

The Millennium
Universal College
REOPENING

COVID-19Safety Action Plan & SOPs



1.0 Introduction

The Millennium Education attaches utmost importance to the safety of our learners and has framed general guidelines/SOPs to be followed by institutional management, learners, staff, students and parents. The guidelines aim to communicate the decision-making process regarding college reopening, support preparations and guide the implementation process, as part of our overall education planning process. It is designed to be a flexible tool that can be adapted to each context and updated as the situation changes.

1.2 Tentative Reopening Schedule (Subject to Government Announcement)

Online Training Sessions for Faculty/Staff Reopening campus in batches

1st -14th September 2020 15th September 2020

1.3 Campus Preparedness – Student Safety Action Plan

In order to support all the learners, staff and parents, TME has devised Post Covid-19 TMUC Preparedness Plan for On-campus Teaching and Learning that shall enable seamless provision of education to learners as described in the brochure attached as **Annexure 1.**

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.

List of Key Numbers/Addresses:

This document also contains a list of all useful contacts, including the designated authority, the nearest hospital, and other officials responsible for various Covid-related duties. **See Annexure 3**

Priority Considerations:

The following priority list of campus personnel ranked in accordance with the urgency is being considered for their return to the campus:

Priority 1:

All college staff, Deans, HoDs, teaching faculty, and essential staff who have not resumed work from university/office may return to campus.

Priority 2:

Students of far-flung areas who cannot access online education because connectivity problems, affordability of data packages, or affordability of devices.

Priority 3:

Students in programs that have to be taught or demonstrated on campus, e.g., laboratory work, technical and training qualification students, etc.

Priority 4:

Students in programs who could be taught through blended learning, including some students on campus.

Priority 5:

Students in programs that can be taught online without a compromise in quality.

1.4 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 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.

1.5 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 Covid 19
- Transport Action Plan
- Support facilities available
- Signing Learner Health Declaration Form

2.0 Entry, Pick up and Campus Visiting Procedures

- **2.1** 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.
- **2.2** Wearing of the face mask and gloves by the traffic warden, gate keepers and relevant staff is mandatory.
- 2.3 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.
- 2.4 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 pick up.
- 2.5 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.
- 2.6 Head of Institution/ branch manager to control and supervise outside operation at the time of pick and drop of the students. Inside the gate the students will be received by the Head of Institution and duty teacher accordingly.
- 2.7 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.
- **2.8** Maintenance work or deliveries will happen after the campus closing hours. There will be no pickup or drop of items during campus hours.

3.0 Protective Face Shield, Face Masks and Hand Sanitizers

- **3.1 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.
- **3.2 Hand Sanitizers:** TMUC 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 minitissue packs, a fresh hand towel each day with them for the hand washing drills to be followed during the day.

4.0 Screening & Contingency/ Emergency Plan

- **4.1** A visitor or staff carrying COVID-19 symptoms shall be immediately returned back.
- 4.2 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.
- **4.3** Entry to the campus premises will only be permitted by producing fresh negative test result.

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

5.0 Hygiene

- 5.1 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.
- **5.2** Daily clean up and sanitization of the campus premises to be carried out each day after the closure of campus.
- **5.3** Security staff and those who are cleaning the campus facility to follow the right measures such as wearing gloves and masks while cleaning.
- 5.4 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.
- **5.5** Frequently used electronic devices will get disinfected after each use (tablets, computers, etc.).
- **5.6** Place awareness/educational posters describing handwashing steps near Portable Sinks.
- **5.7** Necessary measures to be taken to ensure that students with disabilities receive adequate supervision and support when needed.
- 5.8 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 (2 hours) the staff on duty shall open the doors and windows for 10-15 minutes before the take another round and shut it to avoid the classrooms getting too hot on a warm day.

