

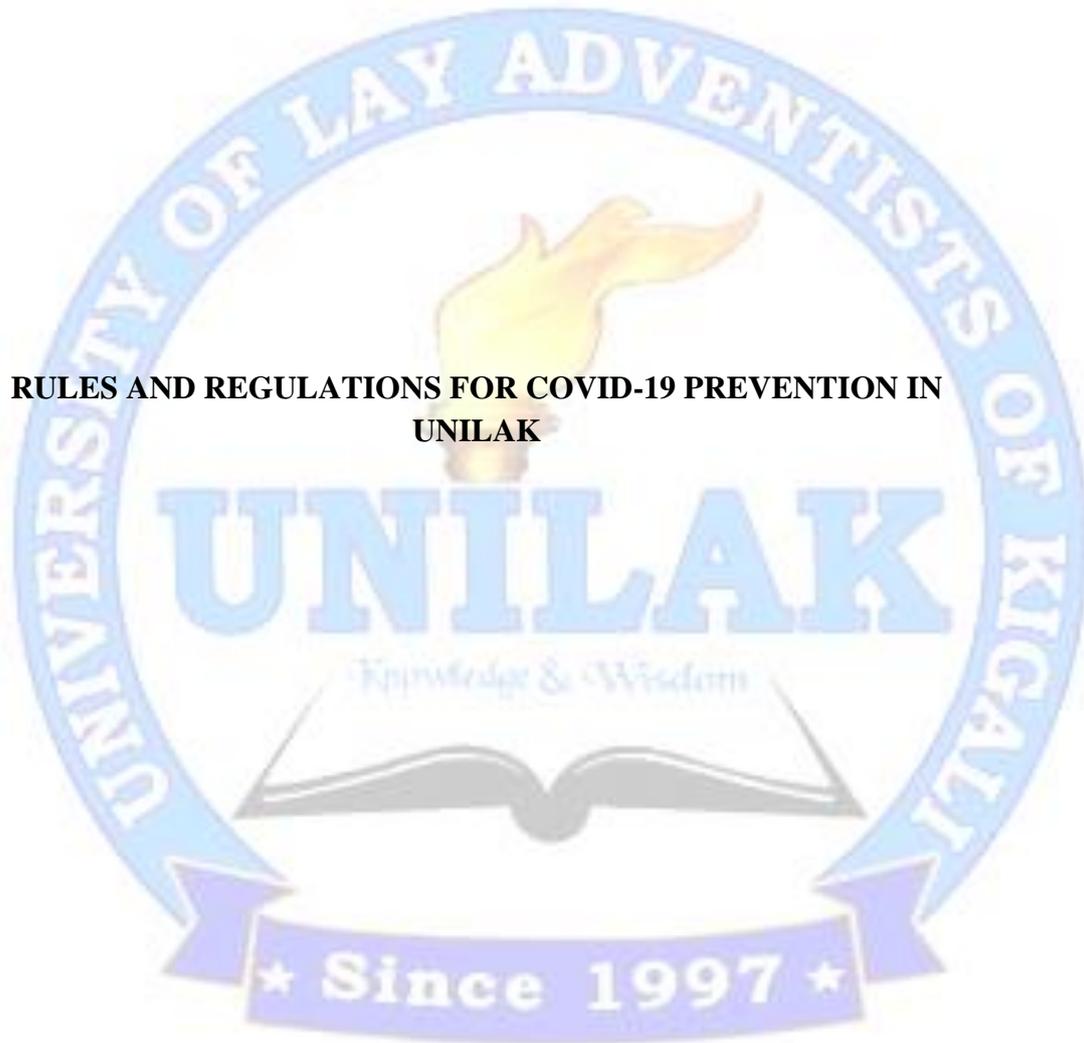


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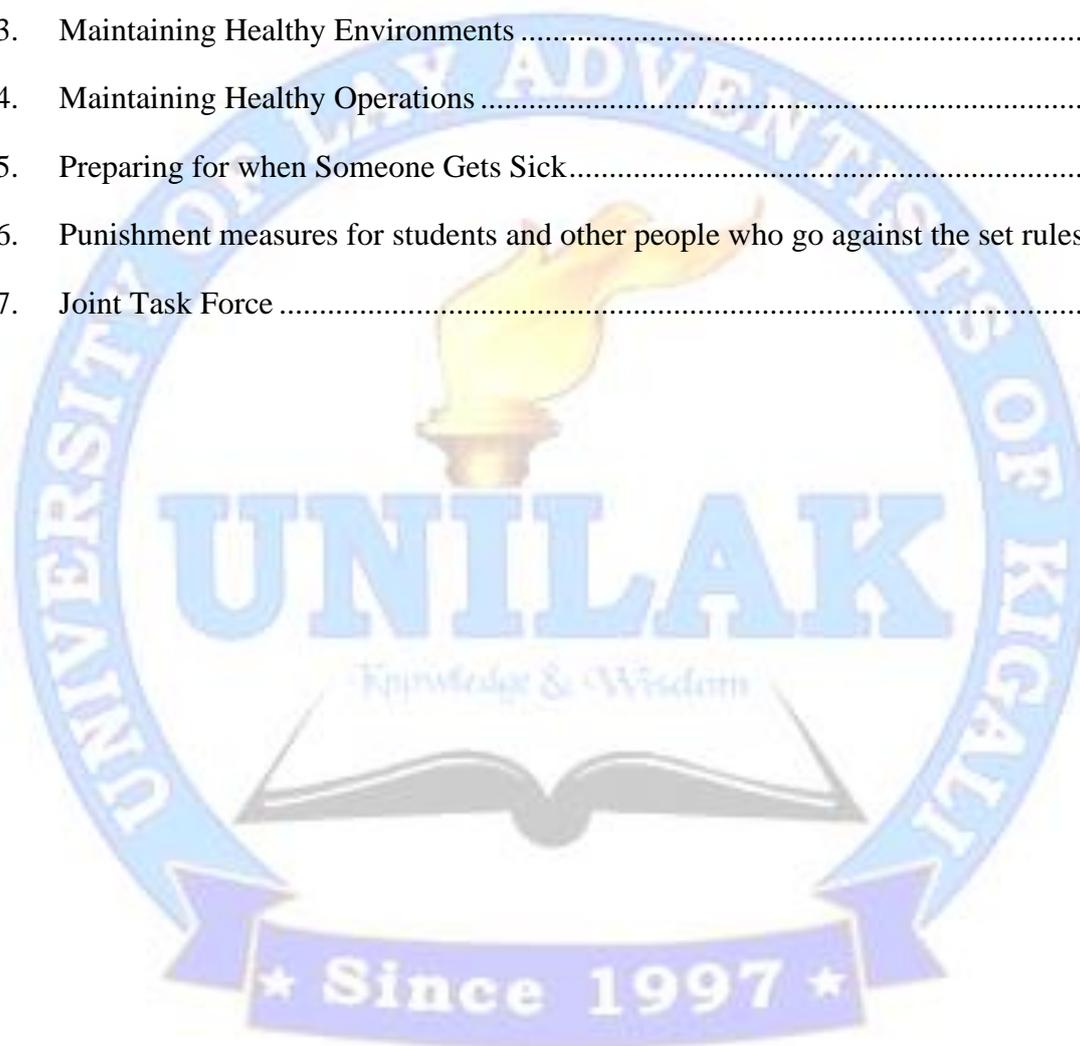
RULES AND REGULATIONS FOR COVID-19 PREVENTION IN UNILAK



Kigali , October 2020

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1. Introduction

UNILAK is welcoming students and staffs back to campus. As schools reopen and university community members return to campus within the COVID-19 pandemic, UNILAK finds itself in unexpected times. UNILAK management has been working conscientiously with faculty, staff and students, to develop comprehensive plans which not only prioritize the safety of our community members but also preserve key elements of what makes the UNILAK experience different. While daily life will certainly be different, we are confident that this will be a challenging but successful.

2. To What Extent is UNILAK Prepared for Re-opening?

As part of our preparation, UNILAK has organized a task force representing academics, students' affairs, and campus operations. All work undertaken by this task force has been informed by the UNILAK senior management.

The following principles will guide our efforts:

- We will fulfill our mission and meet the UNILAK standard of quality education.
- The health and safety of the UNILAK community is paramount.
- We will respond with commitment and flexibility in the face of complication.

Detailed in this statement are critical elements of UNILAK's comprehensive reopening plan. This information will continue to evolve, so we ask that you follow our communications detailed on our dedicated website and remain flexible to changes as needed. We look forward to sharing the full details of the reopening as they are finalized.

2.1. Academics

