



# THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

## OFFICE OF THE DIRECTOR OF STUDENT SERVICES AND DEVELOPMENT

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MONA, KINGSTON 7  
JAMAICA

## Protocols to be Observed for Checking Into Halls of Residence for the 2020-2021 Academic Year

### Checking-In, Self-Quarantine & Isolation

#### Checking-Into Hall of Residence: General Guidelines

- The number of students who checks into a Hall of Residence each day will be managed by the SSDM.
- Each Hall of Residence will have a sanitization protocol.
- Each Hall of Residence will have areas of sanitization set up at points of entry and strategic points throughout the respective Hall.
- All students checking into hall must observe the sanitization protocol of their respective Hall of Residence.
- Each Hall of Residence will administer temperature screening at the points of entry to the Hall. Students failing the temperature screening may be denied access and advised to visit the University Health Centre or the University Hospital of the West Indies if the Health Centre is closed, or the Cornwall Regional Hospital in the case of Western Jamaica Campus.
- Students who are experiencing flu-like symptoms should not check into hall.
- Students are required to wear masks and practice physical distancing when in public spaces in the Hall.

#### Before Arrivals

- The Office of Student Services & Development will communicate to students the various move-in dates for new and returning students.
- Students must register with the Hall at least four (4) days in advance of the date they wish to move-in. Move-in appointments are subject to availability.

- To the extent possible, purchase and pack sanitizing and cleaning supplies, masks and thermometer and bring them with you at move-in.
- Students will not be allowed move-in helpers to assist with taking their belongings to their rooms. Therefore pack strategically to make it easy for you to take belongings to your room yourself.
- Students are required to send email copy of their proof of payment for Hall Fees to their Hall of Residence prior to their arrival for move-in.
- Jamaican students who will be voting in the General Elections of Jamaica on September 3, 2020, should reserve their move-in date for hall for after the General Elections.
- Read carefully all correspondence sent to you from The University. You should also keep abreast of the current guidelines on COVID-19 from the Ministry of Health and Wellness, Jamaica, <https://www.moh.gov.jm/>.

### **Arrival at Hall of Residence: Protocols & Procedures**

1. Only the main gate to the Hall will be used for the checking in of students.
2. Upon arrival at the Hall, only the student approved for accommodation in the Hall is allowed entry into the Hall.
3. Relatives/Friends/etc. accompanying student will not be allowed entry into the Hall.
4. Each student will sanitise hands and undergo temperature screening at the point of entry to the Hall.
5. Each student will be complete a Personal History Contact Checklist.
6. It is required that each student wears a mask when entering the Hall and while in public spaces in the Hall.
7. It is required that students practise physical distancing while in Hall.
8. All necessary briefings will be done via audio-visual recording which students may access via their smart phone or face-to-face in small groups in accordance with the Ministry of Health & Wellness requirements regarding room size, number of persons, etc.
9. Students will sign and send email copy of the Hall Licensing Agreement to their Hall of Residence at the point of move-in.
10. Students will sign online moving-in checklist.
11. The student will receive a key to move into his/her room.

### **Self-Quarantine Protocol for Halls of Residence**

- Student arriving from overseas to check into a Hall of Residence will be required to self-quarantine for fourteen (14) consecutive days.
- Students will be quarantined in central facility located on the Mona Campus.
- Students will check into their respective Halls of Residence upon completion of the 14-day quarantine and being cleared by the personnel at the quarantine facility.
- Students will observe the move-in protocols when checking into their Halls of Residence.

## **Isolation Protocols for Halls of Residence**

1. Should a student develop a fever or other COVID-related symptoms, he/she must immediately notify the SSDM or a Resident Advisor of the Hall via telephone call or WhatsApp text messaging.
2. The SSDM, after consulting the University Health Centre and/or the Ministry of Health and Wellness, may advise the student that he/she must be immediately placed in isolation, that is, an appropriate space away from the general population.
3. Depending on the particular situation, arrangements may be made by the University Health Centre and/or the Ministry of Health and Wellness for the transportation of the student to the UWI centralised isolation facility, or an isolation facilities designated by the Ministry of Health and Wellness.
4. The student will collect necessary belongings (clothing, books, laptop, etc.) from his/her room and leave for the isolation space as quickly as possible.
5. The SSDM will make requisite contact with Hall Security regarding the anticipated visit of personnel from the University Health Centre and/or the Ministry of Health and Wellness.
6. The SSDM will notify household/block mates that the student has been moved to isolation. Household/Block mates will be asked to vacate the shared space (household/kitchen/bathroom as applicable). Household/Block mates will also be encouraged to disinfect any of their bedrooms and personal items that customarily would remain in the shared space.
7. The SSDM will have Facilities Office arrange for the professional cleaning of the shared space vacated by the student placed in isolation.
8. Household/Block mates or any other pertinent student will be contacted by a Ministry of Health and Wellness Representative conducting contact tracing to determine whether quarantine will be required.
9. The student will return to Hall only after being cleared by the personnel of the Isolation Facility.

**Jason L. McKenzie**

Director

Office of Student Services and Development