

2023-2024

University of Fujairah

Department of Facilities Management

Operation Manual of University of Fujairah During the Pandemic: Protocols & Procedures Release 12.0

UOF Operational Manual 2023-2024

Release no. 12

UOF – DFM



Table of Contents

1. THE GENERAL FRAMEWORK FOR THE OPERATION OF THE UNIVERSITY OF FUJAIRAH DURING THE PANDEMIC IN THE UAE	2
1.1. The Environment, Health, and Safety System at the University of Fujairah:.....	2
1.2. Health and safety procedures in the environment of the University of Fujairah:.....	3
1.3. Public Health:	3
1.4. Healthy Nutrition at the University:.....	4
1.5. Human Resources:.....	4
1.6. Student Affairs:.....	4
1.7. Academic Subjects:.....	4
1.8. Awareness and Training:.....	4
1.9. Support Services:.....	4
1.10. Continuous Monitoring and Follow-up:	5
1.11. Vaccination:	5
1.12. Incident Management and Emergency Preparedness: Contact Cases Tracking Policy:.....	5
2. PRECAUTIONARY MEASURES FOR THE UNIVERSITY OF FUJAIRAH TO RECEIVE STUDENTS	6
2.1. General Restrictions:	6
2.2. Before Opening the Campus:	7
2.3. Upon entering the university campus:	7
2.4. On campus:	7
2.5. Precautionary measures inside the classrooms:	8
3. GUIDELINES FOR MEDICAL STUDENTS AND STUDENTS OF HEALTH SCIENCES AT THE UNIVERSITY OF FUJAIRAH DURING THE PANDEMIC:.....	8
4. GENERAL PLAN FOR DEALING WITH COVID-19 CASES DISCOVERED IN THE UOF.....	9
5. MAIN ROLES AND RESPONSIBILITIES	11
6. REVISION HISTORY	12

Originated by	UOF-DFM	Controlled Copy		Page 1/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



1. THE GENERAL FRAMEWORK FOR OPERATION OF THE UNIVERSITY OF FUJAIRAH DURING THE PANDEMIC IN THE UAE

1.1. The Environment, Health, and Safety System at the University of Fujairah:

- 1) The return of attendance education within the University of Fujairah at its full capacity.
- 2) The university's health & safety team is formed to ensure and monitor the health & safety procedures and precautions on the campus.
- 3) Distance learning is applied to students who are infected with Covid-19 and for respiratory reasons.
- 4) Five days of isolation for those infected with covid 19.
- 5) Cancellation of quarantine for the contacts by following the instructions issued by the health authorities concerning the contact protocol.
- 6) Cancellation of the thermal examination for students and employees, who feel high temperature should not attend the campus and obtain a sick leave.
- 7) If COVID-19 symptoms such as fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste are detected in the facility, it is the responsibility, students and employees must report to the person in charge.
- 8) Wearing face masks on the campus is optional.
- 9) Social distancing is canceled or optional based on the faculty vision in classrooms.
- 10) The "Educational Establishment Preparedness Plan" will be prepared and published to receive students, including the requirements and precautionary measures recommended by the health authorities.
- 11) An isolation room has been allocated according to the requirements of isolation rooms set by the Ministry of Health and Community Protection, and procedures have been established to deal with suspected or confirmed cases of COVID-19.
- 12) Praying with personal mats is now optional.
- 13) A communication channel has been identified for parents, students, educational and administrative staff, and service providers to report the emergence of symptoms of infection.

Originated by	UOF-DFM	Controlled Copy		Page 2/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



1.2. Health and safety procedures in the environment of the University of Fujairah:

- 1) Adequate ventilation when using cleaning and sterilization products to prevent the leakage of toxic fumes.
- 2) Ensure that the air-conditioning systems are working properly, and ducts are cleaned on an ongoing basis.
- 3) Ensure by a specific schedule that toilets are cleaned and sterilized after each use.
- 4) Signs have been placed indicating the location of available handwashing basins.
- 5) The dryer is not used.
- 6) Provide Sanitizer at the entrances of the University of Fujairah.
- 7) Training of educational staff and security and safety officers in educational facilities to supervise sterilization operations.
- 8) Sterilization of laboratories and learning resources, on an ongoing basis.

