



**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

**FRAMEWORK FOR THE CONDUCT OF
PRACTICAL FACE-TO FACE INSTRUCTIONAL
SESSIONS DURING THE COVID19 PANDEMIC**



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Part 1

PREAMBLE

1. In response to COVID-19, the Government of Jamaica has implemented a range of public health and social measures, including movement restrictions, partial closure or closure of schools and businesses, quarantine in specific geographic areas and some international travel restrictions.
2. The Mona Campus of the University of the West Indies transitioned its academic programmes to online/remote mode in April 2020. However, it was always known that there could have been challenges with programmes with practical components. During Semester 1, a limited number of students were admitted for face-to-face programmes. Some Faculties rescheduled laboratory and other practical sessions for Semester 2. The Campus management is convinced that for some of these programmes to be executed in keeping with the approved dictates of the Board of Undergraduate Studies, Board of Graduate Studies and Research and the Academic Board, there is the need for face-to-face sessions.
3. Being well aware of the attendant risks, this document is prepared to provide guidance which should aid Faculties/Departments to safely conduct these programmes; with the requisite mitigation measures against COVID19. This must be done with the collaboration and support of all members of the Campus community.

Part 2

OBJECTIVE

4. The document aims to provide guidance to all, for the safe execution of the practical face-to-face instructional sessions during the COVID19 Pandemic.

Part 3

GUIDELINES

5. **GUIDELINES FOR CONDUCT OF PRACTICAL FACE-TO FACE INSTRUCTIONAL SESSIONS**

5.1 COMMUNICATION

- Clear communication is to be shared with participating Staff and Students, concerning the Campus' initiatives and activities in the management of COVID19 pandemic.
- Updates are to be provided to the participating Staff and Students on a regularly scheduled basis.
- Expectations and requirement for operating on/visiting the Campus must be clearly communicated.
- Public Education campaign to be instituted and sustained.
- Risk communication must be practiced with the goal of sharing real-time information and advice to enable staff and students to make informed decisions to protect themselves.
- Signage in support of the initiatives is to be designed, made available and displayed.
- The Director Marketing, Recruitment and Communications may be accessed for support.

5.2 ACCESS TO THE MONA CAMPUS AND RELATED FACILITIES

- Persons accessing the Faculty should be only those who have been scheduled for an instructional session.
- Commuting Students should arrive on Campus no more than 30 minutes before the scheduled start time for the class and should depart the Campus within 30 minutes after the end of the session.
- For persons residing on Halls of Residence, they should arrive at the Faculty no more than 15 minutes before the scheduled start time for the class and should depart for their Hall of Residence within 15 minutes after the end of the session.
- All persons accessing the Campus buildings must have a mask or other suitable nose and mouth covering. Persons not wearing a mask will be denied access.
- Persons entering the teaching area will be subject to temperature screening. Persons failing the temperature screening will be denied access.
- The hands of all persons entering the teaching facility are to be disinfected at the entrance to the facility. Persons refusing to have their hands disinfected will be denied access.
- The security officer reserves the right to request that the Campus' issued Identification Card are presented for examination. Noncompliant persons will be denied access.
- The security officer reserves the right to request that persons remove their mask in order to make a positive identification. Noncompliant persons will be denied access.
- The Director of Security may be accessed for support.

5.3 WEARING OF MASKS

- The wearing of mask in public places is a requirement in keeping with the Disaster Risk Management Act (2015)
- A mask or other suitable nose and mouth covering must be worn at all times whilst in buildings, in gatherings and when in the presence of any other individual, on the Campus.
- Noncompliant persons will be dealt with as shown below;
 - Faculty, Staff and Students:- Denied access and/or addressed in keeping with the established disciplinary procedures.
 - Visitors:- Denied access/escorted from the property.

5.4 DISINFECTION AND CLEANING (SANITIZATION) FOR PERSONNEL

- Staff, students and visitors to the Campus are required to take along with them the necessary hand disinfecting and cleaning items.
- All are encouraged to make ample use of the hand sanitizing dispensers and bathroom facilities which are accessible within Faculties and across the Campus.
- The Department is to ensure that there are functional hand washing and/or disinfecting facilities within the instructional area.

5.5 DISINFECTION AND CLEANING (SANITIZATION) FOR BUILDINGS AND EQUIPMENT

- There is to be enhanced cleaning and disinfection of all work areas during routine cleaning exercises.
- There is to be enhanced cleaning and disinfection of frequently used areas such as door handles, rails etc. The management and monitoring of the disinfecting and cleaning programme is the responsibility of respective supervisors.
- The members of staff who are responsible for the performing janitorial duties within these spaces must have completed the requisite COVID19 Cleaning and Disinfecting Course conducted by the Estate Management Department and the Human Resource Management Department.
- The Estate Management Department will be responsible for the monitoring and evaluation of all cleaning and disinfecting operations. They will submit monthly Reports to the COVID Emergency Management Committee.
- The standards for Disinfecting and Cleaning are attached as Appendix 3 to the Campus' *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020)*.

