

STAY SAFE AT AUK COVID-19

**GUIDELINES
FOR A SAFE
CAMPUS**

NOVEMBER 1, 2020

MESSAGE FROM THE PRESIDENT



Following many months of planning, organizing, developing and implementing all aspects of our university operations, we are ready for the 2020/21 academic year.

We can all agree that this calendar year has truly upended our lives; brought us down to our knees and forced on us an innate secret to our survival—**adaptation**. And despite all the challenges that not only we as a community encountered because of this pandemic but our entire planet, **adapt we did**.

Not only did we manage to adapt by moving our entire university operations online and securing instructional continuity for our students, but we successfully implemented our business continuity plans by mid-March of this year while keeping in mind that in all likelihood the pandemic was not about to simply disappear, and life was not going to return to the way we knew it.

It is here that we want to thank each and every one of you. On an hourly and daily basis, we have seen examples of commitment and service well into the night and throughout weekends. We made sure that AUK was not only able to overcome the challenges but that despite everything, we were able to make a forward leap that is in alignment with our strategic vision.

We all have a major role to play to ensure not only a world class education and instructional continuity, but equally important the safety and security of our campus community and reducing the spread of the virus. To this end, AUK has taken all possible measures to minimize the risk associated that are within the guidelines of the Kuwait Ministry of Health (MoH) and the World Health Organization (WHO). As an institution, we have remained flexible to create the optimal work, teaching, and learning conditions which are aligned with our institutional operational needs.

Therefore, it is important that we all become familiar and follow the University guidelines on health and safety, as this is the only way that we as a community can continue to overcome our current health-related challenges and be part of the global effort to combat COVID-19 while moving ahead with providing the best educational and work environment we can offer under the new normal.

We thank you for the patience and resilience you have shown over the past few months, and we know that our experiences will make us stronger today and even better tomorrow.

Rawda Awwad, PhD

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INTRODUCTION

COVID-19 is a disease caused by a new strain of coronavirus. It was declared a global pandemic by the World Health Organization (WHO) on March 11, 2020. Affected members can be asymptomatic or can portray a series of symptoms such as—but not limited to—fever, cough, shortness of breath, muscle aches. This disease is very novel and discoveries regarding its effect and spread change daily. As stated by WHO, “Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination.”

AUK is determined to provide its community with an environment that is safe and healthy to work and educate in. Thus, we have developed a guideline of safety measures that will be updated when needed to try to curb the spread of the disease. While COVID-19 continues to spread, it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak, and support control measures. The measures set below follow the direction of the Kuwait Ministry of Health (MOH), the World Health Organization (WHO), and the Center for Disease Control and Prevention (CDC).

WHAT IS AUK DOING TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT?

- Following the gradual back-to-work phased approach proposed by the Kuwaiti government for faculty and staff.
- Providing the AUK community with washable filtered masks.
- Providing the AUK community with face shields and office shields.
- Placing hand sanitizers in all areas and all individual offices.
- Utilizing enhanced cleaning protocols.
- Disinfecting the whole campus on a weekly basis.
- Encourage the AUK community to comply with the CDC Covid-19 signage placed all over campus.
- Checking everyone's temperature prior to campus access.

2

SAFETY MEASURES

2.1 GENERAL SAFETY MEASURES



- Everyone must always wear face masks while on campus.



- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based (at least 70%) hand sanitizer (available in individual offices and around campus).



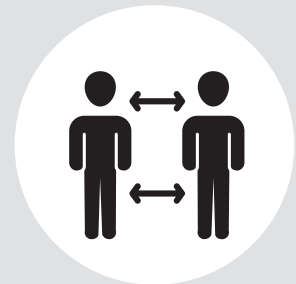
- Avoid touching eyes, nose, or mouth with unwashed hands.



- Stay home if you have flu-like symptoms and self-isolate to limit exposure to others.



- Avoid sharing common office supplies such as pens and notebooks.



