

STANDARD OPERATING PROCEDURES FOR STUDENTS

ISLAMABAD MEDICAL AND DENTAL COLLEGE: REOPENING DURING COVID 19 PANDEMIC

BACKGROUND:

COVID 19 has drastically changed the global scenario in a very short span of time. It has altered many aspects of our lives, including the way we interact with each other. In this regard reopening educational institutes is a much awaited task which needs to be handled with extreme care and caution. Islamabad Medical and Dental College is also set to reopen its gates for our dear students. The strict implementation of Standard Operating Procedures in this regard is imperative.

WHAT TO EXPECT ON YOUR FIRST DAY BACK

- You will receive a brief orientation session regarding the new normal in the Post COVID 19 scenario, once you have reached your individual classes
- Be patient, and maintain social distance with your friends and colleagues
- You may be instructed to get tested for COVID 19, on case to case basis

GENERAL INSTRUCTIONS:

1. Masks are mandatory at all times during stay and visits to IMDC, ANTH and IDH premises
2. Regular hand washing for at least 20 seconds or use of hand sanitizers before entering and leaving various rooms and halls of the campus, and before & after patient interactions
3. Temperature screening at time of entering the campus; these include the college entrance, the hospital entrance and entrances of other public areas such as the library and cafeterias
4. No handshaking, hugging and other greetings through close physical contact.
5. If someone is not well and has respiratory symptoms, they should immediately report to the fever clinic in Dr. Akbar Niazi Teaching Hospital/ Faculty members/ COVID 19 Focal person (Dr. M. Ahmed Abdullah, Assistant Professor, Community Medicine, IMDC 0333-5494758)

SPECIFIC INSTRUCTIONS



1. Entrance into Campus

- All vehicles carrying students should drop off students in the college parking.
- The students are expected to wear their own masks and carry their own hand sanitizers.
- All students must sanitize their hands and properly wear masks before exiting their vehicle.
- Students using college/public transport should wear masks and avoid touching surfaces and their own face during the commute.

2. Drop off

- After being dropped off in the parking students should enter college and hospital through the main college entrance and the hospital entrance through Islamabad Nursing College on the 5th floor, premises immediately and reach their respective teaching stations
- Do not waste time in nonessential interactions outside the teaching areas.
- Wear masks at all times

3. Car Parking

- Students who reach before 8 AM will be allowed to bring their cars inside college premises and park them in the park area allocated near the basket ball courts.
- Students who reach the institute later than 8 AM will have to park their cars outside or should use the back ~~door~~ entrance into the basket ball parking area

4. Entrance into College Premises

- Temperature check will be carried out at main college entrance at the time of entry.
- Those who have a fever higher than 38 degree Celsius will not be allowed inside college campus, and will be sent to the fever clinic at ANTH, for detailed history, examination and investigations if required.
- Hand sanitizer and disinfectant spray should be used on arrival to the college
- Face masks should be worn at all times in college, hospital and public transport.
- The minimum safe distance between students must be ensured by installing visible distance markers to avoid crowding.

5. Entrance into Hospital Premises

- Hospital can only be entered through the Nursing College entrance in the parking area.
- Students will not use elevators

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- Students will only enter hospital for supervised teaching, and the hospital cafeteria will be out of bounds for students

6. Hospital Areas & Patient Interactions

- Do not roam in OPD corridors.
- Follow instructions of preceptors/ teachers during clinical teaching
- Follow entry & exit regulations strictly as mentioned in this document
- Follow timings & schedules strictly

7. Entrance into Classrooms

- Support staff from the respective departments will be present to facilitate the entry into classrooms
- Make a queue when entering class rooms, and start the seating from the back of each classroom
- Enter the class one by one
- Temperature checks and sanitization services may be provided outside each class in case of need

8. Seating inside Classrooms

- According to the international standard guidelines for the developing countries we may consider the measure of minimum social distance among two persons, as a means for calculating minimum size of a classroom.
- The lower middle range for social distance in men and women is at-least 6 feet which provides a guideline for design and planning.

