

# MSA University

## Covid-19 Safety Policy & Procedures

September 2021



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### Amendment History

Title:	Covid-19 Safety Policy and Procedures
Responsible Unit:	People and Organizational Development Department
Responsible Officer:	Dr. Hisham El Shishtawy

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V1.0	Oct. 15 <sup>th</sup> 2020	Sarah Samy	Policy Creation	Seyada Mounib	Engy Mansour
V2.0	Sep. 15 <sup>th</sup> 2021	Dr. Hisham El Shishtawy	Policy Revision	Prof. Dr. Khairy Abd El Hamid	



## 1. COVID-19 SAFETY POLICY

### 1.1 Purpose

MSA University has developed this policy to ensure the safety and health of our faculty, staff and students which are considered and will always be MSA University top priority. This Policy provides the guidelines and framework of the safety measures followed during the academic year, in compliance with relevant Health Ministry and the Egyptian Government legislation/ mandates.

### 1.2 Scope

This policy applies to but not limited to:

- All University Academic and Non-academic staff.
- MSA University Students
- MSA University Visitors

### 1.3 MSA University Obligations

The University is committed to providing a safe and healthy environment, therefore MSA University has taken the following safety measures:

- Implementing hybrid in-person/on-line approach to decrease classroom
- Availability of a safety Welcome Back Kit for all faculty and staff that includes a reusable mask, alcohol spray and hand gel.
- Regular cleaning and sterilizing daily for all buildings and buses and between classes as needed for classrooms.
- Accessibility of Hand sanitizers throughout the buildings and campus.
- Availability of safe preventive measures and rules posters and flyers around the campus.
- GlobeMed, Staff's medical insurance company, covers all medical expenses related to examination, lab, scan investigations and treatment of Covid-19 infection directly through the medical network or by reimbursement outside the network till ceiling.

### 1.4 Policy Statement

MSA University is committed to protecting the health and safety of its entire community.

Faculty, staff and students will act promptly to address any unhealthy or unsafe conditions, this includes taking steps to protect the physical safety and security and are expected to adhere to all polices and protocols regarding Covid-19 advised by the Egyptian Ministry of



Health and Population or any related legislations, this includes but is not limited to, wearing face coverings, social distancing and complying with all isolation and quarantine guidelines.

## 1.5 Safety Measures

### 1.5.1 General Safety Measures

All individuals on campus are advised to:

- Strictly wear face masks while on bus and campus.
- Wash hands often for at least the recommended 20 seconds every 20 minutes or use hand sanitizer.
- Stay at least 1.5 meters apart to maintain social distancing.
- Call, e-mail, message, or video conference as much as possible rather than meet face to face.
- In case of showing any of Covid-19 symptoms, visit the Clinic immediately if you're on campus or contact the clinic if you're at home and our dedicated doctors will provide the guidance needed (details are explained in Covid-19 safety procedures)

### 1.5.2 Face Masks

- As per Prime Minister Decree number 1096 for year 2020, all individuals are required to wear face masks that covers both the nose and mouth at all times in private or public institutions.
- Social distancing are not a substitute for face masks.
- Faculty, staff and students will not be allowed on board buses or enter the campus gates, without face masks.
- Faculty, staff, students and visitors inside of University buildings, classrooms and/or in common areas of University halls are required to wear a face masks.
- Face coverings are required on campus even in outdoor settings where you are not or cannot maintain 1.5m of distance between you and others, especially when traversing busy walkways and corridors.
- A medical or cloth face masks are allowed and should:
  - Fit snugly but comfortably against the side of the face.
  - Completely cover the nose and mouth.
  - Have two or more layers of washable, breathable fabric and fitted with a filter.
- How to wear/take off the face covering:
  - Wash your hands or use a hand sanitizer with 70% alcohol before putting on and after taking off your mask.
  - Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect.

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or strings.
- Fold outside corners together.
- Wash the mask every day after usage, or throw away after one use if it's disposable.
- Be careful not to touch your eyes, nose, and mouth when removing.
- Keep a spare clean mask safely with you, in case of need.

## 1.6 Campus Facilities

### 1.6.1 Buses

Passengers are required to follow the below safety measures:

- Wear face mask during their ride in accordance with the Prime Minister's announcements requiring all persons using public or private transportation.
- Avoid touching surfaces using exposed hands as much as possible.
- Wash hands or use hand sanitizer before and after riding the bus.
- Follow the social distancing policy as much as possible by leaving the adjacent seat empty.
- Keep social distance (at least 1.5 m) at pick up and drop off gathering points.

### 1.6.2 Social Distancing

- Face masks are not a substitute for social distancing. Faculty, staff, students and visitors shall commit to current social distancing guidelines (1.5 m) where possible indoors and in all public spaces.
- Students should avoid gathering inside the buildings before or after class sessions.
- Faculty and staff are to correct any incidents if seen by students on the spot.
- Students should attend only according to their schedules and should not come to campus otherwise.
- Students should exit the classroom/laboratory and building immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.
- Work requirements can be requested by; emails, phone and zoom meetings to help ensure social distancing.

### 1.6.3 Food Court and Outdoor Areas

- Strictly follow the hands washing hygiene and social distance practice.
- Avoid big gatherings as much as possible.
- Avoid sharing personal utensils and belongings.

