



# MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY, JAMSHORO



**Proposed Standard Operating Procedure (SOPs) for Commencing Physical Classes/Exams at the  
Main Campus and SZAB Campus (Khairpur) in the wake of COVID-19 outbreak**

As per government guidelines, Mehran University of Engineering and Technology (MUET), Jamshoro, Pakistan, is planning to re-open the University for students and Staff from 15<sup>th</sup> September 2020. It is essential to have precautions to prevent the spread of COVID-19, where it becomes indispensable to conduct the physical classes/Exams. These SOPs are proposed to minimize the potential for contracting COVID-19 and subsequently reducing its spread, including specific measures needed to protect the safety and health of all the stack holders.

### **GENERAL SOPs**

1. The academic departments, hostels, buses, and canteens will be disinfected and cleaned regularly.
2. Ensure cleaning of classrooms/laboratory, restrooms, and hallways regularly.
3. Ensure disinfection of shared items (e.g. computers, practical demonstration apparatus/equipment) and surfaces (e.g. chairs, desks, tables, door handles/knobs, stair bannisters, light switches) with disinfectants regularly.
4. Thorough fumigations should be carried out on fortnightly basis at all buildings: classrooms, laboratories, faculty offices, hostel rooms, library, and canteens. Registrar office shall arrange this in consultation with district management.
5. All the students, faculty and staff should be hand sanitized at the entryways of the respective building.
6. Wearing facemasks is mandatory for all the students, faculty and staff and will be checked at all entryways.
7. The students, faculty and staff are advised to carry their hand sanitizer.
8. The students, faculty and staff are required to maintain at all instances social distancing protocols having at least 03 feet distance from each other and avoid handshake and hug.
9. All the students, faculty and staff are required to submit a Health Declaration/ History form before the commencement of the physical classes/exams.
10. The temperature of the students, faculty, and staff will be checked with an infrared thermal gun/gadget before entering their concerned Department/Section/Building.
11. All the students, faculty, and staff, attending the university may undergo COVID-19 test subject to the cooperation and services of District Health Management. Registrar office shall request to District Health Management.
12. There should be complete ban on functions, festivals, and the congregations in the university.
13. COVID-19 prevention posters will be placed at entryways of departments/buildings and hostels.

14. The medical dispensary should be activated/kept open 24/7 at the campus with necessary medical staff and supplies and may also recommend patients, in case students, faculty and staff become ill with symptoms of COVID-19 (dry cough, fever, malaise). The following plan is proposed and includes:
- A room/area should be identified where someone who is feeling unwell or has symptoms can be safely isolated. For this, medical unit at STC building and an additional hall in the STC building shall be arranged as an isolation center male students/staff. However, for female students/staff isolation room shall be allocated at the Foreign Faculty Hostel.
  - Ambulance should be available 24/7 to transfer the patient to the nearby designated hospital safely.

### **General SOPs for Hostels**

1. As per government guidelines, the students can reside in hostels (already having allotment) while maintaining the minimum occupancy level as per social distancing protocols, i-e. Only two students will be allowed to reside in one room of every hostel.
2. Hostelers will not be allowed to leave campus without prior permission of the concerned warden.
3. Ensure cleaning of rooms, restrooms, hallways, canteens, and shared items with disinfectants (door handles/knobs, stair bannisters) regularly.
4. No student will be allowed to enter in the premises of the Hostel without Mask and He/She must carry a pocket size sanitizer.
5. All the residents of the hostels are advised to maintain the social distance.
6. The rooms of the hostels shall be disinfected on regular basis and concerned warden will monitor the process of disinfection regularly.
7. All the residents of hostels are prohibited to make any social gathering in the premises of Hostels.
8. All the residents must be hand sanitized and temperature be checked at the Main gate of Hostels while entering the hostel.
9. The Hostel Management committee shall be constituted by Provost which will ensure the implementation of SOPs into the Hostels.
10. All the residents of the hostels are directed to vacate their rooms immediately after the completion of their examinations.

11. If any resident of the hostels possesses the symptoms like Cough, Flue, Shortcoming in breath or any other is advised to report to the concerned warden for further medical assessment. Accordingly, the concerned warden will have report to the Concerned Authority.
12. The entry of the visitors to hostels should be strictly restricted to only one close relatives (parents and siblings) to meet at a time and proper SOPs issued by NCOC and Health Department government of Sindh would be followed.
13. The visitors/waiting room of Hostel shall be at the main entrance gate of hostels and will be sanitized and cleaned regularly.
14. Proper fumigation would be carried on fortnightly basis.
15. The Hostel Canteen staff shall be prohibited to visit the students' rooms and vice versa.
16. The hostel residents shall offer prayers following SOPs issued by NCOC and Health Department government of Sindh.

### **SOPs for Hostel Canteens**

1. The residents should be allowed in canteen for dining on shift basis and each shift must contain not more than 25 residents of the hostel (50 % of the routine strength).
2. The breakfast time in all hostel canteens should be from 7:00 am to 9:00 am.
3. The lunch time in all hostel canteens should be from 12:00 pm to 3:00 pm.
4. The dinner time in all hostel canteens should be from 8:00 pm to 11:00 pm.
5. The tea would be served on take away basis by maintaining a social distance of at least 3 feet.
6. All the residents of hostel must maintain a social distance of at least 3 feet.
7. The resident of Hostel "A" will not be allowed to din-in at Hostel "B".
8. All the canteen staff including cooks and Table boys must be wearing Mask, Hand Gloves, Aprons and Chef Cap.
9. All the canteen staff must produce medical fitness certificate before entering the University premises.
10. Any canteen staff will not be allowed to leave hostel without prior permission.
11. The hostel canteen vender shall manage the supply of food and necessary stuff without engaging the canteen staff.
12. Any resident of hostel having any symptom such as Cough, Flue or Any other should not visit the canteen and report to the concerned warden for further medical assessment.
13. Dining area of the Hostel Canteens shall be sanitized regularly.

14. Only disposable crockery will be used and will be suitably disposed off.

### **SOPs for Canteens/Kiosks in Campus**

1. Dine in will not be allowed in all the canteens/Kiosks in the campus (except hostel canteens), and only take away would be allowed at these canteens/kiosks.
2. All food items/drinks/fresh juices shall be served in disposable crockery as take away.
3. All the customers must maintain a social distance of at least 3 feet and it will be the responsibility of the canteen/kiosk vender.
4. The floor at the counter shall be properly marked (at least 3 feet apart) for the customer queue to maintain the social distancing.
5. All the canteen staff including cooks and counter/service boys must be wearing Mask, Hand Gloves, Aprons and Chef Cap.
6. Canteen staff having any symptom such as Cough, Flue or any other symptoms should not be allowed to work at the canteen. If any identified during working hours shall be reported to Students Welfare Officer/ medical unit at the STC building.
7. The counter of the Canteens shall be sanitized regularly.

### **SOPs FOR TRANSPORT**

1. All the buses will be cleaned and disinfected after each ride regularly.
2. Wearing a face mask is mandatory for the students (day-scholars), faculty, and staff before plying on university buses. They must be seated on alternative seats to maintain social distancing.
3. The bus driver and conductor are required to ensure the seating arrangement as per the social distancing protocol.
4. The Transport section of the university will decide the number of buses on each of the routes while considering the number of day-scholars, faculty, and staff.