1.3. Public Health:

- 1) The University of Fujairah raises awareness through the educational facility's electronic communication channels to spread awareness and provide psychological support to all, considering age groups.
- 2) Awareness was raised about the necessity of washing hands with soap and water for at least 20 seconds before touching the face or using alcohol sterilizers, especially when using bathrooms or touching common surfaces.
- 3) Instructed to cover the mouth and nose and use tissues or elbow pads when coughing or sneezing.
- 4) Instructed on the importance of maintaining the recommended physical distance while avoiding shaking hands with others.
- 5) Raising awareness of the need not to exchange personal protective equipment, school supplies, and meals.
- 6) Instructed to reduce the carrying of school supplies, such as carrying a small bag for the laptop and the meal, preferably made of leather or plastic to facilitate sterilization before going to the educational facility and after returning from it.
- 7) The University of Fujairah provides first aid requirements for all students, including people of determination and those who have health or chronic diseases before the start of the school year.
- 8) The medical staff at the University of Fujairah have completed training for COVID-19.
- 9) A valid university clinic license, as well as the clinic's medical staff.
- 10) The clinic is equipped with water taps, soap dispensers, sanitizer dispensers, an ample supply of personal protective equipment, and thermometers.

Originated by	UOF-DFM	Controlled Copy		Page 3/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



- 11) All students, educational and administrative staff, and workers are aware of the clinic's headquarters in the educational facility and are familiar with all health protocols and procedures related to COVID-19.
- 12) The University of Fujairah provides an isolation room separate from the nursing room with adequate ventilation and a toilet for patients with suspected or confirmed COVID-19.

1.4. Healthy Nutrition at the University:

- 1) Precautionary measures are taken in the cafeteria to use it while having meals.
- 2) Fridges for canned food and drinks and machines for hot drinks were provided.

1.5. Human Resources:

- 1) The current and required resources have been planned by the precautionary requirements and procedures.
- 2) The University of Fujairah provides alternatives for teaching staff who are in contact with or injured or who are in quarantine.
- 3) Alternative lists of all educational and administrative cadres have been prepared and trained in advance on the tasks that may be entrusted to them in the absence of basic cadres.
- 4) Availability of a sufficient number of teachers, assistants, and escorts for students of people of determination to apply physical distances and all health precautions for them.
- 5) Educational or administrative staff are obligated to implement all requirements of the competent authorities, including requirements.

1.6. Student Affairs:

- 1) All students traveling are directed to adhere to the application of all the requirements of the competent authorities, including the requirements.
- 2) Attendance records are followed up and clear procedures are established to monitor absent students to determine the reasons for absence on the same day to trace contacts.

1.7. Academic Subjects:

- 1) All subjects are envisioned and how to be taught if the hybrid learning method was used.
- 2) The university is prepared for the actual attendance of students for the exams.

1.8. Awareness and Training:

Prepared and created electronic, visual, and video awareness programs for students about the operating instructions of the University of Fujairah.

1.9. Support Services:

- 1) The bathrooms are cleaned continuously during the day.

Originated by	UOF-DFM	Controlled Copy		Page 4/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



- 2) All maintenance work inside educational facilities is carried out by the approved authorities.
- 3) Regular cleaning of air-conditioning systems in educational facilities is carried out outside school hours and according to announced schedules and close follow-up.
- 4) Performance, health, and safety standards are monitored for all suppliers.
- 5) The green pass is not required to enter the UOF campus.
- 6) Ensure that service providers are free from any of the following symptoms: fever, cough, body aches, headache, and shortness of breath, and instruct them to take the necessary preventive measures in the event of symptoms and to communicate with the concerned authorities.
- 7) Directing service providers to disclose cases of infection or contact with any confirmed cases of Covid 19 disease, examine contacts, and not attend the educational facility buildings until the result of the PCR test appears, and take the necessary preventive measures.
- 8) Before entering the university, the service provider shall sign a document acknowledging the need to report any suspected cases among their employees.

