



THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS, JAMAICA, WEST INDIES



# **FRAMEWORK FOR OPERATIONS DURING THE COVID<sub>19</sub> PANDEMIC**



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## **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 international travel restrictions.
2. At this time the Government of Jamaica has made a decision to reopen workplaces to maintain economic activity. The Campus has decided on a phased approach to the dictates of the Ministry of Health and Wellness (MOHW). The priority of the Campus is to create an environment within which Staff, Students and Visitors can safely operate during this pandemic. In order to do this, all risks will have to be identified, and have measures introduced to mitigate against them. These measures will include but not be limited to guidelines on physical distancing, hand washing, respiratory etiquette and cleaning and disinfecting.
3. This document is prepared for the guidance of all concerned. The Campus remains resolute concerning its responsibility to all who access its facilities, but recognizes that the mitigation measures against COVID19 must be done in partnership with all members of Staff, students and visitors.

## **Part 2**

### **OBJECTIVE**

4. This guideline document is to be used as a basis for decision-making. The document aims to provide guidance to all on the activities/expectations as we seek to resume full operation. The document will be modified to incorporate any changes made by the Government of Jamaica and/or other competent authority.

### **Part 3**

#### **GUIDELINES**

##### **5.1 COMMUNICATION**

- Clear communication is to be shared with the community concerning the Campus' initiatives and activities in the management of COVID19 pandemic.
- Updates are to be provided to the community 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.
- Signage in support of the initiatives is to be designed, made available and displayed.
- The Director Marketing, Recruitment and Communications shall be responsible for the management and coordination of all communications related activities.

##### **5.2 ACCESS TO THE MONA CAMPUS AND RELATED FACILITIES**

- Persons shall only be permitted to access the Campus in keeping with the Campus Security Act.
- 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 Campus buildings may be subject to temperature screening. Persons failing the temperature screening will be denied access.
- The hands of all persons entering the Campus buildings are to be cleaned and 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 be presented for examination. Non-compliant 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. Non-compliant persons will be denied access.
- The Director of Security shall be responsible for monitoring and evaluation of these activities.

### **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.
- Non-compliant 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.
- The Campus will only be responsible for the provision of masks for the following members of staff;
  - Those whose pre-COVID 19 tasks dictated that they be provided with same.
  - Those whose current tasks place them in regular and sustained face to face contact with clients. These include but are not limited to Cashiers and Receptionists.
- Enforcement of this requirement will be the responsibility of supervisors, security personnel, health service workers and the Jamaica Constabulary Force (Mona Police)

### **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 bathroom facilities which are accessible across the Campus.
- Where there are gaps in the access to bathroom facilities, hand disinfection /hand wash stations will be installed at strategic points on the Campus.
- Departments are required to establish hand disinfection and cleaning regimes for persons entering their respective areas. This must at a minimum include the disinfecting/washing of hands.
- Large communal spaces such as lecture theatres, must have hand disinfection/hand washing stations.

### **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 program is the responsibility of respective supervisors.

- The Estate Management Department will be responsible for providing Cleaning and Disinfecting training for related staff. 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.

#### **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.
  - At present students must be physically distanced by 2 metres or 6 feet 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.
- Persons should be discouraged from congregating. If permitted, then the dictates of the Statutes will apply.
- Deans and Heads of Department are responsible for ensuring compliance.

#### **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.
- Workstations are to be no less than 2 metres or 6 feet apart.
- Where the mandated distance is not attainable, physical barriers will be installed.
- Staff will be discouraged from sharing stationery and equipment; inclusive of mobile telephones and other devices.
- Persons should be discouraged from congregating. If permitted, then the dictates of the Statutes will apply.
- Deans and Heads of Department are responsible for ensuring compliance.

#### **5.8 ONLINE/REMOTE EDUCATION**

- Online/Remote education will continue to be offered in keeping with the dictates and approval of the Board of Undergraduate Studies, Board of Graduate Studies and Research and the Academic Board.
- Where face to face teaching is conducted, it shall be done in keeping with the dictates of the Government of Jamaica as promulgated in the most current Order issued under the Disaster Risk Management Act.
- The Deputy Principal shall be responsible for the management and coordination of these activities.

### **5.9 POLICY FOR WORKING FROM HOME**

- The Policy on remote working is being promulgated by the Regional Headquarters of the University of the West Indies.
- The Campus Registrar shall be responsible for the preparation of any subsequent guidelines which may be peculiar to the Campus' situation.

