

Covid-19 Preparedness Plan

November 2020

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A. Introduction

This document provides details of the Preparedness Plan for the University of Strathclyde Business School (SBS).

1. Document Structure

The Preparedness Plan is divided into five main topics that cover all the requirements stipulated by the UAE Ministry of Education:

- Disinfection
- Screening
- Physical Distancing
- Guidance
- Contingencies

2. Campus Layout

SBS is based in Glasgow, Scotland, and has a branch in Dubai Knowledge Park (DKP), which is located in Suite G56 of Block 2A. It covers a floor area of 300 m² that is divided into 11 offices and 1 lecture hall. A layout drawing is included in Figure 2 below, and it shows the location of entrances and exits. SBS in Dubai is accredited by the Commission for Academic Accreditation (CAA), and also licensed by Knowledge & Human Development Authority (KHDA) to offer graduate students a Master of Business Administration (MBA). Courses will be given on weekends (Fridays and Saturdays) with occasional seminars mid-week, and the course schedule is provided in Appendix 1. A total of 20 students are enrolled at this stage, and they are all adults over the age of 25 years.

Communal amenities and most building facilities are under the jurisdiction of DKP, and a separate plan has been issued by the TECOM Group to cover the following topics:

- Common spaces
- Fire-fighting systems
- Ventilation and air conditioning systems
- Elevators and washrooms
- Building entrances and exits

SBS is currently configuring its organizational structure to comprise of academic and operational teams as shown in Figure1 below. The scope of 'Academic' covers lecturers, professors, and researchers.