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

6.0 Physical Distancing Arrangements

- **6.1** Ensuring the maintenance of appropriate distance in all classrooms, common areas, seats, etc. where different groups of students, staff and visitors could mix.
- **6.2** Classroom area will support sufficient room for groups to maintain appropriate physical distancing in each classroom.
- **6.3** Ensure that toilets do not become crowded by limiting the number of students at one time.
- **6.4** Indoor gaming equipment will be avoided.
- **6.5** Elevators will not to be used by learners/staff/visitors. Elevators may be used for emergency purposes only.
- 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 one time.

7.0 Educational Provision

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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
- **7.5** Allocation of classrooms will be after considering social distancing requirements and they may be split into sections to ensure observance of social distancing rules.
- **7.6** Classes may be offered in a staggering manner throughout the day (i.e., from 8 am to 8 pm) in order to accommodate the same number of students in smaller cohorts in the same facilities.
- **7.7** Stagger the use of labs in the same way.
- **7.8** Exams and tests may be conducted mainly through online means even for students who might be on campus.

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

8.0 Assemblies or Large Campus Gatherings

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

9.0 Shared Resources/Material

- **9.1** All equipment in classrooms should be sanitized after every single use where possible.
- **9.2** All classroom items must be immediately be removed if sneezed on, coughed on.
- **9.3** Students will not be allowed to share their stationery/other commodities.
- **9.4** All indoor leisure sections/areas will be closed.
- **9.5** A separate room shall be allocated for individual showing Covid symptoms.

10.0 Campus Lunch Breaks and Cafeteria

- **10.1** Students are encouraged to bring lunch along with own plastic safe utensils. Staff must also bring in their own food and drink.
- **10.2** Campus should implement staggered meal breaks and sitting areas that will ensure the appropriate distancing between students. As far as manageable there should not be more than 15 minute break between classes to minimalize contact.
- 10.3 Campuses will ensure that students pick up their food from cafeteria observing social distancing protocols. Seating should not be allowed however if necessary, should be reduced to half with 6 feet distance. Further seating can be provided in adjacent areas/classroom.

11.0 Guidelines for Transportation

- 11.1 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.
- 11.2 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.
- **11.3** Vehicles to wait for their turn while dropping students at campus gate.

12.0 Communication

12.1 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.

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

13.0 Instructions for Faculty

- **13.1** 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.
- **13.2** Ensure all students have put on their face masks.
- **13.3** Ensure classroom furniture is disinfected and placed with adequate distance.
- **13.4** Make sure to listen to students' concerns and answer their questions.
- **13.5** Ensure social distancing among students and teachers.
- **13.6** Teach the students to cover mouth and nose when coughing and sneezing.
- 13.7 Encourage students to prevent and address stigma associated with COVID-19, as it is like any other illness.
- **13.8** Encourage students to express and communicate their feelings.
- 13.9 Incorporate relevant health education messages into teaching and learning process.
- **13.10** Learners with symptoms of fever etc. identified in class be reported to campus administration and send home immediately.

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

14.0 Instructions for Learners

- **14.1** Wear face mask during travel and campus timings.
- **14.2** Wash hands frequently, always with soap and water for at least 20 seconds.
- **14.3** Not to touch their face frequently.
- **14.4** Not to share cups, eating utensils, food or drinks with others.
- 14.5 To become a leader in keeping themself, campus, family and the community healthy.
- 14.6 Inform parents, teacher, family member, or a care giver if feeling sick, and stay home.
- **14.7** Cover cough and sneeze with the elbow and wash hands frequently as per the campus guidelines.
- 14.8 Share what they learn about preventing disease with their family and friends, especially with younger children.
- **14.9** Not to stigmatize their peers or tease them about being sick.
- 14.10 Follow all SOPs of COVID-19 and sign Learner/Parent Covid-19 Undertaking and Pledge (refer to annexure 2)