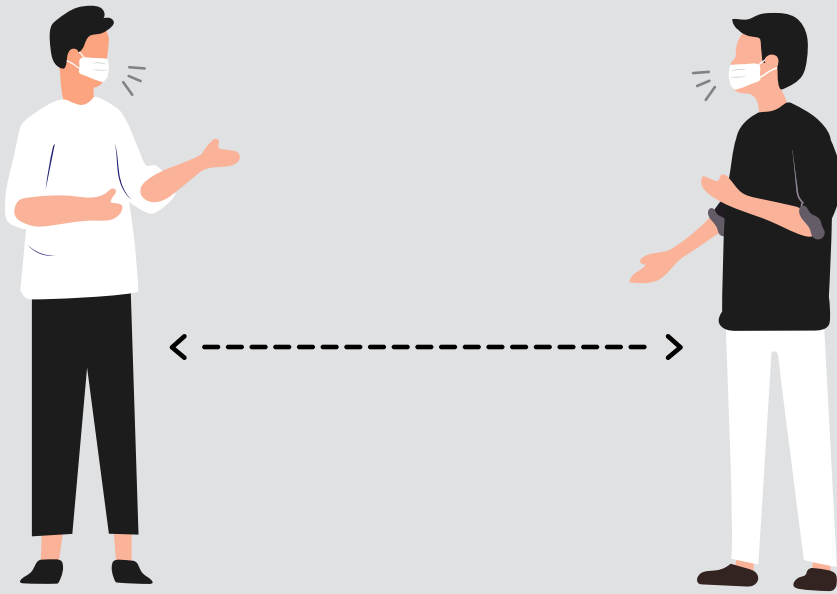
- Avoid close contact with people who are sick.



- Clean and disinfect shared objects/surfaces using regular household cleaning supplies.

STAGE	ACTION ITEM	ACTION	RESPONSIBILITY
Report Covid-19 case on Campus	1	Isolate the person with symptoms	Department with the case
	2	Contact security supervisor and email security group on _grpAUKSecurityTeam@auk.edu.kw Ext: 3333/3334	CSD
	3	Contact the health authorities on the Covid-19 emergency line 151	CSD
	4	Follow the procedures recommended by the Ministry of Health or their representative once on campus	CSD/ Clinic
	5	Close the infected area for 48 hours with a ban sticker	CSD
	6	Disinfect the area after 48 hours	Disinfection Team
	7	Follow-up on contact tracing and random testing	HR Team
Return to Campus	1	Provide a negative Covid-19 test from a trusted medical clinic	Person with case
	2	Get access approval from HR and security team	HR and CSD department
	3	Return back to campus and ensure abiding by all precautionary measures.	

2.2 SOCIAL DISTANCING



Everyone on campus must abide by the social distancing measures requested by health authorities. While on campus, faculty, students, and staff are requested to use the following safety practices:

- Maintain a minimum distance of **two meters** in open spaces, in learning spaces, and other indoor areas.
- Avoid gathering in large groups in common areas inside buildings and around campus.
- Wear face covering/mask in all shared/public spaces and learning spaces.
- Limit large group meetings—utilize distance communication tools like Zoom, WebEx, or Microsoft Teams.
- Utilize sign reminders for social distancing in shared areas (templates are available).

2.3 FACE COVERING AND MASK

As stated by the WHO on June 06, 2020, face masks can reduce the spread of the virus if used properly and consistently. Authorities in Kuwait penalize any individual not wearing a face mask in all shared environments and transportation.

A washable, reusable branded cloth masks will be provided to each AUK student, faculty, and staff member.

How to use a face mask or face covering:

- Wash your hands before putting on your face mask.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Keep the mask on your face when you are around others.
- Do not put the mask around your neck or on your forehead.
- Do not touch the face mask, and if you do, wash your hands.

How to take off your face covering:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold the outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose, or mouth when removing the mask, and wash hands immediately after doing so.

Care for face coverings:

- Cloth face coverings should be washed after each use.
- Wash your face covering with your regular laundry.
- Use regular detergent and the warmest appropriate water setting for the face covering material.
- Disposable masks should not be used for more than one day and must be placed in the trash at the end of the day.





