- Remember hand hygiene and be sure to wash your hands thoroughly when you get home from work. If you are at risk of having secretions on your clothes, it is recommended that you change clothes as soon as you reach home, even before greeting your relatives.
- Pay extra attention to symptoms, isolate yourself if you feel ill, and avoid contact with people at risk. Keep in mind that the risk of infecting others is small if you have no symptoms.
- Also, pay extra attention to hygiene at home and make sure that your relatives are particularly careful with hand hygiene.

If you belong to a risk group or share a household with a person belonging to a risk group, you may be exempted from work if the conditions below are met.

The conditions for being exempt from work are:

- That you have a medical certificate stating that you or someone in your family belongs to a particular risk group
- UMT agrees that the workplace cannot be arranged so that you can adequately attend work and that you do not have the opportunity to work from home.

ii. Keep clean, keep a distance.

Respiratory tract infections such as COVID-19 are passed on via handshakes, surfaces, or small drops from coughs and sneezes. Therefore, to minimize dispersion, everyone must increase cleaning.

UMT's central cleaning has increased cleaning, so that it includes handrails in common rooms and door handles for buildings.

UMT's central cleaning does not include all areas of potential infection (for example, laboratory equipment). Therefore, to reduce the risk of infection spread, **all employees must wipe their desks, keyboard, telephone, etc. daily, preferably with alcohol or water and soap.**

iii. Minimizing infection

When you are allowed access to UMT's facilities, you must still adhere to these guidelines:

- Good hand hygiene - wash hands / use hand sanitizer (at least 70% alcohol) frequently
- Cough into your sleeve - not your hand
- Restrict physical contact - do not shake hands
- Pay extra attention to cleaning
 - You have to clean your office workspace and break areas yourself - i.e., sanitizing surfaces that you have touched and places where many hands move - such as **keyboards, handles, coffee makers, equipment**, etc.
- Keep your distance - also at work and during transport.
 - There must be at least one meter between people in larger rooms.
 - Remember that even if you are alone in the room, you may not be using it.
 - Avoid assembly - both indoors and outdoors.
- Ensure good ventilation

iv. Arranging and cleaning the workplace

Before arriving at UMT, increased cleaning has been taken care of, and it has been made sure that the distance requirements can be complied with.

It is your responsibility to keep the workplace clean, including your desk and equipment, on an ongoing basis.

- Be sure to tidy up for cleaning.
 - Help out sanitizing - e.g., door handles, light switches, taps, coffee makers, and copiers.
 - Start the day with good hand hygiene. Be sure to wash your hands or use hand sanitizer when you come to work.
 - You should **sanitize your cell phone before sharing it** with others.
 - Finish your workday by cleaning your workstation with cleaning wipes, alcohol, or regular cleaning products.
 - Pay particular attention to good hygiene when visiting the toilet.
- v. Keep information about coronavirus and minimizing spread available on UMT Web for Corona Virus.
- vi. Requirements for the use of research facilities

Some departments/centers share facilities such as laboratories. The departments must have a particular focus on this and coordinate activities among themselves so that requirement of **no more than one person per 4 m² is observed at all times.**

In addition to the general requirements in this document, **those who have been granted access to research laboratories must comply with** the following requirements:

- **Gloves are mandatory when necessary.** The gloves must be changed frequently as well as any time they have been contaminated with microorganisms.
 - Be aware that **there may be reduced lab service**, so there may be functions that you now have to perform yourself. Ask your manager.
 - If parts of the work require two people to be closer to each other than one meter, and this is crucial (e.g., certain routines in working with animals), together with your manager, **find out how it can be done with extra protective equipment and increased hygiene.**
- vii. Staying in common areas

When staying in the department's or UMT's common areas, the general community's distance requirements apply -indoors and outdoors.