### **5.10 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 below;
  - Engineering Controls- The workstation is to be reconfigured and/or suitable physical barriers installed. The placement of floor markings can also be used to limit access.
  - Administrative Control- Infection control guidance to be documented, presented and practised. Additionally, consideration is to be given to the introduction of ICT solutions to reduce face to face interactions.
  - Personal Protective Equipment- The appropriate personal protective equipment is to be provided. These shall include but not be limited to the following;
    - Mask
    - Gloves
    - Hand disinfecting and cleaning materials
- Supervisors are to ensure compliance

### **5.11 ICT SOLUTIONS TO REDUCE FACE TO FACE INTERACTIONS**

- The Chief Information Officer (CIO) in conjunction with Deans and Heads of Department is to develop solutions aimed at the reduction of face to face interactions.

### **5.12 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 will rest in the Office of the Campus Registrar.
- The advisors on these matters to the Office of the Campus Registrar shall be;
  - Director University Health Centre

- Estate Manager
- Director of Security
- Senior Assistant Registrar (ERCBOSH – Benefits and Occupational Safety and Health)
- Chief Emergency Management Officer
- The Advisors to the Office of the Campus Registrar shall develop an evaluation tool to be used for requests of this nature.
- The safe and compliant conduct of the activity becomes the responsibility of the host, once permission has been granted.
- 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.
- Gatherings in excess of the size stated in the relevant Orders are prohibited.
- Where any such gathering is permitted, there shall be in place the following;
  - All attendees must wear a mask
  - Hand cleaning and sanitizing systems must be in place
  - Health screening (temperature check) is to be conducted.
- Facilities where activities will be hosted indoors must have clear signage showing the capacity; which must be adhered to.
- Generally, persons should be discouraged from using other communal spaces such as lunch rooms. Where these are used there must be clear signage showing the capacity; which must be adhered to.
- The use of such spaces can also be managed by staggering Lunch and Break periods for Staff.

### **5.13 MANAGEMENT OF GATHERINGS IN SPORT AND ENTERTAINMENT SPACES**

- For the purpose of this Framework, Sports and Entertainment Spaces include but are not limited to those so designated and those which may be used from time to time or at any time for the purposes stated. 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.
- The granting of permission for any such activities will rest in the Office of the Campus Registrar.
- The advisors on these matters to the Office of the Campus Registrar shall be;
  - Director University Health Centre
  - Estate Manager
  - Director of Security
  - Senior Assistant Registrar (ERCBOSH)
  - Chief Emergency Management Officer



- The Advisors to the Office of the Campus Registrar shall develop an evaluation tool to be used for requests of this nature.
- The safe and compliant conduct of the activity becomes the responsibility of the host, once permission has been granted.
- Physical distancing must be maintained in keeping with the dictates of most current Order issued under the Disaster Risk management Act.
- Gatherings in excess of the size stated in the relevant Orders are prohibited.
- Where any such gathering is permitted, there shall be in place the following;
  - All attendees must wear a mask
  - Hand cleaning and sanitizing systems must be in place
  - Health screening (temperature check) is to be conducted.
- Facilities where activities will be hosted indoors must have clear signage showing the capacity; which must be adhered to.

#### **5.14 MANAGEMENT OF ACTIVITIES AT THE UNIVERSITY CHAPEL**

- In keeping with the dictates of the Government of Jamaica as promulgated in the most current Order issued under the Disaster Risk Management Act, churches may operate under the following conditions;
  - Capacity-
    - Church Service- 1 person per 40 square feet
    - Weddings-Maximum of 50 persons providing that they can be socially distanced (2 metres or 6 feet all around)
    - Funerals-Maximum of 50 persons providing that they can be socially distanced (2 metres or 6 feet all around)
  - Health Screening- Temperature check is to be conducted upon entry
  - Disinfecting Persons- Hands are to be disinfected /washed upon entry
  - No choir is to be assembled
  - Masks are to be worn
  - Disinfecting and cleaning are to take place between activities/Services
  - All other rules on physical distancing are to be maintained
- It is the responsibility of the Chapel Management Committee to ensure compliance.

### **5.15 PRACTICES IN HALLS OF RESIDENCE**

- All persons entering Halls of Residences will be subject to temperature screening. Persons failing the temperature screening will be denied access and advised to visit the University Health Centre, the University Hospital of the West Indies or the Cornwall Regional Hospital.
- The hands of all persons entering the Halls of Residences are to be cleaned and 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 be presented for examination. Non-compliant 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. Non-compliant persons will be denied access.
- No more than one student will occupy a room.
- No visitors will be allowed access to Halls of Residences
- Residents are to be restricted to their prescribed common/shared spaces and should not use other assigned common spaces.
- Where there are shared facilities such as kitchens etc., scheduling is encouraged.
- Each Hall of Residence will maintain facilities for quarantine and isolation.
- Respective Student Service and Development Managers will have responsibility for ensuring compliance.