SECURITY GUIDELINES

ACCESS TO CAMPUS WILL BE THROUGH THE FOLLOWING GATES:

- Gate 3, near the main parking lot.
- Gate 6, near the administration building.
- Gate 5, based on parking space availability.

3.1 STUDENT ACCESS TO CAMPUS

Currently, access to campus is restricted to pre-scheduled appointments:

- Scheduled for a meeting by the Office of Admissions.
- Registered students shall communicate with their corresponding professors and other offices via digital channels such as email or Microsoft Teams.

3.2 FACULTY & STAFF ACCESS TO CAMPUS

Faculty and staff are to report back to campus based on their work and departmental needs.

Faculty teaching fall 2020 from campus will have to be on a list approved by the Deans and circulated to the concerned HR and CSD parties. Once on that list, faculty will be able to access campus and the needed classrooms for the rest of the semester.

Staff will report back to campus depending on the nature and need of their work. The latter to be coordinated with each person's direct manager.

We encourage each member of the community to exercise social distancing while on campus and to keep himself or herself in their offices; any departmental interaction shall be done through digital channels such as Zoom or Microsoft Teams.

The Office of Human Resources will provide updates regarding physical/remote work in a timely manner.

3.3 VISITOR ACCESS TO CAMPUS

All campus visitors (other than AUK students, faculty, and staff) must be pre-registered before arriving to campus to allow the University to monitor and control the visitor's presence on campus.

General Guidelines

- The host (faculty or staff only) must submit the visitor's information 24 hours prior to the visit by filling in the HR registration form.
 - The host is responsible for ensuring that the visitor is fully aware of the campus access policy and the University's COVID-19 guidelines. For more information, please visit <https://www.auk.edu.kw/about-auk/auk-responds-to-covid-19>
 - Only business-related visitors are allowed.
- grpAUKSecurityTeam@auk.edu.kw, will review the submitted visitor information and provide the visitor access accordingly.
- Completion of the form does NOT guarantee that a visitor will be approved to enter the campus.

Gates and Entrances

- Visitors to AUK can only enter via Gate 3 near the main parking, or Gate 6 near the administration building.
- Visitors to upper management can only enter via Gate 5 for parking purposes.
- Visitor access is allowed on campus from 09:00am to 4:00pm ONLY.

Contractor Access to Campus

- Contractors are allowed to access campus only via Gate 3.

4

CAMPUS FACILITIES

4.1 AUK FOOD OUTLETS

- Food outlets will be limited to take-out options from the Diner located in Building B. The operating hours will be from 9:00am to 3:00pm.
- Vending machines are available in the 2nd floor of the Student Center.
- Food-outlet employees will receive continuous training on preventative measures. Personal hygiene and intensive sanitization and fumigation of all areas will be implemented.
- Employees will abide by the University rules of keeping masks and gloves on at all times.
- We encourage the use of credit cards to decrease risk of infection through cash payments.
- No indoor seating is available, outdoor seating is permitted as long as social distancing measures of 2 meters between each individual is being implemented.

4.2 CLEANING AND DISINFECTING

All work areas are different and may require different preventative measures. Campus services will assess the different areas and apply the best measures possible.

- In response to the situation, AUK has purchased its own disinfection equipment and has a trained team that disinfects the whole campus on a weekly basis.
- Management and operations will clean and disinfect frequently touched surfaces on a daily basis and in between classes and labs as needed. Frequently-touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc. Disinfection time for classes is a minimum of 15 minutes, while disinfection time for labs is 30 minutes.
- If any additional disinfection is required, the department administrative staff member must coordinate with campus services through the following email: _grpCampusServices@auk.edu.kw
- Physical changes to room layouts MAY NOT be made by users; contact the Campus Services Department if the latter is needed: _grpCampusServices@auk.edu.kw.
- Faculty members need to abide by allotted start and end times to allow cleaning and disinfection teams to proceed; any changes need to be sent to the Office of the Registrar beforehand.
- Additional cleaning supplies may be obtained by contacting the campus services department: _grpCampusServices@auk.edu.kw.
- If a suspected or confirmed COVID-19 case is found, the space will be closed for 48 hours while the premises are being disinfected and fumigated.



