



SOPs for Faculty / Staff (60 years and above) coming to UMT
during COVID-19

Some of our very senior colleagues are in the age group of 60+ years. Majority of these colleagues have also administrative responsibilities as Deans, Directors or Chairpersons. Therefore, sometimes, they have urgent need to come to their office or lab or any other facility at UMT for completion of their official assignments. According to HEC's recent policy for partial opening of HEIs, the senior faculty members are to be given the Priority # 1 for attending the campus. However, like other staff and senior students, they are expected to follow the "protocols for attending the campus" very strictly. The faculty, staff and students have to ensure their own and others safety at the campus. Thus, the senior Faculty and Staff, falling in the age group of 60+ years, who want to attend the University will do so by their free will and the university shall not assume any liability, if they, God Forbid, contract any virus. Therefore, the senior Faculty and Staff shall be required to submit the following affidavit and follow SOPs for COVID-19.

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 by my own will although the university has provided me an option of 'not to return'.

I assure you that I will adhere to all the safety protocols and other instructions in this regard. I assume responsibility to comply with the rules and protocols enforced by the University during this period.

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:

Name

UMT Employee Code:

Department and School:

Date:

Ph#

Postal Address:

Your cooperation will highly be appreciable as it is necessary for yourself and the others around you.

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.**