



COVID-19: LUG REOPENING PLAN

Lancaster University Ghana is reopening its campus to conduct blended learning classes for the 2020-21 academic year starting January 2021. This document details the guidelines and plan for the reopening of the campus. The University will adhere to the guidelines issued by the Ghana MOE, MOH, NAB and other relevant government agencies. The University is working with Lancaster University in the UK implement this reopening plan.

1. General

- 1.1. The crisis response team will comprise the CEO, the Provost, two senior managers, a Health and Safety Officer, and first aid certified staff. Lt Col S Gautama (Director Projects & Facilities) has been appointed as our primary Health and Safety officer and will be on campus during normal operating hours. He is assigned to follow up and monitor the implementation of health and safety procedures, and to conduct necessary training for students, faculty, and staff. He is also the person responsible for the designated Segregation Room within the campus premises. He will report directly to the Provost and/or CEO on all related matters. He is also responsible for managing the deployment of the health and safety team who are all certified in first aid.
- 1.2. Health and travel declaration forms will be collected from all students, faculty and staff. The online form will be sent to students one week prior to the start of study period by student services. The template of the form will include recent travel history, COVID-19 medical information and emergency contact details apart from your name.
- 1.3. Any visits to the campus for the purpose of orientation and/or campus tours, will adhere to MOH, MOE, and NAB guidelines and requirements where specified. Virtual tours will be encouraged.
- 1.4. Staff and faculty will be discouraged from exiting the campus facility during the day, but if they so do for, their temperature will be re-checked upon return and they will be asked to thoroughly wash and/or disinfect their hands.
- 1.5. A thorough sanitization of the campus will be conducted prior to the official reopening.

2. Communication

- 2.1. The University will communicate to student its reopening plans only after receiving MOE/NAB approvals.
- 2.2. The University will maintain updated contact numbers for staff and students with alternative active numbers to be used for emergencies.
- 2.3. The University will undertake regular communication to all students, faculty and staff concerning new information, practices, and hygiene protocols. Awareness and educational posters detailing best practices and social distancing rules will be shared with the campus' wider community (faculty/students/parents/admin staff) prior to opening and will be placed across the premises encouraging all persons to:
 - 2.3.1. Wear masks always except when eating or drinking in areas designated for that purpose.
 - 2.3.2. Frequently wash their hands with soap and water for at least 20 seconds and dry thoroughly.
 - 2.3.3. Clean their hands upon arrival at the campus, before and after eating, and after sneezing or coughing
 - 2.3.4. Refrain from touching their mouth, eyes and nose
 - 2.3.5. Maintain social distancing of 2 meters

- 2.3.6. Use only designated waiting and walking zones
- 2.3.7. Familiarise oneself with activity or room specific guidelines

3. Campus Entry and exit procedures

- 3.1. The common area on the 1st floor stairway landing will serve as a reception/screening area. Waiting area stickers, floor markers, tension cables, and/or entry lines, as appropriate will be installed to ensure queue management and prevent crowding throughout the campus. A staggered entry and exit procedure will be implemented to eliminate overcrowding and to maintain the 2-meter physical distancing in high traffic common areas.
- 3.2. Lift will be switched off and everyone will use the stairs
- 3.3. Entry by another door will be restricted to ensure tracking and management of entry and exit into the campus. Those other doors will be maintained as emergency evacuation exits only.
- 3.4. All persons on campus and on transport are always required to wear facemasks. 2 meters distancing measures will be maintained across the campus premises including in common areas, halls, service desks, library, etc.
- 3.5. Operating guidelines for the reception/front desk
 - 3.5.1. Check for temperature and facemasks for all people entering the campus.
 - 3.5.2. For Staff & Students – Check for submission of online self-declaration form and record temperature. For all others – Name, phone number, age, visit from, visit to, time of entry, temperature, any symptoms in last 14 days, contact with anyone with COVID 19 in the last 14 days of all visitors (i.e., anyone not enrolled or working at the campus)).
 - 3.5.3. Check for appointment and confirm with University staff for meeting
 - 3.5.4. Designate meeting location
 - 3.5.5. Communicate safety guidelines to all visitors:
 - 3.5.5.1. Maintain 2 metres between people
 - 3.5.5.2. Wearing face masks always while on the campus
 - 3.5.5.3. Sanitizing hands at sanitiser dispenser on entry and when moving around the campus
- 3.6. Anyone with a fever ≥ 37.50 C will not be allowed entry and will be asked to contact the MOH designated number immediately.
- 3.7. Any person who has been so refused entry, refused bus boarding, taken to the Segregation Room, and / or dropped off due to presenting COVID19 symptoms, will not be permitted on transport or campus until a clearance certificate from a competent authority is provided to the designated Health and Safety Officer.
- 3.8. All students are required to maintain social distance when using other facilities and shops in the A&C Centre.

