Health and Safety Implementation Plan for Student Short Stay Programme at UOM

Table of Contents

1.0 Introduction

According to the *Alert Level System* defined by the Ministry of Health (MoH), Sri Lanka is currently under Alert Level 3 in which Higher Education centres of the country, including Universities are recommended to be closed. However, by considering the necessity of graduating students without further delaying, UOM has decided to reopen it for students for limited activities mainly (1) laboratory and (2) examination activities as soon as possible. This will be implemented in small batches at a given time period of two weeks per batch. Accordingly, Students will be selected from three (03) Faculties and thirteen (13) Departments for each and every batch.

Health and Safety measures for Student Activities at UOM under New Normalcy is developed adhering to the existing DReAM set of major precautions introduced by the MoH as follows;

> D- Social Distancing
>
> Re- Respiratory Etiquette
>
> A- Aseptic practices (hand wash, hand sanitizing)
>
> M- Proper use of Masks

The plan contains 07 sections;

- Section 1: General Planning
- Section 2: DReAM Plan in Hostels
- Section 3: DReAM Plan in Departments
- Section 4: Planning DReAM facilities for Dining
- Section 5: Waste Management
- Section 6: Emergency Preparedness and Response
- Section 7: Training

Section 1: General Planning

1.1 Active Teams and Responsibilities

1.1.1. <u>University Covid-19 Steering Committee</u>: The committee is responsible for operation of the student short stay programme. The team shall review and monitor the programme activities shown in Activity Plan (Annexure A). The committee consists of the following members.

- Vice Chancellor
- Deputy Vice Chancellor
- Deans of respective Faculties
- Heads of the respective Departments
- Chief Medical Officer
- Leader – Safety and Health Committee
- Leader – Teaching and Learning Committee
- Hostel Wardens
- Deputy Registrar (Welfare)
- Chief Security Officer
- Works Engineer
- Facility Manager

1.1.2. <u>Department Level Operational Team:</u> The following members are essential for departmental level operations.

- Head of the departments
- Academic Staff
- Technical officers of respective laboratories
- Student leader of each group

1.1.3. <u>Essential Support Service Team</u>: Members in this team are required to be actively involved in support services, which consist of

- Health centre staff
- Security staff
- Canteen staff
- Janitorial staff
- Emergency vehicle team

1.2 Students and Staff Information Database

1.2.1. A Moodle platform is being developed in order to record essential information of students and academic/non-academic staff who will be assigned for the two week programme. Corresponding details are to be updated when required. Information in the Moodle;

- Student registration number
- Student name
- Department
- Home Address, GN Division, etc.,
- Student contact details (mobile, email, WhatsApp, etc)
- Contact number in case of an emergency
- Hostel Name and Room Number
- Pre self-screening questions (Annexure A)
- Details of Direct contacts (people in the direct contact bubble)
  - Name
  - Designation
  - Contact details (mobile, email, WhatsApp, etc.)
  - Contact number in case of an emergency

1.2.2. Members of the UOM Covid-19 steering committee and a designated personnel in each department shall have the access for above information.

1.2.3. System should facilitate for quick tracing of high risk personal.

1.2.4. System should generate messages to 1st contact (people in the direct contact bubble) and the members of the UOM Covid-19 steering committee when an individual suspect or conformed for Covid 19.

1.3. Health Screening and Managing Illnesses

1.3.1. Students must fill the online *pre* self-screening questionnaire (Annexure A) two days prior to the commencement date and upload the photo/scanned copy of the letter from the PHI to ensure that they are not under quarantine or medical treatment for COVID-19 and not from lockdown or an isolated area.

1.3.2. HODs of respective departments to review students' daily health information to identify vulnerable students who need special care or attention and inform details to the CMO for proper medical advice.

1.3.3. Students must check their health using *daily* self-observation questionnaire (Annexure B), before leaving the hostel and particular sub warden to detect students having illnesses and take necessary actions as per the procedure given in Figure 1.

1.3.4. Temperature reading facilities to be arranged at hostel gates to take temperature readings before leaving and entering the hostel building.

1.4. Forming of Bio-Security Bubbles

1.4.1. Bio-security Bubbles are formed based on individual departments/ and or programmes. Therefore 14 bubbles are formed in each student batch as follows;

Bubble	Colour
1. Department of Civil Engineering	Peach (Light orange)
2. Department of Chemical & Process Engineering	Pink
3. Department of Earth Resources Engineering	Dark Green
4. Department of Electrical Engineering	Orange
5. Department of ENTC Engineering	Light Purple
6. Department of Materials Science & Engineering	Dark Purple
7. Department of Mechanical Engineering	Dark Blue
8. Department of Textile Clothing Technology	Light blue
9. Department of Architecture	White
10. Department of Integrated Design	Light Green

11. Department of TCP	Ivory/ butter
12. BSc in Information Technology	Yellow (Dark)
13. BSc in Information Technology & Management	Yellow (light)

Each bubble is again divided into two sub-bubbles as male and female in the hostels. One floor of hostel buildings is permitted to 2-3 bubbles and separate toilets, washbasins and showers are allocated room wise. No students are allowed to visit other rooms or use common areas (including the pantry, dining hall and study halls). In fact, within the bubbles, mixing of students are only allowed inside the hostel. Figure 2 illustrates a typical bubble.

