



**KARAKORAM INTERNATIONAL UNIVERSITY**  
(Gilgit-Baltistan Pakistan)  
**(KIU Safety Committee under COVID-19 and Onwards)**

**KIU-Safety & Security Guidelines for Faculty and Staff Attendance**

**1. Objectives:**

- 1.1 The objective of these guidelines is to ensure the safety and wellbeing of the employees and students at Main Campus and Sub Campuses during COVID-19 working hours and after.
- 1.2 These guidelines are developed in accordance to given HEC guidelines for HEIs, Provincial Government Notifications and International Standards for its implementation in true spirit.
- 1.3 The KIU Safety & Security committee, which has been specially constituted in line with the HEC directives, provides these guidelines to ensure the well-being of students, faculty and staff as an utmost important to the University during University operations. It is expected that all employees and students will strictly adhere to these guidelines.
- 1.4 KIU will reopen on 1<sup>st</sup> June, 2020 for all faculty and staff only, while observing strictly the precautionary and safety protocols given in the guidelines.
- 1.5 Campus(es) shall remain off for all students, until there is a federal / provincial government decision on physical resumption of academic operations. On exceptional cases i.e. research students of graduate studies, fee submission or any urgent administrative matter may allow a student to visit campus, with strict adherence to comply with KIU safety guidelines and protocols.

**2. Guidelines for Being on Campus**

- 2.1 All KIU students, faculty, staff and visitors to be screened at main entrance gate through digital thermometers. In case of higher temperature, it shall be mandatory for the person to seek advisory note from KIU health office before any campus engagements.
- 2.2 All KIU faculty and staff is advised to **wash their hands** at nearest washrooms located to his / her office before starting routine office work. And the visitors shall wash their hands at washing point located at entrance gate.
- 2.3 Every person is required to enter campus with **MASKS** properly covering the face, and ensure wearing masks during office hours. No employee shall be allowed without wearing mask at the Campus.
- 2.4 Biometric attendance protocol is suspended till further orders, and all the departmental/ section heads to ensure attendance of their staff through manual procedures.
- 2.5 For Safety of every person, " **NO HANDSHAKE POLICY/NO HUGS**" is being implemented.
- 2.6 Every person on campus must follow the policy of "**Physically distancing**" at the work environment, and follow protocol of remain at least 6 feet apart at all times.



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- 2.7 It is desirable to keep the office doors open to avoid any frequent hand contact with door handles.
- 2.8 All forms of large congregations and gatherings on-campus are suspended
- 2.9 Avoid face-to-face in person meetings, only urgent unavoidable meeting of up-to four (4) members is allowed to meet and maintain at least 6 feet distance space with provision of proper air ventilation at meeting space.
- 2.10 A meeting of more than four (4) persons shall be convened through online platforms.
- 2.11 All faculty and staff to plan stagger breaks and meal times to ensure physical distancing during breaks. This shall be managed by concerned Head of Department/Section
- 2.12 The following categories of faculty/staff members should be called for duty on rotational basis as per need of the department, as allowed by the HoD/Head of section. Such rotational plan of staff (if any) shall be communicated to Registrar's office and Safety Committee for record. They will be allowed to work from home
- a. Non-essential staff (As per requirements of the department/section to be decided by the HoD/Section Heads.
  - b. Aged staff more than 55 having a serious co-morbidity, such as cardiovascular disease, diabetes, etc.
  - c. Female employees (faculty/staff), who are pregnant or lactating.
  - d. Faculty/Staff with any symptom of illness or susceptibility to disease.
  - e. Staff/faculty with travel history to or residence in a country/area or territory reporting local transmission of COVID-19 or having contact with a confirmed or probable COVID-19 case. They should be asked to self-isolate themselves for two weeks, and allowed to work from home.

(For such cases, the requisite proof shall be provided by the concerned staff to HoD/Section Heads)

Campus Arrangements by following task groups to ensure tangible logistic and safety measure

1. The **health and Hygiene committee** shall;
  - i. Install fixed hand sanitizer dispenser at entrance gate and reception area of main administrative building for frequent sanitization of visitors.

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- ii. ensure water supply and functional sanitation facilities
- iii. ensure the regular cleaning of surfaces with disinfectant of classrooms, labs, hostels, library, offices and washrooms including major touch-points like handles, doorknobs, table surfaces, etc.
- iv. Install fixed liquid soap dispenser(s) at commonly used washroom points.
- v. ensure the supply of soap, refill of sanitizer, liquid soap and disinfection material at departmental level.
- vi. develop a monitoring mechanism on G-2 and sweepers through departmental office Assistants and concern supervisors to maintain self-hygiene and daily disinfection practice at their relevant office jurisdiction.
- vii. provide safety kit includes mask/ gloves to frontline staff particularly the cleaning/disinfecting staff and security personnel engaged directly in daily disinfection process and screening the large flow of people.

2. The **Medical / Response Committee** shall;

- i. To provide basic orientation and training of staff to implement guidelines particularly those security staff deputed to use digital thermometers for screening purpose.
- ii. To assist KIU trained staff in deploying SOPs to ensure prevention and protection against the spreading of the disease.
- iii. To establish a 'Help Desk' that shall provide all-important required information on COVID-19 and assist in issue advisory note, who are referred with illness symptoms
- iv. To monitor and implement the SOP on daily basis

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**Note Please:**

1. All these guidelines are developed for strict compliance by the KIU staff, being part of learning community and provide an example of good practice to the society. Through careful management, it can also pave ways for opening of the University for students soon. We expect cooperation from all staff.
2. In case of non-compliance by any employees, warning will be issued to him by the concerned head of department/Section. If he/she doesn't ensure compliance, will be recommended to Safety Committee for appropriate action.

Further Guidelines on protocols for work and health advisory:

**Higher Education Commission (HEC) Pakistan:**

<https://www.hec.gov.pk/english/Pages/Covid-19-Guidance.aspx>

**World Health Organization (WHO):**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

- All Departmental/ Section heads must orient their staff with these guidelines for its proper implementation and effective care of staff.

This issues with the Approval of the Vice Chancellor

(Dr. Tasawar Baig)

Convener KIU Safety Committee

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