4.3 ELEVATOR PROTOCOL

- Staircases are recommended to be used whenever possible.
- Occupancy on elevators is indicated by floor stickers placed in each cabin.
- Masks should be worn at all times and especially in closed areas like elevators.
- Avoid touching the elevator buttons with exposed hands/fingers when possible.
- Wash hands or use hand sanitizer upon departing the elevator.



4.4 TRAVEL

International travel will be restricted to essential travel only; however, the University will follow local government announcements and travel regulations to decide the appropriate time to relax travel restrictions.

- Due to the shifting epidemiology of the virus, a particular destination considered relatively safe now may be deemed unsafe this fall and vice-versa. Students, faculty, and staff who need to travel for essential purposes should be aware that they may be required to self-quarantine upon returning to Kuwait; for more details please contact HR through the following email: hr.helpdesk@auk.edu.kw
- **Returning faculty or staff to AUK should book their flights two weeks in advance of their coming to campus, as they will be required to self-quarantine for this period.**

4.5 SIGNAGE

AUK has prepared a signage campaign covering most campus areas, offices, public areas, amenities, gate entrances, exterior corridor and elevators in order to keep our community aware of social distancing and hygiene measure to limit the virus transmission on campus.

4.6 OUTDOOR SPACES

We encourage our AUK community to spend more time outdoors in the green area near the Student Center, the new outdoor terraces in the generic building and the green area near the library and admissions building provided a compliance with social distancing measures.

4.7 FUNCTIONAL SPACES

Meeting Rooms

While we strongly encourage all meetings to be done remotely through Zoom, Webex or Microsoft Teams, However if needed each meeting room has a maximum sticker capacity placed on its main door, that number should be adhered to. And each person in the meeting room should skip seats to ensure they are keeping a 2 meter distance from their peer.

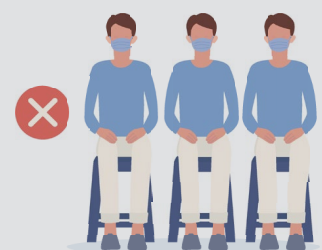
Office spaces

CSD has ensured that each staff or faculty on campus has their own social distanced space. For instance the Finance and IT departments were both relocated to more private offices to ensure the safety of both departments.

We strongly encourage the community to remain in their designated areas to curve the spread of the infection.

Classrooms and labs

While we are still in the remote teaching stage, once back on campus classrooms and labs should abide by the 2 meter social distancing recommendation. Fixed seating areas should follow the skipping rows and seats procedure to ensure there is 2 meters between each students Non fixed areas will be reorganized to accommodate the space with the 2m recommendation.





PUBLIC HEALTH

5.1 COMMUNITY SELF-CHECK

A self-check mobile application, where community members will answer some questions based upon which they will be informed whether they are allowed to go to campus or may be infected and, therefore, should remain home and contact the clinic, may be used as a tool to identify possible COVID-19 symptoms/infection. The community will be given more details if the University decides to proceed with such self-check methods.

5.2 FACE MASK POLICY

USING FACE MASKS AND FACE SHIELDS AT AUK

- At this point in time, anyone entering the AUK campus must wear a face mask.
- The mask must be worn in all hallways, public spaces, and common areas, as well as office spaces where multiple people are present.
- The terms 'public spaces' and 'common areas' include classrooms, public restrooms, elevators, staircases, hallways, communal kitchens, and workspaces.
- Masks are not required to be worn inside an office where only one person is present.
- Masks are required outdoors irrespective of social distancing measures that are required, and in smaller permissible gatherings.

Why should you wear a mask?

The purpose of wearing a mask is to contain your coughs and sneezes—preventing you from spreading germs to other people and nearby surfaces—which helps protect other people.

Masks can also help you avoid touching your nose or mouth. While a face covering does not filter the air you breathe, it may serve as a basic barrier against large droplets reaching your mouth or nose.

Masks are a supplement to—not a substitute for—other preventative measures. They are intended as an added layer of protection in addition to social distancing and other protective measures that are strongly encouraged such as frequent handwashing, use of hand sanitizer, working and conducting other activities remotely, and staying home when sick or feeling unwell, and especially in case the common symptoms of coronavirus present themselves.