9. Class Duration and Stay

- Students should maintain the minimum suggested distance of 6 feet between seats
- Students will not be allowed to stay inside classes once the class is over, except for the short intervals between 2 consecutive classes

10. Greetings and Interactions

- No handshakes and hugs and all other greetings involving close contact
- Keep your masks on at all times during your stay in any part of the institution



11. Break time

- Breaks will be scheduled in different times for different classes
- All students must maintain social distancing and hygienic protocols during break times

12. Washrooms

- Staff toilets may also be used for visitors
- Wash hands thoroughly before and after using the toilet
- Use tissue paper instead of electric hand dryer

13. Cafeteria

- Students are encouraged to bring their own meals as feasible
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish washing soap and hot water or in a dishwasher.
- Keep your masks on, while inside cafeteria except for when eating or drinking
- Wash hands before and after meals

14. Prayer area

- Wear masks during prayers
- Avoid crowding the areas for ablution, try to use different areas for the purpose
- Keep distance while standing for your prayers
- Students are encouraged to carry their own prayer mats, or at least a piece of clean cloth for placing your head during prostration.

15. Library

- The library will be reopened for limited services using extra precautions
- Library hours will be limited from Monday-Friday i.e. 10am-1pm / 2pm-5pm and 1pm-2pm with regular and extra cleaning of high traffic areas
- For your own safety the library will be periodically cleaned during open hours
- Limited number of students should attend the library for a set schedule and maintain social distancing of 6 feet. The Library staff will ensure the number of students in the library do not exceed the highest prescribed limit, keeping in mind the social distancing norms.
- Ensure the use of hand sanitizers and temperature scanning at the door of the library



16. Shared Computer areas

- The computer rooms can be reopened with a specified time table for everyone to be able to use the computer and be able to simultaneously avoid any clustering
- Computer terminals should be reopening with safe social distancing
- Users are limited to one, one-hour session per day.
- Each station should have an easy to clean keyboard cover and should be sanitized after every individual's use.

17. Basic Sciences Laboratories and Museums

- All laboratories should perform site- and activity-specific risk assessments to determine the most appropriate safety measures to implement for circumstances.
- The shifting and the weekly time table will be adjusted by the departments to prevent overcrowding, e.g. twice weekly lab visit schedules for the students to prevent crowding that are timed apart for different classes/sections/grades across the work week.
- Risk assessments should include the following considerations:
 - Analyze the number of people that the laboratory space can realistically and safely accommodate while maintaining social distancing of 6 feet
 - Assess the flow of personnel traffic.
 - Where possible, design one-way paths for staff to walk through the laboratory space.
 - Assess procedures for cleaning and sanitizing commonly shared equipment and areas—for example, counters, bench tops, and desks—to ensure clean surfaces and equipment for all users
- Review emergency communication and operational plans, including how to protect staff at higher risk for severe illness from COVID-19. •

18. Hostels

- Hand sanitizer and disinfectant spray should be used on arrival of the hostels
- Thermal guns should be used to monitor body temperature at the entrance.
- Face masks should be worn.
- Two students per room
- Students are encouraged to make their own beds and get their bed linen washed by laundry services regularly
- Keep your belongings inside locked cupboards

Summer

- Frequent cleaning and disinfection of rooms and corridors
- The mess areas will be cleaned regularly
- Use facemasks while in public areas of the hostels, such as the mess, toilets or prayer areas
- Avoid overcrowding rooms
- Not more than 2 students can maintain residence in one room

19. Waiting time at college closure

- Students should maintain social distance during waiting time for their respective vehicles
- Wear face masks during waiting hours
- Avoid overcrowding while waiting for your vehicles
- In case of public transport wear your mask inside the vehicle as well

These regulations are for your safety and the safety of those around you and are subject to change which will be communicated to you.

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