1.4.2. Staff in the "*bubble*" in a particular department should NOT have direct contacts with the staff in other departments/divisions and should not gather in common places such as canteens.

1.4.3. Direct contact timing of staff with one student should be minimized as much as possible.

1.4.3. HOD of the departments are required to carry out a risk assessment of the staff (academic coordinators, TO, lab attendance) before selecting them into direct contact bubbles. Risk assessment guide shown Table 1 can be used to carry out the risk assessment.

Table 1: Risk Assessment Guide for Staff

1. Mode of transport		Risk level
1.1	People who used congested/over loaded public/office transport	High
1.2	People who use office transport or university transport	Medium
1.3	People who use their own vehicles or walking	Low
2. Type of accommodation		
2.1	People who live in an own/rented house	Low
2.2	People who live in a boarding place or hostel accommodation (i.e. shared accommodation with not more than three)	Medium
3. Details in Questionnaire in Annexure A		
3.1	People who have had any of the following symptoms that, are out of the ordinary form them, new or worsening in the last one week?	High

	a. fever, b. sneezing, c. cough, d. shortness of breath, e. chills, f. muscle or body aches, g. sore throat, h. new loss of taste or smell (smell the same thing daily to establish a reference point), j. fatigue, headache, k. congestion or runny nose, l. nausea or vomiting, m. diarrhea or n. chest pain in the last one week?	
3.2	People who have taken any medical treatment for fever, sneezing or cough in the last one week?	High
3.3	People who have been instructed to self-quarantine or be in a quarantine center in the last one week?	High
3.4	People who Live /Lived in an area where a lockdown was declared by the government due to Covid -19 Since 1st September 2020?	Medium
3.5	People who have recently associated with any person/persons connected with the current Covid clusters?	High
3.6	People who have any of their immediate family members, close relatives or someone they have associated with recently had symptoms like fever, sneezing or cough in the last one week?	High
3.7	People who have any immediate family members, close relatives or someone associated with recently taken medical treatment for fever, sneezing or cough in the last one week?	High
3.8	People who have any immediate family members, close relatives, neighbours or anyone you have associated with recently returned to Sri Lanka from oversees with in the last month?	Medium
3.9	People who have any immediate family members, close relatives, neighbours of someone associated with recently undergone a Covid-19 test (PCR or Antigen) in the last one week?	Medium
3.10	People who have any immediate family members, close relatives, neighbours or someone associated with recently self-quarantined or been in a quarantine centre in the last one week	High

1.4.4. HODs should consider not to include *high risk* category people into **direct contact bubble** in the department.

Type of Essential PPEs and equipment

For direct contact staff in Hostels and Departments:

- Masks (surgical or N95)

- Face shields

- Hand gloves

- Temperature reading meters

- PPE kits (when required)

- Spray bottles for sanitization
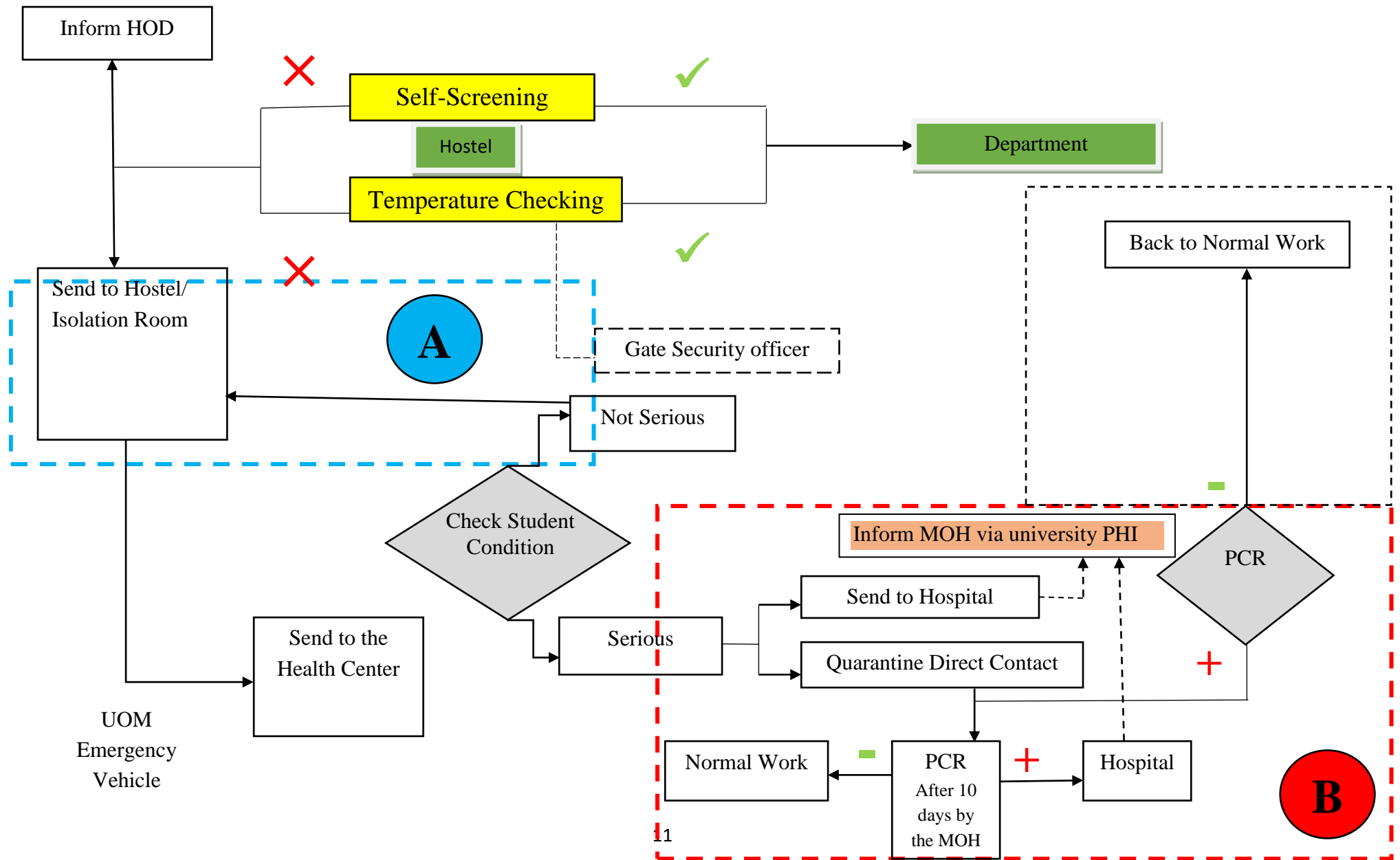
Figure 1: Health Screening Process

