



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER	: 037-P-V01-20
TITLE	: ACADEMIC AND ADMINISTRATIVE POLICY AND PROCEDURES FOR PRECAUTIONARY GUIDE FOR CURRICULUM DELIVERY DURING COVID-19 PANDEMIC (دليل السياسات والإجراءات الاحترازية والوقائية للعملية التعليمية أثناء جائحة كورونا (كوفيد-19))
ORIGINATING DEP	: EDUCATIONAL AFFAIRS
ORIGINAL DATE	: JULY 2020

1. STATEMENT OF PURPOSE

To establish recommendations for the best practices for curriculum delivery during COVID-19 pandemic in the academic year 2020/2021, which support students' safety in all teaching facilities in the academic and clinical settings.

2. APPLICABILITY

All KSAU-HS students, faculty, and staff in the three campuses in Riyadh, Jeddah and Al-Ahsa.

3. RELATED REFERENCES

This document was prepared in accordance with the COVID-19 related health protocols published by the Governmental Authorities that includes:

- Ministry of Health
- Saudi Center for Disease Prevention and Control (Weqaya) of the MOH
- Ministry of education guiding manual for resuming university academic activities during the academic year 1442h (2020/2021)
- Ministry of National Guard-Health Affairs policies released by Infection Control and Prevention
- KSAU-HS precautionary measures for Employees

4. DEFINITION

- 4.1 **Administrative staff:** Those who perform and provide administrative duties for executive management and general office management.
- 4.2 **COD:** College of Dentistry
- 4.3 **COVID-19:** Coronavirus Disease 2019 caused by a novel corona virus SARS-CoV-2

- 4.3.1.1 Confirmed COVID-19 case:** a case with laboratory confirmation of COVID-19 infection
- 4.3.1.2 Suspected COVID-19 case:** Patient with acute respiratory illness or close contact with confirmed COVID-19 case
- 4.4 Faculty:** Include professors, associate professors and assistant professors
Lecturers, teaching assistants and research assistants.
- 4.5 Governmental Authorities:** The Ministry of Health, the instructions of the Saudi Center for Disease Prevention and Control (Weqaya) of the Ministry of Health, Ministry of National Guard-Health Affairs (<https://covid19.cdc.gov.sa/>)
- 4.6 Hospital:** MNGHA healthcare facilities i.e. King Abdulaziz Medical City-Riyadh, King Abdulaziz City-Jeddah, King Abdulaziz Hospital-Al-Ahsa, and other affiliated facilities.
- 4.7 KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences.
- 4.8 MNGHA:** Ministry of Health, Ministry of National Guard-Health Affairs.
- 4.9 MOH:** Ministry of Health.
- 4.10 Student:** Every enrolled or visiting male or female student in the university in the different colleges and branches of the university.
- 4.11 TABAUD application:** an application was launched by the Saudi Data and Artificial Intelligence Authority (SDAIA) to notify those who are in contact with people infected with coronavirus, so individuals can download and use "Tabaud" application to achieve the health and safety purposes of developing the application.
- 4.12 TAWAKKALNA application:** an application was launched by SDAIA to facilitate the issuance of movement permits electronically during the curfew period.
- 4.13 Teaching facility:** It includes classrooms, laboratories, computer labs and skill labs.
- 4.14 Visual screening point:** an entry screening; including temperature recording.

5. POLICY AND PROCEDURE

The policies and procedures in this document are presented in four Sections:

- 5.1 Sections A:** Administrative Precautionary Guide for Students Protection from COVID-19 at KSAU-HS and its affiliated facilities
- 5.2 Sections B:** Students' Precautionary Guide for their Protection from COVID-19 Infection at KSAU-HS and its affiliated facilities
- 5.3 Sections C:** College of Dentistry Administrative Guide for Students in an in-campus clinic setup and its affiliated facilities
- 5.4 Sections D:** College of Dentistry Guide for students at in-campus clinic attendance and its affiliated facilities

5.1 Section A: Administrative precautionary guide for student's protection from COVID-19 Infection at KSAU-HS and its affiliated facilities

5.1.1 General precautions

5.1.1.1 Preparatory precautions:

- 5.1.1.1.1 To assign an employee at each building who will be responsible for ensuring the implementation of the approved preventive measures. Any precautionary violation, he/she will report it to the related Dean/Associate Dean.
- 5.1.1.1.2 To identify groups at risk and prevent them from attending on

campus according to the approved updated criteria by Governmental Authorities. These cases will be discussed individually at the level of top College administration.