5.6 PHYSICAL DISTANCING TEACHING SPACES

- Physical distancing must be maintained in keeping with the dictates of the Government of Jamaica as promulgated in the most current Order issued under the Disaster Risk Management Act.
 - Students must be physically distanced by two (2) metres in all directions.
 - Where by the nature of the tasks/activity to be performed, it is not possible to be physically distanced then the appropriate barriers/ personal protective equipment must be worn. These include but is not limited to the following:
 - Mask (at a minimum-three ply surgical or equivalent)
 - Face Shield
 - Latex/Rubber Gloves
 - Laboratory Coats or equivalent
- As far as is possible students should be placed in fixed teams and made to operate in such grouping throughout all periods of instruction. Scheduling should be based on those designated groups. Teams should be discouraged from having face-to-face interactions with other groups when out of class.
- Students are discouraged from sharing stationery and equipment.
- A matrix to guide the use of Teaching Spaces is attached as Appendix 4 to the Campus' *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020)*.
- Students should be discouraged from congregating. If permitted, then the dictates of the Statutes will apply.

5.7 PHYSICAL DISTANCING ADMINISTRATIVE/OFFICES SPACES

- Physical distancing must be maintained in keeping with the dictates of the Government of Jamaica as promulgated in the most current Order issued under the Disaster Risk Management Act.
- Appendix 4 to the Campus' *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020)* provides detailed guidance on Physical Distancing

5.8 PROTECTION FOR STAFF WHO HAVE FACE-TO FACE INTERACTION WITH STAKEHOLDERS

- Persons who are exposed by face-to-face interaction with stakeholders are to be protected in keeping with the hierarchy of Engineering Controls, Administrative Controls and Personal Protective Equipment.
- Detailed related protocols are attached as Appendix 5 to the Campus' *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020)*.

5.9 PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

- Except where otherwise stated, it is the responsibility of staff and students to provide their own Personal Protective Equipment.

5.10 MANAGEMENT OF GATHERINGS IN COMMUNAL SPACES

- For the purpose of this Framework, Gatherings in Communal Spaces include but are not limited to conferences, seminars, workshops and social activities. It refers to all such activities taking place in all spaces on the Campus and related facilities.
- Generally, activities of these types should be discouraged.
- All are to be encouraged to have virtual interactions as far as is possible.
- The granting of permission for any such activities rests in the Office of the Campus Registrar.

6. PROCEDURES FOR PERSONS WITH ACUTE RESPIRATORY SYMPTOMS

6.1 EXPERIENCING ACUTE RESPIRATORY SYMPTOMS -OFF CAMPUS

National and international health advisory organizations recommend that person experiencing flu-like symptoms and/or acute respiratory symptoms are to stay at home. If symptoms persist, they should seek medical attention.

6.2 EXPERIENCING ACUTE RESPIRATORY SYMPTOMS -ON CAMPUS

If you are experiencing flu-like symptoms whilst on Campus, immediately report the matter to your Supervisor (Student Service and Development Manager/Lecturer etc.)

If you become concerned about the signs/symptoms being exhibited by a colleague/student, and you believe that the individual may require medical attention, immediately notify your Supervisor.

Where a matter is reported to the Supervisor and/or the latter becomes concerned about the signs/symptoms being exhibited by a colleague/student, and it is believed that the individual may require medical attention, the following are recommended;

- Avoid physical contact with the individual
- Arrange for the individual to be placed in an area/space, away from the general population.
- If the individual chooses to see their personal physician;
 - Inform the University Health Centre and facilitate their departure from the Campus
- If the individual chooses to attend at the University Health Centre;
 - Inform the University Health Centre via telephone and facilitate their attendance.

Detailed Guidelines are available in the Campus' *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020)*.

7. GUIDELINES FOR RESPONSE TO A POSITIVE COVID 19 CASE ON THE CAMPUS

The Guidelines for response to a Positive COVID19 case on the Campus was published on 7 August and revised on 25 September 2020. This is accessible through the COVID19 Link on the institution's Web Site.

8. COMPLIANCE AND COORDINATION

8.1 Deans and Heads of Department are responsible for putting systems in place to ensure compliance with these guidelines.

8.2 Each Faculty (and by extension each Department) where face-to-face instruction is permitted, is required to identify and put in place a COVID19 SAFETY COORDINATOR. This individual shall be charged with the responsibility for the coordination and monitoring of all related activities.

REFERENCES

1. *Ministry of Health and Wellness (Jamaica) COVID 19 Workplace Protocols (May 2020) Environmental Health Interim Guidelines and Procedures for the Reopening of Public Facilities /Spaces for COVID-19*
2. *Private Sector Organization of Jamaica 7 Step Framework to reopening an industry (May 2020)*
3. *UWI COVID-19 Task Force - Evidentiary Review to guide Campus reopening (Jun 2020)*
4. *Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html>*
5. *Occupational safety and health in public health emergencies: a manual for protecting health workers and responders, WHO and ILO, <https://www.who.int/publications-detail/occupational-safety-and-health-in-public-health-emergencies-a-manual-for-protecting-health-workers-and-responders>*
6. *US Department of Labor, Occupational Safety and Health Administration (OSHA):
OSHA – COVID-19 Webpage [<https://www.osha.gov/SLTC/covid-19/>]
OSHA – Enforcement Guidelines Webpage [<https://www.osha.gov/enforcement>]
OSHA Fact Sheet – Protecting Workers during a Pandemic [<https://www.osha.gov/Publications/OSHA-FS-3747.pdf>]*
7. *CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease (Updated 3/21/20) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>*
8. *World Health Organization Coronavirus disease (COVID-19) advice for the public (Jun 2020)<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public8>*
9. *FRAMEWORK FOR OPERATIONS DURING THE COVID PANDEMIC (Revised 3 Aug2020).*