X Department/Hostel bubbles should NOT physically mix with staff/student in other Departments/Divisions

Female Hostel Bubble: In charge-female warden

Indirect Contact

| Janitorial Staff/ Caretakers | Hostel Warden/ Sub Warden |

Group Leaders

Female Bubble

Female Hostel

Male Bubble

Male Hostel

Group Leaders

Indirect Contact

| Janitorial Staff/ Caretakers | Hostel Warden/ Sub Warden |

Male Hostel Bubble: In charge-male warden

Department Bubble: In charge-HOD

Direct Contact Staff

Indirect Contact

| HOD | Other Staff |

All Students

Group Leaders

Indirect Contact

Department

Janitorial Staff

Indirect Contact

No Physical Contact

Meal Delivery Point

No Physical Contact

Mail IN/OUT Point

Figure 2: A typical bubble

1.2.   *Student Registration*

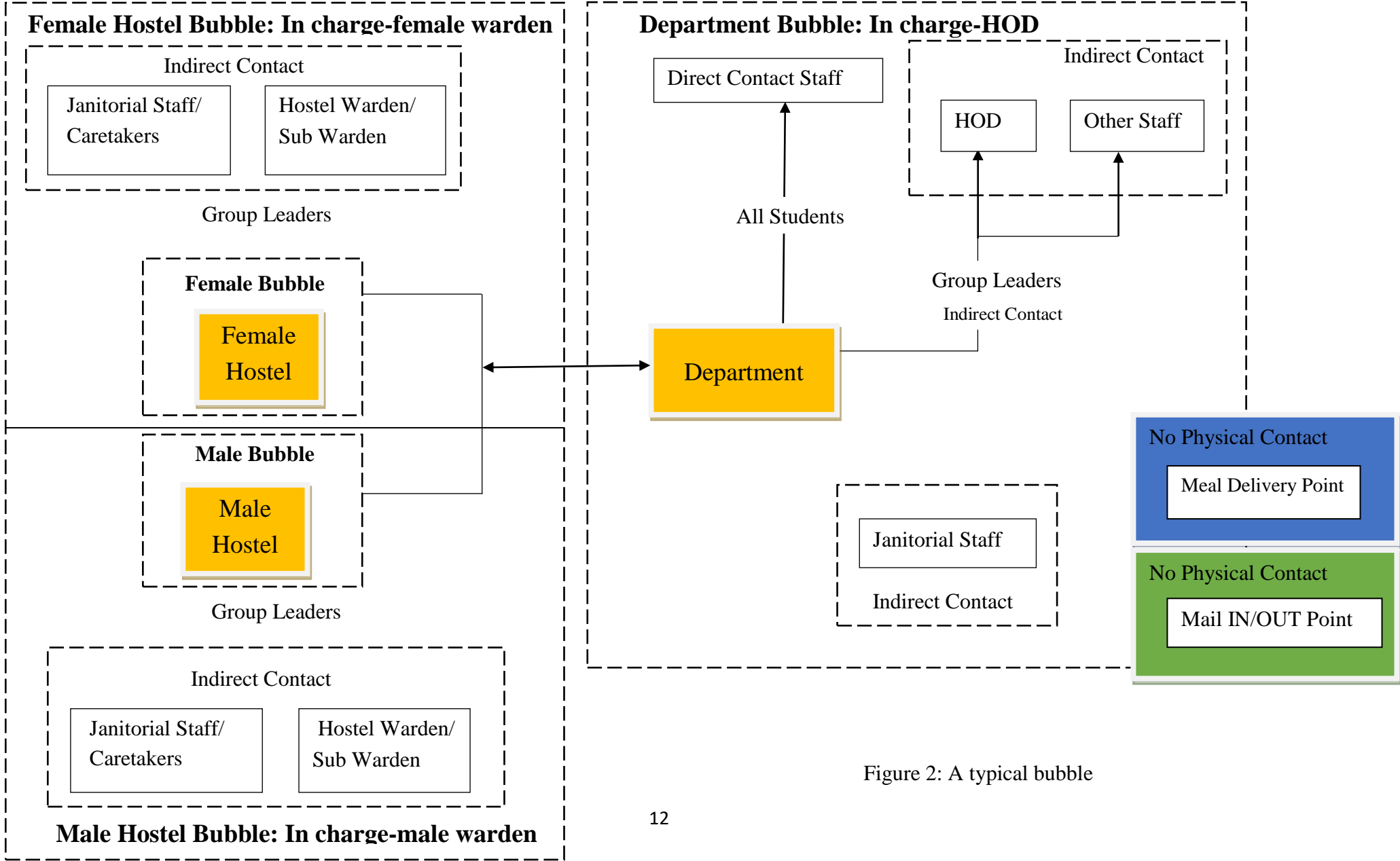1.3.1. Students are requested to register for the programme via Moodle on or before the prescribed deadline set by the University.

