



Karakoram International University

COVID-19: KIU Response & Preparedness for Fall-2020

Prepared by Safety and Security Committee
Karakoram International University Gilgit Baltistan
in line with the guidelines of HEC and approved in the meeting of
Online Academic Council held on 27th August, 2020.

Karakoram International University
Gilgit Baltistan

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1. Introduction

As the world is preparing to start a 'new normal' based life in the context of post-pandemic world, the academic institutions of higher education are poised to lead their respective societies worldwide. The national commissions and ministries of education through collaborative and innovative strategies, plan to re-open academic institutions, yet through observing safety protocols.

On July 9th, 2020, the Higher Education Commission's (HEC) proposals regarding partial re-opening of universities countrywide have been considered at National Command and Operation Centre (NCOC) through the Ministry of Federal Education & Professional Training. This decision tentatively provided a timeline to re-open Higher Education Institutions (HEIs) or universities from 15th September 2020. In this regard, the HEC has advised all the HEIs across the country to prepare an academic plan to resume physical academic operations for fall 2020 semester in progressive manner.

On the directives of the Vice Chancellor, Karakoram International University (KIU), a core committee was established with a mandate to plan and implementation strategy for the reopening of KIU main and its sub-campuses during fall 2020 semester. The core committee prepared this document in line with the guideline of HEC to facilitate a smooth transition of returning and newly admitted students in the Fall 2020.

2. HEC Guidelines for Re-opening of HEIs¹

The following guidelines are received from HEC as a policy framework for reopening of campus (es).

1. The decision made in the NCOC were based on the consultation with provincial and Area's Ministers and Secretaries of the concerned departments and consensus reached in Inter Provincial Education Minister's Conference (IPEMC). The advice and guidance of Ministry of National Health Services, Regulations and Coordination, Islamabad was also solicited keeping in the COVID-19 Pandemic and safety procedures.
2. The NCOC has decided to reopen all Education Institutes, including Madaris, public and private schools, colleges, universities, across the country from **September 15, 2020 in a progressive manner**. The Government will review the health indicators in the first and the third week of August and in September before opening of educational institutes to

¹ HEC guidelines are reproduced in the document

ensure the conditions are suitable for reopening. The education facilities will reopen on the basis of clear and detailed Standard Operating Procedures (SOPs) for safe education facility reopening.

3. It was also decided that all education institutes will open their administrative and academic offices from **July 15** onwards to begin preparations for safe reopening and ensure implementation of SOPs. In this context, all the academic and administrative offices of KIU are already functional for the staff and faculty with strict compliance to the SOPs.
4. NCOC agreed to give permission to the universities to allow their PhD level students or those who wanted to do their research work in laboratories, to physically attend before **15th of September**.
5. In addition, universities will allow students that are in far flung areas to join on campus classes before September 15, 2020 ensuring **only 30% hostel occupancy**. This is an attempt to mitigate the academic loss of students from remote areas in education during COVID-19. It was agreed that the reopening of hostels will be reconsidered after Eid-ul-Azha. On reopening, students will be tested and kept in isolation till results are received. In case of positive results students will not be allowed to stay in hostel.
6. It has also been decided to allow selected professional and recruitment examinations, madrassa exams and admission tests under strict SOPs, with immediate effect. Three important criteria are essential for the conduct of exams; Masks, Physical distancing of 6 feet and open and airy spaces for the conduct of exams.
7. NCOC directed that the provincial and area governments, with the support of district authorities, will ensure strict implementation of the SOPs for education facility reopening and conduct of exams. Any institute found violating the SOPs will not be allowed to function.
8. Finally, the vocational and technical training institutions will allow students who were getting on job training to continue their training in industries, while the students who were getting training in classrooms can only attend their training class from opening of educational institutions by 15th of September. The vocational institutions have also been given permission to call their teaching staff before 15th of September to begin preparations for reopening and training regarding SOPs.