5.1.1.1.3 To conduct an educational program orienting administrative staff, faculty and students on COVID-19 precautionary measures.

5.1.1.1.4 To ensure placing COVID-19 instruction signs in clear locations.

5.1.1.1.5 To suspend all large gatherings such as conferences and events as most-updated regulations by Governmental Authorities.

5.1.1.2 Precautions at the entrances and public areas:

5.1.1.2.1 To instruct students to attend the colleges and healthcare facilities wearing their masks and preferably to bring their personal sanitizers with them. Students who are not wearing masks will not be allowed to enter the college or hospital.

5.1.1.2.2 To create visual screening points to measure students' temperature at each entry. Prevent the entry of students with a temperature equal or exceeding 38°C degrees and those with flu symptoms.

5.1.1.2.3 To provide sanitizers at the entrances and other approachable locations.

5.1.1.2.4 To strictly prohibit handshaking.

5.1.1.2.5 To allow entry ONLY to students who have scheduled sessions or those with confirmed appointments in the facility.

5.1.1.2.6 To organize students' schedules to guarantee minimum attendance in number and duration.

5.1.1.2.7 To keep entry doors, classrooms and other teaching facilities permanently opened, whenever possible, to prevent touching door handles.

5.1.1.2.8 To allocate one entrance for students' entry and another one for their exit to prevent crowding.

5.1.1.2.9 To organize students' entry while keeping the minimum recommended distance between them as per updated announcements from Governmental Authorities.

5.1.1.2.10 To encourage students to use stairs instead of elevators whenever possible.

5.1.1.2.11 To announce the allowed maximum number for using the building elevators based on their sizes.

5.1.1.2.12 To sterilize and disinfect the elevators, classrooms, laboratories, washrooms and other common facilities on a regular basis.

5.1.1.2.13 To limit presence in waiting areas, and if necessary,

apply physical distancing in these areas by placing floor signs that show where to stand.

5.1.1.2.14 To advice hand sanitizing when touching elevator buttons, door handles, exposed surfaces and others.

5.1.1.2.15 To close food courts and students' common resting places.

5.1.1.2.16 To accommodate the updated precautionary measures for mosques by Governmental Authorities in the common prayer areas.

5.1.1.2.17 To allocate isolation rooms within each building.

5.1.1.2.18 To encourage students to utilize single-use utensils such as paper cups and plates.

5.1.1.2.19 To perform library service requests including borrowing and returning electronically.

5.1.1.2.20 To schedule appointments for all books, pick up and returns.

5.1.1.2.21 To encourage paperless environment by utilizing electronic tools and use paperwork on exceptional bases

5.1.1.2.22 To prohibit students' visits to any administrative office and keep information on online/phone communication available.

5.1.1.2.23 To remove shared equipment that is used internally such as pens, watercoolers, and mobile microphones...etc.

5.1.1.2.24 To eliminate waiting and seating areas from the buildings.

5.1.2 Students in the colleges

5.1.2.1 Precautions in teaching facilities

5.1.2.1.1 To apply the aforementioned general measures on the students attending classes.

5.1.2.1.2 To maximize online teaching as much as possible. Whenever attendance is needed, the recommended spacing between students must be applied.

5.1.2.1.3 To use floor stickers to organize students' entrance to teaching facilities and maintain a safe social distance.

5.1.2.1.4 To accommodate a limited number of students in each teaching facilities as per the latest update of precautionary guidelines by Governmental Authorities.

