

Subject: Minutes of the Meeting -Fine-tuning Mechanism / Strategy for Gradual Reopening of Shaheed BB University Sheringal.Dir Upper.

1. In continuation of the previous meeting on the subject agenda held on 9 September 2020, and sequel to the HEC instructions on strategy for Gradual Reopening of HEIs “, subject meeting was held as follows:-

- a. Date: 11-09-2020
- b. Time: 1430 hrs
- c. Venue: Office of the Vice chancellor
- d. Participants:
 - (1). Vice chancellor in chair
 - (2). Registrar In attendance
 - (3). Controller of Exams In attendance
 - (4). Dir Admin Secy
- e. Agenda : Fine Tuning Mechanism / Strategy for Gradual Reopening of Shaheed BB University Sheringal, Dir Upper

Proceedings

2. **Reopening.** With easing of lockdowns around the world and, opening of international routes, the government, following the NCOC (National Command and Control Center) meeting dated July 9, 2020, and on the recommendation of Inter Provincial Education Minister’s Conference, has allowed the re-opening of educational institutions from September 15, 2020, subject to the review of health indicators in the first and third week of August and in September before the reopening. The Chair apprised that the reopening is, however contingent upon the adoption and announcement of an explicit reopening time line mechanism and a clear Standing Operating Procedures.

Minimum Preparedness Conditions:

3. **Safety.** The first step is for us to lay down the conditions under which it would be safe to allow students and faculty members back on campus.

a. Ensuring Health and Safety Protocols. SBBU With the help of Health Department has carried out disinfection of the Campus. To this effect, the designated committee should coordinate further arrangement with the Health Department.

b. Designated Authority. A Committee headed by Dir Admin, with Medical Officer and Dy Provost, as its members shall be in charge/ responsible for the return process. No one should be allowed to return to campus, without the authorization by the Designated Authority. The Committee would be responsible for the implementation of these protocols, including the preparation of policy documents such as arrival protocols, SOPs / Campus Safety Protocols.

c. Useful Contact Information: The SBBU Security Control Room shall prepare a Separate document which will contain a list of all useful contacts, including the Designated Authority, the Designate Hospital, and other officials responsible for various Covid-related duties.

d. Contact Tracing: To this effect, a system for contact tracing of symptomatic individuals is also required to be setup by the committee.

Stage Wise Re-Opening of Campus.

4. The gradual reopening of the Campus shall take place as per following time line:

Time Line for Gradual Reopening of the Campus

S.No	Phase	Reopening Date	who will attend / Activities
1.	I	15/09/2020	1.100% Employees (Faculty + Admin) 2. Students with connectivity problems 3. PhD research scholars 4. Students in programs that have to be taught on Laboratory (can't be taught without Laboratory) 5. Conduct of admission formalities 6. Conduct of online Exam
2.	II	15/10/2020	1.Newly enrolled Students (1 st Semester) 2. Students of Final Semesters 3. Review of situation by Academic Council
3.	III	15/11/2020	All those who want to join subject to normalcy

Note: No one is allowed to return to the Campus without a written notification from the designated authority.

Steps required before Reopening

5. Groundwork: The Designated Authority is responsible for laying the necessary groundwork, for an orderly and safe return of the students to campus in accordance with the HEC's Directives.

6. Those who have any of the symptoms of Covid-19 should stay at home or seek medical attention, and inform the Designated Authority accordingly, by email, WhatsApp, or text.

7. Affidavit: All returning personnel will be asked to sign an affidavit that they have been given an option to not return, and have chosen to return, that they will adhere by all safety protocols and other instructions in this regard, and that they will not hold the university liable if they contract the virus in spite of the safety protocols. In case of students, their Parents/ Guardians should also sign the form.

8. Health Declaration: All those planning to return should submit a health declaration, which states that they are in good health (or, whether they have any health condition), and whether they have undergone under any Covid testing and /or treatment during the closure period. In case of students, their Parents/Guardians should also sign the declaration.

9. Arrival Procedure: All arrival shall take place in the presence of the Designated Committee and shall be through Khyber Gate only.

10. Guidelines to Returnees for Preparation: All those intending to return to campus should follow the instructions below

a. Follow Instructions: Read all instructions carefully, enter the contact information of key individuals in your phone's database, and sign the Affidavit and Health Declaration.

b. In Case of Symptoms: Anyone who may be experiencing Covid-19 symptoms, or a member of whose household develops these symptoms, or if they have been in a contact with a Covid-19 infected person should not return to campus and should share with University.

Safety Protocols:

11. SOPs (or Safety Protocols): All members of the campus community, including faculty, staff, and students, are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-related symptoms.

a. Wear a mask at all times when in a public space on campus.

b. Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, and staircases.

c. Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.

d. Use only the designated entrances and exists.

e. Review latest updates and general guidance provided by the University on the web portal to be designed specifically for updating Covid related information.

f. Use communal facilities, e.g., kitchens, canteens, meeting rooms, printers and photocopiers only in accordance with the designated protocols, as it may be necessary to stagger usage or to continue to hold rete meetings so as to maintain social distancing;

g. Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.

h. Limit your movements. Try not to move around the campus too much.

Stick to your own space as much as possible.

i. Penalties: Anyone who commits a minor or inadvertent breach may be reminded of the violation and supported in observing the rules. Repeated violations may incur higher penalty. Deliberate refusal or failure to follow the instructions would be a disciplinary offence.

j. Strict Enforcement: All Departments will ensure strict implementation of SOPs in consultation and coordination with Designated Committee.

Conclusion.

12. The Chair emphasized that KP Health Department standing operating procedure of 20th August 2020 must be observed in letter and spirit with zero tolerance on the following:

- a. No entry of infected persons.
- b. No face mask, No entry.
- c. Social distancing.
- d. Hand washing

13. These minutes must be taken as executive orders for effective implementation by all.



Director Administration