4. Teaching and learning, and student management guidelines

- 4.1. The University will conduct online classes, which will also be recorded and available for students to download, and when permissible by the MOH and NAB and deemed appropriate by the University, simultaneous face-to-face and online classes will be undertaken. All tutorials and seminars will be online until further notice.
- 4.2. A survey will be conducted to determine if there are any students with high-risk medical conditions, however at present there are no students who have self-identified as being in a high-risk condition. Students with any high-risk medical conditions are instructed to opt for online learning.
- 4.3. Students are only permitted on campus if they are scheduled to attend the face-to-face class or if they have a meeting with faculty or staff that cannot be held online. Student attendance at face-to-face classes will only resume on approval of the relevant authorities and will comply with MOH guidelines on social distancing. If necessary, class sizes may be reduced to ensure compliance with MOH Guidelines. If the

number of students wishing to attend the face -to- face lesson exceeds maximum safe levels, the module leader will employ a rota system.

- 4.4. Once face-to-face lessons are approved students will only be permitted on campus 30 minutes before classes, during classes, and for 15 minutes following classes. This will allow for staggered entry and also for any discussions with their teachers.
- 4.5. During the time the students are on campus, they will be limited to being in their seat in their assigned classroom (which are all appropriately distanced). Students at all times will be under the supervision of a staff member to ensure that masks are worn and social distancing is maintained.
- 4.6. Once a student selects a chair and table, he/she will not be permitted to swap the selected chair and table with other students.
- 4.7. The number of students per lecture/lesson will be determined in accordance with each classroom size and conditions that will permit a safe distance of 1.5 meters per person.
- 4.8. Students and faculty must bring their own exclusive stationery items, devices or gadgets (i.e. laptops, tablets, headphones, etc.). Sharing of items will be prohibited. If students need a supply of stationery, it will be done by the faculty via proper disinfection.
- 4.9. Exchange of papers will not be permitted except for sanitised workbooks handed over to the student prior to start of the term which are not be shared thereafter.
- 4.10. Sharing of common resources will not be permitted unless they are cleaned and sanitized before being used by another person.
- 4.11. All assignments are designed for the students to do at home and are submitted through an electronic submission system, which includes automated plagiarism checking. Faculty are trained in identifying other types of academic misconduct and LUG maintains a robust system for managing academic integrity violations.
- 4.12. All examinations will be structured to be done as independent work at home within a restricted time and, were required, to be submitted through an authenticated online learning platform. These examinations are subject to close scrutiny for academic integrity
- 4.13. The University will ensure academic online provision for all the students who are unable to attend their classes physically (due to health condition, geographical isolation, quarantines, etc.). Students or staff with high-risk conditions (specific illnesses or immunocompromised with medical clearance) will be offered alternative education means (i.e. online provision), until further notice.
- 4.14. The University has had, and will continue to have, technical support for any issues related to access to academic materials or online classes, available during all working hours, including evening hours for post-graduate students.
- 4.15. All students not using our transport will be required to leave campus immediately after their classes while those using transport will be kept in a holding room in socially distanced seating under staff supervision until the bus is ready to leave.
- 4.16. All support services such as extra tutoring, TLC, counselling, student services, academic services, student life, finance, visa and immigration, and IT will be available online. Students will be encouraged to use these online support services. For face-to-face meetings students must make prior appointments with the department via email. Arbitrary meeting requests will not be permitted to limit crowding.
- 4.17. Libraries guidelines:
 - 4.17.1. The Library will remain closed to regular use and the online library will continue to be used as was during the summer teaching period. Physical books are to be handled only if an online copy is not available. Students will email the library for an appointment to borrow books if an online copy is not available. Fabric based books, or books made with material that is difficult to clean will be restricted.