Figure 1: Team Structure - Strathclyde Business School Dubai

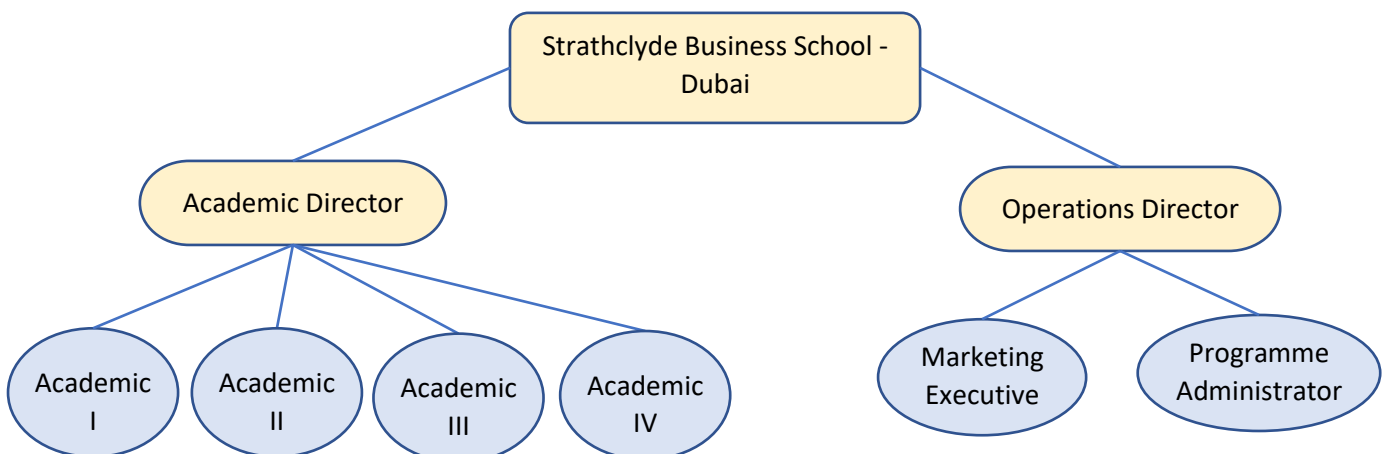
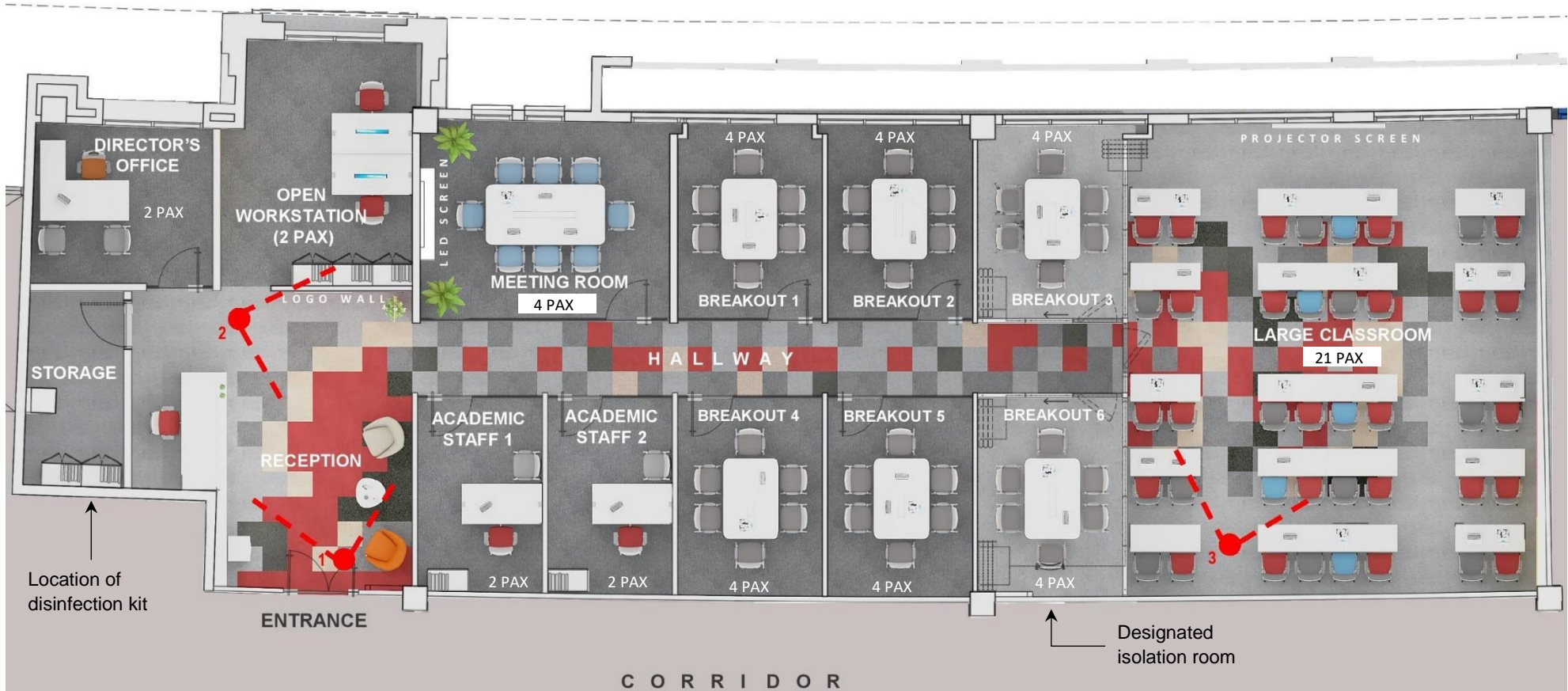


Figure 2: Campus Layout



3. Health & Safety Committee

The MBA Unit already has an operational Health & Safety Committee (HSC). The remit of this group will be extended to ensure continuous implementation of government protocols and internal policies related to Covid-19 safety, and its members are:

1. Hazel Lamont - MBA Operations Manager, Glasgow
2. Angela McAulay - Senior Programme Administrator, Glasgow
3. Findlay Black - Programmes Development Manager, Glasgow
4. Susan Frew - Programme Administrator, Glasgow
5. Aikaterina Nicolopoulou - Academic Lecturer, Dubai

HSC members will liaise on a regular basis with the following health authorities to stay up to date on protocols:

- UAE Ministry of Education
- UAE Ministry of Health & Prevention
- Dubai Health Authority (DHA)

In addition to following the regulations of health authorities, SBS is aligning its response plans with DKP's own response plans for the whole building (see Appendix 3), as well as the University of Strathclyde's corporate health policies listed online at <https://www.strath.ac.uk/coronavirus/>.

