



**CANADIAN
UNIVERSITY DUBAI**
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CUD PREPAREDNESS PLAN: COVID-19

CUD PREPAREDNESS PLAN: COVID-19

Policy and Procedures; Academic Year 2020-21

“WE ARE ALL RESPONSIBLE”

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PURPOSE

The purpose of this document outlines the protocols, requirements, and precautionary measures that Canadian University Dubai (CUD) shall follow in order to achieve a safe, healthy, and learning-stimulating learning environment when CUD will open during the outbreak of the Covid-19 pandemic.

SCOPE

The scope of this Preparedness Plan includes all stakeholders of CUD, such as employees, students and visitors. Furthermore, the scope includes all procedure from the Risk Levels to the Main Roles & Responsibilities of all CUD stakeholders.

DEFINITION / ABBREVIATION

Abbreviation

- CUD – Canadian University of Dubai
- COVID -19 – Coronavirus Disease
- UAE – United Arab Emirates
- SEHA – Abu Dhabi Health Services Company
- SOP – Standard Operation Procedure
- EHSS – Environment, Health & Safety System
- PPE – Personal Protective Equipment

COMPLIANCE NOTICE

- **Failure to comply with the Regulations, Policy and Procedures contained in this document, related documents, directions from CUD H&S and security personnel as well as laws and regulations of the UAE regulatory entities can have serious consequences including and not limited to: disciplinary action, prohibition of entering the CUD premises and criminal proceedings.**

PROCEDURE

Risk Level

- The UAE is classified through the risk assessments done by the UAE Government as a Moderate-Risk-Level and as to the response to Covid-19 restrictions and safety and precautionary measures, CUD has implemented a full on-line service protocol. CUD is also classified as a Moderate-Risk-Level through the risk assessment carried out on the facility, policies & procedures and observations on employees, students and visitors.
- This results in:
Proceeding with the learning process in the educational establishments on a limited basis, eliminating non-essential processes, implementing distance learning, and taking all the required precautions. This is called “Blended Learning.”

Table 1: The tables show the levels of Risk Associated with the COVID-19 outbreak in the UAE

Risk Level	Description
High-Risk Level	There is a risk of an epidemic both inside and outside the UAE. Community-wide transmission of the epidemic. Epidemic outbreak on a wide scale, in new communities and spots. Cases of infection are high. The number of cases of infection is higher than the number of recovered cases. Increased pressure on the health sector and the emergence of a need for field hospitals

	Medium capacity of the laboratories.
Moderate-Risk Level	There is an epidemic risk inside or outside the UAE, but the epidemic is under control. Cases of infection are low in numbers. The number of cases of infections is lower than or equal to the number of recovery cases. Health sector capacity is high. Laboratory capacity is high.
Low-Risk Level	No risk of epidemic in the UAE or in other countries, with just a few individuals infected. Monitoring and investigation of all epidemics is ongoing. Active detection of infections and contact tracing is ongoing. The health sector operates on a routine basis without any pressure.

Table 2: Levels of Risk in the Educational Establishment

Risk Level	Description
High-Risk Level	Disruption of the learning process in CUD and complete shift to distance learning.
Moderate-Risk Level	Proceeding with the learning process in CUD on a limited basis, eliminating non-essential processes, implementing distance learning, and taking all the required precautions – Blended Learning.
Low-Risk Level	The learning process takes place in CUD.

CUD will take the following main risks into consideration, but not limited to, in opening the Educational Establishment:

- The spread of the virus among employees, students and visitors.
- The spread of the virus to large crowds in confined spaces including, canteen areas, assessment areas, entrance and exit points in CUD that cause crowds as a result of additional safety controls, such as temperature checks at the entrance of CUD.
- The spread of the virus among workers in rooms that are shared for long periods of time.
- Teachers and students at high risk, such as those with chronic medical conditions, as well as pregnant teachers.
- Transmission of the virus through food suppliers due to the use of external source and other contractors, which leads to a higher risk of infection.

Planning to visit CUD

Effective immediately, customers are encouraged to request services through online platforms and smart payments gateways.

All services are available online, and CUD dedicated staff are standing by to assist you in any service you require.



+ 971 (4) 321 9090



<https://www.cud.ac.ae/>



Chat with us

Booking your Visit

- To ensure flow and crowd control, all CUD customers and visitors are requested to make an advance booking for service. You can book an appointment on the CUD website by following the link below: <https://www.cud.ac.ae/covid19-info>
- The service is also available to walk-in customers without a prior booking. A QR code is available at the entrance to schedule a service request. Please note that visitors with prior bookings will receive priority in service delivery.
- Designated waiting areas are available while prior customers are being served.
- Visitors will be guided on their journey with colour coded directions:
- CUD will maintain records of its staff/guests/members/students, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary.

Before you leave Home

- For the safety of all employees and visitors, CUD has implemented access restrictions under the guidance of DHA and Ministerial decrees. No high-risk individuals will be allowed into the building. If you are at risk, please inform security accordingly.
- If you are not feeling well or are experiencing any COVID-19 symptoms or were in close contact with any confirmed COVID-19 case in the last 14 days, please stay at home, employees should inform their line manager. Refer to the hospital and follow the authority's guidelines.
- Building access will also be restricted in case of:
 - Symptoms such as fever, coughing or shortness of breath (flu-like symptoms).
 - Persons who have returned during the last 14 days from abroad, regardless of the presence of symptoms.
 - Persons who have a close family member/friend with a history of international travel in the last 14 days.
 - Persons suffering from any of the below conditions regardless of age should seek advice from their medical practitioner:
 - Chronic respiratory diseases
 - Chronic heart disease
 - Chronic kidney disease
 - Liver disease
 - Diabetes
 - Immunocompromised
 - Pregnancy
 - People above 60 and people with vulnerabilities and/or medical conditions are discouraged from entering the premises

Arrived at CUD

- Car parking is available, and visitors are requested to adhere to social distancing while parking and entering the CUD facilities.
- Health Information and awareness posters are displayed on all digital screens and posted on all key areas on the floors and walls. Signage is placed to ensure physical distancing practices are being maintained as well as disposal of items to their dedicated bins.