#### 1.6.4 Elevators

- Priority of elevators is for elderly and special needs cases.
- Occupancy on elevators should not exceed two persons.
- Face masks should be worn in elevators, especially when more than one person is present.
- Avoid touching the elevator surfaces (buttons) using exposed hands or fingers when possible.
- Wash hands or use hand sanitizer upon leaving the elevator.



## 2. COVID-19 SAFETY PROCEDURES

### 2.1 Positive Cases of Covid-19

To support MSA University community members that test positive for COVID-19 or those that may have been exposed to someone that has, faculty, staff and students should follow the below procedures in case of showing the below Covid-19 symptoms:

- Most common symptoms:
  - fever
  - dry cough
  - tiredness
- Less common symptoms:
  - aches and pains
  - sore throat
  - diarrhea
  - conjunctivitis
  - headache
  - loss of taste or smell
  - a rash on skin, or discoloration of fingers or toes
- Serious symptoms:
  - difficulty breathing or shortness of breath
  - chest pain or pressure
  - loss of speech or movement

(The previous symptoms are according to the World Health Organization (WHO) website, for more information kindly visit this link: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses> )

If a suspected or confirmed COVID-19 case is found, the office/classroom/bus/space will be closed for 48 hours while the premises are being disinfected and sterilized. Also, MSA University will protect the privacy and anonymity of those who test positive for COVID-19 and those who may have been exposed to COVID-19.

### 2.2 Students

In case of showing similar symptoms, students should:

- Contact the University Medical Team and report to the Faculty Students Affairs office
- Follow the self-quarantine procedures at home as advised by the University Medical Team
- Attend all scheduled classes online to ensure classes are not missed



## 2.1.2 Staff Members

In case of showing similar symptoms, staff member should:

- Contact the University Medical Team and report to his/her direct line manager
- Follow the self-quarantine procedures at home upon submitting the needed medical reports to the faculty and University Physician
- In case of being tested positive, sick leave procedure will be applied accordingly. (For sick leave detailed procedures, kindly refer back to the employee handbook.)

### MSA University Medical Team Contacts

Dr. Ayman Kandil - [aazim@msa.edu.eg](mailto:aazim@msa.edu.eg)

Dr. Sherine Hussein - [selashiry@msa.edu.eg](mailto:selashiry@msa.edu.eg)

### MSA University Health and Safety Contact

[safety@msa.edu.eg](mailto:safety@msa.edu.eg)

## 2.2 Travel

- International travel will be restricted to essential travel only; however, we will follow local government announcements and travel regulations to decide the appropriate time to relax travel restrictions.
- Due to the shifting epidemiology of the virus, a particular destination considered relatively safe now may be deemed unsafe this fall and vice-versa. Students and staff who need to travel for essential purposes should be aware that they may be required to contact the university's medical team to follow the necessary procedures upon return to Cairo.
- In case of returning from international travel, PCR test result should be submitted to the University Medical Team.

## 2.3 Compliance with Covid-19 Safety Procedures

### 2.3.1 Students

Failure to comply with the Covid-19 safety policy including but not limited to wearing face mask will be faced by:

- 1- Verbal warning
- 2- Notifying the student's faculty
- 3- An appropriate disciplinary action that will be taken according to the Student Code of conduct



### 2.3.2 Staff

Failure to comply with the Covid-19 safety policy including but not limited to face covering will be faced by:

- 1- Verbal warning
- 2- Notifying Staff member's line manager
- 3- An appropriate disciplinary action that will be taken according to the Staff Code of Conduct. Please get back to the Employee Handbook for further details.

### 2.3.3 Visitors

Failure to comply with the Covid-19 safety policy including but not limited to face covering will be faced by:

- 1- Verbal warning
- 2- Respectfully requesting to leave the campus in case of persisting to refuse to comply with the safety policy.

## 2.4 Roles and Responsibilities

### 2.4.1 Members of the University Community

Each Member of the University Community is expected to be aware of safety Covid-19 precautions and to ensure that they adhere to them.

All Members of the University Community are expected to:

- Follow the Covid-19 safety measures and procedures as advised by the Ministry of Health and Population and World Health Organization.
- Co-operate fully with the University's investigative and corrective procedures.
- Report to supervisor and contact the University clinic in case of experiencing similar symptoms of Covid-19.
- Alert colleagues if anyone around shows flu-like symptoms. (Seek immediate medical advice).

### 2.4.2 Executives, Line-Managers and Senior Staff

All executives, line-Managers and senior staff are required to:

- Ensure that all staff follow the protective measures outlined in this policy.
- Enforce compliance with this procedure using the existing disciplinary structure of the University.
- Report any violation for safety policy to the Human Resources Office.



- Reporting to the University Medical Team in case a team member or student showed similar ailments to Covid-19.

### 2.4.3 Human Resources

The University Human Resources office is mainly responsible for:

- Owning and administering this policy as well as related employment matters.
- Ensuring that all current University Community are adequately aware of their responsibilities under this policy and orient new comers during the induction program.
- Providing advice or guidance to related parties through the reporting procedure.
- Conducting the investigations with the related parties and gathering all information needed.
- Deciding the remedial action needed based on investigation result as appropriate.

## 3. POLICY ADMINISTRATION

### 3.1 Related Documents and Supporting Procedures

- MSA Employee Handbook
- MSA Code of Conduct
- MSA Health and Safety

### 3.2 Egyptian Legislation mandating compliance

- Ministry of Health and Population
- Egyptian Government related legislation, decrees and mandates
- Ministry of Higher Education
- Labor Law

Stay Safe