15.0 Instructions for Parents/Guardians

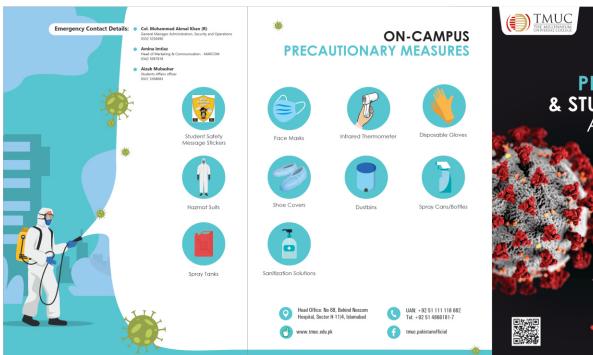
- **15.1** Listen to the concerns of the children and take time to comfort them and give them affection, reassurance that they are safe.
- 15.2 If a child is ill, suffering from COVID-19 or has been in direct contact with anyone who had Corona in the last 14 days, keep him/her at home and notify the campus.
- **15.3** The parents being the primary care givers must ensure that their children are taking the necessary precautions to save themselves from COVID-19 and its spread.
- 15.4 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.
- 15.5 Help children cope with the stress. They may respond to stress in different ways and address them carefully.
- **15.6** Model good hygiene practices for your children.
- **15.7** Parents will be responsible for safe transportation of their children to campus.
- 15.8 Parents to sign Parent/ Learner Health Declaration Form and Learner COVID-19 Pledge. (refer to annexure 2)

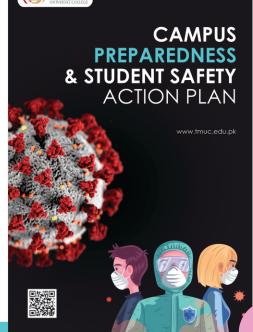
16.0 Covid-19 Counselling Sessions and Mental Health

16.1 Student's relationship towards their teachers and peers is likely to improve and thus strengthen relationships upon resuming face-to-face classes after Covid-19 crises. Sudden discontinuity of classes and a sudden stop to all social life affected young minds immensely and they felt the stress of this unknown Corona virus pandemic either directly or indirectly. Students are likely to be excited to see people they have missed during work-from-home period. It will be the responsibility of all teachers and the campus administration to counsel students and comfort them to help them cope better with the stressful situation they have been through.

Anexure 1

Brochure Campus Preparedness Plan





Anexure 1

Brochure Campus Preparedness Plan





Corona Virus (COVID-19), a global pandemic, has led to extraordinary times demanding extraordinary measures and thus prudent academic decisions on the part of learners and educational institutions.

In the light of the prevalent scenario, The Millennium Education realizes the need to take necessary precautionary measures to uphold the educational ecosystem created by The Millennium Education to ensure our learners aren't deprived of their education.

in order to support all the stateholders being negatively affected during the pandemic, TME has promptly devised Post Covid-19 Student Safety Preparedness Action Plan for on-campus teaching and learning that shall enable seamless provision of education to learners. Our action plan focuses on the following:

Campus Preparedness Student Safety Action Plan

a) Caution at Entrance Into Campus

Learners' safety and security is our utmost priority and major concern as a responsible academic organisation. Starting from the time when the learners enter the campus gate till they safety head home, precaution and safety will be ensured at each step.

b) Thermal Guns

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 student displays iregular body temperature heyshe will not be allowed entry to campus and will be asked to rest at home till he/she recovers from the fever.



c) Face Mask

Each learner would also be provided with a face mask by the campus administration. We would appreciate all our learners resuming classes to were masks as part of their regular attite and wear it on daily basis. The learners will be trained to regularly pull down their masks and breaths feel hair ask of them they are out in open air (for example during break, sports activity, in corridors, lab, pack up time etc.) keeping them on ultimal returner.



d) Polythene Gloves

TMUC campus will also be providing all their learners with polythene gloves to ensure safety. All learners shall be wearing gloves to campus regularly and will be expected to keep them on while writing and doing other tasks till the school day ends except for their hand



washing and hand sanitizing drills.

e) Hand Sanitizer

TMUC will also be providing hand sanitizers to all its learners on the first day. Learners are required to carry their own mini-hand sanitizers to school dayly. Each learner should also carry mini-dissue packs, a fresh hand towel each day with them for the hand weshing drifts to be followed during the day. Learners will be instructed to wash hands flare every class.