5.1.2.1.5 To sanitize teaching facilities and surfaces that are being used by students after each use or at least once daily (desks, microphones, computers, etc.).

5.1.2.1.6 To disable public touch screens.

5.1.2.1.7 To ensure availability of waste bins and regularly collect waste.

5.1.2.1.8 To prohibit students' entrance to teaching facilities outside their scheduled training hours.

5.1.2.1.9 To display student name on his/her assigned training spot to avoid using more than one spot and tool by the same student during the training session.

5.1.2.1.10 To encourage students to bring their personal computers and devices when possible.

- 5.1.2.1.11 To prohibit sharing the same computer at any given time.
- 5.1.2.1.12 To clean used computers after each session or at least once daily.
- 5.1.2.1.13 To establish detailed and safe teaching facilities attendance plan based on the design of every college laboratories and the sessions conducted.

5.1.2.2 Precautions in an exam setup:

- 5.1.2.2.1 Written exams: all classroom attendance regulations do apply on exam setup taking in consideration of the maximum capacity as per the most updated Governmental Authority regulations.
- 5.1.2.2.2 Practical and laboratory exams: all laboratory attendance regulations do apply on exam setup taking in consideration of the maximum capacity as per the most updated Governmental Authority regulations.
- 5.1.2.2.3 Computer labs exams: all computer labs regulations do apply on exam setup taking in consideration of the maximum capacity as per the most updated Governmental Authority regulations.
- 5.1.2.2.4 Established University exam rules and regulations applies on all types of exams and all students.

5.1.5 Students in the hospital

Approval from the concerned department to be taken by the Dean of the College or designees.

5.1.3.1 Precautions in the clinical areas (patient encounter):

- 5.1.3.1.1 To apply general precautionary measures approved in the hospital on the attending students.
- 5.1.3.1.2 To educate students on hand hygiene, precautionary measures to prevent COVID-19 infection and hospital implemented protocols.
- 5.1.3.1.3 To minimize students' attendance to the hospital at any given time.
- 5.1.3.1.4 To minimize number of students who are attending the same clinical facility at any given time.
- 5.1.3.1.5 To strictly allow students to attend based on monitored schedule and leave the hospital immediately after that.
- 5.1.3.1.6 To guarantee that personal protective equipment (masks, gloves etc.) that are available for healthcare workers, are available for the students.
- 5.1.3.1.7 To avoid attending known COVID-19 positive patients or suspected patients.

5.1.3.2 Precautions in non-clinical areas (no direct contact with patients)

- 5.1.3.2.1 To apply general precautionary measures approved in the hospital laboratories, pharmacy and other non-clinical areas on the attending students.
- 5.1.3.2.2 To minimize students' attendance to the hospital laboratories and pharmacy at any given time.
- 5.1.3.2.3 To strictly attend and leave the hospital laboratories, pharmacy, or non-clinical areas immediately after that, based on monitored schedule.

- 5.1.3.2.4 To guarantee that personal protective equipment (masks, gloves) that are available for healthcare workers in the laboratories and pharmacy are available to students.
- 5.1.3.2.5 To minimize the number of students who are attending the same facility at any given time.

5.1.6 Students in an in-campus clinic setup

As the COD provide patient care in the College building, please refer to COD guide for students and administrative staff at in-campus clinic attendance presented in sections C and D.

5.1.7 Precautions for COVID-19 suspected students

- 5.1.7.1 Student must not attend to the university campus, must stay home and contact student affairs if he/she:
 - 5.1.7.1.1 Develops a mild cough or temperature equal or above 38°C.
 - 5.1.7.1.2 Uses medications that may conceal COVID-19 symptoms such as: (Paracetamol – Acetaminophen).
 - 5.1.7.1.3 Has suspected COVID-19 symptoms.
 - 5.1.7.1.4 Has recently contacted a positive COVID-19 case.
- 5.1.7.2 In the event of any suspected COVID-19 symptoms, the following must be done:
 - 5.1.7.2.1 Isolate the student directly in the pre-determined assigned area.
 - 5.1.7.2.2 Contact the hospital at the assigned number by MNGHA.
 - 5.1.7.2.3 Clean and sterilize the surfaces in locations where the student may have been.
 - 5.1.7.2.4 Investigate about people who were in close contact with the suspected case and take necessary action according to MOH recommendations.
 - 5.1.7.2.5 Allow confirmed positive COVID-19 student back to the College once cleared as per the updated MNGHA infection control interim guideline for clinical recovery criteria. The concerned College Associate Dean will be responsible for the clearance decision.