3. KIU Safety Protocols / Standard Operating Procedures (SoPs).

A. Objectives:

- i. 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.
- ii. These guidelines are developed in accordance to given HEC guidelines for HEIs, Provincial Government Notifications and International Standards for its implementation in true spirit.
- iii. 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.
- iv. KIU is re-opened for staff and faculty from **mid July 2020**, while it is tentatively planned to reopened for students from **September 15th, 2020**. In the meantime, all staff, faculty, and students to observe strictly the precautionary and safety protocols given in the safety guidelines.
- v. Campus(es) shall remain off for all students, until there is a final federal / provincial government decision on physical resumption of academic operations is promulgated. 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.
- vi. Returning students for on-campus academic session shall receive a formal letter on **'INVITATION'** from KIU along instructions. All returning students shall require to furnish an undertaking about their willingness to resume physical academic session and health fitness. Specimen of **'UNDERTAKING'** is uploaded at KIU website, students can download and complete the undertaking duly signed by student and parents/ guardians. No student shall be allowed to benefit the student services, if student fails to submit a printed undertaking at his/her academic department (Please find specimen of Invitation Letter and Undertaking in the Annex).

- vii. A faculty-wise student roster shall be notified through student affairs department, in order to regulate and monitor the flow of students in the campus. This shall apply both during the exams vis-à-vis taught sessions.

B. Guidelines for Being on Campus

The following safety protocols are also referred as “**KIU Safety SOPs or KIU Safety Regime**”, which shall be applicable to all students, staff and visitors with a complete adherence to comply with these guidelines:

- i. All KIU students, faculty, staff and visitors to be screened at main entrance gate through digital thermometers. In case of **higher temperature (i.e. 100 F)**, it shall be mandatory for the person to seek advisory note from KIU health office before any campus engagements.
- ii. All KIU faculty, staff 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 or at their respective departmental Restrooms.
- iii. 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. The University will have the authority to remove any student/employee from Campus premises, failing to comply with the SOPs
- iv. Biometric attendance protocol is suspended till further orders, and all the departmental/ section heads to ensure attendance of their staff through manual procedures.
- v. For Safety of every person,” **NO HANDSHAKE POLICY/NO HUGS**” is being implemented.
- vi. 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.
- vii. It is desirable to keep the office doors open to avoid any frequent hand contact with door handles.
- viii. All forms of large congregations and gatherings on-campus are suspended
- ix. Avoid face-to-face in person meetings, only urgent unavoidable meeting is allowed to meet and maintain at least 6 feet distance space with provision of proper air ventilation at meeting space. For meetings with more than 10 persons, only online meeting shall be allowed.

- x. 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.
- xi. Faculty/Staff with any symptom of illness or susceptibility to disease will be allowed to work from home. Such cases are required to submit proof of illness/ treatment to his/her concerned Section head or reporting authority.

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

Office of Public Relations shall display printed awareness information through Penaflex across campus, and also use KIU Web TV for wider sensitization of public and returning students regarding Safety SoPs and protocols.

4. Academic Road Map for Fall 2020

Due to pandemic and its fallout has impacted the normal academic calendar. Resultantly, KIU's spring 2020 semester, which originally planned to conclude by mid-summer 2020, shall be now completed towards the end of September 2020. The end Semester Examination for spring 2020 is planned and scheduled accordingly from mid to end September 2021. This shall be followed by a week break from 1-6 Oct, 2020. The adjusted academic calendar for Fall 2020 shall commence from 7th October, 2020 and conclude by 15th January 2021.

Keeping in view the prevailing pandemic issues, and HEC guidelines to prepare an operational plan for academic session, the KIU has proposed its Fall semester 2020 under following three scenarios:

Scenario-1 – Normal (conventional operational model)

If the pandemic condition becomes normal, and the Federal vis-à-vis provincial government through HEC allows universities to start its academic operations under normal conditions, then KIU shall re-open campus to proceed on conventional procedure. However, staff, students and visitors shall follow the given safety SOPs, during their presence on-campus. The possibility of this scenario is minimal based on the available statistics with the Federal and Provincial Government GB. The chances are less than 50% for this scenario.

Scenario-2 – Partial opening (blended learning model)

As per the current guidelines given by HEC/NCOC, universities may resume partially with 30% of students' presence on campus. Students will be divided into 3 batches (distribution of batches shall be determined following the completion of the new admission cycle September, 2020). The semester will run on blended learning model/policy as already approved by the Online Academic Council (OAC). In such case, the students body shall be divided into three cohorts. Every cohort shall be provided with 4-5 weeks of intensive teaching and learning on-campus. While the other 2 batches shall be engaged through for online teaching through LMS i.e., providing course outlines, lectures, assessment tools, assignments, presentation etc. For remote students where, connectivity is limited, the facilitation centers will continue to serve under four major hubs at KIU Main Campus, KIU Hunza Campus, KIU Chilas Campus, KIU Ghizer Campus and KIU Regional Services Centre at Skardu. The map of the facilitation centers is provided in Fig. 1.