- 4.17.2. Entry into the library will be appointment only and students will proceed to a specific book collection area to maintaining social distancing measures.
- 4.17.3. The librarian and support staff will be wearing masks, gloves, and will use hand sanitizer (over gloves) after each interaction.
- 4.17.4. Library equipment and counters will be disinfected after every use and students will not share the equipment. Any use of the library equipment will be done for the students by the librarian.
- 4.17.5. A book drop-off container will be designated and clearly labelled. All used books will be placed in a clearly labelled designated container for disinfection before re-use.

5. Faculty and support staff operating guidelines

- 5.1. Only faculty having a class will be permitted to come on campus, unless instructed to attend by their line-manager.
- 5.2. Only those staff members necessary for the operation of the campus will be onsite. Support functions such as academic services, registry & student services, student life, finance, IT helpdesk, admissions and marketing will work with minimum or no staff on site.
- 5.3. Any faculty or staff member who has a verified vulnerability or increased risk will be kept off campus. All team members will be surveyed to identify any such situations. All team members who are not required for the operation of the campus will be directed to work offsite.

6. On-campus operational procedures

- 6.1. Everyone on campus will be required to use facemasks, maintain social distance, and follow the University guidelines. Anyone breaking these requirements may be banned from campus until the end of the pandemic.
- 6.2. The University will maintain adequate records of its students, faculty, staff, or guests, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary.
- 6.3. The staff pantry will remain closed. All water dispensers and coffee stations will be shut off and sealed. All students, faculty, and staff are advised to bring their own water bottles. Water dispensers will be available on campus for availing water using personal bottles.
- 6.4. Only students with both morning and afternoon sessions will be permitted to consume food on campus. No catering/delivery of food is permitted for students, so students must bring their own food. Such students will be asked to consume food in designated eating zones while maintaining strict social distancing.
- 6.5. Faculty and staff can consume food at their desks or designated eating zones. Deliveries will be permitted for faculty and staff.
- 6.6. During break times, staff and students who are eating will be required to sit with 2 meters between them when eating in the designated eating zones.
- 6.7. Meeting rooms will remain closed. Other than the face-to-face classes, all other meetings between students and staff, between staff members, and with the public (except for scheduled meetings with admissions officers) will be conducted online. If there is an unavoidable need for a face-to-face meeting, it should be scheduled by a prior email appointment. Any face-to-face meeting will follow the physical distancing and other campus safety guidelines.
- 6.8. Online payments are encouraged and if someone is on campus for a meeting with an admissions officer, contactless payments will be strongly encouraged. All transactions are being handled in a paperless manner, unless otherwise required by government regulation.

7. Other events

- 7.1. All students will be encouraged to attend the online orientation. A face-to-face on campus orientation will be held on a space limited basis and by reservation only. Social distancing and mask wearing will be enforced throughout the orientation. In both, the online and on campus orientation, the students will be verbally briefed on all the safety protocols and will receive a follow-on email with full details that they can keep for future reference. The safety protocols will also be put up across campus for easy reference.
- 7.2. All non-online special events (conferences, seminars, festivals, holiday events, special performances, and sports tournaments) and group activities (trips, celebrations, sports, and student camps) have been cancelled or postponed until government notice that these activities can be resumed.
- 7.3. No indoor and outdoor sport activities will be conducted until government issue notice that these activities can be resumed.

