



**STANDARD OPERATING PROCEDURES FOR THE RE-OPENING OF THE AFRICA
INTERNATIONAL UNIVERSITY DURING COVID-19 PERIOD**

DATE: 30th June 2020

STANDARD OPERATING PROCEDURES (SOP)

A Standard Operating Procedures (SOP) is a step by step process that acts as a guide for faculty, staff and students in the performance of their duties and learning activities within the campus. It is a template used to check if employees and students comply with the standard operating procedures while on campus during COVID-19

COVID-19 is an infectious disease caused by a recently discovered coronavirus. Its outbreak began in Wuhan, China in December 2019. Covid-19 is now a global pandemic. Transmission of this virus is through physical contact with the affected persons, touching contaminated surfaces, objects and then touching own mouth, nose or eyes.

According to World Health Organization (WHO) physical and social distancing measures in public spaces prevent transmission of coronavirus between infected individuals and those who are not infected, and shield those at risk of developing serious illness. These measures include physical distancing, reduction or cancellation of mass gatherings, and avoiding crowded spaces in different settings (e.g. public transport, restaurants, and theatres), working from home, staying at home, and supporting adaptations for workplaces and educational institutions. For physical distancing, WHO, recommends a minimum distance of at least one meter between people to limit the risk of interpersonal transmission.

INTRODUCTION: ANTICIPATION OF GRADUAL RESUMPTION OF SERVICE

The opening and operation of Africa International University (AIU) will take a structured and gradual approach. Workspace (such as Library, Computer Labs, Classrooms, Cafeteria, faculty and Staff offices etc.), Open spaces (Fields, Study areas, etc.), is redesigned to ensure agreed upon physical & social distancing, hand washing/hygiene, reduction of contacts between persons and adequate sanitation/hygiene are adhered to so as to mitigate the spread of Covid-19 disease.

We are putting urgent measures below for the University to ensure compliance to the Ministry of Health regulations relating to Covid-19 disease spread management with measures to protect faculty, staff and students from contracting Covid-19 and to prevent exposure or transmission of the virus.

This document highlights protocols and additional measures that will be utilized for the management of AIU operations during this period when the spread of Covid-19 is still possible.

SOP 1 RUNNING WATER, SANITIZERS & THERMO GUN POINTS

The University will set up several points with running water and liquid soap for handwashing. These points include:

- Main Gate
- Entrance to administration Building
- Entrance to Faculty Building
- Entrance to Class buildings
- Entrance to Library
- Entrance to multi-purpose hall

The university shall provide hand sanitizers at the main gate and at the entrance of every building i.e.

- Main Gate
- Entrance to Faculty Building
- Entrance to Class buildings

- Entrance to Library
- Entrance to CLMC building
- Entrance to multi-purpose hall

SOP 2 MANDATORY USE OF MASKS

The university insists that everyone on campus (Faculty, Students, Staff, Guests and visitors etc.) shall always wear facemasks and properly fitted covering the mouth and the nose.

Failure to adhere to this rule shall attract expulsion from the compound on the spot.

SOP 3 STAFF AND STUDENTS

- i) Any faculty, staff and students that present any symptoms of covid-19, should seek medical attention.
- ii) On arrival, all faculty, staff and students should clean, sanitize and be with face mask on upon entering the facility.
- iii) There should be a Maximum of Two (2) members of staff in any office with large spacing, the staff members/faculty shall sit **NOT LESS THAN 1.5 Meters** apart from each other and in Facemasks.
- iv) Faculty that need to Offer Physical Consultancy services to students but are sharing offices with other faculty members to agree in writing on **OCCUPYING THE OFFICES IN SHIFTS AND INDICATE ON THE DOORS THE CONSULTATION HOURS**. Otherwise consultation of students should be limited to Remote means using Microsoft Teams provided by the university and such consultations be recorded.
- v) All Faculty, staff and students are always **DIRECTED** to observe guidelines on personal hygiene and always wear personal protective equipment-facemasks and maintain physical distancing.
- vi) Temperature of all faculty, staff and students should be measured on arrival to work at:
 - Main Gate
 - Entrance to administration Building
 - Entrance to Faculty Building

- Entrance to Class buildings
- Entrance to Library

Those with high temperatures to be advised to return home or be isolated in designated room within the University Clinic depending on:

- If temperature is recorded high at the main entrance, the member be referred home or medical personnel called (Covid-19 task force tall free number).
 - If temperature is recorded high at the other entrances, then the member be referred to the isolation room in the University clinic for monitoring and proper action.
- vii) Uniforms used by University cleaners, Maintenance department and computer laboratory users **MUST** be washed thoroughly and disinfected before use.
- viii) All Faculty to **USE THEIR OWN/UNSHARED TEACHING EQUIPMENT** such as Marker Pens/ Chalks/Writing Pens etc.
- ix) All Maintenance staff to **USE PERSONAL DEDICATED TOOLS**. If sharing will happen, proper sanitization and disinfection to be ensured by the heads of departments. This will help to avoid contamination and possible transmission of the virus.
- x) All Faculty, staff and students to **WASH HANDS ONLY IN HAND WASHING DESIGNED POINTS** for that purpose using provided water and soap.
- xi) There will be frequent official communication from the University regarding adherence to Covid 19 regulations to remind faculty, staff and students to observe hygiene protocols and guidelines.