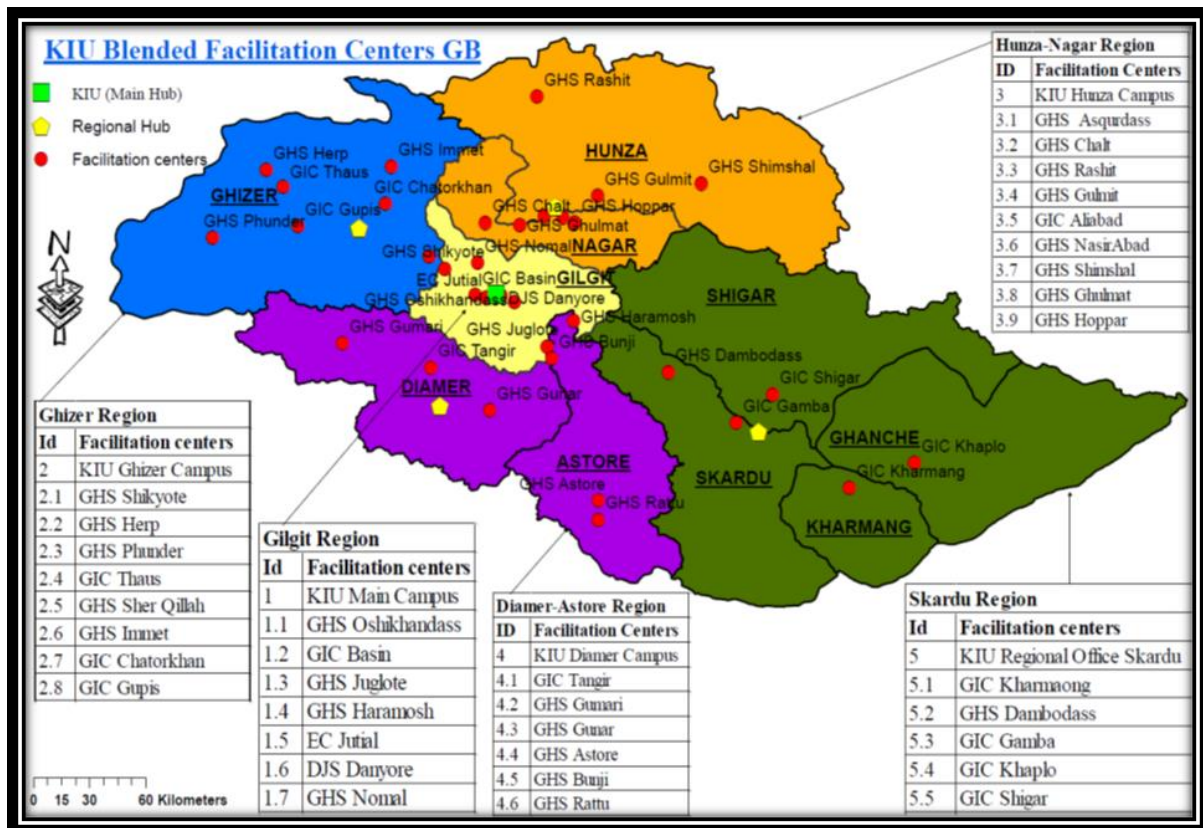


Fig 1: Remote Facilitation Centres for delivery of soft teaching and learning material

Students coming to the campus will have to maintain the KIU safety protocols and SoPs.

Scenario-3 –suspension of complete physical operations for students (blended learning model).

In case of HEC/NCOC directives advising of suspension of physical and academic operations, the current/existing teaching model shall continue in Fall 2020, which is blend of online/offline teaching and facilitation through remote centers.