8. Facilities and equipment

- 8.1. In order to ensure limited contact with doors and door handles, doors will be equipped with doorstoppers and will be kept open during the times students are scheduled to enter or exit a room.
- 8.2. Social distancing and other safety guidelines, and best practices notices, will be posted across the campus.
- 8.3. Social distancing stickers and lane control markers will be placed across the campus.
- 8.4. All excess furniture and indoor sports equipment will be removed from recreation rooms and classrooms.
- 8.5. Maintenance work or deliveries will be scheduled after operating hours. Proper precautionary measures will be applied for pick-up or drop-off items by designating an area for such activities and following a contactless process.
- 8.6. Frequently used equipment and electronic devices will be disinfected after each use (i.e., tablets, computers, etc.).
- 8.7. All shared equipment needed for practical work will be sanitized after each use.

9. Campus sanitisation practices

- 9.1. Daily clean up and sterilization of all areas and surfaces of the premises will be conducted at the completion of each day. Special restricted safety measures will be maintained by the campus toward subcontractors in charge of clean up and hygiene service providers, with regular assessment on their compliance. The university will ensure that the service provider will conduct cleaning services punctually and thoroughly (i.e., approved bins will be available across the campus and will be emptied frequently and before getting full, etc.). Cleaners will wear gloves and masks while cleaning the facility.
- 9.2. Adequate training will be provided to the health and safety in-charge to ensure proper handling of any potential cases.
- 9.3. Approved hand sanitizers will be distributed across the premises. Extra facemasks and gloves will be made available.
- 9.4. Strict social distancing and facemasks usage rules will apply. Anyone breaking these rules will not be permitted on campus.
- 9.5. Common areas such as waiting areas, halls, etc. will be cleaned and disinfected every hour or after every use. This also applies to frequently used areas/ surfaces such as door handles, dining tables, seat rests, etc.

10. Isolation and follow-on procedures

- 10.1. The Campus Critical Incident Management Plan is updated to include operating procedures for handling campus COVID-19 suspect cases.
- 10.2. Lecture Theatre #1 will be used as the Segregation Room for COVID-19 suspect cases.

- 10.3. If a person begins to show symptoms of COVID-19 during their time at campus such as fever ($\geq 37.5^{\circ}\text{C}$), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhoea / nausea, headache, or loss of sense of smell or taste, they will be isolated immediately in the designated Segregation Room.
- 10.4. This person with a suspect COVID-19 infection will be referred to conduct a PCR test. This person will not be permitted to return to campus until the result is obtained. Even if the result is negative and there is a clinical assessment of a probable COVID-19 case, the person will commence a 14-day quarantine and will not be allowed on campus until this is completed. If the result is negative and there is no clinical assessment, the person can resume at the campus so long as they are symptom-free but will be encouraged to take online classes for the next 14 days as a precaution.
- 10.5. The health and safety team in-charge will ensure that the person with a suspect COVID-19 infection can only be visited in the Segregation Room by the health and safety officers while wearing full PPE. Further, the person will be accompanied by a person wearing the full PPE when transported to home or to the hospital.
- 10.6. The name of every student or staff member who boards transport will be recorded so that the individuals on any given trip can be identified. The name of every person entering the campus will be recorded along with the approximate time of entry. (Time of exit will not be recorded to avoid another queue, which may compromise social distancing). Attendance will be taken in each class. These records combined with the campus wide CCTV records will provide the ability to determine any person's entry and exit times, as well as, any person with whom they had contact. These records will be maintained for a minimum of one month from the date that they are created to allow time for contact tracing after the COVID19 incubation period.
- 10.7. The contacts of the patient including staff, faculty and other students are all considered close contacts (anyone who spent more than 15 minutes in a proximity of 2 meters with the positive case, from the day of symptoms onset, or the day of the positive PCR test) will be traced.
- 10.8. The traced contacts will be required to commence the 14-day quarantine from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician.
- 10.9. A sanitisation exercise will be conducted if there is an identified positive case. Measures for sanitisation will be taken as per the Ghanaian Government guidelines, for the premises used by the person as traced and the Segregation Room.
- 10.10. A policy of "staying at home if unwell" for students and staff with symptoms of any illness will be enforced.

