

جامعة محمد بن زايد
للذكاء الاصطناعي
MOHAMED BIN ZAYED UNIVERSITY
OF ARTIFICIAL INTELLIGENCE

GUIDELINES

for Managing COVID-19

Revision 01

20th September 2021

| | Name | Designation | Date | Signature |
|--------------|-----------------|--|------------|-----------|
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1. GENERAL:

PURPOSE:

The guidelines describe the requirements and expectations of managing the ongoing spread of covid-19 and its potential cause in Mohammed Bin Zayed University of Artificial intelligence.

SCOPE:

The guidelines' requirements are mandatory for all Mohammed Bin Zayed University of Artificial intelligence staff, students, faculties, contractors, and visitors.

2. ROLES & RESPONSIBILITY:

| No | Area of Responsibility | P | VP | FAC | HR | SAO | EHS | All |
|----|----------------------------------|---|----|-----|----|-----|-----|-----|
| 1 | Implement the Guidelines | I | A | I | R | R | C | I |
| 2 | Provision of welfare measures | I | I | A | R | R | C | I |
| 3 | Monitoring and maintain a record | I | I | A | A | A | A | I |
| 4 | Compliance with the Guidelines | | | | | | | A |

| | | | |
|------------------------|------------------------|--------------------|-------------------|
| R - Responsible | A - Accountable | C - Consult | I - Inform |
|------------------------|------------------------|--------------------|-------------------|

HUMAN RESOURCE MANAGEMENT:

1. The HR team reviews the employee management policies like absenteeism, sick leave, and overseas travel.
2. The covid-19 updated University guidelines and external guidelines would frequently communicate with the staff, faculties, and researchers.
3. The HR team maintains communications with the positive case individuals and direct contact persons. The HR team will share the information with the concerned department head, Facilities department, SAO, and EHS team.
4. The travel policy is subjected to HR and concerned department head approval for all staff and faculties.

STUDENTS AFFAIRS OFFICE:

1. The appointed person will coordinate with the students and HR department. The SAO cascade the information to the students and provide information to the HR department.
2. The SAO reviews the student's affairs policies like absenteeism, sick leave, and travel overseas and notify the concerned persons and HR department.



3. SAO is responsible for maintaining covid-19 guidelines among the students.
4. The SAO notify the positive cases and direct contact cases with the concerned persons or departments (HR-Facilities-EHS).
5. The SAO department has managed the travel policies for students and travel overseas is subjected to their approval.
6. The Facilities Department shall maintain the classrooms, transport, accommodation, and other facilities with the SAO's help.

FACILITIES MANAGEMENT:

1. The facilities management team will act according to the HR department guidelines and coordination.
2. The facilities management team fulfills the MBZUAI campus sanitization, fumigation, and other precautionary measures covid-19 to coordinate the FM service provider, security, and EHS department.
3. The team will be responsible for identifying the Positive Covid-19 cases and direct contact with those cases, and cooperating with EHS, HR, and SAO Department.
4. The facilities management department will arrange the isolation and transportation for the covid-19 positive cases and close contacted persons (Students and employees if necessary).
5. The facilities management team will ensure the sanitization and fumigation activity and notify the HR Department, EHS Department & Higher management.

EHS TEAM:

1. The team will cascade the guidelines to follow inside the university incorporate about covid-19 protocol with HR and Senior management.
2. The team will be responsible for identifying the direct contact persons with the covid-19 positive cases and providing guidelines as per the Abu Dhabi Health authority standards.
3. The NCEMA/ADPHC updates on the covid-19 will share with the HR and facilities department.
4. Close monitoring of the University premises and contractor or visitor activities and coordinate security team in covid-19 guidelines.
5. The team will ensure the sanitization or fumigation activities and notify the senior management and concerned persons.
6. The security team will work under the EHS team, and they are responsible for the temperature screening/monitoring. In case of any abnormal observations, the information must notify the EHS and Facilities department.
7. The EHS team will provide internal communication and regulatory updates regarding the covid-19 to all staff, faculties, and students.