In order to carry out its duties effectively, The HSC has divided staff and students into four target groups based on their needs and roles:

1. Target Group 1: SBS staff
2. Target Group 2: Regular full-time students
3. Target Group 3: High-risk students including students of determination, pregnant women, pre-existing health conditions, chronic health diseases.
4. Target Group 4: Service providers and DKP management

Training, tasks, and special arrangements will be adjusted to suit each of the above target groups. And within the HSC, one member is designated as the main point of contact with additional duties:

- Respond to queries by students, staff members, and concerned parties.
- Inform DHA of a suspected or confirmed Covid-19 case.
- Relay information about Covid-19 to students and staff members.
- Track attendance to determine if any absence is due to a confirmed case, and initiate contingency measures as stated in Section F.
- Act as the emergency coordinator to supervise compliance with OEHS criteria.

Currently, Angela McAulay is assigned as the interim point of contact until Dubai's Programme Administrator is appointed. Her email is angela.mcaulay@strath.ac.uk and her phone number is +441415536156.

B. Disinfection Process

SBS commissioned Home360 to disinfect the whole campus prior to opening day. This company is approved by Dubai Municipality (DM) to disinfect commercial properties as a precaution and also after a confirmed Covid-19 case is detected. A detailed method statement is attached in Appendix 1.

Home360 will assign a team of 4 experienced people to disinfect the campus using a process based on DM's 'Technical Guideline for Cleaning & Disinfecting Childcare & Nurseries Premises' (Document reference: DM-PH&SD-GU94-CDCN2). The following equipment will be used:

Personal protective equipment (PPE): masks, gloves, hairnets, shoe covers

Disinfection equipment: Ultra low volume (ULV) cold fogger and electric sprayer

Sanitizing equipment: cloth wipes, mops, bottle sprayers

Solvent: Sterilox – DM approved and eco-friendly, water mix ratio of 1:10 (10% dilution)

Disinfection of the whole campus requires 4 hours and will be conducted in a spray/wipe/fog process where the main lecture hall is the starting point, and the entrance is the end point. Figures 2 and 3 elaborate on the process, and the items to be disinfected are divided into 2 categories:

Campus Spaces

- Reception area
- Lecture hall
- Staff offices
- Study rooms
- Doors and windows
- Floors, walls, ceilings
- AC ventilation grills

Campus Furniture

- Chairs and tables
- Random decoration
- Filing cabinets
- Electronics
- Stationery

The campus will be cleaned and disinfected prior to arrival of students. After courses commence, the campus will be cleaned and disinfected at the end of each lecture on Friday and Saturday. While students are attending courses, staff will also frequently sanitize common touch points (e.g. door handles) as an added precaution. A disinfecting kit will be stored near reception for easy access.

