

Health Guidelines for Holding Face-to-Face Sessions

I. General Tips

- Consider holding the classes in a well-ventilated space.
- Consider holding classes outdoor when physical distancing cannot be maintained.
- Plan for short sessions without breaks.
- Divide the students into small groups.
- Do not mix groups.
- Space out classes to allow for time to disinfect and ventilate.
- Inform the Protection Department's supervisor about the class days.
- Inform the Hospitality Department's staff about the reservation details: date, location, start & end time, so they can clean and disinfect the rooms before and after the classes

II. Communication

Send out an email to students with instructions prior to the course targeting safety measures, such as:

- Bring only essential items such as IDs, water bottle, alcohol-based hand sanitizer, etc.
- Enter the campus with your mask on and keep it on at all times.
- Wash your hands frequently with sanitizing solution and upon:
 - arrival to the entrance gate
 - entry to the room where the class will be held
- Treat yourself and anyone you meet as an asymptomatic carrier
- Avoid the use of elevators (except for people with special needs).
- Avoid handshaking.
- Avoid touching eyes and face.
- Avoid sharing stationary, documents, devices, etc.
- Avoid sharing food.
- Avoid gathering in groups or mingling.
- Leave immediately after completion of the class.
- Maintain physical distance at all times, two meters from other people, unless otherwise instructed by your instructor.
- Inform your instructor or the Health Services Office about any underlying health condition or any immunosuppressive status to accommodate the groups accordingly

NB: An underlying health condition is a chronic or long-term illness, which in turn weakens the immune system such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer.

III. COVID-19 Screening Questionnaire

Assess COVID-19 symptoms of all students and faculty by sending COVID-19 screening questionnaire:

- The questionnaire should be sent 24-48 hours prior to the beginning of the class.
- The instructor shall review the forms and communicate any underlying disease and/or unusual/alarming symptom to the Health Services Office prior to the first session.
- The instructor shall assess COVID-19 symptoms of all students at the beginning of every class. **No one should be in the studio with an active cough or sneeze, even from allergies.**
- Ask students to stay at home if they are feeling sick or have any risk factors. In this case, a flexible rule must be created and implemented. (Decision to be taken by the instructor or the department chairperson).
- Remind students that they should notify the instructor if they had close contact with a COVID-19 suspected or confirmed case.
- Remind students that people may be able to spread COVID-19 even if they do not show symptoms.

IV. Advice for Faculty

- Ventilate the class.
- Always wear a mask.
- Always wash your hands.
- Ask students to directly sit in the designated seat.
- Provide the students with clear instructions regarding the need of keeping masks on their faces and for the masks to be fully extended to cover their nose, mouth, and chin.
- If a student needs help, please **do not** stay close to him/her for more than five minutes, then wash your hands. In this case, it is preferable to wear a face shield.
- If a student is requested to approach the instructor's desk, please apply the following steps:
 - Call students individually.
 - Respect physical distancing as much as possible.
 - Limit the time of contact.
 - Make sure that masks are worn properly.
 - Do not share papers, pens, etc.
 - Clean and disinfect the desk, especially between students' use.
 - Wash your hands.

NB: In this case, faculty should wear a face shield.

- Remind students to avoid sharing food, gathering in groups, or mingling.
- Arrange the departure of the students by accommodating physical distancing and remind them to:
 - Leave the campus immediately after the completion of the class
 - Keep on the masks until they leave the campus

V. Class Exam Instructions

Collect the exam papers in a plastic box or LAU nylon bag.

- **If you are using a plastic box:**
 - Ask students to drop off the exam papers in the plastic box.
 - Keep them in the plastic box for 24 to 48 hours before handling.
 - Wash your hands and wear a mask before touching the papers.
 - Store exams in a closed cabinet.
 - Clean the plastic box.
 - Clean the surface you worked on.
 - Wash your hands.
 - Remove the mask and discard it in a garbage bin.
 - Wash your hands again.
- **If you are using LAU Nylon bag**
 - Ask students to drop off the exam papers in a plastic tray or pile them on the table, then put all papers in the LAU Nylon bag and wash your hands.
 - Keep the exam papers in the nylon bag for 24 to 48 hours before handling them.
 - Wash your hands and wear a mask before touching the exam papers.
 - Store them in a closed cabinet
 - Discard the nylon bag in a closed garbage bin.
 - Clean the surface you worked on.
 - Wash your hands.
 - Remove the mask and discard it in a closed garbage bin.
 - Wash your hands again.