1.3.2. Scanned copy or photo of the prescribed PHI's letter to be uploaded not more than three days before the programme commencement.

1.3.3. Pre self-screening questionnaire (Annexure A) to be filled by the student not more than three days before the programme commencement. **(Student MUST provide accurate answers)**

1.3.4. HOD to review student information and assess their risk levels as per the guide shown in Table 2.

1.3.5. HODs should send the eligible list of students to the respective Deans. Deans will approve the student registration 2-days before the commencement. **(Note: HOD to consider not to register students who are in high risk (red) category.)**

Table 2: Risk Assessment Guide for Staff

Risk Factor		Risk Level
1	People who have had any of the following symptoms that, are out of the ordinary for them, new or worsening in the last one week? a. fever, b. sneezing, c. cough, d. shortness of breath, e. chills, f. muscle or body aches, g. sore throat, h. new loss of taste or smell (smell the same thing daily to establish a reference point), j. fatigue, headache, k. congestion or runny nose, l. nausea or vomiting, m. diarrhea, and n. chest pain in the last one week?	High
2	People who have taken any medical treatment for fever, sneezing or cough in the last one week?	High
3	People who have been instructed to self-quarantine or be in a quarantine center in the last one week?	High
4	People who Live /Lived in an area where a lockdown was declared by the government due to Covid -19 Since 1st September 2020?	Medium
5	People who have recently associated with any person/persons connected with the current Covid clusters?	High

6	People who have any of their immediate family members, close relatives or someone they have associated with recently had symptoms like fever, sneezing or cough in the last one week?	High
7	People who have any immediate family members, close relatives or someone associated with recently taken medical treatment for fever, sneezing or cough in the last one week?	High
8	People who have any immediate family members, close relatives, neighbours or anyone you have associated with recently returned to Sri Lanka from oversees with in the last month?	Medium
9	People who have any immediate family members, close relatives, neighbours of someone associated with recently undergone a Covid-19 test (PCR or Antigen) in the last one week?	Medium
10	People who have any immediate family members, close relatives, neighbours or someone associated with recently self-quarantined or been in a quarantine centre in the last one week	High

1.1. Student Attendance

1.4.1. Moodle attendance registry will be used to record the attendance of students.

1.4.2. Department shall record students' daily attendance and when a student is absent, immediate action to be taken to identify the reason.

1.2. Hostel Allocation

1.5.1. Wardens and Sub wards will prepare the hostel room allocation plan. Separate floors/ or wings/ or buildings are allocated for individual students' bubbles that are developed based on the individual departments, in order to avoid mixing of students among bubbles. Students are separated within the bubble as much as possible by restricting shared facilities.

1.5.2. Each bubble is given a particular colour code for easy tracking. Respective colour codes are displayed at room doors, toilet doors, showers and washbasins.

1.5.3. Allocated rooms numbers should be given to respective HOD and publish in the database for student/staff information.

1.5. Individual Responsibilities

IT Team:
- to develop and manage the Moodle platform to upload the programmes and information for the students/staff, including the questionnaire designing, provide accessibility for designated personnel for information checking and monitoring as mentioned in Section 1.2.
- to develop information dissemination system

Health Centre (HC):
- to manage any ailments of student/staff while opening the centre from 8.00am to 6.00pm (normal working hours).
- to guide emergency and quarantine hostel facility team
- to manage emergency situations between 8.00am to 6.00pm. CMO should liaise with MOH/PHI, in case of an emergency after 6.00pm.

