

REOPENING PLAN OF NUR INTERNATIONAL UNIVERSITY, LAHORE

Introduction & Executive Summary

In response to the COVID-19 pandemic, the University was closed from March 16, 2020 first up to April 5, 2020, later extended till September 15, 2020 upon the directives of the Higher Education Commission (HEC). On the directions of the Government the University continued to impart education during the Spring Semester 2020 by using the online Learning Management System (LMS). The objective was to ensure prevention of disruption of the academic year.

The Federal Government, HEC and Provincial Government have allowed re-opening of the University campus from September 15, 2020 onwards. The students will start visiting the campus from 5th October, 2020 which is the date of commencement of our Fall 2020 Semester. The senior faculty and administrative members under the leadership of the Vice Chancellor of the University have deliberated extensively to plan and prepare for smooth re-opening of the University in the light of directions issued by the HEC from time to time.

The main objectives on reopening of University are:

- 1) To impart and ensure Quality Education.
- 2) To ensure safety of Faculty, Students and Staff returning to campus.

To achieve these objectives the following plan is finalized.

Teaching:

The Fall 2020 Semester will commence on 5th October, 2020 and the University has opted for the **Face to Face as well as Blended Learning** model for Fall 2020 semester. Students from first and last semesters (DPT 9th Semester, BS MLT, SLP, NS, AP, BBA and Biochemistry 7 semester and MS FND 3rd Semester) will attend the campus for face to face teaching and learning along with faculty and staff as outlined below in priority 1 & 3. Students from 2, 3, 4 & 5 semesters as well as Masters Programs will proceed according to the Blended Learning Model, where they will attend the campus only for practicals, skill components, research and lab work whereas theoretical teaching will be online.

Detailed planning of inviting students in small cohorts according to the class size as well as laboratories in such a way so as to ensure social distancing of 6 feet has been completed, the exact time and date and designated classrooms of face to face teaching will be communicated to each student as well as the faculty and the staff responsible for making these arrangements on a weekly basis. The names and Roll numbers of students will also be displayed outside each designated class room, laboratories to avoid any confusion.

Exams: We plan to hold exams on campus in a staggered manner after ensuring all safety protocols.

The Return Package including all the documents and SOP's have been prepared and circulated to all the relevant persons of the University, faculty and students and have been displayed on the website also. We are a young University with a student strength of 478 due to which implementation of SOPs will be optimal. University doesn't own the hostels while Transport SOPs are given below.

Protocols and Procedures for Partial Reopening of NIU **(For Faculty, Students and Staff)**

NIU has followed the HEC's requirements for a controlled, careful and gradual reopening of the academic activities. Only staff, faculty and students who have been explicitly recommended by their Heads of Department and invited by the Registrar (Designated Authority) will be allowed to attend the NIU campus. In light of HEC's recommendations, the following guide contains requirements for the partial reopening of the NIU campus.

1. Minimum Preparedness Conditions

- a) **Health and Safety Protocols:** the campus has been disinfected and sterilized according to recommended guidelines by the Health Authorities, Government of Pakistan. This will be an ongoing daily process. Regular antimosquito sprays as well as measures against Dengue are also being taken according to guidelines provided by the Government.
- b) **Designated Authority** is The Registrar Mr. Hassan Mujtaba. He has ensured preparation and is also responsible for implementation of all protocols and SOPs under the supervision of the VC Dr. Rakhshanda Rehman. No one will be allowed to return without a written notification from the Registrar.
- c) **Contact Tracing of Symptomatic Individuals:** identities of contacts of the symptomatic person in the last two weeks will be determined and the information will be passed onto Dr. Farhan who is the MS of our affiliated Hospital i.e. Fatima Memorial Hospital, Shadman, Lahore. He will then inform the concerned Authorities.

c)

2. Stage Wise Reopening of NIU:

The following is a priority wise list of personnel who have been asked to return to the campus:

Priority List	Description	Joining Date
Priority 1	All senior university staff, Deans, HoDs, Teaching faculty, and essential personnel.	First September
Priority 3	MS Students	5 th October
Priority 3	1) Students of other semesters (2, 3, 4 & 5) who need to complete their graduation requirements including their theses/projects or lab requirements, as deemed necessary by the department. 2) Students of senior most batches (7 th & 9 th semesters) and 3) First semester intake of Fall 2020 shall attend the University campus for face-to-face learning.	5 th October
Priority 4 & 5	All other students.	Subject to review by the Federal and Provincial Government Ministries

2. Steps Taken by University before Reopening:

As per HEC Guidelines, the University has taken all the necessary steps to ensure an orderly and safe return of faculty, staff, and students to campus. These steps include preparation and dissemination of a return package of essential documents as outlined below as well as planning for orientation sessions for returnees.