Entrance and Access to CUD

- Entry and exit points are adjusted to ensure flow and crowd control.
- Only the Main CUD entrance will be open for access to the facilities. All other entrances will be closed, and visitors are directed towards the selected entrance to CUD (signage is in place to direct the same).
- Provision of sterilizers at the entrance of the facility will be established and must be used by all who enter CUD.

- All Staff and visitors must undergo mandatory temperature screening – Persons with a temperature above 37.5 will not be allowed to enter the building. (Contactless temperature scanning thermal camera's/IR monitored by Security Guards).
- Security Guards need to identify people entering the facility are free from the following symptoms: coughing, sneezing, shortness of breath, symptoms of flue, respond clearly to questions.
- If an employee, student or visitor is identified with high temperature or show symptoms as described above:
 - Refer to the Escalation & Emergency Plan Scenarios.
 - In the case of hot summer weather, or the person is being identified as a potential risk, ask the staff/visitor/employee to sit down for 5-10 minutes in the designated isolation waiting area (social distancing will be applicable), temperature and symptoms will be checked again. If a high temperature is still being indicated, or the symptoms are still present, the person will not be allowed to enter the facility. (Please refer to Escalation & Emergency Plan Scenarios).
- Obliging students, administrative and educational staff to sign a "Declaration of Health Status Commitment," which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
- Fingerprint scanning stopped and replaced by activated Employee ID cards.

General Framework for the Re-opening of CUD

CUD will focus on the applicable thirteen (13) Core Elements of the Framework which are:

- General Aspects of Safety.
- Safety Measures in the Environment.
- Public Health.
- Healthy Nutrition.
- Transportation Service.
- Human Resources.
- Students Affairs.
- Academic Subjects.
- Extracurricular Activities.
- Awareness & Training.
- Parents' or Students' Role
- Support Services.
- Constant Monitoring and Follow-Up.

General Aspects of Safety in Canadian University Dubai

- The following aspects must be adhered to by Staff, Faculty and Students as well as external visitors to campus at all times:
- **All employees/visitors are always mandated to wear masks in the campus/office from entry. Non-Compliance will lead to denial of entry to campus/office.** We will offer masks for visitors in case they forget their masks. Wearing of face mask is mandatory as a teacher, administration staff, students or visitor within the facility of CUD.
- Wearing gloves is not mandatory. Service staff must wear gloves for interactions with visitors and should replace gloves and use hand sanitizer (over gloves) after each interaction/transaction after receiving each customer.
- Staff should change masks and gloves regularly to maintain effectiveness, especially where damaged, soiled or contaminated.

- Hand sanitizer dispensers are provided in the common areas.
- Transparent barriers or plexiglass is placed on the reception and customer service counters to ensure social distancing.
- Hands to be sanitized before and after handling machines.
- Workers must refrain from using other workers' phones, desks, offices, or other work tools and equipment.
- Outline clear seating arrangements for office workers with the necessary distance of a minimum of 2 meters apart.
- Reduce the number of workstations or staggering schedules/days of the week.
- Sanitation of seating after each customer interaction.
- Social distancing of 1.5m between students in classrooms, laboratories and learning source rooms and 2 m between students in other facilities within CUD.
- Social distancing of 2 m between visitors, students, teaching staff and administration staff.
- Indication to students and visitors through high visible sticker markings on the corridors to highlight the social distancing.
- Temperature checking is mandatory and the permitted temperature is below 37.5 degrees.
- Self-declaration, of administrative staff, teachers and students which declares that they were not in contact with infected individuals at least two (2) weeks before the re-open date of CUD.
- "Declaration of Health Status Commitment" will be applied to all administrative and teaching staff as well as students before the re-opening of CUD.
- Protocols to follow when administrative staff, teachers or students feel any symptoms of virus infection or respiratory symptoms.
- Displaying of Educational Board with valuable information on the safety precautions and personal hygiene in different languages to help prevent the spreading of the virus.
- Managing the entrance and exit process by implementing a Standard Operation Procedure (SOP) to control at least 90% of the risk of spreading the virus within CUD.
- Accommodate Students of Determination and ensure their needs in respect of health and safety is a priority.
- Provision of a dedicated isolation room is available for people with symptoms of infection.
- An emergency contact channel, contact numbers and names are readily available to be used if/when in need. Next-of-kin or friend of the administrative, teaching staff and students must be readily available in the Human Resource (HR) Department.

Safety Measures in the Environment

- Cleaning and sterilization program is implemented and maintained, which will be used as documented evidence of the ongoing practice.
- CUD ensures that proper ventilation to avoid leakage of toxic fumes from cleaning and sterilizing products used.
- Sanitizing of bathrooms is mandatory after every use, and this is a critical risk which take a priority within CUD.
- CUD provides approved sterilizers at the entrance.
- Training Program for all Safety Advisors, Security Staff and Cleaning Staff will be maintained in order to mitigate the risk of spreading the virus.
- Sterilization of laboratories and learning resources will be done after every session.

Public Health

- CUD supporting the awareness-raising programs by displaying the precautionary measures for visitors, students, administrative and educational staff valuable information on how to protect ourselves and helping to prevent the spreading of the virus throughout the facility of CUD.
- Information on personal hygiene will be displayed in washing rooms, such as how to wash hands effectively.
- Display information of critical factors such as the need to cover your mouth when coughing and sneezing.
- Constant raising awareness of social distancing, avoiding shaking hands, not exchanging Personal Protective Equipment (PPE), etc.
- Training is provided to the Safety Committee Members, Security Staff, Reception Staff and Clinic Staff are well trained in the identification of suspected infected people entering or is within the facility of CUD.
- The CUD Clinic is registered, and so are all the Clinic Staff.
- The CUD Clinic is equipped with all defined levels of essential elements needed to manage suspected infected persons.
- The location of the CUD Clinic is clearly marked and identified.
- The CUD Clinic will have a separate isolation room separate from the nursing room, which will be used for the treatment of minor illness, accidents and injuries.