Department Team:
- HOD to develop department implementation plan
- guide staff/student NOT to visit common areas, other department/divisions without HOD's permission
- all meetings with more than 4 members should not be conducted physically
- HOD to carry out a risk assessment for staff (refer Table 1) prior to form the department bubble
- HOD to carry out a risk assessment for students (refer Table 2) prior to grant approval for registration
- to provide DReAM facilities including a dining room for students (refer Section 3 and 4)
- to take students' attendance and monitor health conditions of each student through daily self-observation questionnaire
- to set-up separate locations for meal (packets) delivery and mail delivery to avoid physical contacts between the delivery person and the department bubble.

Emergency Vehicle Team:

- to prepare two vehicles for transporting sick student/staff
- these two vehicles should be ready for 24-hour operation on all 7 days (this will be in addition to the *1990 Ambulance service*)

Hostel Team:

- Warden to develop the hostel management plan and sub-wardens to implement the plan
- to provide facilities for sanitization and waste management as directed in Section 5
- to check temperature of students before leaving /before entering to the hostel
- to manage isolation rooms under the proper guidance of CMO/PHI

Students' Responsibilities:

- Students must follow DReAM rules;
    - i.e maintain 1m distancing during group activities,
    - adhere to respiratory etiquette,
    - wash/and or sanitize hands before entering premises and as when necessary. Students are advised to have a personal sanitizer.
    - wear masks properly before leaving the hostel room.
- students are not permitted to leave premises without a permission.
- Students should use toilet and bathrooms as allocated
- Student should not share personal belongings such as pens, mobile phones, etc.
- Students are not allowed to enter/use any other room in the hostel
- Students are not allowed to have any kind of physical gathering and meetings.
- No outsiders/relatives/friends are allowed into the University premises without a prior permission from the Dean/HOD
- In case of any illness/unfit, emergency, student/or leader of the group/students should immediately inform the HOD/hostel warden or sub warden/chief student councilor and follow given instructions. You are NOT allowed go anywhere without obtaining permission from the HOD.

Administrative Responsibility:

- Facilitate the operational and support service team to develop plans and provide logistics to implement them.

Section 2: DReAM Plan in Hostels

2.1 Distancing

2.1.1. Separate rooms and washroom facilities are allocated for each bubble to avoid the mixing of bubbles. Further, within bubbles, students are advised to use only allocated rooms, toilet, shower and washbasin. The hostel sub wardens are responsible for managing and monitoring   behavior of students within and between bubbles.

2.2.2. Different time slots are allocated for washroom usage during rush hours to avoid mixing/close contact between department bubbles. HODs should support to implement the hostel schedule by adjusting department time tables.

2.2.3. Students are not allowed to use common areas and move freely among rooms.

2.2.4. Sub wardens are responsible to maintain 1m distancing at the temperature reading place, and student clusters should not be allowed to get mixed.

2.2.5. A proper place to be prepared in order to keep students those who record high temperature for second reading.

2.2. Respiratory Etiquette

2.2.1. Posters are placed at prominent places to display how *Respiratory Etiquette* such as to cover coughs and sneezes are to be maintained properly.

2.2.2. Tissues used for coughs and sneezes to be properly disposed to covered bins and use a sanitizer to clean hands before touching surfaces.
2.2.2. Group leaders are instructed to monitor whether students are adhering the prescribed practices.

2.3. Aseptic practices (hand wash, hand sanitizing, etc.,)

2.3.1. Hand washing and sanitisation facilities are provided at each entrance.

2.3.2. Sub-wardens are responsible for replacing/re-filling of soap or/and sanitisation liquids.

2.3.3. Clean the touched surfaces with sanitising liquid frequently.

2.4. Proper use of Masks

2.4.1. Posters are displayed at prominent places to inculcate this health culture.

2.4.2. All are to wear surgical or N95 marks as recommended by health authorities. Washing and re-using those types of masks are not recommended.

Section 3: DReAM Plan in Departments

3.1. Distancing during laboratory activities

3.1.1. Departments shall develop a plan in order to facilitate students to keep social distance during the academic programme. Further, wherever possible, students working areas (labs, studios) shall be properly ventilated. HOD shall responsible to implement the developed plan.

3.1.2. Department should divide students into smaller groups (not more than 5 students) to manage social distancing during group activities. Each group should consist of a group leader and a staff coordinator (Figure 3). Staff coordination should closely monitor the group. Students of particular group should be able to contact the group coordinator in case of an emergency.