COMPLIANCE

All members of the campus community are expected to comply with this policy.

Failure to comply may result in the referral of a student to the Division of Students Affairs or its designee for potential judicial action, or subject an employee to disciplinary action through HR under existing disciplinary processes.

What should I do if I see someone without mask?

We are all responsible for protecting each other, therefore, if you see someone not wearing a mask, please do not be confrontational; rather politely remind the individual of AUK's mask policy and that AUK is committed to protecting all members of our campus community by reducing the spread of the coronavirus. You can also direct the individual to security personnel where a supply of disposable masks is provided.

Security personnel are in charge of reporting the non-compliance cases to HR. The HR team will follow up and proceed with applying policies in case of repetitive noncompliance.

5.3 RANDOM TESTING PROCESS & FAQ'S

As part of our partial return-to-campus plan, any individual returning to campus will be placed in a pool for random COVID-19 testing which the University will implement as an important part of our surveillance strategy.

If you are selected at random to be tested, you will be notified by email with further instructions. Any student, faculty, and staff whose COVID-19 test comes back positive will be notified of their test results and instructed to self-isolate until medically cleared.

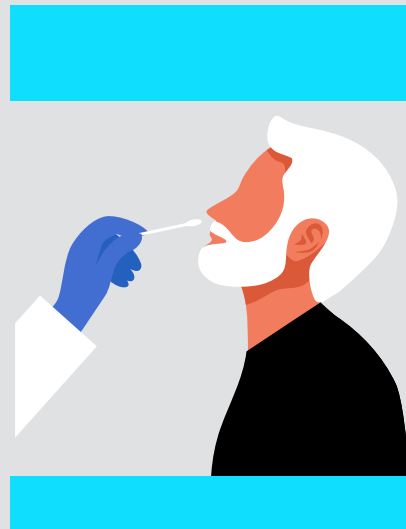
Our surveillance strategy also includes identifying possible cases through the required daily symptom-checker, as well as environmental sampling of high-touch surfaces in frequently visited areas on our campus. You may be asked to be tested in response to information learned from either of these surveillance mechanisms. Your cooperation is vitally important to our overall efforts to promote health and safety on our campus.

We understand that as with any new University process, you may have questions. Please read the FAQ's below.

As a reminder, anyone who comes to campus is required to follow the University's guidelines for wearing face coverings, maintaining physical distancing, handwashing, disinfecting spaces and other posted mitigation measures. Anyone who does not comply with these requirements will be asked to leave.

The health and safety of our campus community—and the communities around us—depends on this important shared responsibility. Your participation in this surveillance protocol is essential to the efforts to reduce the spread of the virus on campus. Thank you for doing your part.

Please visit the Covid-19 webpage for more information. If you have further questions, contact HR.Helpdesk@auk.edu.kw.



FAQS ON COVID-19 RANDOM TESTING

Will students, faculty, and staff have to pay for tests ordered under the random testing requirement?

No. Students, faculty, and staff who are required to be tested under the random testing protocol will not be charged for tests.

Can I refuse random testing?

Yes, but you may be asked to self-isolate and remain off campus for a two-week period. You may also be subject to disciplinary action.

If I'm selected for random testing but not coming to campus, do I still need to present myself for testing?

We will assess these situations on a case-by-case basis. The surveillance strategy is designed to detect viral activity on campus, so depending on how often you are coming to campus, you may still need to participate in the testing program.

What would cause me to be tested as part of a cluster screening strategy?

If environmental sampling indicates the presence of the virus in a particular space, persons who have been in that space may be asked to be tested. Similarly, if the daily symptom checks indicate a greater than anticipated number of persons with symptoms in a specific population or linked to a particular space on campus, members of that population or who have been in that space may be asked to be tested.

If I'm asked to be tested as part of a cluster screening do I need to self-isolate while waiting for the results?