1.10. Continuous Monitoring and Follow-up:

- 1) An internal work team was formed at the university called the “Health and Safety Committee” to monitor and follow up on all operations and activities to ensure the application of all health precautionary requirements and procedures approved in the educational facility.

1.11. Vaccination:

- 1) Al Hosn app use will be limited to proof vaccination and test results upon request.
- 2) Excluded groups of university, college, and institute students are allowed to learn in person, with the obligation to conduct a weekly PCR test.
- 3) The green pass is not required to enter the UOF campus.

1.12. Incident Management and Emergency Preparedness: Contact Cases Tracking Policy:

If a student or an employee of the educational facility reports that he has been infected with the COVID-19 virus:

- 1) Permission is granted to leave the student or employee and to take the necessary measures to continue his learning or teaching remotely according to the option he prefers and his health condition until a negative result is provided.
- 2) The attendance data of students or employees are checked immediately to determine the cases in contact with the infected person during the two days before the onset of symptoms for symptomatic COVID-19 cases and starting from the date of collecting the swab sample for asymptomatic cases.

Originated by	UOF-DFM	Controlled Copy		Page 5/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



- 3) The identified contacts are informed that they are at risk of contracting the virus without disclosing the identity of the person who has tested positive. For students, the university informs parents that their child has been exposed to someone infected with the virus.
- 4) Cancellation of quarantine for contacts and the student or employee in contact must follow the instructions of the health authorities regarding the contact protocol.
- 5) The university informs the Ministry of Education and the concerned health authorities about the infected cases and the number of people who are likely to be exposed to infection.
- 6) Five days isolation for those who are infected with covid 19.
- 7) The University of Fujairah has a collective e-mail; whose members can receive any updates or developments of simultaneous meetings. Electronic meetings to know the latest developments are necessary so that all members of the administrative and academic staff and students are fully aware of the above-mentioned procedures.
- 8) The infected person must present a negative test result according to the instructions of the health authorities.

2. PRECAUTIONARY MEASURES FOR THE UNIVERSITY OF FUJAIRAH TO RECEIVE STUDENTS

2.1. General Restrictions:

- 1) The Green pass is not required to enter the UOF campus.
- 2) Students shall always adhere to national guidelines regarding policies developed to reduce the transmission risk.
- 3) Wearing face masks in open and closed spaces is now optional.
- 4) Adherence to the procedures approved by the relevant authorities when returning to the United Arab Emirates.
- 5) Disposable sanitizers and personal equipment shall be used in campus restaurants or cafés.
- 6) The information regulations shall be published on the website of the university and all its social media channels.

Originated by	UOF-DFM	Controlled Copy		Page 6/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



2.2. Before Opening the Campus:

- 1) Al Hosn app use will be limited to proof vaccination and test results upon request.
- 2) Termination of the thermal examination procedure for students and employees, and anyone who feels high temperature should not attend and obtain a sick leave if the result is negative.
- 3) Students must adhere to all precautionary measures, and the use of the Al Hosn Application shall be ensured.
- 4) Virtual awareness workshops shall be held for all students, academic staff, and employees.
- 5) All employees and students shall register in the Al Hosn Application.
- 6) The necessary medical equipment is available at campus clinics.
- 7) All employees, academic staff, and students shall undertake to declare if they contact with coronavirus patients, or if they return from abroad.