FIRST AID STATION:

1. The appointed staff will monitor the staff, faculty, and students' vital signs.
2. Suppose there are any abnormalities in the initial screening, the individual needs to wait for a minimum of 10-15 minutes for another temperature monitoring. The individual showing any covid-19 symptoms (Sore throat, cough, headache, and shortness of breath), the nurse will inform them to get medical attention as soon as possible.
3. The nurse must notify the individual's details with the EHS and Facilities department if they suspect covid-19. The nurse needs to inform the HR Department if the individual is a staff, faculty, student from MBZUAI, or a direct visitor.
4. If the positive case or directly contacted person is coming to the first aid station nurse needs to notify the EHS and facilities department for the sanitization and fumigation process.
5. If the students showing covid-19 symptoms, a positive result or directly contact the person will be sent to the isolation room inside the facility and notify the concerned departments.

3. BASIC PREVENTION MEASURES:

BUILDING ENTRANCE:

1. The Staff/Students/Contractors/Visitors coming to the office always wear Mask.
2. Maintain 2 Meter social distancing between individuals in the office and the reception area.
3. All individuals must keep a safe distance of 2 Meters in the reception area queue (Stand on stickers of the floor). Individuals are not permitted to enter the reception area all at once.
4. Thermal scanning will monitor the temperature of everyone by the appointed staff.
5. PCR test result and Alhosn Green status should submit to reception upon request.
6. The contractors and visitors need to get prior appointment for the visit.
7. The individual will permit the office if the temperature is within the permissible limit and the individual does not have covid-19 symptoms (Fever, Cough, Sore throat, runny nose, or shortness of breath).
8. Individuals can use stairs or lift for the respective floor or workspace.
9. Entry & Exit doors have been separated and limited to MBZUAI employees and students.

ELEVATOR:

1. Do not remove the Mask while using the elevator.
2. A limited number of persons are allowed to use the elevators (As mentioned outside the elevator).



3. The individuals shall be standing in the opposite directions as mentioned on the floor stickers.
4. All elevators have been closed to control staff traffic.
5. Only MBZUAI employees, students, contractors, and visitors can use the elevators after the temperature screening.

WORKSTATIONS:

1. Avoid face-to-face meetings and use Microsoft Teams/ telephone call only. Also, avoid face-to-face desk layouts. Avoid handshakes and greetings through hugging.
2. It is advised to take the employee's personnel belongings, laptop, and other accessories to home for workstation cleaning at nighttime. Only necessary items shall be placed on the employee's desk.
3. Employees are advised to sanitize and wash their hands using soap regularly. Sanitizer dispensers are available in the common areas.
4. Avoid printing papers whenever possible and encourage the use of electronic media. Only one person can use the printer area at a time.
5. While using the corridors or walking inside the office, employees shall stick to one side, i.e., either right or left.
6. Quick Meetings or exchange of information/interactions between the employees should be respect to 2 Meter social distancing.
7. Employees are requested to avoid crowding in the workplace, pantry area, canteen, washrooms, meeting hall, corridor, prayer rooms, office entrance or exit points, and printer area.
8. No food delivery at the offices (only can be delivered at the reception)

PRAYER ROOMS:

1. A limited number of persons can use the prayer room.
2. Keep the ablution area and prayer room clean and tidy.
3. Always wear a mask inside the prayer room.
4. Individuals can use the disposable prayer mat and dispose of the designated area sheets.
5. Do not overcrowd the ablution area and prayer room.
6. Always pray in the designated place where floor stickers are placed.
7. Individuals must use hand sanitizers before and after the prayer.

CAFETERIA:

1. Limited peoples can use the pantry/cafeteria.
2. Follow the instructions placed inside the cafeteria/pantry. Always sit in the designated seat according to the stickers instructions and keep proper social distance.

3. Sanitize or wash (using soap) your hands before entering the Cafeteria/pantry and before touching the pantry equipment (microwave, oven, refrigerator, coffee maker).
4. Avoid sharing food items with your colleagues.
5. Employees and students are strictly instructed to use their utensils or disposable utensils.
6. After using the cafeteria/pantry, dispose of the food waste, utensils, disposable plates, and disposable table mats in the designated waste bin.
7. Water bottles have been distributed to each office/workstation to avoid staff interaction.