SOP 4 CLASSROOMS/LECTURE ROOMS

- i) Classrooms/Lecture rooms shall have a sitting arrangement of **1.5 METRES BETWEEN STUDENTS ON EACH DIRECTION**.
- ii) Sitting positions/points **ARE CLEARLY MARKED** bearing in mind point (i) above
- iii) The start of lessons especially on entry into classroom **WILL BE STAGGERED ON ARRIVAL AND DEPARTURE TIME**. This is aimed at reducing crowding at the doors to rooms.

- iv) The **LECTURER IS DESIGNATED TO TAKE THE REGISTER**/ log in by calling the names and marking them present/absent while in class to discourage sharing of pen and sign-in register.
- v) The cleaners to disinfect and sanitize the White/Black Boards, Doors and Tables between each lesson to minimize on possible infection or transmission of the virus. The lessons therefore will run in this schedule.
 - a. 7am – 9.50am
 - b. 11am – 1.40pm (*donate 20 minutes to exit, cleaning and disinfection*)
 - c. 2pm – 4.40pm (*donate 20 minutes to exit, cleaning and disinfection*)
 - d. 5pm – 8pm
- vi) At the end of each lesson, **ALL STUDENTS AND FACULTY TO LEAVE THE ROOMS** to allow disinfection and sanitizing in readiness to the next lesson.
- vii) Use of classrooms/lecture rooms when there are no active lessons should be discouraged. Where necessary, then the students/users should sit in the clearly marked areas.
- viii) Lessons that have more students than the sitting capacity will have the rest (extra) of the students **PARTICIPATE IN THE LESSONS FROM REMOTE AREAS** using the provided Microsoft Teams platform. The lecturers and the HODs shall develop a rotational schedule for students participating in remote or physical classes to ensure equity and choice in participation on either Mode of Teaching and Learning.

SOP 5 TEACHING AND LEARNING MODES

The university has provided for three modes of teaching and learning. i.e.

i. Remote Teaching and Learning

The university shall evaluate and prioritize courses that need physical contact between the lecturer, classes/Computer Labs and the students.

- The courses that **DO NOT NECESSARILY REQUIRE PHYSICAL CONTACT** shall be scheduled to be taught remotely using the provided remote teaching and

learning platform. The HODs and the School Dean in consultation with the Registrar Academics shall identify such courses and ensure implementation.

- The lessons that will fulfil **SOP 2 (viii)** above shall be so aligned.
- Practical courses especially Information Technology (IT) related that can have virtual platforms/Simulators should be taught remotely. The IT HOD in consultation with the ICT department and the lecturer concerned, the School Dean and the Registrar Academics shall identify such courses and conduct them remotely. Where some students might for a reason or the other want to have the lessons from the university, rules under **SOP 3** shall apply.

ii. Blended Teaching and Learning

The Registrar Academics, School Deans and Departmental Heads to identify courses that will be remotely taught in some sections and other sections be physically taught. This will reduce the number of students on campus in any given days.

iii. E-Learning mode

Some courses shall purely run on e-Learning platform as guided by CUE. This will ensure that the number of students on campus are minimized and so the spread of Covid-19 is contained.

SOP 6 INFRASTRUCTURE - HOSTELS

The students' affairs department have reduced the number of students residing in the hostels to take care of social distancing. Therefore, we will have one, two or three students per room based on the size of each room.

SOP 7 LIBRARY EQUIPMENT & SERVICES

1. For general use of the library,

- a) a hand washing station shall be placed at the library entry with soap provided.
- b) Sanitizers shall be placed at the entrance, on the security desk and on the circulation desk for users and staff
- c) All computers and their stands shall be sanitized every morning and after every 6hours-

d) Library reading tables and carrels shall be cleaned every morning and general hygiene standards shall be observed in the offices and public areas.

e) Users shall be allowed only to see but not touch new arrival books on display shelf

