



MIUC

METROPOLITAN INTERNATIONAL  
UNITED COLLEGE  
ISLAMABAD

## 1.0 Introduction

Guided by our commitment to education and to the health and safety of our community, Metropolitan International United College continues to emphasize on learning and work while allowing for resumption of certain in-person activities, including the return of a limited population of students to campus. Supporting the wellbeing of the community members while advancing MIUC's academic enterprise requires each of us to take steps to protect ourselves and others- whether by continuing to study or work remotely, or by following important health and safety protocols on campus. Through robust commitment at the university, School, and individual level, all of us can play a role in preventing the spread of infection and can help keep MIUC healthy. For this reason we have drafted certain policies and procedures to be followed and have devised an action plan to keep our MIUC community safe.

### **Reopening Schedule (Subject to Government Announcement)**

Training Sessions for Faculty/Staff  
Reopening campus in batches

**7<sup>th</sup> – 11<sup>th</sup> September 2020**  
**15<sup>th</sup> September 2020**

### **Campus Preparedness – Student Safety Action Plan**

In order to support all the learners, staff and parents, MIUC has devised Post Covid-19 Preparedness Plan for On-campus Teaching and Learning that shall enable seamless provision of education to learners.

### **Designated Authority:**

On each campus the Head of Institution and Campus Manager will be in charge of the return process. He/She would be responsible for the implementation of safety protocols

## **Faculty/Staff Training and Capacity Building**

- Prior to campus reopening for learners, it will be ensured that all staff including administration, teachers and support staff are trained on all safety protocols.
- Regular staff trainings will be conducted for them to adjust to the new methods of teaching and assessment for them to provide support to all learners.
- The trainings are to be conducted online or physically as per requirement.
- Trainings will involve the following guidelines:

### **Awareness:**

Basic information about Covid-19, and about health, safety and wellbeing, including risk assessment(s) for each role.

### **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 have happened since the closure.

### **Support:**

Ongoing support that may be required by individuals, and is available to returnees.

### **Contact:**

Who should be contacted if someone becomes ill while at work or at home, in particular with Covid-19 symptoms.

## **Student Orientation Sessions**

Students will participate in online or face-to-face group orientations prior to campus reopening. The following guidelines will be discussed in campus orientations.

- Sharing Campus Preparedness Action Plan
- Sharing Student Safety Action Plan
- Update about Academic Action Plan
- Basic information on health and safety during Covid19
- Transport Action Plan
- Support facilities available



## 2.0 Entry, Pick up and Campus Visiting Procedures

- Proper receiving arrangements of the students/staff/visitors outside the gate, including parking of limited vehicles, marking of the standing spots for learner/staff/visitor coming out of the vehicle is planned.
- Wearing of the face mask and gloves by the traffic warden, gate keepers and relevant staff is mandatory.
- Parents/drivers to drop off and pick up learners at a designated area/timing (as communicated by campus) with no interaction inside the campus. There will be no access to the rest of the campus facility by drivers, family members and visitors. Parents/ drivers to pick up / drop off learners in a short time in the designated area with no crowding, maintenance of appropriate distance (minimum 6 feet) and wearing of masks at all times.
- Only one family member/guardian is allowed to drop off/pick up his/her ward. People with compromised medical conditions, including the elderly, should not come for drop off and pickup.
- Thermal screening of the learners would be carried out after disembarking their transport. The campus staff will be provided with the thermal guns in order to take each student's temperature before entry to the campus. If any child's body is not depicting the regular/normal human body temperature that child will not be allowed entry to campus and will be asked to rest at home till he/she recovers from the fever.
- Head of Institution/branch manager to control and supervise outside operation at the time of pick and drop of the students.
- Staff and learners are not permitted to exit the campus during the day, but if they do for emergency purposes, they would be required to return to the premises after undergoing the campus SOPs.
- Maintenance work or deliveries will happen after the campus closing hours. There will be no pick up or drop of items during campus hours.