LABORATORY:

1. All the students and faculties are advised to wear a face mask inside the labs.
2. A limited number of students were permitted to use the Laboratory (As mentioned outside the Laboratory). Maintain social distancing of a minimum of 1 Meters.
3. Do not change the position of arranged seat position inside the Laboratory.
4. Always sanitize your table and using accessories before and after use.
5. It is strictly advised to avoid sharing systems or laboratory accessories.
6. Faculties are responsible for ensuring these covid-19 guidelines inside the Laboratory.
7. Avoid using food items inside the laboratories.

CLASSROOMS:

1. Faculties and students are instructed to wear a mask all the time.
2. Hand sanitizers should be used before entering and after leaving the classrooms.
3. Always maintain social distancing and strictly instruct to avoid changing seats.
4. It is advised to sanitize the study accessories (Pen and other tools), surfaces/chairs and does not share them with other students.
5. Group activities shall be prohibited and encourage virtual tools (MS Teams OR Zoom).
6. Avoid handshaking and greeting like hugging.

RESIDENTIAL UNITS:

1. Always keep the apartment/room clean and tidy.
2. Before entering the accommodation, use hand sanitizers.
3. Avoid parties and roaming outside if not necessary. It is strictly informed that the residents staying inside should not occupy anyone from outside (also classmates).
4. The students/residents inside the university can report any distributaries to the SAO.

TRANSPORTATION:

1. Individuals who use personnel vehicles should always be sanitized, especially the steering wheels, gear shifts, door handles, and sun visors daily.

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2. Individuals using public transport always wear a face mask and maintain social distancing as instructed by the STICKERS.
3. Avoid crowding in public transport or company transport.
4. It is strictly instructed to avoid coming to work if they feel unwell (Fever, cough, runny nose, or sore throat) or take medical advice.
5. Follow the STICKERS regulations and arrive at the travel station before 30 minutes to avoid overcrowding in the peak hours.
6. Use the hand sanitizers before and after public/company/individual transport usage.

PUBLIC AREA:

1. Always wear the Mask in the public areas and keep social distancing of 2 meters while walking or standing.
2. While using the public sitting area, maintain the distance as mentioned on the floor stickers.
3. It is advised to avoid eating or drinking food items in public areas.
4. Frequently use the hand sanitizers and avoid touching handrails and other stuff.

WASHROOMS:

1. A limited number of persons can use the washroom.
2. Keep the washroom are clean and tidy, the housekeeping team will ensure frequent cleaning after each use.
3. Always wear the PPE's (Mask) inside the washrooms and avoid touching the wall and mirrors.
4. Use paper tissues or cotton to operate doors, taps, and faucets and dispose of the waste in the designated bins.
5. Use hand soaps and sanitizers after usage washrooms.

GYM & SPORTS FACILITY:

1. A limited number of persons can use the Gym & sports facility.
2. Always wear a mask during the gym & sports facility usage.
3. The gym pieces of equipment and sports accessories shall be used after sanitization.
4. We have informed the users to fix timing to avoid crowding.

FIRST AID STATIONS:

1. A minimum of 2-meter distance shall be maintained inside the FAS. The seating capacity is limited to an acceptable level.
2. Hand Sanitizers must be used by the users while entering & leaving the FAS room.
3. The nurse must wear a mask and hand gloves during the examination of patients, and all patients are requested to wear the Mask all-time inside the FAS room.



4. The FAS room must be sanitized or fumigated if anyone visits covid-19 positive or direct contact.
5. Those employees-students showing symptoms of covid-19 are requested to get medical attention from hospitals immediately.

SANITIZATION & FUMIGATION:

1. The housekeeping team will do the daily sanitization and disinfection process as per the schedule.
2. The housekeeping team will do the wipe disinfection method in the offices and other common area.
3. The fumigation disinfection method will perform on request and as per the schedule.
4. If there is any positive or close contact cases the area will be partially close and open after the disinfection activity.
5. The disinfection staffs are well trained and should follow all the health and safety measures.

4. COVID-19 RESPONSE COMMITTEE:

The MBZUAI higher management formed the Covid-19 response committee chaired by the Vice President of Corporate Services. The committee members (maximum of 9) will be the head of each department. The members are responsible for protecting the employees and students from the spread of Covid-19 by adopting controls internally and implementation measures aligned with the Abu Dhabi government guidelines.