Healthy Nutrition

- CUD does not offer to administrative and educational staff, students or visitors any common meals until further notice.
- Canteen, all food suppliers will comply with health requirements followed during the pandemic.

Transportation Services

- CUD do not provide a transportation service to the administrative and educational staff, students or visitors.

Human Resources

- CUD provide the required resources in accordance with the requirements for the precautionary measures.
- CUD is also ready to provide additional teaching staff who came in contact with infected people or who are infected or are quarantined.
- CUD will ensure that all traveling educational and administrative staff comply with all the requirements of the relevant authority.
- CUD staff in liaison with the HR Department, attendance will be monitored on a daily basis to identify the absent staff and the reasons for their absence. The appropriate protocol will be followed if a staff member is suspected to be infected or came in contact with an infected person.

Student Affairs

- Traveling students will need to comply with all requirements of the relevant authorities including the Ministry of Health and Dubai Health Authority.
- Attendance registers will be monitored on a daily basis to identify the absent students and the reasons for their absence. The appropriate protocol will be followed if a student is suspected to be infected or came in contact with an infected person.

Academic Subjects

- CUD identified which academic subjects will be taught within the CUD Facility and which once will be subjected to distance learning or blended learning.
- CUD implemented an individual plan for Students of Determination to continue with their studies and exam timings.

Extracurricular Activities

- CUD cancelled all group activities.

Awareness & Training

- CUD implemented an awareness & training program for all administration, educational staff.
- CUD disseminating electronic awareness guides to all administrative, educational staff and students.
- CUD will provide awareness-raising program video tutorials on dedicated areas.

Parents' and Students' Role

- The Parent and Student is a stakeholder within CUD.
- Awareness of using PPE at all times specially in the facility of CUD.
- Stay at home if you experience any symptoms of the infection.
- Parents and students must inform CUD of their health status if the student suffer from chronic disease or immune deficiency.
- Refrain from making contact with infected individuals.

Support Services

- CUD will ensure that support and maintenance services are not performed in the presence of the educational and administrative staff as well as the students.
- CUD implemented a cleaning schedule to continuously cleaning washrooms.
- CUD will ensure that all maintenance companies that carries out maintenance are accredited bodies.
- CUD values the air quality within the facility, and the cleaning and sterilization of air-conditioning systems will be well maintained; however, the maintenance thereof will be after hours.
- CUD will monitor all suppliers Health and Safety Performance, and if they do not comply to the set standard, a change in supplier is an option.
- All support service staff will undergo the same screening process to ensure that they are not suspect infected individual.
- Contracted Support Services Companies must disclose cases of infection or staff, which was in contact with infected people.

Library

- Offered remotely
- Limited hours of operations as requested for final projects/capstone presentations and thesis, etc. while observing safety measures of 2 meters set by DHA and MOHE to be implemented for on campus attendees.
- The librarian and support staff should be wearing masks, gloves and use hand sanitizer (over gloves) after each interaction. The library counter and equipment to be sanitized every hour.
- Fabric-based books, or books made with material that is difficult to clean are restricted.
- All used books should be placed in a clearly labeled designated container for dis-infection before re-use.
- A books drop-off container will be available and clearly labeled.

Constant Monitoring and Follow-Up

- CUD pledge that the Health and Safety Committee and delegated individuals will constantly monitor and follow-up the implementation of the "Preparedness Plan" through a structured auditing process.
- Noncompliance's will immediately be attended to, corrected and lessons-to-learn will be distributed throughout CUD.
- The audited results will be discussed with students, educational staff, administrative staff and the executive management of CUD.

Sanctions for non compliance

- Students, Staff and faculty –

- First Written Warning - A first written warning will be identified as either a “written warning” or “first written warning”. This warning will be in writing and will also outline the conduct which is unsatisfactory, the improvements required (where appropriate) and the possible consequences of future non-compliance. The warning is valid for up to six (6) months.
 - Final Warning - Where conduct is sufficiently serious a final warning may be given. This will be in writing and will be identified as a “final warning”. As with the verbal and first written warning, it will outline the conduct which is unsatisfactory, the improvements required (where appropriate) and the possible consequences of future non-compliance. The warning is valid for up to twelve (12) months.
 - Dismissal - Dismissal may occur where conduct is deemed by the University to be sufficiently serious as to justify termination. Dismissal may be preceded by an oral warning or a first written warning or a final warning. In serious circumstances however, it may also occur where no warnings have been given.
- Visitors – May be requested to exit the building and be barred from re-entering CUD premises
 - All above may also be followed up with Police action if the situation deem necessary

Risk Levels of Activities

- Table 3 will outline the common activities and the risk level of each. The below Table 3 will be updated when/if necessary.