2.3. Upon entering the university campus:

- 1) The green pass is not required to enter the UOF campus.
- 2) Wearing a mask is optional.
- 3) The UOF keeps all the following details (name, telephone number, identity number, and visit date) in visitor records.

2.4. On campus:

- 1) Wearing masks inside the campus is optional.
- 2) Wearing masks is mandatory in health facilities and centers of people of determination.
- 3) Each student must use his items only, such as stationery and a computer, and he does not have to use the items of a colleague or employee.
- 4) It is allowed to sit and wait in the cafeteria and waiting areas while adhering to precautionary measures.
- 5) Praying using personal mats is now optional.
- 6) The presence of the security and safety team continuously to follow up and guide the students by following the precautionary measures and to monitor cases of violations of the precautionary measures and direct them.
- 7) The facilities, including the bathrooms, are cleaned and sterilized periodically throughout the day.
- 8) There is a refrigerator to keep packaged foods.
- 9) Classrooms and facilities are cleaned throughout the day.
- 10) If any student feels any symptoms of an increase in temperature, severe headache, body aches, or coughing, he must stay away from his colleagues and go immediately to the health clinic at the university to examine his condition, evaluate his condition and isolate him in the health isolation room if it turns out that they are symptoms of corona and therefore

Originated by	UOF-DFM	Controlled Copy		Page 7/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



instructions are followed Operation manual, as mentioned in the plan to deal with the emergence of positive cases and contacts.

- 11) Availability of a clinic to follow up on the status of students in case of any complaint.
- 12) Availability of a health isolation room to isolate any infected or suspected case.
- 13) All instructions for prevention and sterilization must be followed, as shown in the internal guiding labels, such as washing hands constantly and sterilizing hands with alcohol.

2.5. Precautionary measures inside the classrooms:

- 1) Students have to Listen to the instructions and educational advice from the doctor of the subject during the lecture, such as safety and security advice, maintaining public health, and the procedures to be followed to maintain your safety and the safety of your colleagues.
- 2) Any Student is not allowed to use his colleague's items and must use his items only.
- 3) Food and drinks should not be consumed in the classroom.
- 4) The classroom must be kept clean to ensure a clean and healthy learning environment.
- 5) When entering the classroom, students must enter quietly, orderly, and socially, without crowding.
- 6) When you leave the classroom, students must go out quietly, orderly, and socially, without crowding.
- 7) The presence of the security and safety team continuously to regulate the movement of entry and exit and the extent of compliance with the instructions and precautionary measures to be followed.

3. GUIDELINES FOR MEDICAL STUDENTS AND STUDENTS OF HEALTH SCIENCES AT THE UNIVERSITY OF FUJAIRAH DURING THE PANDEMIC:

- 1) Wearing masks is mandatory in health facilities and centers of people of determination.
- 2) All students shall complete the online training course on COVID-19 infection provided by the faculty.
- 3) All students shall complete training in handling personal protective equipment (PPE).
- 4) Students were instructed to follow public safety protocols in addition to special procedures to reduce transmission of infection.
- 5) Allowing students for clinical training, rotation, and follow-up medical education in hospitals that treat cases of Covid 19, with the need to comply with the necessary prevention and safety

Originated by	UOF-DFM	Controlled Copy		Page 8/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



- measures, and strictly following precautionary measures when students deal with patients who have been confirmed to be infected with Covid 19.
- 6) Students are instructed and followed up on the need to comply with the latest safety measures and additional measures such as wearing face masks, checking temperature, maintaining physical distancing, and recommended hand hygiene practices in patient and non-patient care areas.
 - 7) Before starting clinical training, students shall sign a waiver of any right to take legal action if diagnosed as having Covid 19 due to such training.
 - 8) Students who shall be associated with clinical training must undergo the necessary periodic checks according to the health educational facility's guidelines.
 - 9) If students have valid reasons that clinical training would harm their health, they will need to communicate directly with the educational institution to give them a leave, so that conditions are safe for them to return to such clinical training.
 - 10) Basic science students, enrolled from the first to the third (1-3) academic year in faculties of medicine, and from the first to the second (1-2) academic year in nursing, shall be exempted from clinical training this year, and training shall be provided through clinical skills and simulation laboratories.
 - 11) The clinical tutor shall monitor students' compliance with the procedures.