5. REACTIVE MEASURES:

a) For positive cases:

1. Those who are found positive after covid-19 and do not have symptoms also should go for home-quarantine as per the government guidelines. The isolation rooms are available inside the facility for each residential building for the students.
2. If the individual is positive and present in the office the office area should be partially closed until the disinfection process completion.
3. The individual found covid-19 positive are advised to inform the Facilities, HR, EHS department (SAO for student) and the persons directly contacted with him/her in the past 2 days (Spend more than 15 mints or less than 2m distance or not wearing mask).
4. The HR / EHS department will notify/share the guidelines to the positive case individual and close contact persons.
5. The individual needs to do the covid-19 test as per the Government guidelines and need to submit the negative PCR results to the HR department and EHS Department. Suppose the



impact is positive again—the individual needs to go for mandatory quarantine and follow Abu Dhabi Public health authority regulations.

6. If the individual is isolating on the campus the HR/SAO/EHS department will contact them for sharing the procedures to be followed during the time of Quarantine.
7. The individual needs to follow the NCEMA guidelines or Abu Dhabi Public health authority regulations.
8. If a positive case has been reported the area needs to be closed temporarily or partially and only will open after the fumigation and disinfection process.
9. The facility team will arrange the fumigation and disinfection process. The Service provider needs to submit a detailed report of the activity after completion.

b) Direct contact:

1. Close contact is an individual who spent time with a confirmed Covid-19 case, whether it was two days before their symptoms appeared or since they received their positive result—the person identified as close contact.
2. Those who have been considered as close contact should quarantine themselves and follow the Government guidelines.
3. If the individual is isolating on the campus the HR/SAO/EHS department will contact them for sharing the procedures to be followed during the time of Quarantine.
4. A negative PCR test is mandatory for all staff, faculties, and students after completing the quarantine. The negative PCR test report must be shared with concerned persons and departments (HR-EHS-Facilities-SAO).
5. If the test is positive, the person needs to go for an isolation procedure and follow Abu Dhabi Public health authority regulations.
6. The HR department will notify/share the guidelines with the close contact persons and record future use.
7. The individual needs to follow the NCEMA guidelines or Abu Dhabi Public health authority regulations.
8. If somebody has been reported in close contact with a positive case the area needs to be closed temporarily or partially and only will open after the fumigation and disinfection process.
9. The facility team will arrange the fumigation and disinfection process. The Service provider needs to submit a detailed report of the activity after completion.

c) **Feeling unwell or showing covid-19 symptoms:**

1. The employees or students who feel unwell from accommodation do not attend the class or office. The person needs to notify the concerned department head (also HR and SAO) and seek medical attention to follow doctor-hospital instructions.
2. The employees or students feel unwell from the office or class, and they need to inform the concerned department head, HR, and SAO (for students). Seek medical attention as soon as possible and follow instructions from doctor-hospital.
3. After the medical examination and PCR test, the person can join the class or office by the next or same working day if the result is negative.
4. If the test result is positive, the person needs to follow guidelines as per the Abu Dhabi Public health authority.
5. The PCR negative results must be shared with the concerned department head, SAO (only for students), and HR.

6. **TRAVEL POLICY:**

1. Personnel overseas travel policies for MBZUAI staff, faculties are subjected to line manager and HR approval. For students, approval is mandatory from the faculty in-charge, and they need to notify the SAO.
2. Business travels are subjected to approval from the MBZUAI management.
3. On returning, the individual needs to follow the Abu Dhabi Public health authority quarantine protocol/procedures for Covid-19. Notify the concerned line manager/faculty and departments (HR-SAO).
4. The individual needs to present the Alhosn Green status protocol for the entry to the Campus.

7. **VACCINATION POLICY:**

Under the Ministry of Education, MBZUAI has to provide and maintain the university that is free of known hazards, and we are adopting this policy to safeguard the health of our students, employees and their families, and visitors; and the community at large from infectious disease COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Abu Dhabi Public Health authority. Encouraging everyone to do the vaccination and conduct vaccination programs for the MBZUAI community.