Do you use local common areas such as kitchens, toilets, printing rooms, etc., make your stay as short as possible and sanitize any surfaces that you have come into contact with when leaving the area. Also, wash or sanitize your hands before and after use. Ensure good ventilation.

viii. **Transport to and from UMT**

Always follow these five general tips if you are considering taking public transport to and from UMT:

- Walk for shorter trips
- Travel outside rush hour
- Show consideration for other travelers

- Remember good hand hygiene
- **Do not travel by public transport if you are ill or suspect being infected.**

xi. Transport at UMT

The requirements for physical distance also applies to transport internally at UMT.

Vehicles used by several people (cars, bicycles, scooters, etc.) should be thoroughly sanitized on the surfaces that you've touched - both before and after use.

x. Refreshment

To comply with distance requirements and minimize the spread of infection in common areas, it is advisable to have **minimal use of Cafeterias for eating breaks for faculty and staff.** Eat outside, or dine in turns. **Students are allowed to have takeaways only.** Committee for cafeterias will prepare SOPs for Cafeterias use during this pandemic.

xi. External partners

If external partners are granted access, they must also follow all guidelines in this guide.

5. Teaching

Covid-19 has changed how students are educated around the world. Online education has become a central component of the pedagogic process. However, it has also led to the emergence of significant difficulties, including connectivity issues on behalf of students, and preparedness issues on behalf of faculty and universities.

Nevertheless, it has also made clear that online education is here to stay. It has the major advantage of flexibility. If a COVID-19 type situation reoccurs in the future, the countries with more excellent online education facilities would have a tremendous advantage over those who still struggle with it.

In Pakistan, the urgent challenge is to overcome the connectivity issue, both with longer-term investments in coverage, and through targeted investments in problem-solving. A second major challenge pertains to the preparedness of universities as well as faculty members. Some progress has been made in this regard, but much more needs to be done.

In looking at the immediate challenge, universities worldwide have turned to a multiplicity of approaches to the delivery of education to students. These include various combinations of face-to-face and distance learning, including blended and hybrid learning. The choice of options depends on three primary considerations;

- Some programs can be taught online without a compromise in quality.
- Some programs need blended learning, including some students on campus.
- Some programs have to be taught or demonstrated on campus, e.g., laboratory work.

In Pakistan, since most universities will likely have to stagger students' return to campus, they will have to experiment with innovative combinations of teaching methodologies. The key issues to be considered are:

1. *Class Composition*: Whether all members of a particular class have been allowed to return to campus. If so, subject to the next paragraph, the lessons could be held face-to-face, as in the past. If not, it would be necessary to experiment with blended learning in which some students will be sitting in a classroom while others will be following the class through an online platform.
2. *Class Size*: Social distancing requirements have implications for the physical space needed to run a face-to-face class. If a classroom was designed for 30 students during regular times, it might only accommodate 10 students during the pandemic period. This will mean taking several actions, which might include the reallocation of classrooms to various classes (i.e., assigning larger rooms for the same courses), splitting students into smaller sections, requiring on-campus students to participate remotely, and staggering the schedule of classes to make better use of the available facilities.

An important concept is that of **Blended learning**. It is an approach to systematically mix face-to-face teaching with online learning, where the online component can be delivered through both synchronous and asynchronous modes, where people learn in different locations at different times. Blending can also happen at three levels – at institutional, program, and course levels. Ideally, some of the courses (those with practical and skills components) can only be taught or demonstrated only through face-to-face interaction, while others can be delivered either in blended or completely online mode (News 2020).

UMT is taking the following actions before the opening of campus for all students:

1. Create a full-time position to support hybrid, blended, and online instruction
2. Provide training to faculty members in the use of these options
3. Allocate classrooms after considering social distancing requirements
4. Split classes into sections to ensure observance of social distancing rules
5. Stagger classes throughout the day (i.e., from 8 am to 8 pm) to accommodate the same number of students in smaller cohorts in the same facilities.
6. Stagger the use of labs in the same way.
7. Conduct exams and tests mainly through online means even for students who might be on campus.
8. Arrange face-to-face tests or exams, when unavoidable, in a different manner, e.g., by staggering, splitting, and sequencing.