Table 3 – Common Activities and Risk Levels

Medium Risk Level		
Activities	Ministry Recommendation	CUD Resolution
Lectures	A combination of on-campus and remote attendance, while maintaining the allowed maximum limit of students and social distancing.	<ul style="list-style-type: none"> • All lectures will be delivered remotely • On-campus attendance may be allowed in essential lectures on rotational basis while observing safety measures of 1.5 meters as set by the Ministry of Education (MOE) • Students attendance on campus for essential lectures classes will be on a voluntary basis
Problem Solving Classes and Supporting Lesson	On campus	<ul style="list-style-type: none"> • On-campus delivery of problem-solving classes will be offered on a rotational basis while observing safety measures of 1.5 meters as set by MOE • Tutorial sessions to be delivered remotely using writing pads as successfully implemented in last Spring semester • Students attendance on campus for problem-solving classes will be on a voluntary basis
Laboratories and Studios	On campus	<ul style="list-style-type: none"> • Essential studios and labs sessions that cannot be delivered remotely will be delivered on campus while observing safety measures of 1.5 meters as set by MOE • Students attendance on campus for studios and labs sessions will be on a voluntary basis
Exams - Quiz	Remote	<ul style="list-style-type: none"> • Delivered remotely while ensuring academic integrity
Exams - Assessment Exams	A combination of on campus and remote	<ul style="list-style-type: none"> • Delivered remotely while ensuring academic integrity

	attendance, while maintaining the allowed maximum limit of students and social distancing	
Exams - Final Exams	On campus	<ul style="list-style-type: none"> Final exams of some specific courses will take place on campus while recognizing the need for remote examination delivery where justified.
Oral Exams and Postgraduate Debate	Remote	<ul style="list-style-type: none"> Delivered remotely.
Research Activities Laboratories	On campus	<ul style="list-style-type: none"> Final projects that require hardware and lab equipment will be conducted on campus while observing safety measures of 1.5 meters as set by MOE Presentations of projects will run on campus by the presenters while classmates will attend the presentation remotely Students attendance on campus for research and final projects will be on a voluntary basis
Library	Remote. Limited hours of operation	<ul style="list-style-type: none"> Offered remotely Limited hours of operations for final projects/capstone presentations and thesis can be booked by students on a voluntary basis while observing safety measures of 2 meters
Dormitories	Available	<ul style="list-style-type: none"> Fifty percent (50%) of dormitories will be occupied, with a maximum of one student in each room Transportation will be ensured by CUD vehicles adhering to the protocol of transportation Priority will be given to students who do not have other housing in the country, due to the limited availability Student movement in the dormitories will be limited All residents in the university dormitories must sign an undertaking adhering to the new health and safety guidelines All residents in the dorms will need to undergo a COVID-19 test
Gym and Activity Room	Limited hours of operation	<ul style="list-style-type: none"> Closed
Retail Stores	Limited hours of operation	<ul style="list-style-type: none"> Limited hours of operation.
The Capacity of Educational and Administrative Staff	50%	<ul style="list-style-type: none"> Presence of Educational and Administrative personnel on campus will not exceed 50% of workforce Operations to be conducted on a rotation basis while observing safety measures of 2 meters set by MOE Educational and Administrative personnel above the age of 60 and those with

		preexisting medical conditions will work remotely
The Capacity of Students	50%	<ul style="list-style-type: none"> At any given time, the number of students allowed on campus will not exceed 50% of total student enrolment

General Restrictions

- All Staff, faculty and Students within CUD will undergo a COVID-19 test.
- CUD will ensure that hand sanitizer will be placed in all common areas.
- CUD will ensure that all comply to the safe distance requirements.
- CUD educational staff will constantly remind students of their personal hygiene and safety precautions.
- CUD implement a “No Cash” and contactless payment options to Students.
- CUD prohibited the sharing of personal tools and equipment among students.

Precautionary Measures for Sanitizing the CUD Facility

- Cleaning schedule is implemented for the regular cleaning and sanitizing of the entire facility.
- Cleaning program is implemented in the common areas where there is a footfall of students and visitors.
- The use of water coolers and food vending machines are prohibited.
- Isolation room is provided for suspected cases of COVID-19.

Health and Safety Procedure at Entrance

- CUD made it mandatory for all administrative and educational staff, students and visitors to undergo a temperature check before entering CUD.

Face Masks and Hand Sanitizers

- CUD made it mandatory for all administrative and educational staff, students and visitors will wear face masks and if they do not have one, receptionist or security staff will issue a face mask. Hand sanitizers will be installed and placed in strategic places throughout CUD.

Physical Distancing

- CUD will ensure that all relevant signs of physical distancing are placed on elevator floors and users shall comply with standing on such signs.
- CUD will ensure that clear signs will indicate the social distancing of 1.5 m between individuals in classrooms and 2 m in common areas.
- Classroom tables will have a social distancing of 2 m.
- CUD prohibited group activities.

Capacity

- CUD determined that only 50% of the administration staff will be present in the facility, and the remainder will work from home.

Restriction of Persons

- CUD will not provide access to the facility to people with chronic disease and people who are identified as suspect infected individuals as well as elderly people and children of the age group directed by the applicable laws and related authorities.

Circulars and Approvals

- CUD will circulate all precautionary measures to all administrative & educational staff and students.
- CUD will obtain all necessary approvals from the Ministry of Education to re-open the facility.

Legislation

- CUD is committed to complying with all coronavirus (COVID-19) legislation issued by the UAE Government.
- CUD will circulate all legislations to all administrative & educational staff and students.

Classrooms

- Educational staff will ensure the social distancing will be maintained.
- Educational staff will prohibit group activities.
- Educational staff will emphasize personal hygiene during sessions.
- No personal tool (pens and other items) may be exchanged.
- Wearing a face mask in the classroom/laboratory/studio is mandatory.
- Hand sanitizers shall be available and installed in the training rooms.
- Students/Faculty will be required to Exit campus immediately after completion of classes delivered on campus

Exam Rooms

- Educational staff will ensure social distancing between students.
- There will be a 2 m distance between the Student and the Educational Staff.
- Tables, chairs, computers, etc. need to be sanitized after every session.
- Wearing a face mask in the classroom/laboratory/studio room is mandatory.
- Hand sanitizers shall be available and installed in the training rooms.

Activities & Events

- CUD prohibited all events and celebrations in the CUD facility.

Meetings

- Meeting room capacity should not exceed 50% of its original capacity. Physical distancing stickers will be placed on the chairs alternatively.
- Official meetings should only be organized if deemed essential. Alternatively, it is highly recommended to organize a meeting through virtual means from one of many trusted available platforms.