2. Library staff shall observe all HR guidelines as provided in SOP 3

3. With regard to controlling the numbers in the library, the library administration will ensure:

a) Only bonafide users of the library shall be allowed and must show identification at the security table

b) The library has beefed up online resources and allows remote access to e-resources

c) The library will allow for self-renewals through the library page and only materials being returned shall be accepted

d) Resources being returned shall be dropped at a designated place to avoid crowding at the circulation desk

e) Portions of Core texts and articles required for class reading shall be digitized within the library. A specific staff has been identified for this

f) Reading tables apart from carrels that currently sit 4 readers shall be reorganized to sit 2 in order to achieve the 1.5 social distance rule

4. Hygiene of staff is already under (SOP 1) staffing section

SOP 8 ORDERING AND RECEIVING OF SUPPLIES

i) The university shall ensure that vendors comply with ministry of health Covid-19 mitigation measures e.g. Sanitization, washing hands, wearing masks etc. at the main entrance and all other points of service.

ii) Suppliers should be free from Covid-19 virus. Suppliers' body temperature should be taken on arrival and advised to sanitize. Anyone with temperature above normal should be sent back or advised to self-isolate

iii) Suppliers and receiving personnel should wear personal protective wear during receiving. Use hand sanitizer before and after passing delivery documents

iv) All received supplies must be labeled or tagged accordingly. Use color codes for easier identification

SOP 9 HOSPITALITY DEPARTMENT/CAFETERIA SERVICES

The student cafeteria (Boma) will be outsourced from September 2020 and the contracted proprietor will be expected to comply with MoH guidelines. The challenge is that social distancing will largely reduce the number of those who can be served at a time.

The Kijiji cafeteria is expected to operate on take away service until the university and by extension the economy opens up to support meaningful business. Once opened for normal services, MoH guidelines for restaurants and hotels will be adhered to.

SOP 10 RESTROOMS/WASHROOMS

Changing and rest rooms should be cleaned and disinfected frequently

SOP 11 BOARDROOMS

The **UNIVERSITY SHALL ENSURE THAT MEETINGS ARE REMOTELY CONDUCTED** on the official remote tools. However, in extraordinary circumstances where there will be need for physical meeting in the boardrooms, the **SITTING POSITIONS SHALL BE AT LEAST 1.5 METRES APART ON EITHER SIDE OF EACH PARTICIPANT.**

SOP 12 CHAPEL SPACE

If places of worship will have opened at resumption date, the university shall adhere to the regulations of the government guiding places of worship.

SOP 13 HEALTH SERVICES

Regarding the re- opening of our University, the clinic staff intend to render curative and preventive services. Below measures will be considered

1. The staff will source for adequate 'Personal Protective Equipment's'. Currently what the clinic has is not sufficient and does not meet the current pandemic standards. The staff require Protective Disposable overall. This protective suit provides standard protection, quick to deploy and easy to use. They will also require N95 respirator masks and theatre boots
2. In this era of this fateful pandemic, thorough triage will be crucial. This will take place outside the clinic just like other medical facilities whereby they have been using tents. A screen can be sourced and placed outside at the Clinic garage. A few chairs and a table be gotten from the Clinic.

3. There will be need to have a Covid19 suspect contact and their other contact persons to ease referral process in the event of suspected cases. The clinic personnel will contact external help from Langata District Public Health Officer DPHO, AMREF and AAR for ambulance should they need to evacuate a client.
4. They would also contact the Insurance companies for both the staff and the students. If a student is suspected and is not under insurance, details of their guardians should be availed, and they will be contacted. If a student is out of campus, they must give details and contacts of the people they are visiting and the duration.
5. The clinic personnel will get in touch with Langata Ministry of Health offices on the government way of handling the situation of COVID 19 regarding trainings, the PPE'S disposal, fumigation after contact with Covid 19 client and the referral protocols
6. The greatest challenge would be ways of disposing the PPEs as we do not have an incinerator. Poor management of health care waste poses risk of exposure and subsequent transmission of infections; results in pollution of air, water and land and significantly contributes to adverse effects on human and animal health as well as the environment.
7. Health care waste should be segregated according to the color codes recommended by the Ministry of Health and the National Environmental Management Authority (NEMA)
8. Treatment and destruction: Waste treated and destructed to be made as harmless as possible before final disposal. This often includes incineration. Incineration is one method of treatment —by high-temperature burning—prior to final disposal. It reduces the volume of the waste and eliminates pathogens. It is more efficient than open-air burning and is preferable if a good quality incinerator is available with a well-trained operator. An incinerator operator is a skilled attendant assigned the duties of ensuring that the waste has been properly burned and the ash properly disposed.
9. Being COVID-secure is of vital importance and ensuring that PPE is handled separately to other waste streams should be a key consideration within any risk assessments.
10. Students and staff will be encouraged to implement health reporting. All units shall strengthen staff/student's health monitoring and temperature check. It is important to set up channels for reporting of suspicious symptoms. Report timely and truthfully if any of the students/staff has fever and respiratory symptoms.
11. They will take care of the mental and psychological health of the clients and relieve their stress in a timely manner.
12. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects, such as tables, telephones and Keyboards. People can get COVID-19 by touching contaminated surfaces or objects, and then touching their eyes, nose, or mouth.

13. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant
14. Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.
15. There is need of displaying posters promoting respiratory hygiene
16. Ensure that face masks and tissue papers are available, for those who develop a runny nose or cough at work/school, along with closed bins for hygienically disposing of them.
17. Strengthen the staff's awareness and education on the prevention and control by various means and guide them to implement requirements on personal prevention and protection
18. We will encourage Spraying-disinfecting of public facilities. Key public places and areas such as workplaces, hallways, corridors, meeting rooms, stairs, washrooms, sinks, canteens, trash stations, water supply equipment and facilities. Disinfect the frequently touched places such as the door handles more frequently.
19. After classes, disinfect the class and furniture with the 75% alcohol or chlorine-containing disinfectant.
20. As far as the staff tea is concerned, it is important to soak the teacups in hot water for more than half an hour for disinfection
21. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. Unexpired household bleach will be effective against coronaviruses when properly diluted.
22. It's important to ensure that cleaners are briefed to empty and change office bins on a daily basis or more regularly. Avoid leaving waste on site for extended periods. Also ensure bins and bin areas have been thoroughly cleaned

SOP 14 COMPUTER LAB USE – GUIDELINES

1. Sanitizer should be mounted at the entrance of all the computer labs
2. Computer lab doors should be opened by ICT staff and remain opened to avoid too many handlings and touching of doorknobs throughout the opening hours
3. There should be two seats or two computers distance between every user
4. Entering to the computer lab should be respect the social distancing rule of 1.5 meters
5. Printing should be at very minimal or no printing at all. Faculty are advised to receive soft copies for assignments and papers
6. User support will be done via the web as much as possible to avoid crowding and physical proximity with staff
7. Windows of the computer labs shall remain opened throughout the opening hours

SOP 15 RECREATION SERVICES

If recreation and sporting will have been opened at resumption date, the university shall adhere to the regulations of the ministry guiding recreation and sports.

SOP 16 SECURITY

The University has engaged Cobra Security firm the security officers shall be stationed at the following points

- Main Gate
- Entrance to administration Building
- Entrance to Faculty Building
- Entrance to Class buildings
- Entrance to Library
- Entrance to multi-purpose hall

1. Social distance in classes/chapel/library/computer/labs and boardrooms and on the open places.

According to the World Health Organization (WHO) recommends people should keep at **least 1.5 Meters away** from each other or more to protect against coronavirus. This kind of social distancing, together with wearing of face mask and regular handwashing, is key in efforts to halt the spread of COVID-19. In light of this, AIU community shall observe social distancing as follows;

- a. Both classes, chapel, library/computer/labs and boardrooms being enclosed places, face masks and the physical distance of 1.5 Meters from one sit to another should be observed.
- b. In open areas the physical distance of one meter and face masks shall be compulsory at all times. Ignorance will not be acceptable.
- c. Overcrowded gatherings that does not adhere to social distance rules shall not be acceptable at all cost.
- d. Lecturers, chapel speakers and other forums are encouraged to remind their listeners to maintain social and physical distance at all times.
- e. The security personnel shall ensure social distance rule is adhered at the University entrances and within the compound.

2. Hands washing Water sanitizing points.

- a. Main Entrances
 - i. Gate [A].....A water point with at least two more taps is required for all who will be walking. While all those who will be driving will use hands sanitizer.

- ii. Gate BA water point with at least three or more taps for all who will be walking and sanitizer for those who will be driving will be required
- b. At least two Sanitizer dispensers at the academic block entrance.
- c. Both Boma and Kijiji cafeterias will require a water point with at least two taps each at a designated place near entrances

3. Thermos guns

Two thermos guns will be required, one attached to the two main gates. [Gate A and B]. We intend to work closely with the University clinic and ensure any suspected case will be reported immediately.

4. Signage's [can be made locally]

Caution signs to remind people to maintain proper social and physical distance, will be required and not limited to the following areas.

- a. At the main gates
- b. Parking lots
- c. At the entrance of every building and classes.
- d. In the cafeterias.
- e. At the compound near sitting benches.
- f. At the board rooms
- g. At the chapel
- h. And many other places that will be identified in future.

5. Visitors.

- a. Proper recording shall be done and temperatures taken at the entrance at all times.
- b. Visitor's records shall be well kept to allow tracing if need be.
- c. All members of the community shall be encouraged to avoid unnecessary visits at all cost.

The security department will ensure enforcement of the regulations to ensure:

- i. Adherence to wearing masks
- ii. Adherence to washing of hands at different points
- iii. Adherence to social distancing while on campus

END