8. COMMUNICATION:

EXTERNAL COMMUNICATION:

1. All Covid-19 related communication with the external parties will be dealt with by the Vice President of Corporate Services (VP-CS) either directly or indirectly.
2. Employees who seek to communicate with an external party on Covid-19 should seek approval from the VP-CS by forwarding their communication needs to the Executive secretary.
3. Under no circumstances employees or students can communicate directly with the members of media.
4. Employees are prohibited from communicating via social media on any matter arising within MBZUAI concerning Covid-19.
5. The Marketing department will publish official MBZUAI communication via social media.

INTERNAL COMMUNICATION:

The respective EHS, Facilities, SAO, and HR Departments will issue internal communication and information related to Covid-19.

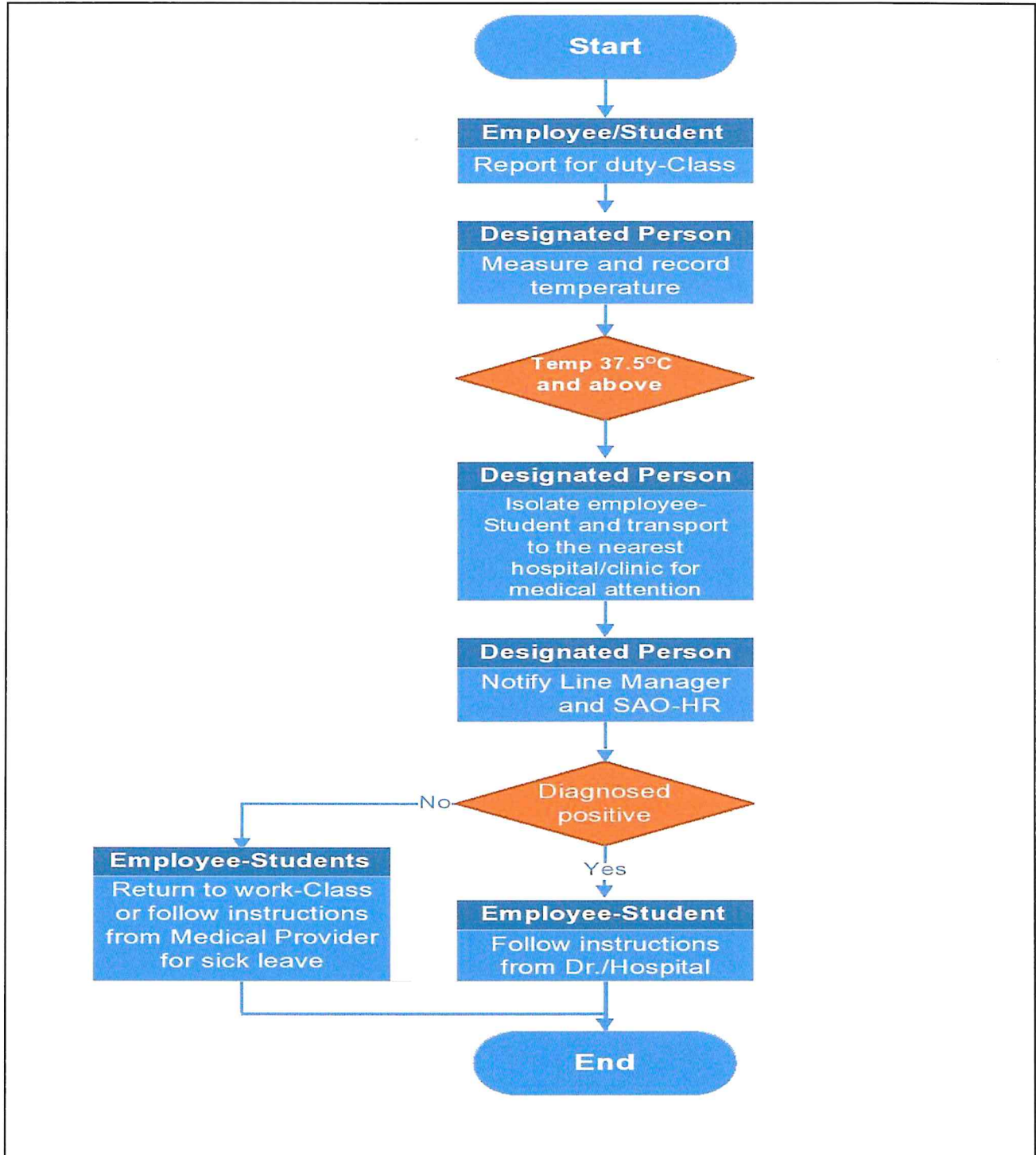
INFORMATION SHARING:

1. All employees should read this guideline along with the other information shared from HR, SAO and EHS Department from time to time.
2. Employees and students are advised to refrain from circulating rumors as they trigger fear and unnecessary panic.
3. For any queries and information, the employees or students can consult the HR , SAO department or EHS.