## Protective Face Shield, Face Masks and Hand Sanitizers

- **Face Mask:** Each learner will be provided face masks by the campus administration the first day of arrival. It is mandatory for students to wear face masks on daily basis. The learners will be trained to regularly pull down their masks and breathe fresh air each time they are out in open air (for example during class breaks, sports activity, out in corridors, moving to Labs, pack up time or other activities) and while keeping them on while inside the classrooms.
- **Hand Sanitizers:** MIUC will also be providing hand sanitizers to all learners on different locations on campus starting from the main gate. Learners will be required to carry their own mini-hand sanitizers to campus daily. There will be a routine practice and training of learners by teachers to sanitize their hands after every class. Each learner should also carry mini- tissue packs ,a fresh hand towel each day with them for the hand washing drills to be followed during the day.

## Screening & Contingency/ Emergency Plan

- A visitor or staff carrying COVID-19 symptoms shall be immediately returned back.
- If a student/teacher/staff begins to show symptoms of COVID-19 while at campus, they will be isolated instantly, and the parent/ guardian of the student will be notified immediately for taking the student back home. Concerned learner/teacher/staff will be asked for following the medical treatment. He/she should not return to campus until the PCR result is obtained. If the result is positive and there is a clinical assessment of a probable COVID-19 case, the patient should complete 14 day quarantine before returning to campus. If the result is negative and there is no clinical assessment for a probable case, the student/staff can return to campus so long as they are symptom-free.
- Entry to the campus premises will only be permitted by producing fresh negative test result.

- Immediate measures for disinfection will be taken as per the guidelines, for the classroom and the campus premises upon finding a suspected COVIDcase.

## Hygiene

- Common areas in the campus (toilets, waiting areas, halls, corridors, cafe etc.) will be cleaned and disinfected twice a day. This also applies to frequently used areas/surfaces such as door handles, seat rests, elevator,etc.
- Daily clean up and sanitization of the campus premises to be carried out each day after the closure of campus.
- Security staff and those who are cleaning the campus facility to follow the right measures such as wearing gloves and masks while cleaning.
- Strict hand washing regime and adequate hand washing breaks will be observed for students between classes. This means that each learner will wash hands at-least thrice and between classes during campus hours as part of the regular drill.
- Frequently used electronic devices will get disinfected after each use (tablets, computers,etc.).
- Place awareness/educational posters describing handwashing steps near PortableSinks.
- Necessary measures to be taken to ensure that students with disabilities receive adequate supervision and support when needed.
- Where possible, all spaces to be well ventilated using natural ventilation (opening windows). To ensure learners' safety classrooms will be fully and completely ventilated every two hours. Classroom/ICT Lab/auditorium or any rooms utilized by learners will be ventilated properly every two hours. Doors and windows to be completely opened every two hours for 15

Minutes, students to break in open air/ corridors/out of closed spaces/confined classrooms to allow complete cross ventilation of rooms and to allow fresh air. Before the commencement of classes each day ,the rooms will be well ventilated and ready, after study lessons of forty minutes each (2hours) the staff on duty shall open the doors and windows for10-15 minutes before the take another round and shut it to avoid the class rooms getting too hot on a warm day.

- Ensure that dust bins are emptied frequently by the concerned staff.
- Entry into the premises will not be allowed without a mask and use of the hand sanitizer available at the entrance.

## Physical Distancing Arrangements

- Ensuring the maintenance of appropriate distance in all classrooms, common areas, seats, etc. where different groups of students, staff and visitors could mix.
- Class room area will support sufficient room for groups to maintain appropriate physical distancing in each classroom.
- Ensure that limiting the number of students at one time does not crowd toilets.
- Indoor gaming equipment will be avoided.
- The Librarian will be trained to ensure seating arrangement as per social distancing SoPs and will only allow as many students in the library at ontime.