Figure 3: Disinfection Sequence

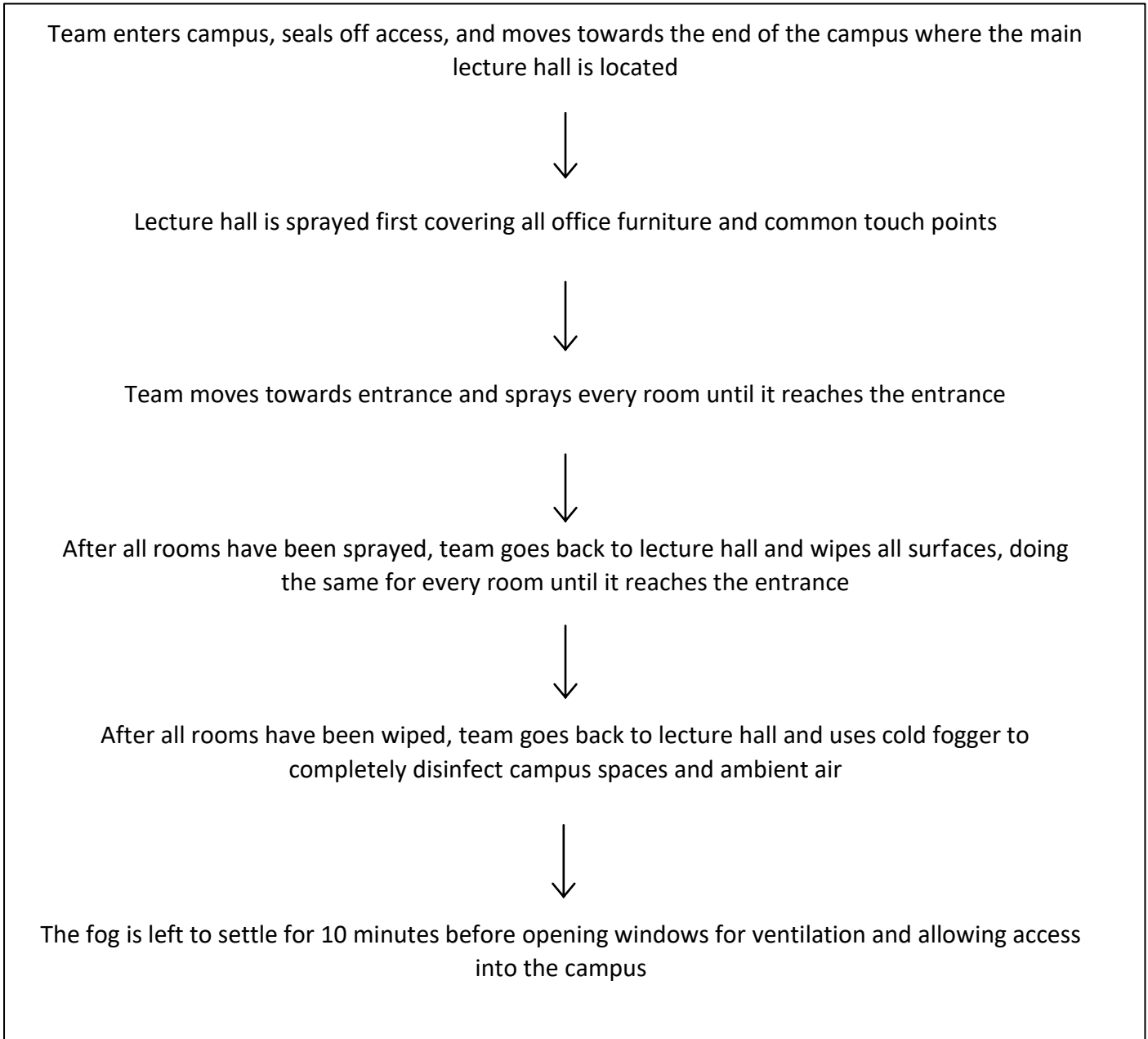


Figure 4: Flow of Disinfection Per Room



C. Screening Process

SBS will maximize the likelihood of detecting Covid-19 cases by screening every person that enters the campus. The process is divided into 2 parts: pre-opening phase and post-opening phase.

1. Pre-Opening

All enrolled students and campus staff will conduct a Covid-19 PCR test at a licensed medical facility. The test must be conducted no later than 72 hours before entering the campus for the first time. Each person will email the test results to Angela McAulay for record-keeping and download the official contact tracing app 'Alhosn'.

2. Post-Opening

An automated thermal scanner will be mounted at the campus entrance along with a sanitizer dispenser. Every person that enters the campus will check their body temperature and sanitize their hands. In case a person's temperature is over 37.5 °C, the thermal scanner will sound an alarm and the person will follow contingency process detailed in Section F. In addition, all staff and students are required to notify HSC immediately after noticing anyone with possible symptoms of Covid-19, which include the following:

- Respiratory symptoms (e.g. cough, runny nose, sore throat, etc.)
- Headache
- Shortness of breath
- Body/muscle aches
- Loss of ability to smell and taste
- Fatigue
- Diarrhoea and nausea

Only students and staff will be allowed to enter the SBS campus during scheduled courses. Anyone else who wants to visit the campus must request an appointment with the campus administrator, and they need to be free of any symptoms.