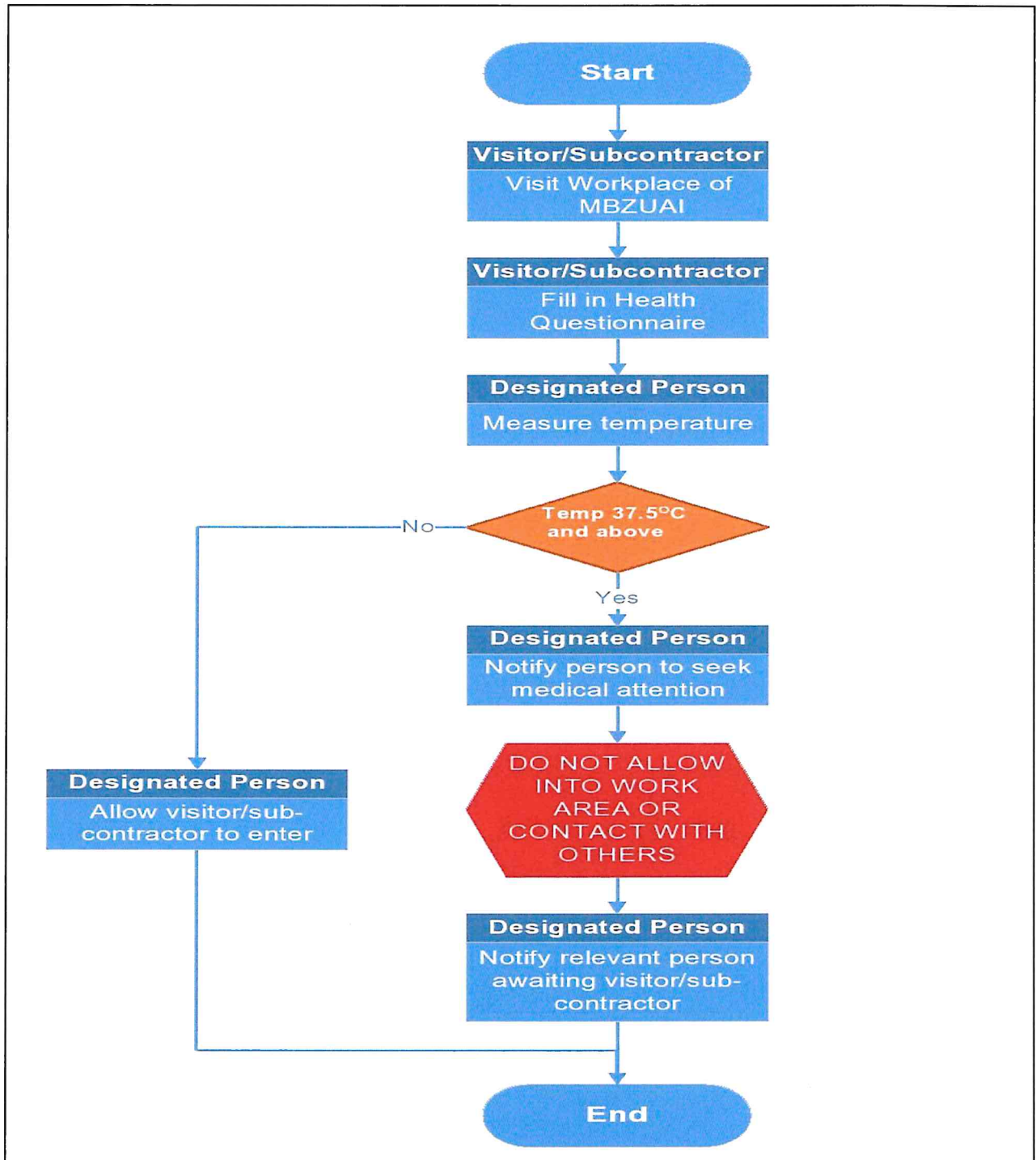
9. COVID-19 PROTOCOL FLOWCHARTS:

a) Employee-Student Medical Screening: -

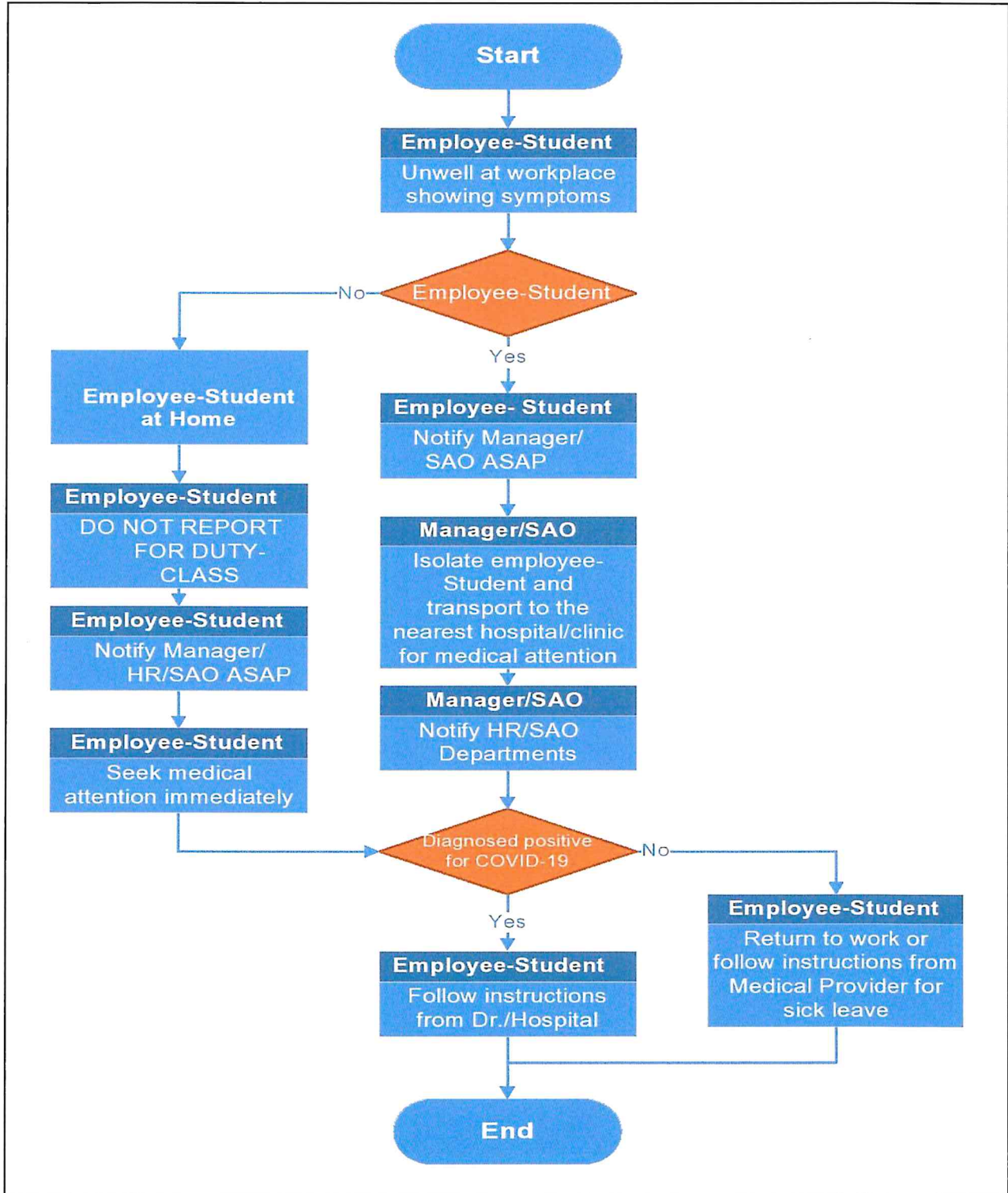




b) Visitor or Contractor Medical Screening: -



c) Employee-student illness covid-19 protocol: -





d) Business Travel Protocol: -