11. Transportation

- 11.1. The University will provide multiple transport schedules to enable immediate pickup and drop off of student to and from their home and campus to reduce any waiting time on campus.
- 11.2. All students using university provided transportation will be required to sign in and out with the time and location indicated for each. This will enable reporting on all trips and facilitate contact tracing.
- 11.3. The seating capacity of the vehicles will be limited to 50% of full capacity to ensure social distancing.
- 11.4. Clear markers will be placed on seats indicating seating and non-seating zones. Adequate signage will be added inside the bus to guide riders towards hygiene practices (i.e. respiratory hygiene, waste management, etc.).
- 11.5. Each driver will conduct temperature screening for all persons during pickup prior to entering the vehicle. Anyone with a temperature $>37.5^{\circ}\text{C}$ will not be allowed on the bus.
- 11.6. Upon arrival at campus, students will be escorted directly to the campus through a separate entrance to avoid contact with anyone who has not yet been temperature screened.
- 11.7. All back-seat pockets will be duct taped closed to restrict usage.
- 11.8. Each vehicle will be equipped with digital thermometers, facemasks, hand sanitizers, and gloves.
- 11.9. Application for transport will be opened up one week prior to the start of the teaching period and will be allotted in a first come first serve basis.
- 11.10. Everyone on any form of University transport must wear masks and maintain appropriate social distancing.

- 11.11. Bus hygiene will be maintained by following the appropriate sanitization and physical distancing standards. All seat belts, arm rests, handles, rails, etc. will be sanitized after each use, in accordance with the government's relevant guidelines for public transportation.
- 11.12. Proper ventilation in the vehicle will always be ensured. To avoid recirculating air, the air-conditioning for all vehicles will be set to fresh outside air. The use of open windows will be encouraged wherever possible.
- 11.13. Students will be offloaded in a staggered manner. The transport coordinator will liaise with the reception to ensure that there is no crowding.
- 11.14. Students waiting for transport after classes will wait in their classroom and loading of student will be undertaken in a staggered manner after temperature screening prior to leaving. Strict social distancing will be maintained while waiting in the classrooms and staff will supervise the students till, they leave.
- 11.15. If a rider begins to show symptoms of COVID-19 while taking the bus the person will be seated at least 2 meters away from the rest of the riders immediately. The bus attendant/driver will immediately inform the health and safety in-charge at the campus. On reaching campus, the rider will be escorted directly to the COVID19 Segregation Room.
- 11.16. If the trip was for drop off at home/accommodation, the person will be dropped off first. If the trip was for drop off at the campus, the person should be isolated as per the isolation guidelines and sent home or to a hospital for a PCR test and will follow the previously stated guidelines in this regard.
- 11.17. All drivers will receive basic training to ensure proper handling of any potential cases.

12. Travel and Health Self-declaration

All Staff, students, ex-students, visitors etc. coming to University Campus for any purpose are required to fill out the online 'Travel and Health Self-declaration' form provided at the link shown below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QSU0QYK9D0i1CR6yTk4Km3E2mgYe8BJNtrO6RTnTiDIUNE9CRVRCUjILQTRXSDc4RFZBUKFRS1NITC4u>

Persons not submitting the Travel and Health Declaration online will NOT be permitted ENTRY to the University Campus