5.2 Section B: Policies and Procedures for Students' Precautionary Guide for their Protection from COVID-19 Infection at KSAU-HS

Note: the following instructions must be delivered by each College to their students

5.2.1 General Precautions

- 5.2.1.1 To attend an obligatory educational program orienting students about COVID-19 and the infection control precautionary measures.
- 5.2.1.2 To attend the colleges and healthcare facilities wearing your masks and preferably bring your personal sanitizers with you.
- 5.2.1.3 To wear your mask for the duration of your stay in the University campuses or clinical facilities.
- 5.2.1.4 To comply with the visual screening points that measure your temperature at each

entry. Student whose temperature is equal to or exceeding 38°C degrees and those with flu symptoms will not be allowed to enter the facility.

- 5.2.1.5 To ensure that students refusing checking temperature at the entrance and/or not wearing their mask within the colleges, will be prevented from entering the college, or asked to leave and reported to college administration for a disciplinary action.
- 5.2.1.6 To sanitize your hands at the college entrances and whenever you touch exposed surfaces, door handles, others.
- 5.2.1.7 To commit to your scheduled teaching sessions. You will be allowed to enter only if you have scheduled sessions or confirmed appointments in the facility.
- 5.2.1.8 To strictly follow the guiding signs for the entry and exit doors, to avoid exposure to crowdedness.
- 5.2.1.9 To comply with the minimum recommended distance between students and others as per the announcements.
- 5.2.1.10 To use stairs instead of elevators if available and hand sanitize when touching the stair handrails.
- 5.2.1.11 To apply physical distancing inside the elevators by adhering to the announced number of people allowed inside the building elevators.
- 5.2.1.12 To communicate with the college administrative offices online or by phone. Office visiting is prohibited.
- 5.2.1.13 To follow the updated precautionary measures by Governmental Authorities for mosques in the common prayer areas.
- 5.2.1.14 To utilize single-use utensils such as paper cups and plates.
- 5.2.1.15 To communicate with the college library service through emails or phone.
- 5.2.1.16 To schedule appointments for all books pick up and returns to the library.
- 5.2.1.17 To avoid handshaking and crowded areas and report any deviation from the precautionary measures to the concerned officers.
- 5.2.1.18 To report yourself if you are within the groups at risk according to the approved updated criteria by Governmental Authorities. Your case will be discussed at the level of top college administration and an appropriate decision will be made.

5.2.2 Students in the classrooms, laboratories, computer lab and skill lab

- 5.2.2.1 To follow the general measures mentioned above on the students attending to classes.
- 5.2.2.2 To use floor stickers when entering to the class and lab and maintain safe social distance.
- 5.2.2.3 To avoid using shared equipment such as pens, watercoolers and mobile microphones.
- 5.2.2.4 To ensure disposing any waste in the waste bins.
- 5.2.2.5 To respect your academic time and avoid attending outside your scheduled training; you will be allowed to attend sessions ONLY based on your schedule.
- 5.2.2.6 To utilize your specific training spot and avoid using more than one spot and tool during the training session.
- 5.2.2.7 To bring your personal computer and devices to the computer lab sessions when

possible. Don't share the same computer at any given time.

5.2.3 Students in an exam setup

- 5.2.3.1 Written exams: all classroom attendance regulations do apply on exam setup.
- 5.2.3.2 Practical and laboratory exams: all laboratory attendance regulations do apply on exam setup.
- 5.2.3.3 Computer labs exams: all computer labs regulations do apply on exam setup.
- 5.2.3.4 Established University exam rules and regulations applies on all types of exams and all students.