Assemblies or Large Gathering

Any kind of group interaction or gathering would be avoided during college hours till December 2020. No functions, after school engagements, events will be organised till the threat of corona virus spread is completely eradicated.



a) Classes with Half Class Strength

Learners shall follow a full study schedule, yet the strength would be minimized to half and alternate days of attendance for a start will be followed. For example, a student will take a blend of virtual and oncampus classes, three days on campus and two days virtual.*



h) Class Seating Plans:

Learners' safety is our first and foremost priority and for this reason needing plans supporting the rule of social distancing shall be maintained across all campuses rationated. Different seading arrangements will be suggested to teachers as per their class strength and the campus administration as well as morotoring and eveluation team will strictly observe if seating protocols have been followed to nearus artfey."



i) Hand Washing Drill

Learners will be given a break of 3-5 minutes after every two lessons during the day to wash hands completely with soap and water and to wash them correctly. This means that each learner will wash hands thrice during college hours as part of the regular drill.



tep 1: Wet hands with running water, cold or warm water is equally

good. tep 2: Apply enough soap to cover wet hands, make a lot of foam

using both hands.

Step 3: Scrub all surfaces of the hands including back of hands, between fingers and under nails. This should be for done for at

Step 4: Dry hands with a clean doth or single-use towel

least 20-30 seconds.



Covid Safety Messages Stickers and rules shall be displayed in visible places on campus to remind students about the safety precautions to be taken at all times. Safety messages will be displayed in corridors, classrooms or any space which has student baffic.



k) Counselling Sessions

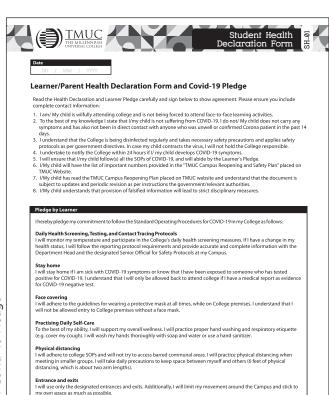
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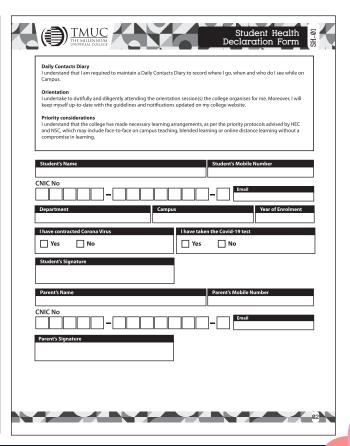


* The student safety action plan is subject to terms and couditions









Anexure 3

Covid-19 Important Numbers and Information

Islamabad

Ali Raza

Senior Campus Manager **051 4866181-7**

Nearest Hospital/Health facility

NESCOM Hospital, H-11, Islamabad 051-9257171

Gujranwala

Qadeer Hussain

Campus Manager **055 200066-67**

Nearest Hospital/Health facility

Chatta Hospital civil hospital road, opposite circuit house, Gujranwala.

0300-8747133

Rawalpindi

Saqib Mehmood

Campus Manager **051 5400311-3**

Nearest Hospital/Health facility

Fauji Foundation Hospital, Near Sawan Ada,Gt Road, Cantt, Rawalpindi

051-5788150

Karachi

Muhammad Wali

Campus Manager

051 5400311-3

Nearest Hospital/Health facility

National Medical Center Phase 1, A-5/A, National Highway, Near Kala Pul Phase 1 Defence Housing Authority, Karachi

021 111 222 662

Lahore

Zahid Mumtaz

Campus Manager **042 3733 8265**

Nearest Hospital/Health facility

National Hospital and Medical Centre, Sector L, Phase 1, DHA, Lahore

042-111 171 819

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