

Rooms SOPs

General requirements

- The hostel must try to arrange beds and bedrooms in such a way as to allow for a period of "rest" between one another, if possible. In all cases, they must be cleaned and disinfected.
- Hand sanitizer must be available at the entrance to bedrooms.
- Disinfectant mats must be placed at the entrance to bedrooms.
- Shared bedrooms or dormitories
 - In all cases, beds must be arranged in rooms to respect the minimum safe distance or accepted social isolation distances of 6 feet or 2 students in a normal sized room
 - Students in shared rooms or dormitories must be encouraged to make their own beds, and not touch the beds or bunk beds of other students.
- Students must be provided their packaged bed linen, thus guaranteeing the students that it is clean and avoiding contamination if other students use or touch the bunk prior to their arrival.
- A non-manual, double bagged waste bin must be provided. Providing a cupboard/shelf to store students shoes outside bedrooms is recommended.
 - Private bedrooms: Blankets and pillows in wardrobes must be protected.
 - Toilets must have a non-manual, bagged waste bin.

Shared toilets and showers

- The hostel must define and implement the system to ensure safe distances between students, who must be informed of this system.
- The hostel toilet and shower services must comply with the following measures:
 - have gel and paper towel dispensers;
 - no mats;
 - have hand sanitizer or sanitizer dispensers.
 - Appropriate footwear is recommended for use in shared showers.
 - Toilets must be cleaned and disinfected at least 4 times a day i.e. every 4-6 hours.

Public areas

The hostel must identify the maximum occupancy of the different shared areas and establish a system for monitoring occupancy to guarantee safe distancing.

- The hostel must have hand sanitizers in high-traffic areas and facilities.
- Bins must be non-manual and bagged.
- The hostel must dispose of products and items left by students who leave the hostel.
- Hostels must ensure students to respect safe distances. If this is not possible, students must be informed of the need to wear a mask and, where appropriate, whether students must bring masks with them.
- Consumables must be replaced as needed (soap, paper towels, etc.).
- Paper, gel and soap dispensers should be cleaned periodically, depending on the level of use.
- If a lift is available, the hostel must determine and inform students of its maximum capacity. People from different family units/groups will not share a lift, unless masks are used.

Cleaning and disinfection requirements

- Hostels must adapt their cleaning and disinfection plan taking into account the risks identified in the assessment. The plan should at least consider:
- More frequent cleaning and disinfection, and wiping, especially in areas of greatest contact
- The cleaning plan must specifically address the cleanliness and hygiene of shared showers and toilets (where applicable). Frequency must be increased at least in these facilities according to their use, ensuring there are no wet areas, emptying bins daily, disinfecting surfaces, etc. The establishment must pay special attention to cleaning and disinfecting shared areas.
- Ventilating shared areas daily.

Room cleaning requirements

- Bedroom cleaning requirements
- Bedrooms must be cleaned and disinfected in safe conditions, avoiding the presence of students. The hostel must determine a daily time slot for deep-cleaning bedrooms without the presence of students.
- Room cleaning during the COVID-19 emergency must specifically provide for daily ventilation and replacement of towels and bed linen (at each student departure and at least once every three days for the same students).
- Additionally, special attention will be given to the following:
 - Cleaning walls, floors, mirrors and windows, furniture, equipment and decorative and functional elements.
 - Cleaning any surface or equipment with a high level of use.

Textile cleaning

The following requirements must be enforced:

- Dirty or used textiles should be collected, put in a bag and closed until handling at the laundry.
- Avoid shaking used textiles. In the case of linens, avoid placing them on the room or bathroom floor.
- Personnel should wash their hands after handling used textiles.
- Used textiles must be washed at $>60^{\circ}$. If the laundry service is outsourced, the service provider must be informed of the minimum required temperature.
- A systematic approach must be defined to avoid cross-contamination, placing clean linens only after the room has been cleaned and disinfected. Used laundry must be bagged before being placed for cleaning.

Cross Cutting Issues

Parent Drop-Off and Pick-Up

- Hand hygiene stations should be set up at the entrance of the facility,
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
- Minimum entry and exit points for students, for which time can be staggered across 30 min intervals among the classes to enter and leave, so as to avoid clustering of the students

- Ideally, the same parent or designated person should drop off and pick up the child every day. Older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- If parents cannot pick and drop then the designated school van or bus should follow the transport guidelines and maintain a distance when children sit in the van/bus, must use mask and gloves during travel and must use the hand sanitizer before entering the vehicle.

Screen Children/students

Persons who have a fever of 38.0°C or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival using one of following approaches:

Reliance on Social Distancing

- Parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- The parent/guardian confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Reliance on Barrier/Partition Controls

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks. Check the child's temperature, reaching around the partition or through the window.

