

Guidelines
for Reopening Of The PMAS Arid Agriculture University
Rawalpindi
For
Administration
&
Faculty



The Vice Chancellor Prof. Dr. Qamar uz Zaman is working to develop and disseminate policies and processes for returning employees and students to campus with the goals of limiting exposure and slowing the spread of COVID-19. These are the guidelines for students, faculty and employees of the university, if we adopt them than we can have COVID-free campus.

To achieve these goals, the PMAS Arid Agriculture University, Rawalpindi solicited and received detailed input from all the departments, experts in medical center, administration, Deans, Directors and others. These policies and processes developed by the Vice Chancellor Prof. Dr Qamar Uz Zaman and his team represent its efforts to address multiple objectives, including a robust educational experience and a campus with a reduced risk of COVID-19 infection.

The policies and procedures provided in this guidance were recommended to university leadership by the Medical center, after consideration of all available input. These policies and procedures will continue to as per direction by the Health Department, Government of Pakistan and Government of Punjab.

CAMPUS HEALTH AND DISTANCING PRACTICES

FOR FACULTY:

- 1: **Deans, Directors, Chairmen, Chair persons and Heads of all faculties are responsible to maintain the following Guidelines and SOPs:**
- 1: Every employee should wear mask in the campus all the time.
- 2: Keep Social Distancing.
- 3: Wash hands frequently.
- 4: Working places and rooms should be well ventilated.
- 5: Working places and rooms should not be crowded.
- 6: Each department should designate two officers form faculty and two staff members to get training from medical center how to maintain the SOPs.
(Employee training will include updates to policies and procedures for returning to work, expectations for wearing protective equipment, guidance for social distancing, and cleaning and disinfecting. Employees will be asked to acknowledge that they have completed and agree with the training.)
- 7: Every Dean, director or head of department will be responsible for keeping their lecture halls, laboratories, offices and work areas disinfected and clean.
- 8: Faculty and staff will be responsible for practicing recommended hand hygiene before using items that might be shared by others, as well as cleaning items after use e.g. Computers, files, telephones and lab equipments etc.
- 9: Students with no mask should not allow entering in class room.
- 10: Sitting arrangements should be according to social distancing one seat apart, or gap of one seat.
- 11: Five minute lecture on COVID Social distancing before start the class lecture.
- 12: Randomly check that every student have COVID protection kit with him/her.
Student kit contain following:
 - ❖ Two Face Mask
 - ❖ Hand Sanitizer 75ml
 - ❖ Antiseptic Solution/Soap
 - ❖ Gloves
- 13: Deans should assign staff to make sure spray of disinfection solutions every day, twice daily in the class rooms and labs.
- 14: All The Deans, Directors, Chairpersons and Heads are responsible to provide the liquid soap and disinfectant solution and Etc. for their Departments.

FOR ADMINISTRATION:

- 1: **Heads of all Administrative Departments are responsible to maintain the following Guidelines and SOPs:**
- 1: Every employee should wear mask in the campus all the time.
- 2: Keep Social Distancing.
- 3: Wash hands frequently.
- 4: Working places and rooms should be well ventilated.
- 5: Working places and rooms should not be crowded.
- 6: Each department should designate two officers form faculty and two staff members to get training from medical center how to maintain the SOPs.
(Employee training will include updates to policies and procedures for returning to work, expectations for wearing protective equipment, guidance for social distancing, and cleaning and disinfecting. Employees will be asked to acknowledge that they have completed and agree with the training.)
- 7: Every Dean, director or head of department will be responsible for keeping their lecture halls, laboratories, offices and work areas disinfected and clean.
- 8: Faculty and staff will be responsible for practicing recommended hand hygiene before using items that might be shared by others, as well as cleaning items after use e.g. Computers, files, telephones and lab equipments etc.
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- 14: All The Deans, Directors, Chairpersons and Heads are responsible to provide the liquid soap and disinfectant solution and Etc. for their Departments.

Regards
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