5. Security and Safety Plan

Objectives: The objective of the security and safety plan is to guide the KIU employees and student to ensure safety and wellbeing at main campus and sub campuses by observing the following security measures against COVID-19

A. Entry / Exit Points.

- i. To avoid jumbling up at entry gates for recognition and checking of ID cards, all employees will use Gate No-1 and Gate No-7 for all entries/ exit to and from main campus.
- ii. All guests/visitors will use Gate No-1 for entry/exit.
- iii. All students will use Gate No-3, however to facilitate the smooth entry to campus student's main gate will be open as well the small gate.
- iv. Male students will enter through small gate in single row and female students will enter through main gate (gate-3)
- v. During morning time student buses drivers would be directed to de-buss all students at shopping plaza gate so as all students walk towards student gate in two rows (male & female) for smooth entry and walk through gates.
- vi. Thermo-gun checking would be done at walk through gates (Gate no-1 and 3).
- vii. All employees and students will be checked by the security staff to ensure wearing of mask.
- viii. All employees and student and guests/visitors would not be allowed to enter campus without wearing mask.
- ix. Affidavit duly signed by the parents for all students will be checked at entry points and same will be submitted to the respective HODs by the students.

B. Patrolling Inside Campus

- i. Security guards deputed to ensure implementation of KIU SOPs inside campus will remain vigilant to discourage the violation of safety measures against COVID-19. However, in this regard all faculty and management officers are requested to play their role to make campus safe by educating and ensuring the wearing of mask by all.
- ii. Faculty members are requested to ensure all students adhere SOPs and wearing of mask inside class rooms being the most vulnerable spots due to mass gatherings.

All employees and students are requested to adhere to the safety measures, Sops and security guide lines to ensure safety and security of all. Any violations by the person will be liable to disciplinary action by the concerned authorities.

OUR SLOGAN: SAVE YOUR SELF AND OTHERS TO FIGHT AGAINST COVID-19

6. Physical Arrangement and Services

Through KIU's Logistic and Health-Hygiene Committee a safe and clean environment shall be ensured a congenial working and benign learning environment on the campus(es). The core objective of committee is to make sure every person on campus values the notion of **WASH (water and sanitation hygiene)**.

The logistic committee has ensured the provision of following arrangements for a clean and safe environment at KIU:

- i. Logistic team shall provide Spray Bottles and dis-infection liquid to each department. The HoDs and section heads through their trained G-2 will be responsible to make sure the daily dis-infection practice at offices.
- ii. Logistic team shall procure Five (5) Spray Pumps, which shall be used for fumigation/ spraying disinfectant across campus including all class rooms, library, labs, hostels, transport fleet, parking area and other places as per requirement. The department of Chemistry shall provide technical help to provide KIU-Green fumigants/ spraying liquid.
- iii. Liquid Soap Dispensers shall be installed at common restrooms/ washrooms, which shall be economical vis-à-vis provides more safe health conditions.

- iv. Provision of Washbasins with water tank to be installed at frequently using common spaces i.e. Sabza Zar and TumTum.
- v. To dilute the density of crowd presence at Café/ canteen, more seating spaces to be created particularly at Sabza Zar.
- vi. To facility the flow of students, staff and visitors at various gates, additional Temperature Guns will be procured.
- vii. Hand Sanitizer Dispensers will be fixed at following places:
 - a. Gate No. 1,3 and 4
 - b. Hostel 1,2 and 3
 - c. VC House
 - d. Faculty Hostel
 - e. Exam Branch
 - f. Admin Block
 - g. Library
 - h. ECD
 - i. Any other place as per requirement
- viii. KIU Medical Response team, under Medical unit shall provide all-important required information on COVID-19 and support to the students and staff.

7. Monitoring and Implementation of Safety Protocols

Without a robust mechanism, it is quite obstinate to implement any strategy. KIU, strongly anticipates the strictly compliance of safety protocols, and at the same time an integrated coordination mechanism is equally important to enforce safety regime. A three prong coordination mechanism is designed to monitor and implement safety protocols as follow:

COVID-19 KIU Safety SOPS Monitoring and Surveillance Protocols

- i. Each KIU block (administrative and Academic) is assigned with senior officials with their managerial staff to observe the strict implementation of Safety guidelines (check Annex –III).
- ii. Director, Security to operationalize the special patrolling team to observe the implementation of guidelines and physical distancing across the campus.

- iii. Director, IT shall assist the monitoring and surveillance system through digital cameras.

8. COVID-19 Policy for hostels:

To avoid any chance of infection of COVID-19, the policy of presence of 30% of students at the hostels shall also be followed. This will require to divide the students/boarders into three cohorts, in line with the cohorts of the students at the main campus. The following committee shall develop the plan for approval of the Safety Committee/Vice Chancellor:

- Provost KIU- Convener
- Medical Officer KIU- Member
- Hostel Warden- Member/Secretary

The hostel occupation and vacation plan for different cohorts of students, shall be prepared and approved by 10th of October, 2020 after the admission to Fall, 2020 is finalized, so that the newly admitted students/boarders are also included in the plan.