## Educational Provision

- A senior academician will be engaged full time to support and provide guidelines on online, hybrid or blended learning. In the blended form of learning. Some students will be sitting in class while others will be following the class through an online platform, as per a rotation schedule so that all students may take face-to-face classes ensuring social distancing protocols.
- Learner ratios will vary depending on the size of the classroom. The campus will have the liberty to decide on the number of learners per class as long as safe distance of 6 feet is maintained. Based on the government directives, each Department would determine and plan how many students can return by which date, and proceeds to inform students, in order of their priority levels, of the specific dates on which they should return.
- The campus has to ensure academic provision for all the learners who are unable to attend their classes physically (due to health condition, isolated, quarantined, etc.). Learners will be apprised of the teaching and learning delivery through a learner induction program before the commencement of classes.
- Trainings will be provided to faculty members in the use of these options, who will then be responsible to deliver the learning model prescribed for their particular program keeping the students informed regarding any further developments
- Allocation of class rooms will be after considering social distancing requirements and they may be split in to sections to ensure observance of social distancing rules.
- Classes may be offered in a staggering manner throughout the day (i.e., from 8 am to 4 pm) in order to accommodate the same number of students in smaller cohorts in the same facilities.
- Stagger the use of labs in the same way.

- Arrangements for face-to-face tests or exams maybe made, when unavoidable, in a different manner, e.g., by staggering, splitting, and sequencing.

## Assemblies or Large Campus Gatherings

- Group interaction or gathering will be avoided during campus hours. No functions/after campus engagements/events to be held in/outside the campus premises.
- Other activities such as campus local /international trips, celebrations, sports tournaments are also suspended till further notice.

## Shared Resources/Material

- All equipment in classrooms should be sanitized after every single use wherepossible.
- All class room items must be immediately removed if sneezed on, coughed on.
- Students will not be allowed to share their stationery/othercommodities.
- All indoor leisure sections/areas will beclosed.
- A separate room shall be allocated for individual showing Covid symptoms.

## Campus Lunch Breaks and Cafeteria

- Students are encouraged to bring lunch along with own plastic safe utensils. Staff must also bring in their own food and drink. Cafeteria will be closed due to COVID-19.

## Guidelines for Transportation

- All parents/private transport drivers must ensure social distancing and also drop/pick student using only gate designated to them (where applicable). This must be done to avoid gathering of individuals at any gate.
- All drivers to ensure that students/staff, including him/herself are wearing masks. The vehicle should be thoroughly cleaned /disinfected at the end of each trip/day.
- Vehicles to wait for their turn while dropping students at campus gate.

## Communication

- Ensure that sufficient and accessible training and communication channels are utilized to keep all staff, parents and student informed of new settings, practices and hygiene approaches.

- Clear guidelines should be set for cleaning staff to ensure they follow the right measures such as wearing gloves and masks while cleaning.

## Instructions for Faculty

- Ensure that faculty is ready to cope with the complex situation of COVID-19 and teach effectively. Training department to conduct online and physical training once campus reopening is confirmed.
- Ensure all students have put on their face masks.
- Ensure class room furniture is disinfected and placed with adequate distance.
- Make sure to listen to students' concerns and answer their questions.
- Ensure social distancing among students and teachers.
- Teach the students to cover mouth and nose when coughing and sneezing.
- Encourage students to prevent and address stigma associated with COVID-19, as it is like any other illness.
- Encourage students to express and communicate their feelings.
- Incorporate relevant health education messages into teaching and learning process.
  - Learners with symptoms of fever etc. identified in class be reported to campus administration and send home immediately.