3.1.2. Students are instructed thoroughly to maintain social distancing during group activities. Staff must not have direct contact with students for long hours.
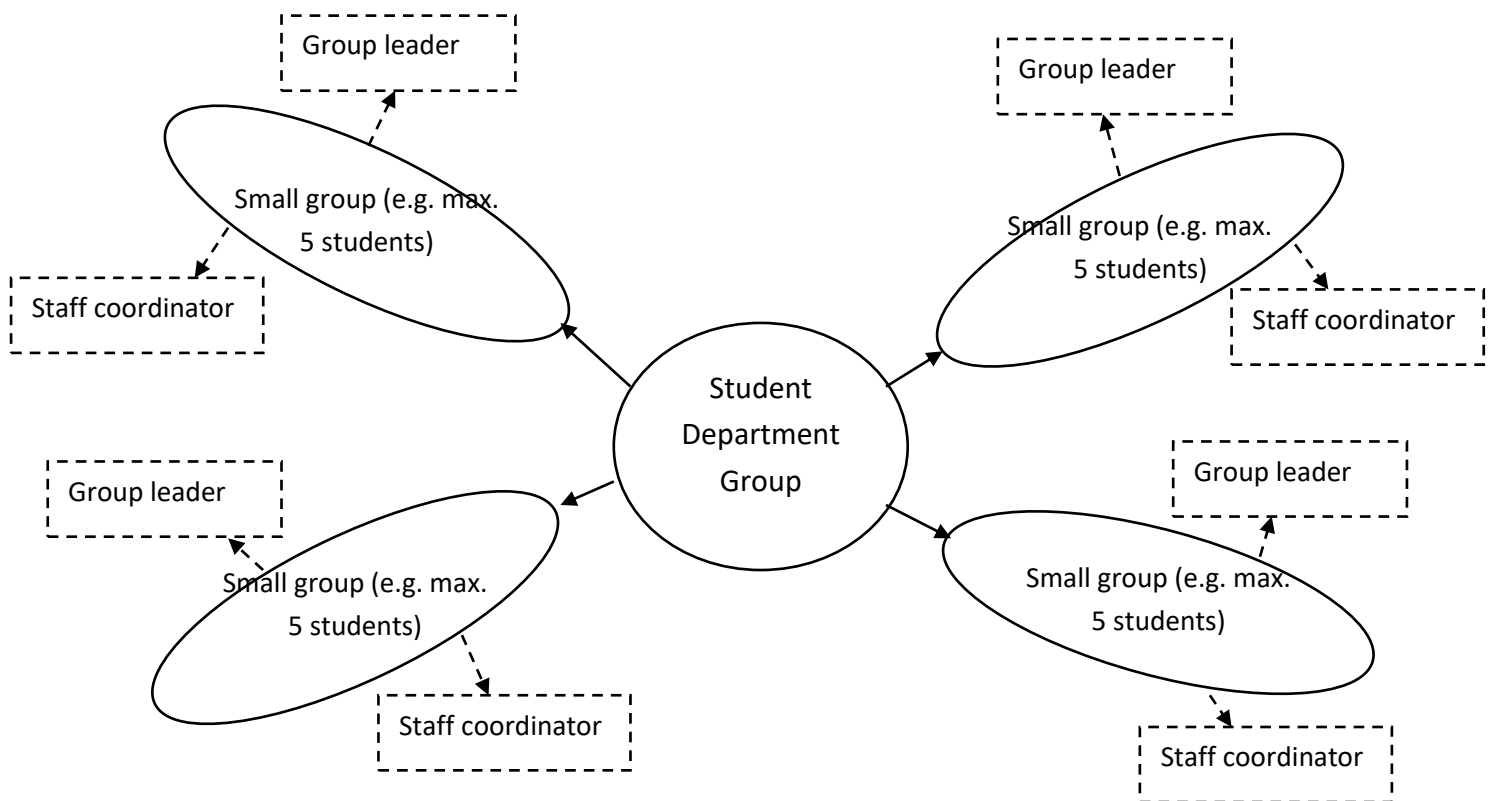
Figure 3: Department level student grouping structure

3.2. Respiratory Etiquette

Same as in 2.2

3.3. Aseptic practices (hand wash, hand sanitizing)

3.3.1. Hand washing and sanitisation facilities are provided at the entrance to the Department. Replacement and refilling of the sanitisation solutions and soap is needed to be done when necessary.

3.3.2. Students are encouraged to bring their own hand sanitisers.

3.3.2. Posters should be displayed at identified student gathering areas with clear instruction for washing hands, proper usage of masks, avoid touching eyes, nose, and mouth etc.

3.3.3. Clean the contaminated surfaces with sanitising liquid frequently.

3.4. Proper use of Masks

Same as in section 2.4

Section 4: Planning DReAM Facilities for Dining

4.1. Separate Dining Room

4.1.1. Department should prepare a separate room for dining with facilities as students are not allowed to use canteen facilities. Department to arrange facilities to provide/or prepare a tea/coffee for students within the allocated dining room.

4.1.2. Tables and chairs to be placed adhering to the social distancing rule.

4.1.3. Students should not share meals, cups and dishes.

Section 5: Waste Management

5.1. Separate Bins

5.1.1. Pedal operated bins to be provided for different waste types wastes as required.

5.1.2. Waste removal schedules should be prepared.

5.1.3. Disinfect the bins after removing waste, with an appropriate chemical.

5.1.4. Separate place and bins (if possible yellow colour bins) to be provided for removing face masks and Janitor who handles this waste should wear masks, face shield, glove and PPE kit (if possible).