Document Management

- Printing of documents is not allowed; all documents to be digitalized and shared with concerned individuals as soft copy.
- Employees to refrain from printing and distributing hard copy documents.
- All departments to move to a paperless environment.
- No handling of pens or material by customers or staff.
- Hands to be sanitized before and after handling machines and gloves to be used and replaced after each transaction
- Dedicate one person to use copiers - gloves to be used and replaced after each transaction.

Prayer rooms

- Students Staff and Faculty must bring their own prayer rugs.
- Prayer rooms to remain closed and office and classrooms to be used

Maintenance and Service staff

- Deliveries, maintenance and service staff external to the University to be scheduled after operation hours.

Escalation & Emergency Plan Scenarios

A. Case development at Home

Employees and students not feeling well Employee will stay at home and will not report to work until the case is cleared.

- Employee/student will inform the line manager/faculty, who will report the case to the department head and HR. Employee will submit Sick Leave in the system.
- Employee/student will refer to the medical facility (clinic/hospital) and will follow their advice.
- A medical report/note will be required or a sick leave certificate as per CUD policy if the absence will be for more than two days.
- If COVID-19 is NOT identified, the employee/student will report to work/class once he/she feels better or once the COVID-19 test result is negative - if the test was done (normal sickness procedure).
- If COVID-19 is identified or the COVID-19 test result is positive, the employee/student will inform his/her line manager/health center, who will inform the department head and HR.
- Employee/student to follow the authority's guidelines for medical tests, treatment and isolation.
- HR will communicate with the employee/student for more instructions and support.
- The line manager will share with HR the list of all employee/students who were in close contact with the confirmed case in the last 7 days for further actions. (i.e. send employee/students for 14 days quarantine/or as per the updated authorities' guidelines).
- After completing the 14 days isolation period, asymptomatic employee/students will resume his/her duty normally unless a doctor extends the recovery leave.
- Official/authority supported documents should be presented by the employee/student upon his/her return. (Employee/student needs to be tested for COVID-19 and receive negative test results within 48 hours before returning to campus. Results must be shown in SEHA or the AlHosn app or text message from any hospital, or any screening centre in the UAE that is affiliated to the National Screening Program)
- All CUD community are requested to show a high level of emotional support for the recovered Employee/student.

B. Case development on Campus

Employee/student or student is not feeling well while in Campus – Start developing COVID-19 Symptoms

- Employee/student will inform the line manager/health center immediately who will report the case to the department head and the Health Center (HC) personnel.
- Employee/student will be directed to the Isolation Room in CUD Health Center for their assessment and further advice.
- Employee/student must take all of his/her belongings from the office while moving to the Isolation Room.
- HC team will assess the case and will advise accordingly.
- HC may advise the employee/student to return back to the campus if the vital signs are stabilized/back to normal.
- HC may refer the employee/student to a medical facility (clinic/hospital) for further investigation if the case is suspected.
- If ambulance/special transport is required, the employee/student will be kept temporarily into the onsite isolation facility till ambulance/special transport arrives.
- If COVID-19 is NOT identified, employee/student will report to campus once he/she feels better or once the COVID-19 test result is negative if the test was done (normal sickness procedure).

- If COVID-19 is identified or the COVID-19 test result is positive, employee/student will inform his/her line manager/health center who will inform the department head and HR.
- In case of a COVID-19 positive case - The floor and all public facilities will be sanitized/disinfected immediately by Housekeeping.
- Employee/students will be informed and requested to self-Isolate and submit to testing with the relevant authorities.
- Suspected Employee/student to follow the authority's guidelines for medical tests, treatment and isolation.
- HR/Student Services will communicate with the suspected employee/student for more instructions and support.
- Assure the transparency by following the communication protocol and informing the colleagues of the case.
- The line manager will share with HR the list of all employee/students who were in close contact with the confirmed case in the last 7 days for further actions. (i.e. possible for 14 days quarantine/waiting any symptoms/ or as per the updated authorities' guidelines).
- After completing the 14 days isolation period, asymptomatic employee/student will resume his/her duty normally unless a doctor extends his recovery leave.
- Official/authority supported documents should be presented by the employee/student upon his/her return.
- Employee/student needs to be tested for COVID-19 and receive a negative test result within 48 hours before returning to campus. Results must be shown in SEHA or the AlHosn app or text message from any hospital, or any screening centre in the UAE that is affiliated to the National Screening Program
- All CUD community members are requested to show a high level of emotional support for the recovered colleague as part of CUD family.
- HRMS should be updated by the occurred leave and the duty resumption date.
- Line manager will update the COVID-19 master tracker and close the case.

C. Contact with a COVID-19 Confirmed Case

Employee/student in Close Contact with a COVID-19 Confirmed Case

- Employee/student must immediately inform the line manager/health center who will report the case to the department head and HR.
- Full details of the confirmed case should be provided.
- HR will communicate with the employee/student for more instructions and support.
- Employee/student to follow the authority's guidelines for 14 quarantine/or as per the updated authorities' guideline.
- If symptoms developed within the quarantine period, COVID-19 procedure should be followed.
- Employee/students will be informed and requested to self-Isolate and submit to testing with the relevant authorities.
- Assure transparency by following the communication protocol and informing the colleagues of the case.
- The line manager will share with HR the list of all employee/students who were in close contact with the confirmed case in the last 7 days for further actions. (i.e. possible for 14 days quarantine/waiting any symptoms/ or as per the updated authorities' guidelines).
- After completing the 14 days quarantine period, asymptomatic employee/students will resume his/her duty normally unless a doctor extends his recovery leave.
- All CUD community members are requested to show a high level of emotional support for the recovered colleague as part of CUD family.