9. Students' Transportation:

Transportation of students'/day scholars will be administered in line with the safety and security protocols. In such cases, the maximum number of students shall be specified on each route, while keeping the requirement of physical distancing and use of masks etc. In such cases, one seat shall be kept vacant between two seats. The Transport officer and Director Transport will work out the transport plan. The pick and drop facility to the staff has been suspended for the time being. All students and transport staff have to use masks and sanitizers provided at the entrances of the buses while boarding at the buses.

*** Violation of policy guidelines by any staff/ faculty shall be given an alert signal and request for compliance of rules. In case of consistent violation by any staff member/student, the Safety Committee will recommend appropriate penalty.**

Presented at the Online Academic Council Meeting held on 27th August 27, 2020
and recommended for approval of the Chair/Vice Chancellor of Academic
Council.

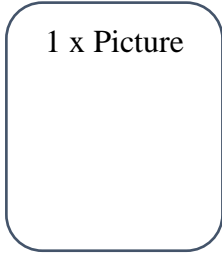
Approved by Vice Chancellor



Engr. Prof. Dr. Attaullah Shah
Vice Chancellor
Karakoram International University (KIU)
Gilgit-Baltistan Pakistan

August 27,2020

Annex-I



STUDENT UNDERTAKING

Mr./ Ms. _____ S/o, D/o _____ student of _____
_____ (program & Session) in the department of _____

under registration no. _____ at Karakoram International University do hereby solemnly undertake that;

1. I am rejoining my scheduled classes at the University on my own will.
2. I am giving surety that I have no any health related issue which can interfere my studies or environment at the university.
3. I will abide by all the rules and regulations regarding SOPs (Standard Operating Procedure), regarding Covid-19 pandemic.
4. If I get any symptoms during university hours like; Flue, Cough, Fever (100 F) then I will report to the University Health Section.

Signature of Student

UNDERTAKING BY PARENTS

I, ----- undertake that my Son/ daughter who has furnished the above undertaking about health related matter. In case He / She has any health related issue I will be responsible as stated in this undertaking.

Credentials of Parents/ Guardian

Name: _____ CNIC No. _____

Address: _____

Email: _____ Contact: _____

In case of Emergency: Name: _____ Contact: _____

Signature Parent/Guardian

Annex-II



INVITATION LETTER

To the members of the KIU Family,

السلام عليكم

We hope that you and your family is staying strong and healthy during these uncertain times of the pandemic. It is a unique moment for the current generation to witness the fallouts of pandemic that has swayed over the entire global community. As an impact, by and large of world's population forced to retreat from normal social life. Simultaneously, the human history tells us the very resilient capacity can overpower any socio-economic, political or environmental odds come across.

Alhamdulillah, we took this challenging time as an opportunity to work on new avenues and models of education, i.e. the deployment of our state of the art Learning Management System (LMS) and engaging students through blended learning models along the establishment on non-traditional educational facilitation Centres across Gilgit-Baltistan vindicates our commitment and resilience to adopt the changing environ. Today, together we feel ready to enter into a 'NEW NORMAL' life with a re-invigorating thoughts and ambitions pursue future in a responsible and sustainable fashion.

Dear KIU family, since spring 2020 a strong monitoring and tracking system under KIU Safety Committee is emplace, which tracks the COVID-19 situation on daily basis, and guides us through regular updates. We shall continue our best practices and the safety regimes is designed to keep you all safe and secure, once you joined us back.

The NCOC and Federal Government through HEC has tentatively allowed to partially reopen academic institutions under certain criteria from **September 15th, 2020**. A final decision regarding this partial reopening shall be finalized on September 7th, 2020 during NCOC and inter-provincial ministerial meeting at Islamabad.

In case of decision confirms the reopening of campus(es), with immense pleasure, we welcome you back to start your physical academic sessions on-campus. This shall come with compliance of institutional policies and safety protocols. In this regard, all students shall furnish a duly signed '**UNDERTAKING**' available at KIU website before coming to campus.

Your co-operation and gesture of responsibility will be highly appreciated. Your safety and wellbeing of entire KIU family is our top priority.

Seeing you soon!!!

Engr. Prof. Dr. Attaullah Shah
Vice Chancellor, KIU.