5.1.5. Those waste (i.e. masks) should be burned after removing from the bins. They should be directly transferred from the bins to burning place.

5.2. Janitorial Staff

5.2.1. Janitors shall be provided with proper PPEs such as hand gloves and face masks.

5.2.2. Janitors assigned for a particular bubble should not be mixed with janitors in other bubbles.

5.2.3. Cleaning contractor/PHI should conduct health screening checks using daily self-screening questionnaire (Annexure B), before commencing their work.

Section 6: Emergency Preparedness and Response

6.1. Emergency Procedure

6.1.1. The emergency procedure illustrated in Figure 4 shall be implemented   in case of an emergency.

6.2. Setting-up an Emergency hot-line

6.2.1. 24-hr-operating emergency hot-line will be established at the university for emergency purposes and its number to be informed to all university community.

6.2.2. Chief student councilor is the in charge of the emergency hot-line.

6.3. Emergency Vehicle

6.3.1. A vehicle should be allocated for 7 days on 24-hour operation only for emergency situations and this should not be used for any other purposes.

6.3.2. The driving seat of the vehicle should be separated in appropriate manner.

6.3.3. Drivers of this vehicle should be provided with PPEs with proper training on using and disposing of the PPEs.

6.3.4. Vehicle should be disinfected after transporting a sick person under the guidance of a PHI.

6.4. Managing the Quarantine Hostel Facility

6.4.1. A separate hostel facility to be allocated in case of a quarantine situation. Facilities to be provided as per the instructions of the CMO and the PHI.

6.4.2. A group consists of sub warden, caretakers, janitors should be properly trained before employing them in the quarantine hostel facility.

6.4.3. University PHI should be liaised with the area PHI and the MOH office for its management if necessary.

Section 7: Training

7.1. Awareness sessions

7.1.1. Online awareness sessions on "Covid -19 Prevention" to be conducted for all students with the support of MOH and PHI, prior to commence the programme

7.1.2. Academic and Non-academic staff are also to be provided with training sessions with the support of MOH and PHI, prior to commence the programme

7.1.3. Janitorial staff to be trained on the cleaning procedure and proper guidance on handling chemicals.
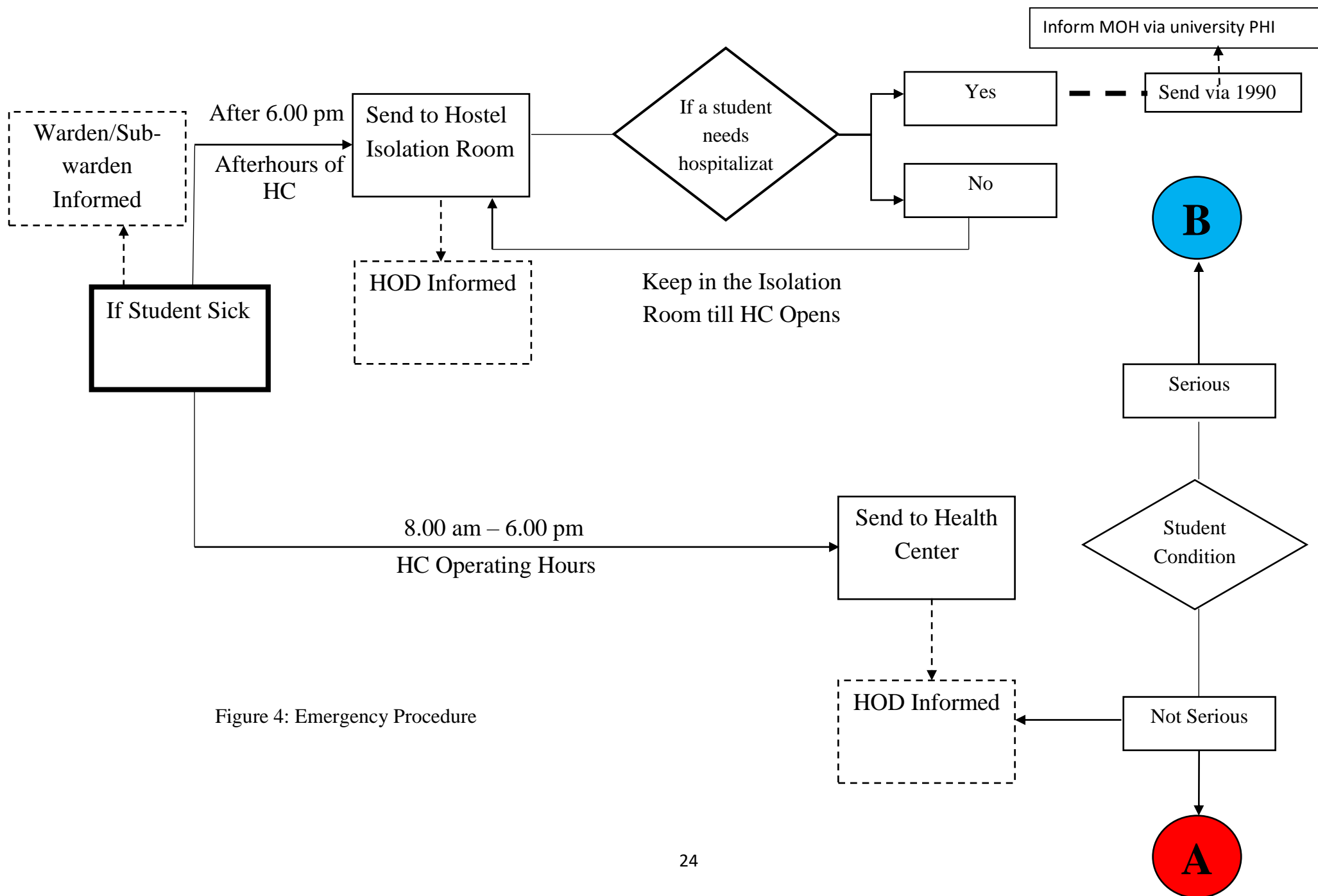
Figure 4: Emergency Procedure