- HR system should be updated if any occurred leave and the duty resumption date.
- (Employee/student needs to be tested for COVID-19 and received negative test results within 48 hours before returning to work. Results must be shown in SEHA or the AlHosn app or text message from any hospital, or any screening center in the UAE that is affiliated to the National Screening Program)

Main Roles & Responsibilities

Table 4 – Roles & Responsibilities

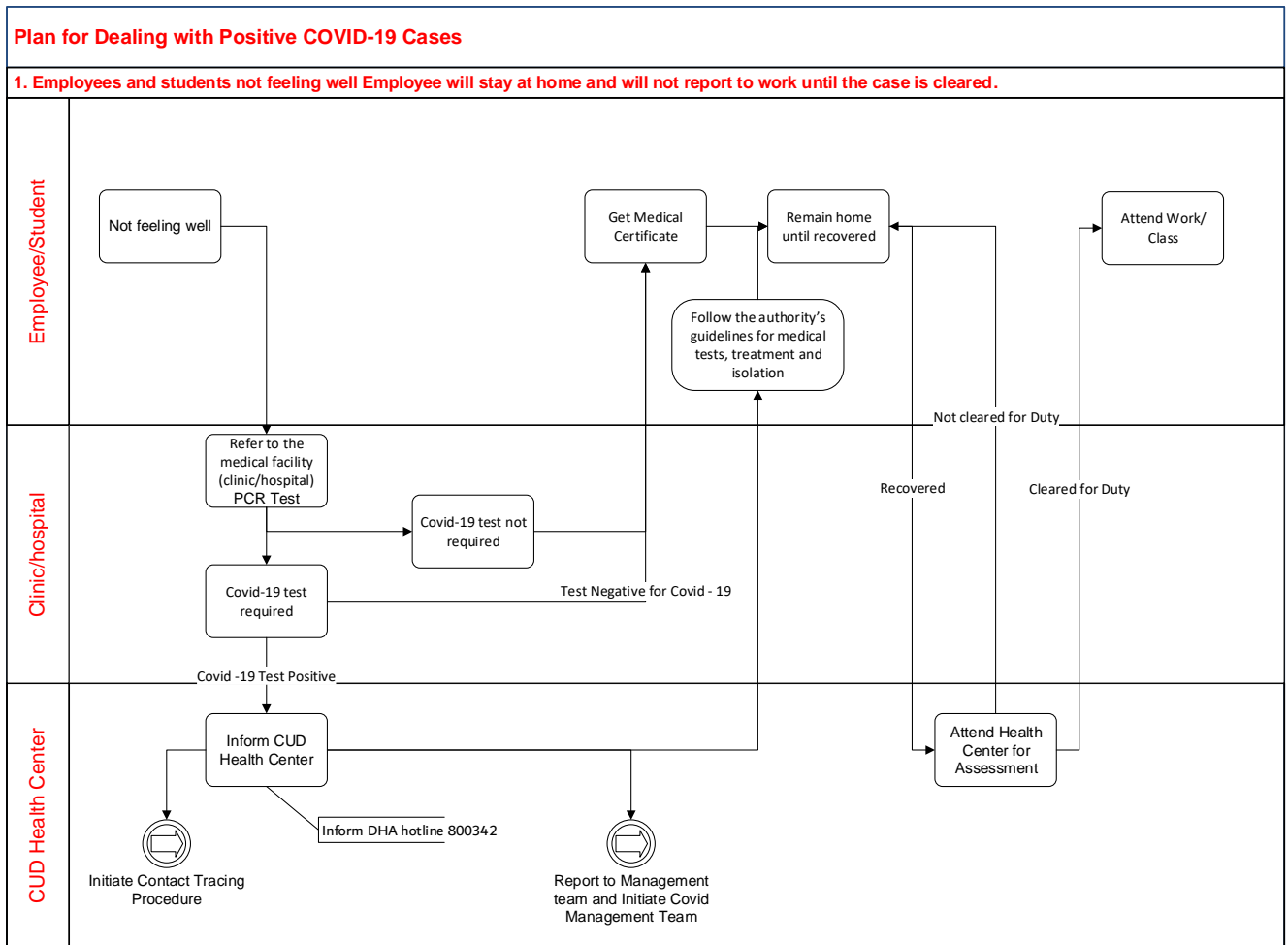
Element	Roles & Responsibilities				
	Ministry or of Education Agency	CUD	Educational and Administrative Staff	Student	Parents / Family / Friends
EHSMS Physical Distancing Thermometry Use Face Marks	Regulation	Implement	Implement and comply with	Comply with	Support
Safety Measures Sanitization	Regulation	Implement	Implement	Comply with	Support
Public Health	Regulation	Apply	Comply with	Comply with	Support
Healthy Nutrition	Regulation	Implement	Regulation	Comply with	Support
Transportation	Regulation	Implement	Comply with	Comply with	Support
Human Resources	Regulation	Comply with	Comply with	N/A	N/A
Student Affairs	Regulation	Implement	Implement	Comply with	Support
Academic Subjects	Regulation	Implement and Comply with	Implement and Comply with	Comply with	Support
Extracurricular Activities	Regulation	Apply	Comply with	Comply with	Support
Awareness & Training	Regulation	Comply with	Comply with	Comply with	Support
Role of Parent / Family / Friends	Regulation	Support	Support	Comply with	N/A
Support Services	Regulation	Comply with	N/A	N/A	N/A