The **Return Package** consists of the following documents:

Sr. No.	Return Package	Details
1.	Draft Invitation Letter	Annexure-I
2.	Affidavit	Annexure-II
3.	Health Declaration Form	Annexure-III
4.	Arrival Procedure	Annexure-IV
5.	SOPs For Students	Annexure-V
6.	Guidelines to Returnees for Preparation	Annexure-VI
7.	SOPs For Faculty & Staff	Annexure-VII
8.	Facilitation Provided by the University including orientation sessions	Annexure-VIII
9.	Contact Information	Annexure-IX
10.	Penalties	Annexure-X
11.	Transport SOP's	Annexure-XI

ANNEXURE-I



S. No. _____

Date: _____

Name: _____

Address: _____

Subject: Invitation Letter for Access to the University

Dear _____,

On behalf of the NUR International University, it is my great pleasure to invite you to return to the university premises for specific tasks and educational activities. For a smooth return, you are required to submit a health declaration form (Annexure iii) one week before return to the University Campus.

Most importantly, if you have any symptoms of COVID-19, you must stay at home or seek medical attention and inform your respective Department accordingly via email, WhatsApp, or text. The University will issue a subsequent invitation letter once you communicate your healthy recovery and submit the COVID/PCR negative report from a verified Medical Institute/Center.

The arrival protocol set by the University must be followed strictly and the required documents (*health declaration and an affidavit*) must be submitted one week before to Registrar through your respective HODs for convenient access to campus. Your cooperation will be highly appreciated as it is necessary for your safety and the others around you.

Please also refer to additional documents of protocols and SOPs displayed on the website.

I look forward to seeing you on campus.

Sincerely,

Acting Registrar

NUR International University

Signature of Father/Guardian

Name:

ANNEXURE-II



Affidavit for Students

I _____, hereby declare that I have chosen to return although I was given an option not to return.

I assure you that I will adhere to all the safety protocols and other instructions in this regard. I will be held solely responsible for violating any set of rules and protocols by the University during this time.

I also assure you that I will not hold the University liable if I contract the COVID-19 despite the safety protocols.

I have read and understood all the SOPs of COVID-19 as per the policy of NIU in line with the HEC, Federal Government and Provincial Authorities policy which is attached and elaborated on University website.

If I experience COVID-19 symptoms in future, or if any household member develops these symptoms, or if I come in contact with a COVID-19 infected person, I will inform university authorities through email / telephone and self-quarantine myself for two weeks

I further undertake that I have returned for work , study / practical training of my own will and that I would abide by the university safety and academic protocols, which have been explained to me in the orientation session and communicated earlier through emails and website. I will accept decisions of NIU Disciplinary Committee if I violate any of the SOPs.

Signatures of Applicant:

Name: _____

NIU Roll No: _____

Faculty: _____

Department: _____

Program Name: _____

Semester: _____

Date: _____

Ph# _____

Postal Address: _____

Signature of Father/Guardian

Name:

Relationship:

Date:

Ph#

ANNEXURE-III



Health Declaration Form for Students

I do hereby solemnly affirm and declare that:

1. I am in good health.
2. I am not suffering from COVID-19 symptoms and have not had any such symptoms in the past 15 days (Fever, Cough, Difficulty Breathing, Body Aches, Loss of Taste & Smell, Vomiting and Diarrhea).
3. I have / have not undergone any COVID Testing and / or Treatment during the closure period.

Student's Name: _____ Parents/Guardian's Signature _____

Roll # : _____ Date: _____

Department : _____

Semester : _____

Signature : _____

Date : _____

ANNEXURE-IV



Arrival Procedure (for Students)

THIS WILL BE ATTACHED TO THE INVITATION LETTER

- 1) All students are advised to strictly follow the given time table/class schedule as communicated by emails. Students coming without class schedule will not be allowed to enter the campus.
- 2) Students using the university transport must follow the transport SOP's strictly (COVID-19 Safety Protocols, **Annexure V**) in addition to the regular transport policy.
- 3) University main gate will be used for entry and exit of the students.
- 4) Thermal screening with temperature gun will be performed at the entry gate
- 5) Maintain social/ physical distancing of 6 feet if there is a queue for thermal screening.
- 6) Students must wear mask all the time. Students without mask will not be allowed to enter the campus.
- 7) Avoid handshakes or hugs with other students.
- 8) The orientation will be held on October 5, 2020 at 9:00 AM in each lecture room.
- 9) Please Contact on the given numbers (**Annexure IX**) in case of any emergency/guidance.
- 10) No cafeteria facility will be available during the fall semester. Please bring snacks from home.

