



THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

STANDARD OPERATING PROCEDURES FOR OPERATIONS DURING THE CORONAVIRUS PANDEMIC

Prepared by:

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Mona Campus
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The University of the West Indies, Mona Campus Standard Operating Procedures for Operation during the Coronavirus Pandemic

1. Overview

In keeping with the COVID -19 Protocols established by the Government of Jamaica, The UWI, Mona Campus had suspended most face to face activities on Campus to include teaching, meetings and gatherings with more than ten (10) persons during the early outbreak of the virus. As the government move towards easing some of the restrictions imposed during the early onset of the Coronavirus, one can expect to see more persons turning up to work in their respective Offices and generally more activities on the Campus.

While the government moves towards opening aspects of the economy and easing restrictions on general movements, one must be cognizant of the fact that the Covid-19 disease still pose a serious threat to our health and well-being. As a result the Director of Security Office in consultation with the Covid -19 Management Team has developed various Policies and Standard Operating Procedures aimed at ensuring that Students, Staff and all other Stakeholders of the University of the West Indies follow the safety protocols established by the Government of Jamaica and those established by the University to prevent an outbreak of the virus on the Campus by minimising the risk of transmission.

2. Scope of Policy

This policy applies to all University students, Faculty, staff, visitors and contractors on all Campuses and on all property owned, leased and/or controlled by The University of the West Indies, Mona Campus. Persons intent on gaining access to any of the facilities or entering the grounds of any of the properties owned or controlled by the University must comply with the safety protocols issued by the University before access is allowed and must abide by the said Protocols while on the property.

3. Access via Gates

- 3.0. All contracted Security Operatives must be wearing masks that covers the nose and mouth while interacting with persons at the various access points.
- 3.1. On entering the properties owned, leased or controlled by the University of the West Indies persons not wearing a mask will be reminded that the wearing of mask is a requirement for conducting business on the Campus.
- 3.2. The main entrance (Queens Gate) will only be accessed by UWI students and staff with stickers or UWI Identification Cards. All visitors will use the Gibraltar Camp Road (Post Office Gate) and Irvine Gate entrance.
- 3.3. Persons entering and leaving the Campus may be required to temporary remove mask to verify identification.
- 3.4. All vehicles entering and leaving the campus are subjected to search.

4. Access to Offices/ Enclosed Buildings/ Commercial Spaces

- 4.0 Persons requiring entrance to Offices and other enclosed buildings must be wearing a mask.
- 4.1 Persons requiring entrance to Offices and other enclosed buildings must consent for their hands to be sanitized or use self-hand sanitizer where provided.
- 4.2 Where thermometers are available, persons will be required to have their temperature checked before access is allowed.
- 4.3 In Offices where the nature of business transacted requires waiting time, persons will be required to maintain the physical distancing guideline stipulated by the office administration. These may in the form of marked spaces on the floor or by the spacing of chairs six feet apart.
- 4.4 Based on the allowed capacity as per government of Jamaica / Ministry of Health guideline persons may be asked to form lines on the outside of buildings while waiting to transact business. These lines will be monitored by security personnel to ensure physical distancing is maintained.

- 4.4 No waiting will be allowed in offices/ buildings after transaction is completed.
- 4.5 The Office Administrators reserve the right to refuse service to anyone who is in violation of these guidelines.

5. Management of Gathering in Public and Commercial Spaces

- 5.0 No gathering of more than six (6) persons will be allowed under Gazebos and at other open communal spaces on campus.
- 5.1 Persons sitting under Gazebos must wear masks while conversing with each other and physical distance of at least six (6) feet must be maintained.
- 5.2 Vendors operating on Campus must put in place the necessary sanitizing apparatuses and ensure that physical distancing is maintained by their clients
- 5.3 Campus Security Officers must advise persons to form lines and maintain physical distancing where necessary.

6. Management of Gathering in Sports and Entertainment Spaces

- 6.0 The Security Teams on Campus will work closely with the Sports Department to enforce whatever protocols are developed to keep members of the sporting fraternity and patron safe.

7. Management of activities at the University Chapel

- 7.0 The activities at the Chapel will be conducted in keeping with the protocols contained in the related Appendix on Chapel Management.

8. General Enforcement

The Security Entities operating on the grounds of the University of the West Indies, Mona Campus will work closely with all Managers and Administrators to enforce all Policies developed and ratified by the Covid -19 Management Committee.

Records will be kept to tract and evaluate the following;

- 1) Number of Policies developed and ratified by the Committee
- 2) Number of violators detected
- 3) Number and percentage of compliance by; a) Office Administrators and vendors, b) students, c) staff, d) visitors
- 4) Number of Policy over- ride by Administrators
- 5) Performance of enforcement entities