5.2.4 Students in the clinical areas

- 5.2.4.1 To apply all general precautionary measures approved in the hospital.
- 5.2.4.2 To attend sessions ONLY based on your schedule then leave the hospital immediately
- 5.2.4.3 To use personal protective equipment (masks, gloves, face shield) as recommended.
- 5.2.4.4 To avoid students' gathering in the same clinical area at any given time.
- 5.2.4.5 To avoid attending known COVID-19 positive patients and suspected patients.

5.2.5 Students' Guide for in-campus clinic setup at the College of Dentistry

Follow the instructions mentioned in Section C and D

5.2.6 Precautions for COVID-19 suspected students

- 5.2.6.1 Don't attend to the university campus, stay home and contact student affairs if:
 - 5.2.6.1.1 You have mild cough or temperature equal or above 38°C.
 - 5.2.6.1.2 You are using medicines that may conceal symptoms of COVID-19 such as: Paracetamol or non-steroidal anti-inflammatory agents.
 - 5.2.6.1.3 You have any suspected COVID-19 symptoms.
 - 5.2.6.1.4 You have recently contacted any positive COVID-19 case.
- 5.2.6.2 In the event of any suspected symptoms of one of the students within KSAU-HS, you need to know that we do care about you, and the following actions will be done to protect you:
 - 5.2.6.2.1 The student will be isolated directly.
 - 5.2.6.2.2 The hospital COVID-19 team will be contacted at the assigned number.
 - 5.2.6.2.3 The surfaces in locations where the student may have been will be sterilized.
 - 5.2.6.2.4 The college assigned admin will investigate about the people who were in close contact with suspected student.
 - 5.2.6.2.5 A confirmed positive COVID-19 student will be allowed back to the College once cleared as per the updated MNGHA infection control interim guidelines for clinical recovery criteria. The concerned College Associate Dean will be responsible for the clearance decision.

5.3 Section C: Administrative Guide for Students in an in-campus clinic setup at the College of Dentistry

Note: In addition to the instructions in sections A and B, the following instructions are customized for COD as a patient care area

5.3.1 College Entrances:

5.3.1.1 Two entrances will be designated:

5.3.1.1.1 Faculty, staff, and students will use the main COD entrance.

5.3.1.1.2 Faculty, staff and students assigned in the clinical areas and patients will use the Clinic Entrance

5.3.1.2 Two check points will be assigned in each entrance:

5.3.1.2.1 Masks and hand sanitizers will be available at the check point

5.3.1.2.2 It is mandatory for faculty, staff, students and patients to wear masks at all times inside the building. Failure to comply will result in applying the disciplinary action as per the related policy.

5.3.1.2.3 All are required to present TAWAKKALNA & TABAUD to the check point to check their status.

5.3.2 Clinics, laboratories & waiting areas:

5.3.2.1 All clinics should be disinfected before the treatment, and 15-30 min after each patient/treatment.

5.3.2.2 After each session, the clinics should be sprayed with a sterilization pump.

5.3.2.3 All waiting areas should be disinfected at the end of the working hours.

5.3.2.4 Maximum 50% of all clinics' capacity will be used to ensure the social distancing precautions measures (e.g. Open clinic will be divided in different groups, each group will be maximum 7-8 clinics and only 3-4 will be utilized at a time).

5.3.2.5 Radiographic imaging should be scheduled if needed for all new patients (No walk-in routine radiographic imaging will be allowed).

5.3.3 Patient appointments activation and flow:

5.3.3.1 All scheduled patients will be allowed to arrive 10 minutes before their appointments.

5.3.3.2 Maximum of 50% of the waiting areas' capacity to be utilized to allow infection control measures and social distancing application.

5.3.3.3 Scheduled Patients will be provided a calling chip upon activation to alert them to proceed to the clinic escort who will escort him / her to the assigned clinic.

