

Operation of IMT Campus in AY 2021-22

Covid-19 Protocols & Procedures for Staff

A. Entry to the Campus

1. All Staff have to show active Al-Hosn App at the entry point to fulfill the entry conditions
2. At the gate of entry, the temperature check is done every day and if the temperature is found to exceed 37.5°C, the entry to the campus is denied.
3. Vaccination is compulsory for all Staff members.
4. Non-vaccinated Staff members are required to produce Official Certificate of Vaccination Exemption from Department of Health (DOH).
5. Those who received the Official Certificate of Vaccination Exemption are required to produce Negative PCR test report valid within 48 hours every time they enter the campus premises.
6. All Staff must ensure that they don't come to the campus when they experience any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).
7. Anyone arriving from outside the country must undergo a 7-day quarantine. The individual must also submit a negative PCR test result with the health declaration.
8. Staff are required to submit a self-declaration form to Health & safety Officer mentioning that they are not infected with Covid-19 and not in contact with infected individuals at least two weeks before the start of the Fall 2021 semester. In case you have any health problems or chronic diseases, please ensure that you include this information in the self-declaration form.

B. While in Campus

1. Staff members are required to wear face masks while in campus.
2. Staff must ensure that they don't come to the campus when they experience any symptoms of virus infection or respiratory symptoms such as (fever, cough, shortness of breath, pain in the body, headache).
3. Staff needs to ensure a physical distance of 1 meter with faculty and students.

4. Staff are instructed to stick to the use of personal protective equipment during their stay in the campus premises, and not to exchange equipment with colleagues, and to avoid shaking hands when greeting.
5. Need to ensure a physical distance of two meters between the faculty and the administrative staff.
6. Muslim Staff members should bring their own prayer rugs when they use prayer room and must wear face mask in prayer room.
7. Restrooms should not be crowded and queueing to be followed maintaining social distances.
8. You should bring two masks daily, one to be used in the morning and the other after lunch. Masks should also be disposed of in designated bins for medical waste. In the case of using fabric masks, precautions must be taken to ensure that the used ones are properly stored in your bag and cleaned daily.
9. You are advised to bring your own tissues, facemasks and gloves. In case, you need any of these items, please contact the reception.
10. You are required to follow the instructions given through e-mails and informative posters pasted on entrances, exits and any other places.

C. General Hygiene Practices & Responsibilities

1. You need to wash hands with soap and water for at least 20 seconds before touching the face, or to using alcoholic sanitizers, especially when using bathrooms or when touching commonplace surfaces.
2. You need to cover the mouth and nose and use tissues and elbows when coughing and sneezing.
3. You must carry a small bag for a laptop and a meal, preferably made of leather or plastic, to facilitate sterilization before going to the campus premises and after returning.
4. You may suggest any alternative Staff member of your preference in case you are infected or required to quarantine as a replacement for temporary time period.
5. Anyone arriving from outside the country must undergo a 7-day quarantine. The individual must also submit a negative PCR test result with the health declaration.
6. Participate in awareness and train programs organized by Health and Safety committee of the institute.
7. The movement of employees between departments shall be reduced as much as possible.
8. For any health and safety related issues please contact ehs@imt.ac.ae .