Annex-III

List of KIU Building and Monitoring Teams

Entrance Gates for Staff / Students			
S/No	Name	Position	Dept
1.	Mr. Abideen Zia	Security Officer	Security
2.	Mr. Abid Ali Shah	Security Supervisor	Security
It is suggested to include departmental office manager/ staff in monitoring team			
Student Admissions (Main Gate)			
S/No	Name	Position	Dept
1.	Mr. Noman Butt	Dy. Registrar	Student Affairs
It is suggested to include departmental office manager/ staff in monitoring team			
Main Administration Building			
S/No	Name	Position	Dept
Upper Floor			
1.	Prof. Dr. Syed Nizami	Director	QEC
2.	Mr. Shabbir Hussain	Director	Works Dept
3.	Mr. Wajid Hussain	Director	Finance/ Estate
Ground Floor			
1.	Mr. Amjad Ali	Director	External Linkages
2.	Mr. Mir Tazeem Akhtar	Director	PR/ Transport
3.	Mr. Muhammad Nabi	Manager	HR
Back Side Office			
1.	Dr. Gul-e-Zahra	Medical Officer	KIU Health Section
2.	Mr. Aurangzeb	Dy Director	Sports
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 1 (Management Sciences)			
1.	Dr. Sadiq Hussain	Chairman	Dept. of Psychology & HD
2.	Dr. Zaigham Ali	Chairman	Dept. of Business Management
3.	Dr. Aftab Ahmad Khan	Chairman	Dept. of IT
4.	Dr. Muhammad Faqeer	Chairman	Dept of Economics
5.	Mr. Zubair Ahmed	Chairman	Dept of Sociology & Anthropology
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 2 (Food/Agriculture Block)			
1.	Dr. Sajjad Ali	Chairman	Dept of Chemistry
2.	Dr. Mir Nasir Qayyum	Chairman	Dept. of Agriculture and Food
3.	Dr. Farida Begum	Chairperson	Dept of Environment
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 3 (Assessment Hall)			
1.	Dr. Javeed Akhtar Qureishi	Chairman	Dept of Earth Sciences
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 4 (Education Building)			
1.	Dr. Asif Khan	Associate Dean	Faculty of Arts & Humanities
2.	Dr. Dilangez	Chairperson	Dept of Education
It is suggested to include departmental office manager/ staff in monitoring team			

Academic Block 5 (IMARC)			
1.	Prof. Dr. Syed Nizami	Director	IMARC/ Forest Dep
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 6 (Old College Building)			
1.	Dr. Manzoor Ali	Chairman	Dept. of Physics
2.	Saadia Beg	HoD	Dept. of IR
3.	Maj. Altaf Hussain	Director	KIU Security
4.	Dr. Akber Ali/ Mr. Rashid	HoD	Dept. of Mass Com
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 7 (Maths /Old College Building)			
1.	Dr. Sher Wali	Chairman	Dept. of Biological Sciences
2.	Dr. Asad Ullah	Chairman	Dept. of Mathematics
It is suggested to include departmental office manager/ staff in monitoring team			
Library Building			
1.	Mr. Karim Khan	Dy Librarian	KIU Library
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 8 (Mining Engineering)			
1.	Dr. Asif Khan	Chairman	Dept. of Mining Engineering
It is suggested to include departmental office manager/ staff in monitoring team			
Examination Section			
1.	Mr. Muhammad Arif	Controller	KIU Examinations
2.	Mr. Ghulam Uddin	Add Controller	KIU Examinations
It is suggested to include departmental office manager/ staff in monitoring team			
IPD Block			
1.	Dr. Ifzal Ahmad	Director	IPD
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 9 (Main Cafeteria Building)			
1.	Dr. Syed Ashfaq Bukhari	Chairman	Dept. of Urdu
It is suggested to include departmental office manager/ staff in monitoring team			
Transport Section (Transport Shed/ Office)			
1.	Mr. Mir Tazeem Akhtar	Director	KIU Transport
2.	Mr. Sultan Ayub Mir	TO	KIU Transport
It is suggested to include departmental office manager/ staff in monitoring team			
KIU Hostels			
1.	Ms. Salima	Warden	KIU Girls Hostels
It is suggested to include departmental office manager/ staff in monitoring team			
Academic Block 10 (Modern Languages Building)			
1.	Ms. Shamim Ara Shams	Chairperson	Dept of Modern Languages
It is suggested to include departmental office manager/ staff in monitoring team			