### **5.16 REVISED OPERATIONS OF THE UNIVERSITY HEALTH SERVICES (UNDER COVID19)**

- The University Health Centre will continue to provide service to the community, in keeping with its category.
- As a health service facility all hygiene protocols will be enhanced and adhered to.
- Triaging of all cases will take place external to the main building.
- Building capacity will be managed in keeping with the rules outlined for physical distancing.
- The Clinical Director of the University Health Centre is responsible for ensuring compliance.

## **5.17 PROCEDURES FOR PERSONS WITH ACUTE RESPIRATORY SYMPTOMS**

### **A. EXPERIENCING ACUTE RESPIRATORY SYMPTOMS -OFF CAMPUS**

As a guide national and international health advisory organizations recommend the following;

- Stay at home when you are ill
- Avoid physical contact with members of your household
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Cleanse hands after sneezing/coughing
- If symptoms persist, seek medical attention

### **B. BEFORE ATTENDING A MEDICAL CARE FACILITY -OFF CAMPUS**

Prior to visiting any medical facility, it is recommended that you call ahead and describe your symptoms; so that the necessary preparation can be put in place for your reception.

### **C. 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. This could be a Sick Bay, an enclosed office/bedroom etc.
- If the individual chooses to see their personal physician;
  - Inform the University Health Centre
  - Facilitate their departure from the Campus
- If the individual chooses to attend the University Health Centre;
  - Inform the University Health Centre via telephone
  - Facilitate the actions given in the guidance provided by the University Health Centre
- 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 individual.

**D. EXPERIENCING ACUTE RESPIRATORY SYMPTOMS - TRANSPORTATION**

- Whilst on Campus, based on your interaction with the University Health Centre, you will be advised of any special transportation arrangement which may be required. In any event, said arrangements would be the responsibility of the University Health Centre.
- If you are not on the Campus, based on your interaction with your health care provider and/or the Ministry of Health and Wellness, you will be advised of any special transportation arrangement which may be required.

**E. EXPERIENCING ACUTE RESPIRATORY SYMPTOMS -CONTACT**

It is to be noted that individuals may choose to call any of the following, directly;

- Ministry of Health and Wellness
- The University Hospital of the West Indies
- The nearest Health Care facility
- Private Health Care Provider

## **F. INFORMATION GATHERING**

For the safety of all concerned, it is the responsibility of the Supervisor to collect and record the following information.

- Name
- ID#
- Address
- Contact Number

Additionally, records should be kept of the persons who may have interacted /come in contact with the individual. The MOHW/health care providers will be interested in that list, in the event that Contact Tracing becomes necessary.

## **6. GENERAL CONSIDERATIONS-PREVENTION**

Whilst the major responsibility of ensuring safe environments in which to operate an institution, is on the operators, employees and students also impact the effectiveness of maintaining their safety and health and that of other stakeholders or visitors of the facility. The following considerations are to be noted by employees, students and visitors;

- Report any respiratory signs and symptoms to your physician. If there are no symptoms of COVID-19, persons should return to work with a medical certificate.
- Employees who are well, but have sick family members with COVID-19 are to also report the situation to their supervisor and stay at home.
- Keep informed or updated on developments of COVID-19, especially being aware that SARS-CoV-2 can be transmitted within work environments.
- Be compliant with the measures instituted by workplace policies:
  - Wearing appropriate face coverings (e.g. masks) as per the risks and duties to be performed;
  - Maintaining physical distancing;
  - Adhering to proper personal hygiene practices; sneeze or cough etiquette, and hand washing/hand sanitization practices;
  - Avoid touching eyes and nose;
  - Adhering to the routine cleaning and disinfection measures as per the Ministry of Health and Wellness (MOHW) guidelines;
  - Regular cleaning and disinfection of frequently touched surfaces based on MOHW guidelines;
  - Avoid using co-workers' personal devices, office spaces, work tools and equipment;
  - Participate in related training provided by the employer,
  - Report any situation to supervisors which may affect the health of other workers.

## REFERENCES

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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>*
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[OSHA – COVID-19 Webpage \[https://www.osha.gov/SLTC/covid-19/\]](https://www.osha.gov/SLTC/covid-19/)  
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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>](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public)<sup>8</sup>*