No. Unlike a situation where a person is known to have been directly exposed to a person positive for COVID-19, the presumption in the surveillance strategy is that no one is infected unless we learn otherwise. We will use the most rapid test method available so that results can be obtained as quickly as possible and any positive cases will be isolated immediately.

If my result returns positive, what should I do?

You have to stay home and refer to the nearest public clinic and follow the guidelines of Kuwait's MOH; reporting back to work is subject to providing a NEGATIVE test result.

If my result returns positive, is it considered sick leave?

The days are considered as special leave due to the isolation precautions related to COVID-19 emergency regulations.

What will happen to the team members and department of the positive case?

We advise the positive case person to inform anyone he/she was in contact with for the past 5 days. No testing will be executed for the department members based on tracing protocol, the community will be informed via email of the news, specifying the location and the department of the called positive case.

Offices of the concerned case will be sanitized and disinfected.

Are masks mandatory on campus?

Yes, refer to the policy: **USING FACE MASKS AND FACE COVERINGS AT AUK**

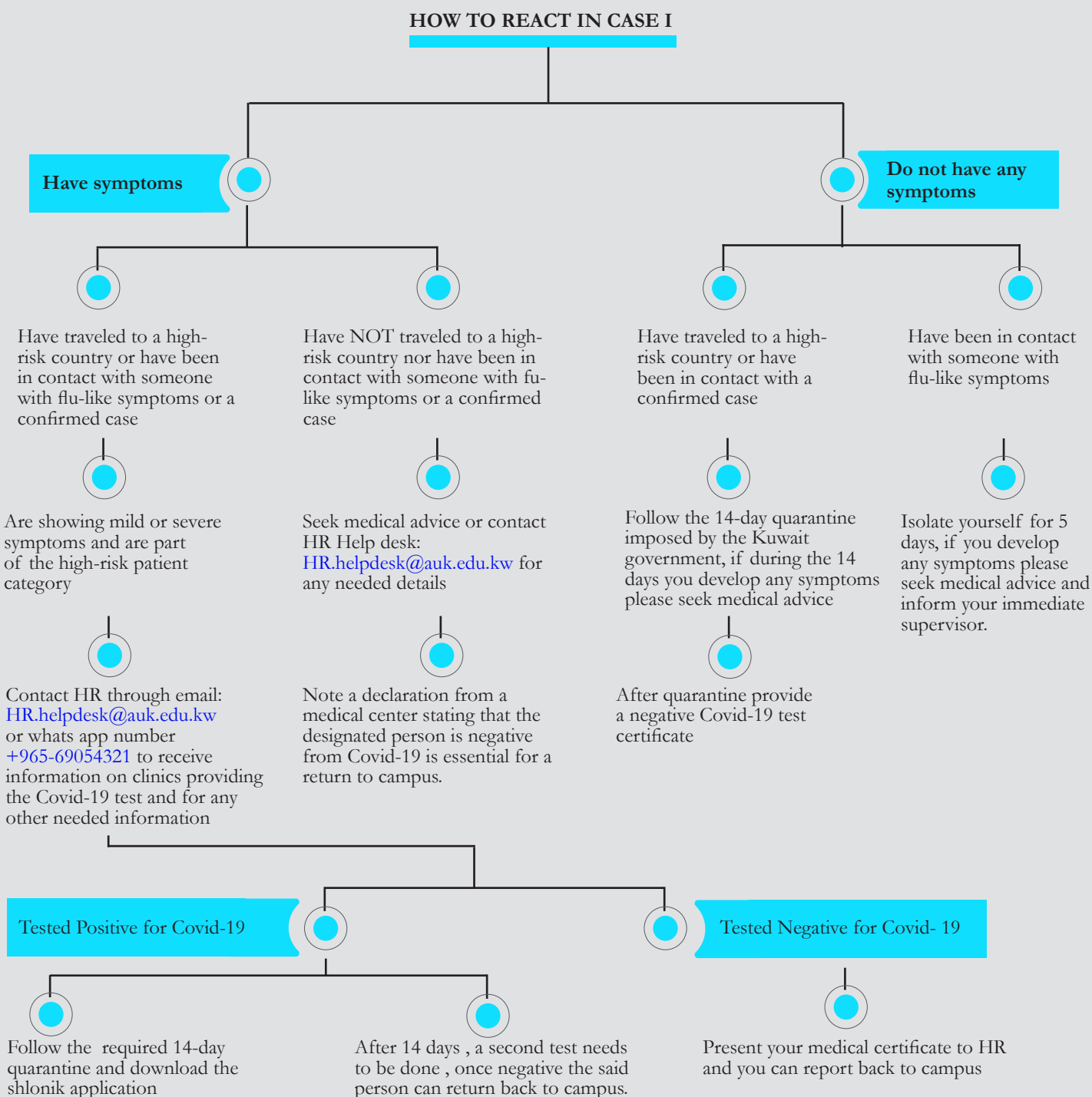
Do I have to report to campus if I can perform my duties remotely?