3. Service Providers

SBS has subcontractors that carry out maintenance of facilities and deliver products frequently. While subcontractors are not directly employed by SBS, they are required to follow the same rigorous screening and social distancing rules as everyone else. In addition, SBS will schedule all maintenance and deliveries to take place on dates/times when there are no students present on campus. Whenever a service provider books an appointment to visit the campus, the administration staff will ask them to disclose cases of infection or contact with a confirmed case of Covid-19 in the past 14 days. Based on the response, they will either be granted entry and denied access until a PCR test result is completed.

D. Social Distancing Policy

SBS will implement a strict policy of social distancing to minimize risk of virus transmission among campus staff and students, and it covers 3 aspects that are detailed below : (1) crowd control, (2) hygiene, and (3) virtual sessions.

1. Crowd Control

Throughout the SBS campus, everyone is required to maintain a distance of 2 metres at all times. This rule also applies to the entrance area where screening takes place. The meeting room and each breakout room will have a reduced occupancy level of 4 people to ensure social distancing is maintained. The main lecture room can accommodate 20 students and 1 academic lecturer given its larger size (see Figure 2). Seats and tables in all rooms will be arranged in such a way to ensure a distance of 2 metres is always maintained. Each of the staff offices is assigned to one person only, so that social distancing is always maintained. Staff will be instructed to use their offices for personal matters such as praying and eating, while students can use the designated prayer in DKP.

At the beginning of each course, students will be divided into groups and will remain in the same groups until the course ends. No gatherings of any size will be allowed on campus during break times; students and staff are required to maintain social distance of 2 metres during these break times.

2. Hygiene

A stock of disposable face masks and sanitizer dispensers will be purchased and provided for every room on campus, while everyone is required to wear a mask fully covering mouth and nose at all times, wash their hands frequently for 20 seconds with soap, and avoid sharing any items. All students and staff will be advised to bring their own prayer mats, study material, stationery, and personal protective equipment (PPE), and not share these items with anyone else.

In addition, a disinfection kit will be available in the reception area for everyone to use as an added precaution. The kit includes a spray bottle containing a DM-approved disinfecting solvent along with disposable wipes and gloves.

3. Special Health Conditions

Special arrangements will be made for Target Group 3 - students of determination, pregnant women, and students with pre-existing health issues that increase their risk of illness from Covid-19. Each person in this target group will be placed in different study groups, and they will be given priority access as well as different dates/times for exams in order to reduce exposure to other students. The staff to student ratio is 1 to 5, allowing SBS to easily take care of each person in Target Group 3. In addition, HSC members will ask Target Group 3 to highlight any special conditions, and that feedback will determine additional arrangements or resources required to meet every person's needs.

4. Virtual Sessions

The course schedule is restricted to only two days per week – Fridays and Saturdays. The lecture hall is interactive and equipped with a high definition projector and a live web feed. The setup allows university academics to give lectures remotely or be physically present in the lecture hall. It also offers all students the freedom of attending courses in person or online via video conferencing software 'Zoom'. The same applies for meetings, and this setup is highly beneficial to Target Group 3 to ensure the risks to them is minimized.

E. Guidance Efforts

SBS management will educate students and staff on staying safe during the pandemic and minimizing the risk of virus transmission. This will be achieved by rolling out an awareness campaign along with signage and email communication.

1. Awareness

Prior to commencement of courses, all staff and students will attend a virtual workshop on 11 November 2020 that covers the following topics:

- Health impact of Covid-19 virus and how it is transmitted along with symptoms,
- General details of the Preparedness Plan,
- Roles and members of the Health & Safety Committee, along with main contact person,
- Protocols for screening, social distancing, and hygiene to minimize risk of virus transmission,
- Government regulations related to Covid-19,
- Isolation and quarantine procedures for students infected with Covid-19,
- Contingencies for staff infected with Covid-19.

The workshop is mandatory, and it will be broadcast via a live web feed. It will be recorded and made available for those unable to attend synchronously.