5.3.3.4 Patients will be escorted to the clinics by groups (group of 4 patients) at a time taking into consideration the social distancing precaution measures.

5.3.3.5 After the treatment, the patient will be escorted out and he/ she will receive an SMS notification of the next appointment if needed (i.e. the patient will not pass to the reception areas).

5.3.3.6 Except during the dental procedure, patients are required to wear masks all the time during their visit.

5.3.4 Equipment, instruments and consumable requests:

5.3.4.1 All requesting forms are transformed to e-forms. The requestor should scan the provided barcode to be able to fill the e-form and submit it to the concerned department electronically.

5.3.4.2 Dispensary staff will prepare the request to be delivered to the group leader who will distribute it to the requested clinic in his/ her group. This process should not take more than 15 minutes after submitting the e-form.

5.3.5 Infection control & safety measures compliance:

5.3.5.1 All employees, students and visitors should maintain their proper personal protective equipment's based on their working areas.

5.3.5.2 Noncompliance with the said measures will result in a disciplinary action as per the related policy.

5.3.5.3 Infection control team members will reinforce and report all noncompliance to the concerned department and provide a daily report to the Dean's office.

5.3.5.4 PPE's Guidelines for covid-19 dental setting:

	Waiting area & reception	Check points	Non aerosols enenerating procedure	Aerosols generating procedure
Hand hygiene	X	X	X	X
Gloves		X	X	X
Non-fluid resistant gown		X	X	
Fluid resistant gown				X
Surgical mask	X	X	X	
N95 mask				X
Goggles/face shield		X	X	
Sealed goggles				X
Head cover			X	X

5.4 Section D: College of Dentistry guide for students at in-campus clinic attendance

Note: In addition to the instruction in sections A and B, the following instruction are customized for COD as a patient care area

5.4.1 College Entrances:

5.4.1.1 Two entrances will be designated:

5.4.1.1.1 Faculty, staff, and students will use the main COD entrance.

5.4.1.1.2 Faculty, staff and students assigned in the clinical areas and patients will use the Clinic Entrance

5.4.1.2 Two check points will be assigned in each entrance:

- 5.4.1.2.1 Wear mask and hand sanitize before attending the college.
- 5.4.1.2.2 You are required to present TAWAKKALNA & TABAUD to the check point to check your status.

5.4.2 Clinics, laboratories:

- 5.4.2.1 Utilize ONLY the clinic assigned to you.
- 5.4.2.2 Ensure social distancing precautions measures as recommended by the college administration.
- 5.4.2.3 Schedule radiographic imaging if needed (No walk-in routine radiographic imaging will be allowed).
- 5.4.2.4 Instruct your patients to wear their masks except during the dental procedure
- 5.4.2.5 Maintain proper personal protective equipment's based on your working areas; noncompliance with the said measures will result in disciplinary action as per the related policy.

5.5 Personal protective equipment's Guidelines for covid-19 dental setting:

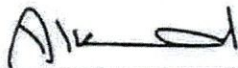
	Waiting area & reception	Check points	Non aerosols generating procedure	Aerosols generating procedure
Hand hygiene	X	X	X	X
Gloves		X	X	X
Non-fluid resistant gown		X	X	
Fluid resistant gown				X
Surgical mask	X	X	X	
N95 mask				X
Goggles/face shield		X	X	
Sealed goggles				X
Head cover			X	X

6. RESPONSIBILITY

It is the responsibility of KSAU-HS Colleges and Departments to implement this APP

7. APPROVALS

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(On behalf of the Working Group for Curriculum Delivery during COVID-19 Pandemic)

15 July 2020

DATE

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16 July 2020

DATE

RECOMMENDED BY:



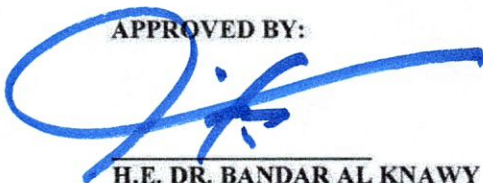
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DATE