ANNEXURE-V



SOPs (Safety Protocols) – For Students

All students coming back to the university are requested to adhere to the following guidelines in order to protect themselves and campus community from Covid-19 related illness.

- Wear a mask at all times when on campus.
- Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, offices, corridors, and staircases.
- Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
- Avoid sharing of items (Books, stationery, mobile phones etc.)
- Avoid touching face mask/covering and its exchange with others.
- Wash/sanitize hands if contaminated while coughing/sneezing or touching mask.
- Students are advised not to shake hands with or hug other students.
- Students should bring their own lunch from home and not share with other fellows.
- Student should keep their own drinking cup and do not share with fellows.
- No gathering or contact sports/activities are allowed.
- Use only the designated entrances and exits.
- Cooperate with the security staff to perform temperature checks at the entry gates.
- Please maintain and update a Daily Contacts Diary, the student should keep a record of where he/she go and meet each day. This information may be asked by the nominated Healthcare professional on the campus in case any student is tested positive for COVID-19.
- Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.
- Use communal facilities, e.g. printers and photocopiers only in accordance with the designated protocols.
- Contact **Manager Academic** (Mr. Faisal Shafiq, Annexure IX) or **Senor Manager Students Affairs** (Ms. Maliha Sami, Annexure IX) immediately if you feel sick or develop Covid-19

symptoms (Fever with cough, body aches and sore throat are the common symptoms of COVID-19).

- Review latest updates and general guidance provided by the University on the notice boards/web portal, designed specifically for updating COVID-19 related information.

All students are requested to cooperate with the faculty and staff to fully implement above guidelines. Any violation to these instructions will result into a quick removal from the campus along with strict Disciplinary Action.

ANNEXURE-VI



Guidelines to Returnees

All those invited to return to the campus should follow the instructions below:

- 1) Make sure the Affidavit and Health Declaration forms are signed and submitted through email or courier to the Registrar.
- 2) Please cooperate with the staff taking temperature with a thermal gun at the entrance.
- 3) Enter the contact information of key individuals in your phone's database to contact in case of emergency.
- 4) Make sure that you are wearing a facemask. You are advised to keep an additional mask with you all the time. Personnel without facemask are strictly prohibited to enter the university.
- 5) It is advised to keep a small bottle of sanitizer with you for your personal use and do not share it with your fellow.
- 6) Maintain social distance/physical distancing of 6 feet at all times in offices, libraries, corridors, staircases.
- 7) Maintain good hygiene practices. Wash hands thoroughly with soap and water or use a hand sanitizer. Dry hands before leaving the bathroom.
- 8) Use a tissue or crook of your elbow while coughing and sneezing.
- 9) Please keep your own drinking cup/bottle with you and do not share with friends.
- 10) Limit your movements while on campus.
- 11) If you are experiencing COVID-19 symptoms or a member of your household develops these symptoms, or if you have been in a contact with a COVID-19 infected person, you should not return to the campus and should share it with the University.
- 12) Maintain and update a Daily Contacts Diary-you must keep a record of where you go, when and who you see while on campus.

ANNEXURE-VII



SOPs (Safety Protocols) – For Faculty & Staff

All members of the campus community, including faculty and staff are expected to implement and adhere to the following guidelines:

- Faculty/Staff will ensure inter-person spatial distance of 6 feet throughout the educational, training and learning practice activities.
- Faculty/Staff will ensure safe distance and face protection while delivering lectures in class rooms/conducting demonstration sessions in labs.
- Thermal Screening / Temperature checks for all students/staff will be ensured at entry points.
- Faculty/Staff should encourage the students to practice frequent hand wash with soap and water for 40 seconds or rub with >60% alcohol-based sanitizer for 20 seconds.
- Faculty/Staff should take precautions especially after touching shared surfaces like doorknobs, furniture, armrests, tables, books, computer equipment, audio/video equipment, game tools/devices, practice equipment and other communal use items.
- Wearing of face mask/covering during the lectures and gatherings should be followed strictly. Faculty/Staff should encourage the students for proper use of face mask/cover especially during the coaching/training sessions. Strict compliance to use facemask should be ensured where inter-person spatial distance is less than 6 feet.
- Avoid indoor or outdoor curricular or co-curricular activities like seminars, speech competitions, stage presentation, sports competitions, tournaments and other pro-crowd events requiring frequent surface sharing, close contact and posing risk for violation of recommended social distance. However, coaching practices for sports, debate etc. may be carried out subject to strict compliance of recommended social distance, wearing of mask, avoid surface sharing and practice frequent hand wash.
- Faculty/Staff should bring their own lunch from home and not share with other fellows.
- COVID-19 testing of Selective/Random staff and faculty will be carried out based on symptoms, advice of respective health authorities / disease prevalence and as a requirement of “Educational Sector Testing Strategy” issued by National Command and Operation Center (NCOC) Islamabad.