Annexure A: pre self-screening questionnaire

COVID-19 pre self-screening Questionnaire - University of Moratuwa

Student Name	
Student Reg. No	
Home Address and GN Division	
District	
NIC Number	
Contact Number	
Contact Number (emergency)	

1. Have you had any of the following symptoms that, for you, are out of the ordinary, new or worsening in the last one week?	
a) cough	Yes /No
b) shortness of breath	Yes /No
c) chills	Yes /No
d) muscle or body aches	Yes /No
e) sore throat	Yes /No
f) new loss of taste or smell (smell the same thing daily to establish a reference point)	Yes /No
g) fatigue	Yes /No
h) headache	Yes /No
i) congestion or runny nose	Yes /No
j) nausea or vomiting	Yes /No
k) diarrhea	Yes /No
l) chest pain	Yes /No
2. Have you taken any medical treatment for fever, sneezing or cough in the last one week?	Yes /No
3. Have you had any signs or symptoms fever such as chills, sweats, felt "feverish", or had a temperature that is elevated for you above 100.4°F (38°C) during last 24 hrs?	Yes /No
4. Have you been Instructed to self-quarantine or be in a quarantine center in the last one week?	Yes /No
5. Do you Live /Lived in an area where a lockdown was declared by the	Yes /No

government due to Covid-19 Since 1st September 2020?	
6. Have you recently associated with any person/persons connected with the current Covid clusters?	Yes /No
7. Have any of your immediate family members, close relatives or someone you have associated with recently had symptoms like fever, sneezing or cough in the last one week?	Yes /No
8. Have any of your immediate family members, close relatives or someone you have associated with recently taken medical treatment for fever, sneezing or cough in the last one week?	Yes /No
9. Have any of your immediate family members, close relatives, neighbours or anyone you have associated with recently returned to Sri Lanka from oversees with in the last month?	Yes /No
10. Have any of your immediate family members, close relatives, neighbours of someone you have associated with recently undergone a Covid-19 test (PCR or Antigen) in the last one week?	Yes /No
11. Have any of your immediate family members, close relatives, neighbours or someone you have associated with recently self-quarantined or been in a quarantine centre in the last one week.	Yes /No
12. Have you or a member of your household have been tested for COVID-19 and/ or are awaiting Covid test results?	Yes /No
13. Have you had prolonged close contact (≤6 feet for more than 15 min.) with someone who tested positive for Covid-19?	Yes /No
14. Have you have tested POSITIVE for Covid-19?	Yes /No

I declare that the above information furnished is true and accurate to the best of my knowledge. If there is any change to the above after submitting, I will keep the University informed.

Signature:

Official Only:
Checked by:

Name: Signature:

Date:

Annexure B: *daily* self-observation questionnaire

Daily COVID-19 Self-Observation Questionnaire

The purpose of this questionnaire is for you to self-observe your health prior to leave the hostel for daily work.

Please answer the following questions:		
1. Have you exhibited any of the following symptoms that, for you, are out of the ordinary, new or worsening? If yes, please contact sub-warden (if you are in the hostel) and stay in the isolation room until symptoms improve and return to work after obtaining a medical advice form the health centre.		
a. fever	YES	NO
b. cough	YES	NO
c. shortness of breath	YES	NO
d. chills	YES	NO
e. muscle or body aches	YES	NO
f. sore throat	YES	NO
g. new loss of taste or smell (smell the same thing daily to establish a reference point)	YES	NO
h. fatigue	YES	NO
i. headache	YES	NO
j. congestion or runny nose	YES	NO
k. nausea or vomiting	YES	NO
l. diarrhea		
a. chest Pain	YES	NO
b. Shortness of breath	YES	NO
c. Confusion or inability to stay awake	YES	NO
d. Bluish lips or face	YES	NO

Please use this personal tool to help track symptoms and temperature prior to leave the hostel or attending classes.