



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

**GUIDELINES FOR THE CONDUCT OF SOCIAL AND RELATED
ACTIVITIES DURING THE COVID 19 PANDEMIC**

5.1 COMMUNICATION

- Clear communication is to be shared with all attendees concerning the Campus' COVID19 protocols.

5.2 ACCESS TO THE VENUE

- Persons shall only be permitted to access the activity if they are in possession of a valid invitation or can be identified as members of the organizing, production and/or service teams.
- All persons accessing the activity must be wearing a mask or other suitable nose and mouth covering. Persons not wearing a mask will be denied access.
- Persons entering the activity will be subject to temperature screening. Persons failing the temperature screening will be denied access.
- The hands of all persons entering the activity will be disinfected at the entrance to the facility. Persons refusing to have their hands disinfected will be denied access.
- Persons requiring to have their hands cleaned may utilize the designated bathrooms.
- The security officer reserves the right to request that the Campus' and Contractors' 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 implementation of health screening and disinfecting activities shall be the responsibility of the organizer.
- The Director of Security is to be engaged with respect to all matters relating to his area of responsibility.

5.3 WEARING OF MASKS

- 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.
- Enforcement of this requirement will be the responsibility of the organizers, security personnel, and the Jamaica Constabulary Force (Mona Police)

5.4 DISINFECTION AND CLEANING (SANITIZATION) FOR PERSONNEL

- Attendees are encouraged to take along with them the necessary hand disinfecting and cleaning items.

5.5 DISINFECTION AND CLEANING (SANITIZATION) FOR BUILDINGS AND EQUIPMENT

- The organizers are to ensure that the following are put in place and is operational through-out;
 - Enhanced cleaning and disinfection of frequently used/touched areas.
 - Cleaning and disinfecting of the facility and its contents as required.
 - The cleaning and disinfecting of electronic equipment such as microphones after each user.
 - The cleaning and disinfecting of the podium after each user.

5.6 PHYSICAL DISTANCING

- Physical distancing must be maintained in keeping with the dictates of the Government of Jamaica as promulgated in most current Order issued under the Disaster Risk Management Act.
 - Gatherings shall not ten (10) persons.
 - All seating must be positioned so as to ensure that they are physically distanced by 2 metres in all directions.
 - Where dining is allowed, no more than four (4) persons may be permitted at a table.
 - Attendees should not under any circumstances, be permitted to modify, in any way, the seating arrangements.
 - In the case of organizing and production teams, 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.
- Persons should be discouraged from congregating. If permitted, then the dictates of the Statutes (of no more than 10 persons) will apply.
- The organizers are to ensure compliance.

5.7 USE OF EQUIPMENT

- The organizers are to identify and make available an individual who will be responsible for the disinfecting of the microphone and podium after each speaker. The individual is to be provided with all the necessary equipment and personal protective equipment.
- Attendees are to be discouraged from sharing stationery and equipment.

5.9 REMOTE ACCESS

- As far as is possible, persons are to be encouraged to join the proceeding virtually.
- Only guests with valid invitations will be permitted access to the facility.

5.10 VENTILATION

- All doors and windows to the facility are to be fully opened so as to facilitate the natural ventilation of the space.

5.11 PROCEDURES FOR PERSONS WITH FLU-LIKE SYMPTOMS

- Persons who are ill are asked not to attend the activity, even if they were issued with an invitation.
- Persons with frequent coughs or consistent sneezing during the activity, may be asked to excuse themselves from the function.

5.12 COMPLIANCE

It will be the responsibility of all members of the organizing team to support and ensure compliance of all attendees.

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-publichealth-emergencies-amanual-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-public>*