



In line with the HCT Environment, Health and Safety Management System, HCT is committed to upholding a 'duty of care' for all its stakeholders, with an effective risk-based approach to be taken for the 2020-21 Fall Semester campus reopening phase.

The reopening is planned with dedicated attention to concise details, adherence to legal requirements and industry best practices. To achieve full implementation and adherence to the plan, all members of the HCT community are required to support the implementation phase, and comply with the guidelines.

Campus Entry and Exit Procedures



When entering or leaving the campuses, all HCT employees, students, and visitors shall adhere to the following procedures:

- Any staff, students and visitors with symptomatic illness shall not report to campus.
- Mandatory Temperature Screening – Above 37.5 C to be directed to campus nurse and if temperature is confirmed; they will escorted safely outside the campus.
- Face mask is mandatory.
- Staff must wear gloves at active service areas.
- Employees with breathing difficulties or symptoms shall report to Line Manager & HR
- Students with breathing difficulties or symptoms shall report to Campus Wellness Center (Nurse)
- Social distancing of 2 Meters is mandated.
- Pathways are divided by separate Entry and Exit points.
- All entrants to campus are logged through HCT Visitor Management System.

Facility and Space Management



All campus facilities adhere to strict space management, maintained through planned occupancy ratio and physical distancing mechanisms:

Academic Facilities are Categorized:

- **Classrooms**
- **Laboratories/Workshops**
- **Library**
- **Innovation Spaces**

- **Adherence to safe distancing requirements at all times**
- **1.5 meter distance between classroom desks**
- **Maintain a touch-free environment wherever possible**
- **Mandatory PPE for all occupants**
- **No Food and Beverages are allowed in class. Personal water bottles are acceptable.**
- **Sanitizers available in corridors and buildings**
- **All Classrooms and Labs are disinfected after every use and after working hours**
- **Mandatory mask and gloves in laboratories and workshops**

Facility and Space Management



Service Centers, Recreational Areas and Other Facilities



Service Centers / Front Offices

IT Helpdesk – Receptions – Student Happiness Center

- Assisting staff and students at the all times.
- Staff and student shall adhere to the social distancing requirements.
- All students and staff shall adhere to PPE requirements.



Recreational Areas

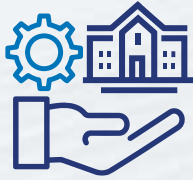
- Recreational areas are controlled areas and they will be subject to a phased opening, in order to study the gradual risk based approach and compliance.
- All occupants shall adhere to the guidelines and disinfection procedures posted at the campus.



Food Court

- Food court areas are open for staff and students to use
- All occupants shall adhere to the physical distancing requirements
- All occupants shall use mask as appropriate
- Food court areas are considered as mass gathering zones which will be sanitized frequently.
- Group eating is prohibited at all food court areas

Facility and Space Management



Service Centers, Recreational Areas and Other Facilities



Prayer Rooms

- All users shall bring their own prayer mat
- All users shall adhere to wearing face masks
- All prayer rooms will adhere to physical distancing requirements



Gyms

- Accessible under controlled environments, set by the campuses
- Gym areas will adhere to physical distancing procedures, disinfection and sterilization
- Gym occupants shall follow the instruction of the sports specialist or supervisor



Swimming Pool

- Swimming pools will be accessible under a controlled environment set by the campuses.



Vending Machine

- Vending machines are to be managed under a strict controlled environment set by the campuses.



Meeting Rooms

- All meeting are virtual based.
- If urgent meetings to be conducted, then minimize the durations to the minimum.
- During a face-to face meeting 2 meters to be considered between members.
- Face mask is mandatory



Sanitization and Disinfection

- Sanitization and disinfection are undertaken at all the service areas and highly accessible areas at the campuses particularly classrooms, laboratories, mass occupancy areas and washrooms.
- Disinfection process is undertaken on frequent intervals covering all the activities on campus
- Sufficient sanitization hygiene stations provided at different areas to cater for the need of the occupants.
- Sanitization and disinfection strictly monitored on activity basis.



PPE Arrangements

- All campuses are equipped with the required resources and adequate PPE, such as mask and gloves for employees, students and visitors to use whilst they are in the campus.
- All occupants are urged to strictly adhere to the PPE procedures and mandates, and the use of masks and gloves whilst at the HCT campuses.



Training Orientation (BBL COVID 19)

- HCT has developed a specific training awareness programs for COVID-19, and other Health and Safety materials, on the Digi-platform utilizing Blackboard to enhance the training and development at the campus prior to student and staff arrivals.
- Recommend HCT employees and students finish the COVID-19: Pandemic Mitigation and Control (EHS 102) training to enhance their understanding on the protection methods.



Vehicles on Campus

- All drivers shall comply with all government guidelines.
- **Private Vehicles:**
 - All drivers shall take precautionary measures prior to reporting to the campus i.e. PPE and no close contact with suspected cases.
 - Face masks are mandatory.
 - “Fire Hazard” - Do not store any hygiene or chemical sanitizers inside vehicles.
- **For HCT Vehicles:**
 - All transportation services are compliant with EHS requirements i.e. PPE, Disinfection and physical distancing.
 - All users of HCT Vehicles shall wear face mask.
 - Sanitization and disinfection is on a journey basis,



Management of Contractors

- All vendors shall undergo strict compliance with health screening at the HCT entrance gates
- All vendors shall adhere to the HCT EHS Pandemic Guide: Contractor Management
- All COVID-19 tests are subject to risk based approach and evaluation



Deliveries on Campus

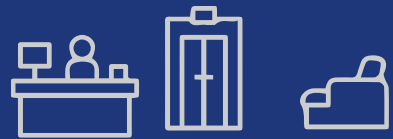
- Prior communication to be establish, before any deliveries arrival.
- All deliveries shall undergo strict compliance with health screening at the HCT entrance gates.
- All deliveries shall be disinfected at the delivery stations prior to receiving of goods or materials, except for sensitive or delicate items which shall be quarantined.
- PPE i.e. face mask and hand gloves are mandatory whilst receiving any goods and materials.

Social & Physical Distancing

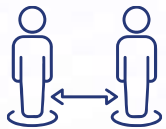


Physical distancing are measures taken to prevent transmission of diseases within public or shared areas.

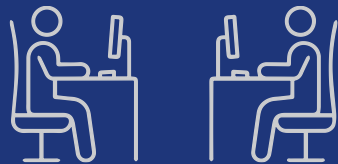
Common Areas



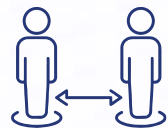
2 meters



Office Areas



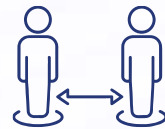
2 meters



Classrooms/ Labs



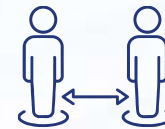
1.5 meters



Recreational Areas



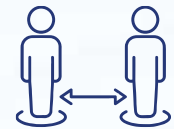
2 meters



Cafeterias



2 meters





Nursing Services (Wellness Centre)

- HCT campuses are equipped with wellness centers, staffed by registers and professional nurses to serve students and staff.
- People with suspected cases of COVID-19 will be isolated safely in isolation areas allocated at the campus, in order to control the risk associated with any spread of pandemic within the campus.
- All emergencies within the campus shall be reported to the Campus Emergency Numbers per Emirate or contact the Hotline for any assistance



If you get sick, whilst on campus

- How to Report:
 - All reports shall be forwarded to the campus Wellness Center
- EHS, Student Life and HR department will be notified if there are any symptomatic health conditions at the campus

Hotline Number : 80069428 (800MyHCT)

Email myHCTSupport@hct.ac.ae