- Student's attendance should be monitored to record absenteeism due to fever or acute cough sickness.
- Health log book for all faculty and staff should be maintained. Report immediately to the nominated health professional (Annexure IX) in case any student or faculty or staff develops COVID-19 symptoms.
- Faculty/Staff should reinforce COVID-19 prevention messages during their lectures on regular basis.

ANNEXURE-VIII



Facilitation Provided by the University

- Campus has been disinfected/sanitized to make it safe for the students, staff, and faculty.
- Multiple hand washing facilities with the availability of soap/hand wash have been ensured in the campus.
- Hand sanitizers have been placed in various prominent locations.
- Distancing marks have been placed in all public areas including classrooms, auditorium, laboratories, libraries, computer labs, sitting areas, reception area, mosque and common rooms to ensure safe social/physical distancing.
- Thermal screening with temperature guns will be available at the main entry gate.
- Medical Professional services have been made available on campus in case of any emergency.
- Resource persons have been nominated for contact in case of any question about safety or in emergency. (Annexure IX)
- COVID-19 prevention awareness messages are posted and updated regularly on designated notice boards, standees, posters, and university website and videos in reception area to reinforce the social distancing, wearing of masks, and hand washing.
- Guidance and contact options facilities have been provided for those who continue to work remotely.
- Orientation sessions for COVID-19 prevention, safety protocols and procedures as well as penalties for violating any of the protocols along with details of contacts in case of emergency have been discussed online with the faculty and staff and reinforced face to face on first September when they returned to campus. All this information is also posted on website, has been communicated to students via email and face to face orientation sessions have been planned before each class when they return to campus on 5th October. Moreover the faculty before each face to face teaching session will repeat all these points to reinforce and remind.
- **Dr Amna Irum** is the medical person on campus and referral for further management will be to Dr Farhan who is the MS of our affiliated hospital –Fatima Memorial Hospital.(**Annexure IX**).

ANNEXURE-IX



Useful Contact Information

Designated Authority/ Useful contacts:

1. **Dr. Rakhshanda Rehman**, Vice Chancellor, Cell No. 0300 8456 388 (Email: vc@niu.edu.pk)
2. **Mr. Hassan Mujtaba**, Acting Registrar, Cell No. 0321 4455 139 (Email: hassan.mujtaba@niu.edu.pk)
3. **Mr. Abdur Rafee**, Senior Manager Operations, Cell No. 0333 4590 247 (Email: abdur.rafae@niu.edu.pk)
4. **Ms. Maliha Sami**, Senior Manager Student Affairs, Cell No. 0304 4594 169 (Email: maliha.sami@niu.edu.pk)
5. **Mr. Faisal Shafiq**, Manager Academics, Cell No. 0321 8474 567 (Email: faisal.shafiq@niu.edu.pk)
6. **Dr. Amna Irum**, NIU Health Professional, Cell No. 0336 9660 715 (Email: amna.irum@niu.edu.pk)
7. **Dr. Farhan Feroz**, MS Fatima Memorial Hospital (Email: farhan.feroz@fmhcmd.edu.pk)

Cell No. 0345 4267 704, 042 111-555-600, 0423 7421 920-33, Ext 648

NOTE: Please contact the above in case of any emergency or concerns that you need to discuss.

Annexure-X



Penalties

Anyone who commits a minor or inadvertent breach may be reminded of the violation and observation of the rules in future. Repeated violations may incur higher penalties, including being sent back home. Deliberate refusal or failure to follow the instructions would be a disciplinary offense.

Participants who do not follow instructions and SOPs related to COVID-19 should be warned, and if they repeat, they **may be banned from entering the University for two weeks. The penalties will be implemented through the Disciplinary Committee (DC).**

Annexure-XI



Transport SOP's

- Official transport (van/bus/etc.) shall strictly abide with 50% occupancy of the seating capacity.
- Ensure cleanliness and disinfection of student pick and drop vehicle after every trip
- Proper ventilation will be ensured by opening windows.
- COVID-19 test of all driving staff will be carried out before the start of transportation service.
- Drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face mask).
- Thermal screening/temperature check will be performed at pickup points.
- No passenger is allowed to travel in the vehicles without face mask and must use the hand sanitizer before entering the vehicle.
- Ensure mandatory compliance to cover face with arm fold, tissue or handkerchief while sneezing or coughing.
- Avoid crowding while entering or leaving the vehicle.
- Avoid touching the surfaces like curtains, windows, etc.
- Wash or sanitize your hands after using the transport.