Reliance on Personal Protective Equipment

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used. However, **reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements**

Testing might be needed

Students or staff may need a COVID-19 test, should consult with local health officials (Annex)

- Testing asymptomatic individuals with recent known or suspected exposure to COVID-19.
- Testing individuals with signs or symptoms consistent with COVID-19
- Sentinel testing of all or selected groups of individuals in consultation with local health officials

Assembly

- Assembly is highly discouraged as it will result in the Clustering of the all class at one time
- Every class can have their own morning prayer/anthem recitation separately in their classrooms

Library use

Guiding principals

- School/institute library rooms/building should be reopened for limited services using extra precautions after prior risk assessment.
- Library hours should be limited from Monday-Friday i.e. 10am-1pm / 2pm-5pm and 1pm-2pm with regular and extra cleaning of high traffic areas.
- Every four hours highly touched surfaces should be cleaned
- Protective Gear must be in place before opening the library
 - Gloves
 - Masks
 - Disinfecting Wipes
 - Disinfecting Spray
 - Hand Sanitizer
 - Computer Keyboard Covers (for easy cleaning)
- limited number of students should attend the library for a set schedule and maintain social distancing of 6 feet.
- Use face mask/covering before entering the library
- Ensure the use of hand sanitizers and temperature scanning at the door of the library
- Two students should be allowed per desk not facing each other, also rotate hours
- Blue tape used to mark safe social distancing space for check out / browsing areas.
- One-way arrows for stack space.
- Books can be issued for the home reading and returned items/Books checked back while adhering to the following recommendations
 - Staff wears gloves when giving away/issuing or receiving books.
 - Gloves remain on when bringing books back into the building and placing them in books quarantine room/area which may be set up in a separate corner or isolated reading room if available.
 - Gloves removed immediately after handling books and hands must be washed following Hand Washing SOPs
 - After 48 hours the items can be checked in and re-shelved. Gloves are not necessary at this point; it is recommended that staff wash hands after each interaction with returned books.
 - Copier and fax should be sanitized after each use.

Computer rooms

- The computer rooms can be reopened with a specified time table for everyone to be able to use the computer and be able to simultaneously avoid any clustering.

- Computer terminals should be reopening with safe social distancing
- Users are limited to one, one-hour session per day. Each station should have an easy to clean keyboard cover and should be sanitized after every individual's use.

Laboratory

General Guidance

All laboratories should perform site- and activity-specific risk assessments to determine the most appropriate safety measures to implement for circumstances.

Schools should adhere to local policies and procedures as well as all applicable federal, Provincial and local regulations and public health guidelines.

The shifting and the weekly time table should be adjusted by the head of school/institute to prevent the crowding, e.g. twice weekly lab visit schedules for the students to prevent crowding that are timed apart for different classes/sections/grades across the work week.

Risk assessments should include the following considerations:

- Analyze the number of people that the laboratory space can realistically and safely accommodate while maintaining social distancing of 6 feet
- Assess the flow of personnel traffic. Where possible, design one-way paths for staff to walk through the laboratory space.
- Assess procedures for cleaning and sanitizing commonly shared equipment and areas—for example, counters, benches, and desks—to ensure clean surfaces and equipment for all users.
- Review emergency communication and operational plans, including how to protect staff at higher risk for severe illness from COVID-19.
- Every institution should have a COVID-19 health and safety plan to protect the students and the teachers. Reinforce training on Proper handwashing practices.

Social Distancing

- To the extent possible, adhere to social distancing recommendations by adjusting school Laboratory schedules, adding additional shifts, or implementing non-overlapping teams to minimize personnel contact.
- Identify laboratory tasks and activities that can be performed with reduced or no face-to-face interactions.
- To prevent the staggering reconfigure Laboratory locations of shared equipment to reduce crowding. Create one-directional paths and workflows.
- **Declutter workstations** and dispose of unnecessary items to help with reconfiguration. If reconfiguration is not possible, consider placing barriers (plexiglass, partition, plastic, etc.) between computer workstations, desks, or equipment that position students six feet apart from each other.

Personal Hygiene and Disinfection

- High-touch locations and equipment with a high frequency of handling and contact present a higher probability of contamination in the work area and should be disinfected frequently.
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- Use visual reminders, such as posters displayed throughout the laboratory environment, common areas, and restrooms, to emphasize the importance of hand hygiene and to encourage frequent handwashing.

Hands should be washed regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 70% alcohol content can be used when soap and water are not available

Note: The above recommendations are being regularly reviewed by the Ministry of National Health Services, Regulations & Coordination and will be updated based on the international & national recommendations and best practices.

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