4. GENERAL PLAN FOR DEALING WITH COVID-19 CASES DISCOVERED IN THE UOF

The UOF takes the following steps as directed by the Ministry of Health and Prevention:

1. Apply all isolation measures to the infected person until reaching the hospital.
2. Limiting the people in contact with the infected person inside the educational facility with the help of the Al-Hosn application, and following the instructions issued by the health authorities.
3. The halls and annexes visited by the infected person in the UOF are temporarily closed for sterilization purposes.
4. If it is confirmed that one person from the administrative staff is infected, all the mixed administrative staff are examined, with guidance to follow the recommendations of the concerned authorities in the country, until a negative result is obtained in the PCR test.

Originated by	UOF-DFM	Controlled Copy		Page 9/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



5. If it is confirmed that a faculty member has been infected, all faculty members and students in contact with the infected faculty member are examined, with instructions to follow the recommendations of the concerned authorities in the country, until a negative result is obtained.
6. If it is confirmed that a student is infected, all students in contact with the student in the classroom and members of the teaching staff in contact are examined, with guidance to follow the recommendations of the concerned authorities in the country, until it is confirmed that they are negative.
7. In the event of injury to more than one student or a member of the faculty, the last instructions issued by the health authorities in coordination with the committees and emergency teams, crises, and local disasters are followed.
8. If there is suspicion or symptoms of COVID-19 appear on (student/teacher/employee) such as (fever, 37.5°C, cough, body aches or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of smell or taste) while they are in the campus, and the medical staff has approved this infection, the infected person is must be isolated, and the student's parents must be notified immediately transfer him to the hospital and take the necessary action. The infected person will be prohibited from entering the campus, and committing to distance learning until the negative result of the PCR test is obtained and the medical report free of illness is obtained.
9. Only the medical staff in the educational facility are allowed to enter the isolation room after wearing full personal protective equipment.
10. The student's parents are contacted immediately by the medical staff at the educational facility clinic, and the concerned authorities are immediately notified via official channels.
11. The UOF complies with the requirements of the concerned authority to manage and transfer the suspected case of Covid 19.
12. The classroom and all facility annexes to which the suspected case has reached are temporarily closed until all sterilization procedures are completed.
13. The tracing process is performed to identify those in contact with the suspected case.
14. Parents of all students in contact are informed and provided with the latest instructions issued by the health authorities.
15. Sterilization measures are taken according to the guidelines for the classroom and university buildings used by students in contact.
16. All safety instructions in the event of a Covid 19 emergency at the university are followed by the medical staff and emphasize the obligation to wear all medical protective equipment when accompanying the infected person in the isolation room or going to home or hospital.

Originated by	UOF-DFM	Controlled Copy		Page 10/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



5. MAIN ROLES AND RESPONSIBILITIES

The education system is completed when each party performs the role and responsibility that falls upon it, and they are:

The ministry - the educational facility - the educational and administrative staff - the student - the guardian.

We, the University of Fujairah, as an educational institution, whose role is summarized in implementing the instructions of the ministry or educational authority, according to the general framework and general restrictions determined by the ministry and the concerned authorities.

The administrative and educational staff are subject to compliance with and implementation of the instructions of the educational institution directed by the Ministry of Education.

Originated by	UOF-DFM	Controlled Copy		Page 11/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023



6. REVISION HISTORY

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Originated by	UOF-DFM	Controlled Copy		Page 12/12
Eng. Mohamed Ramadan	Revision No.: 02	Revision Date: Aug.14.23	Version/Issue No.: 12	Issue Date: Aug 14, 2023