2. Signage

Two types of signage will be added throughout the campus – floor decals and wall posters (see Appendix 4). Floor decals highlight the minimum distance of 2 metres to maintain, while wall posters provide info on the following topics:

- Screening process
- Wearing a mask properly
- Social distancing
- Using a sanitizer and/or washing hands frequently
- Sneezing and coughing etiquette
- Not sharing any office items or study material

3. Communication

SBS HSC will upload information on the website and email everyone information related to the following topics:

- Health impact of Covid-19 virus and how it is transmitted along with symptoms,
- General details of the Preparedness Plan and university policies on Covid-19,
- Roles and members of the Health & Safety Committee, along with main contact person,
- Protocols for screening, social distancing, and hygiene to minimize risk of virus transmission,
- Instructions on taking a PCR test and submitting test results to the HSC,
- Instructions on installing the official contact tracing app 'Alhospn',
- Instructions on signing and submitting a 'Declaration of Health Status Commitment',
- Contingencies for staff and students infected with Covid-19,
- Government regulations related to Covid-19, including testing and quarantine after overseas travel.

F. Contingencies

SBS has redesigned the format of its courses during the pandemic to enable both students and lecturers to participate either in person or virtually via video conferencing software. There is a procedure in place that enables lecturers and campus staff to swiftly substitute for each other in the case of a confirmed case.

For the Dubai campus, lecturers will be based locally and also in the Glasgow campus. The first series of classes will be taught by lecturers based in Glasgow, and their lectures will be broadcast live to the Dubai campus via a projector in the lecture hall. This reduces the risk of disruption to courses in the event of a confirmed case. Students are encouraged to attend courses in person so they can participate in live discussions with everyone else, but they also have the freedom to attend all courses virtually.

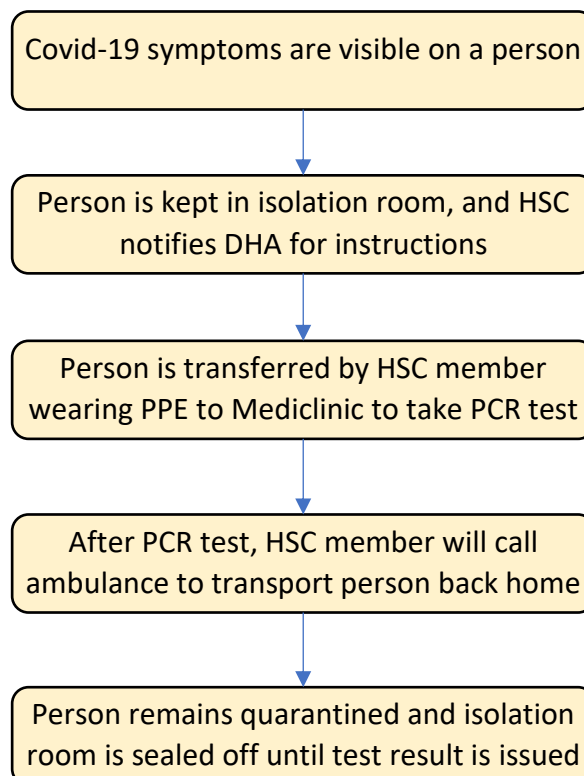
SBS has a designated isolation room for suspected cases of Covid-19, and it is highlighted in Figure 2. There is also a licensed medical facility with trained staff in DKP (Mediclinic Al Sufouh) that offers PCR testing and treatment for anyone with symptoms.

The procedures for responding to suspected or confirmed cases of Covid-19 are detailed below, and members of the HSC will ensure they are implemented throughout the academic year.

1. Suspected Cases

At the entrance of the campus, any student or staff member that registers a temperature over 37.5 °C will remain outside the entrance, and someone from the HSC will conduct further screening to determine if they are likely infected with Covid-19. This also applies inside the campus whenever a person shows any symptoms listed in Section C2. The person's temperature will be taken again using another thermometer, and if the temperature drops below 37.5 °C, the person will be allowed to enter the campus. If the person's temperature remains above 37.5 °C and/or has other symptoms, the following procedure is applied:

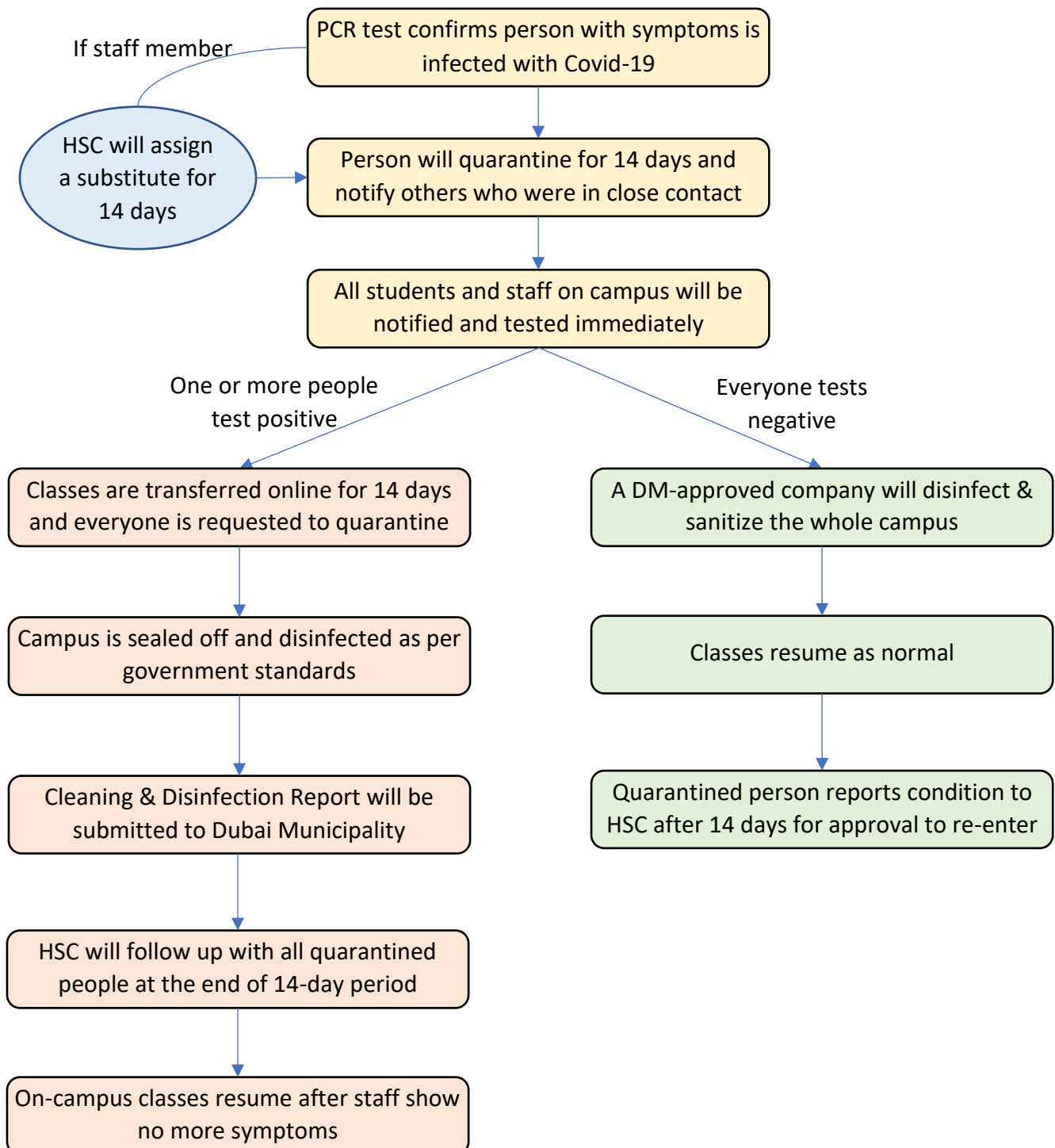
Figure 5: Suspected Case Response



2. Confirmed Cases

If the test result confirms the isolated person is infected with Covid-19, then the following procedure is applied:

Figure 6: Confirmed Case Response



Appendix 1 – Course Schedule



Appendix 2 – Knowledge Park Safety Protocols

Appendix 3 – Home360 Disinfection Method Statement

Appendix 4 – Floor Decals & Wall Posters