CUD Covid Management Committee / H&S committee

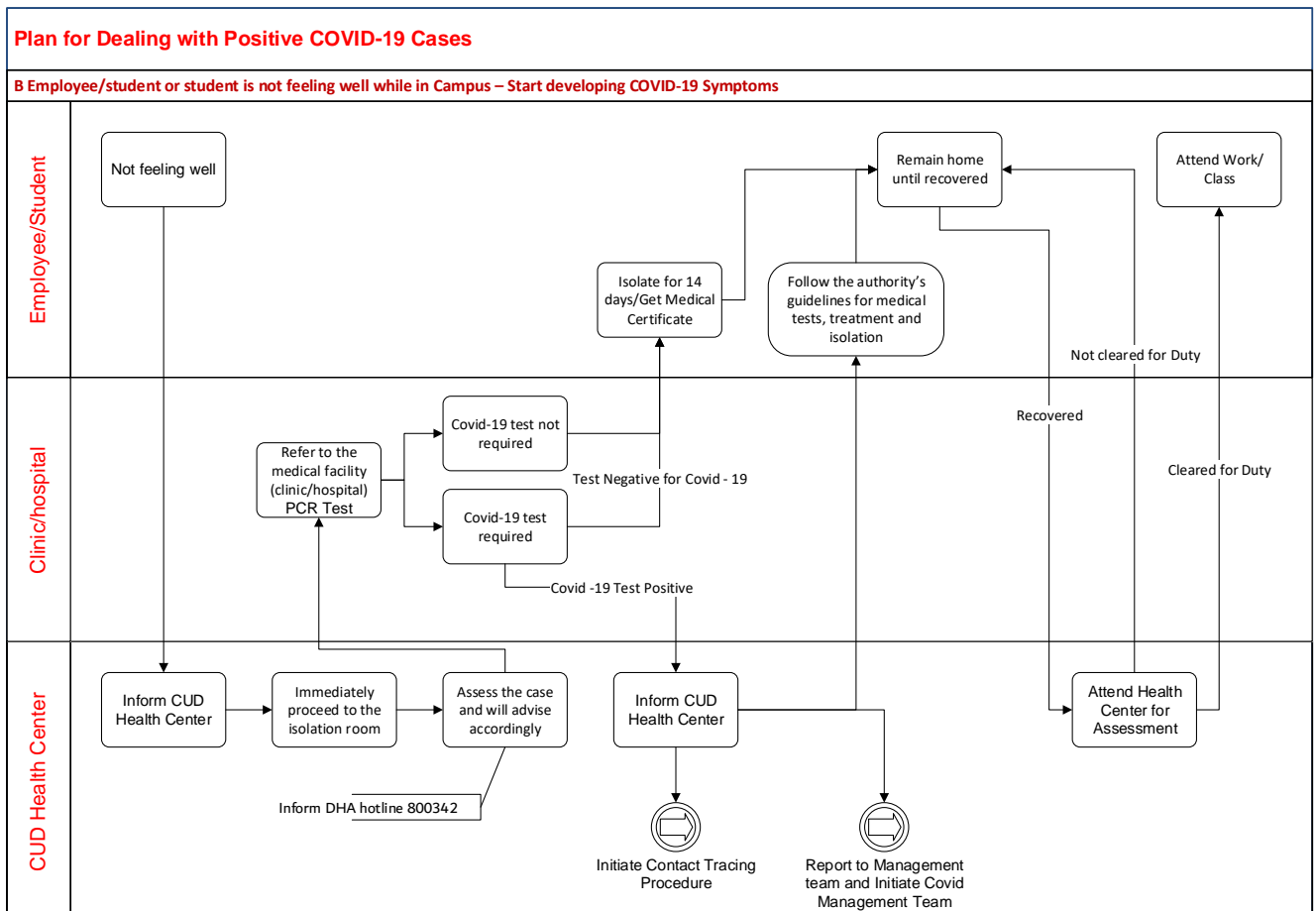
- Members of the committee will be
 - President of CUD
 - VPA
 - HSE Representative
 - Clinic Staff
 - Director of Human Resources
 - AVP Student Services
 - Registrar
 - Director of Finance