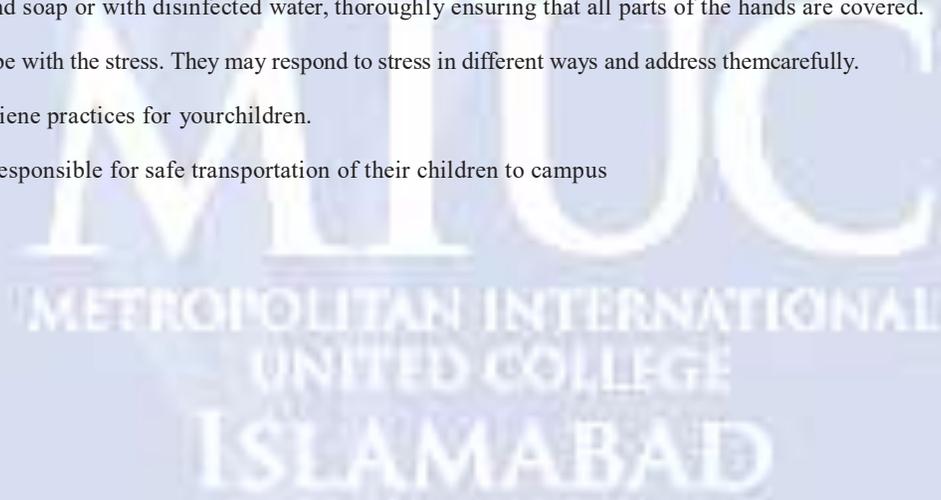
- Monitor students to frequently wash hands in order to keep campus environment safe.
- Remind students that they can model healthy behavior even at home for their families.

## Instructions for Learners

- Wear face mask during travel and campustimings.
- Wash hands frequently, always with soap and water for at least 20 seconds.
- Not to touch their face frequently.
- Not to share cups, eating utensils, food or drinks with others.
- To become a leader in keeping them self, campus, family and the community healthy.
- Inform parents, teacher , family member , or a care giver if feeling sick ,and stay home.
- Cover cough and sneeze with the elbow and wash hands frequently as per the campus guidelines.
- Share what they learn about preventing disease with their family and friends, especially with younger children.
- Not to stigmatize their peers or tease them about beingsick.
- Follow all SOPs of COVID-19

## Instructions for Parents/Guardians

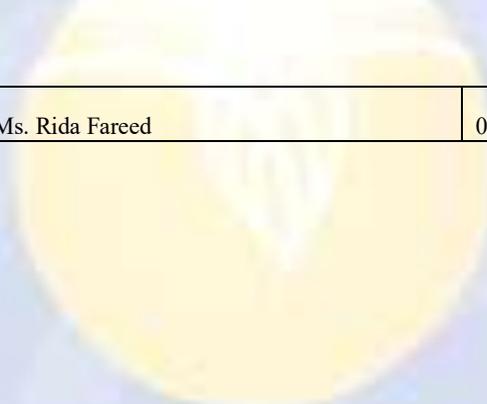
- Listen to the concerns of the children and take time to comfort them and give them affection, reassurance that they are safe.
- If a child is ill, suffering from COVID-19 or has been indirect contact with anyone who had Corona in the last 14 days, keep him/her at home and notify the campus.
- The parents being the primary caregivers must ensure that their children are taking the necessary precautions to save themselves from COVID-19 and its spread.
- Inculcate the habit among children of cleaning hands more often than usual—washing hands thoroughly for 20 seconds with running water and soap or with disinfected water, thoroughly ensuring that all parts of the hands are covered.
- Help children cope with the stress. They may respond to stress in different ways and address them carefully.
- Model good hygiene practices for your children.
- Parents will be responsible for safe transportation of their children to campus



## 16.0 Relevant point of Contacts in case of emergency

<b>Institution Management</b>		
<b>Designation</b>	<b>Name</b>	<b>Contact</b>
Head of Institution	Ms. Nadya Sultan	0300-5383040
Vice Principal	Mr. Saleem Jaffer	0344-5966123
Campus Manager	Mr. Syed Ali	0321-5831526
Manager Admissions	Mr. Aqeel Gill	0334-5044996
<b>Academic Management</b>		
<b>Designation</b>	<b>Name</b>	<b>Contact</b>
Head of Department- LAWS	Ms. Sania Cheema	0334-8535604
Head of Department- BTEC Business & Royal Holloway	Ms. Amna Hassan	0344-5430200
Head of Department- ACCA	Mr. Arslan Khan	0314-5252535

Head of Department- Fashion & Textile	Ms. Rida Fareed	0321-5302007
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The logo of Metropolitan International United College (MIUC) is a large, semi-transparent yellow shield with a white emblem in the center, set against a light blue background. The shield is positioned at the top center of the page.

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