It is at the discretion of the line manager to decide whom from the team should report to campus.

AUK strongly advises all managers to re-engineer departmental operations to maximize remote work and minimizing staff members on campus while ensuring operations are not hampered at any point in time.

If managers need help in reorganizing the processes, please refer to the HR director for assistance.

AUK COVID-19 SYMPTOM PROTOCOL AND PROCEDURES





The clinic is designed to provide basic medical care for the AUK community.

Emergencies and serious health cases are immediately referred to nearby facilities. The clinic provides preventative services that include blood pressure checks, blood sugar monitoring, and treatment for elective cases.

During COVID-19 it will be utilized as a first area of defense, in case you have any of the symptoms seen on the signages or detailed above in this guideline, please proceed to the clinic, and they will guide you on the procedures to follow.

AUK Clinic: [+965-1802040](tel:+965-1802040) Ext 3400 or 3401.

Emergency email: _grpAUKSecurityTeam@auk.edu.kw.



IMPORTANT CONTACTS

OFFICE OF THE PRESIDENT

rawwad@auk.edu.kw and/or president@auk.edu.kw

OFFICE OF THE EXECUTIVE VICE PRESIDENT

aalbinali@auk.edu.kw

COLLEGES

Office of the Dean, College of Arts & Sciences:
acharara@auk.edu.kw and/or CAS@auk.edu.kw

Office of the Dean, College of Business & Economics:
rpalliam@auk.edu.kw and/or CBE@auk.edu.kw

Office of the Dean, College of Engineering & Applied Sciences:
azeid@auk.edu.kw and/or CEAS@auk.edu.kw

OFFICE OF PUBLIC RELATIONS & MARKETING

PR@auk.edu.kw

OFFICE OF ADMISSIONS

admissions@auk.edu.kw

OFFICE OF SCHOLARSHIP & FINANCIAL AID

scholarship@auk.edu.kw

OFFICE OF INSTITUTIONAL RESEARCH

institutionalresearch@auk.edu.kw

CAMPUS SERVICES

_grpCampusServices@auk.edu.kw

DIVISION OF STUDENT AFFAIRS

Via MS Teams, the departments within the Division of Student Affairs offer a chat service to address student concerns and queries between 10 am to 2 pm, on the following email handles:

Office of the Vice President for Student Affairs:

hmuzaaffar@auk.edu.kw
studentaffairs@auk.edu.kw

Academic Advising Center:

advising@auk.edu.kw

Alumni Affairs and Career Development:

aacd@auk.edu.kw

Counseling Center:

counseling@auk.edu.kw

Student Life:

Studentlife@auk.edu.kw

Writing & Tutoring Center:

wtc@auk.edu.kw

LIBRARY RESOURCES AND SERVICES

Library@auk.edu.kw

HUMAN RESOURCES

(also queries regarding visa and residency)

HR.helpdesk@auk.edu.kw

INFORMATION TECHNOLOGY (IT)

Information Technology (IT) Email: IT@auk.edu.kw
and/or itsupportauk@auk.edu.kw

OFFICE OF THE REGISTRAR

registrar@auk.edu.kw

CONTINUING EDUCATION

CCE@auk.edu.kw



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As a number of publications are being made by the Ministry of Health and Education, the guideline will be reviewed and adjusted