Annexures

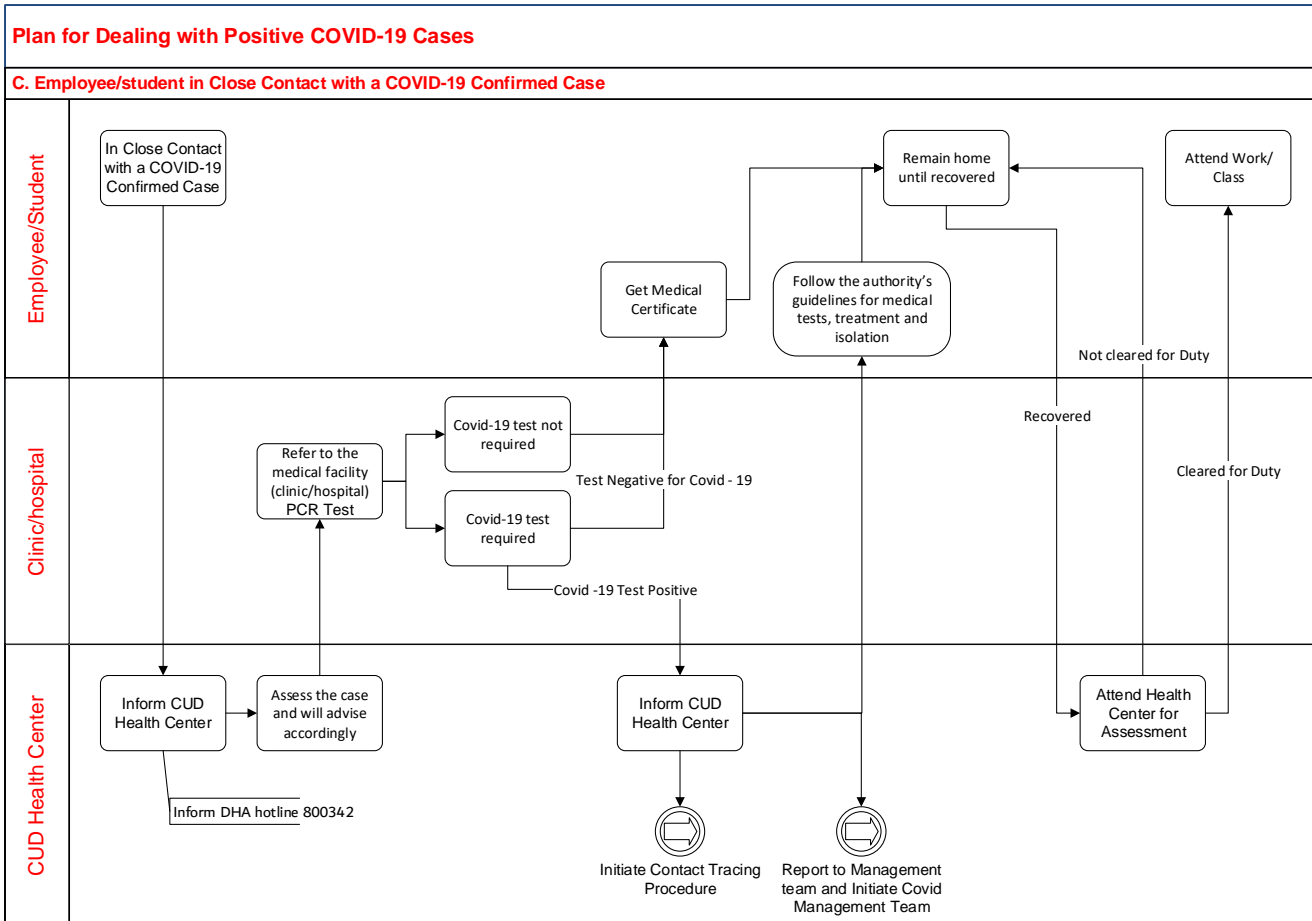
A. Case development at Home



B. Case development on Campus

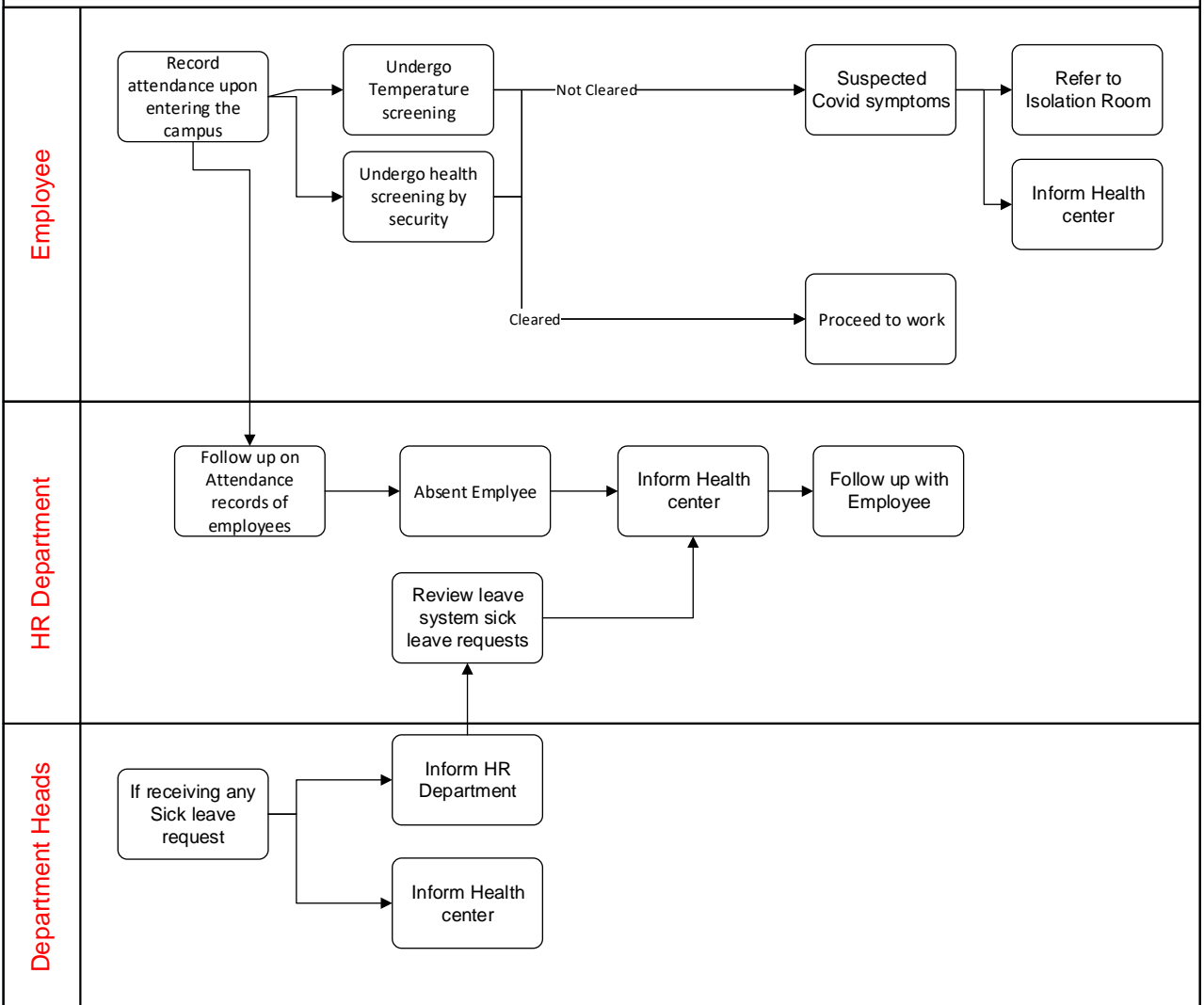


C. Contact with a COVID-19 Confirmed Case



Plan for Dealing with Positive COVID-19 Cases

Attendance Tracking - Employees





INSPIRING MINDS TRANSFORMING LIVES

ⁱ References:

KHDA <https://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Schools-Reopening-Protocol-En.pdf>

MOE: Operation of Educational Establishments during the Pandemic: Protocols & Procedures - 28 July 2020

DHA: DHA Guidelines for the Management of Novel Corona Virus 2019 in Educational environment (Schools and Universities)