The task force has developed a comprehensive plan to continue to deliver UNILAK's high-quality academic offerings in a manner that places community safety at the forefront. After careful consideration for student health and the safety of the UNILAK community, a modified schedule has been established. This will start by a timetable which allow to group students in small groups by respecting a social distancing of 2m. We will also emphasize on the use of blended mode of teaching which will reduce the time students spend as they are traveling in the campus and this will reduce the risks of contamination which discourages travel, again minimizing the risk of exposure to the virus. Additional measures to protect the UNILAK community are listed below, and further details will be forthcoming.

Modifications to Course Instruction

- **Blended instructional model:** UNILAK will utilize a blended, flexible model of in-person and online instruction to provide flexibility for students to fulfill their academic requirements. More time of classes will be consecrated on online materials and face to face classes will be given a short time. (Cfr Blended mode of teaching Policy)
- **Technology-based collaboration:** The UNILAK is providing a robust suite of technology tools for students to engage in collaborative activities, both on-site and remotely. Technology resources will supplement the in-person classroom environment and create additional ways to interact with peers in a project space scenario.

- **Learning management enhancements:** Leveraging feedback from students and faculty, UNILAK has expanded the functionality of its learning management system to offer additional pedagogical resources and improve the end-user experience. Students can expect a more uniform course design and additional functionality.
- **Office hours:** UNILAK is strongly encouraging staffs to use technology during service provision.

2.2. Enhancing Behaviors that Reduce Spread of COVID-19

UNILAK may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Hand Hygiene**
 - Reinforce hand washing with soap and water for at least 40 seconds. (eg: At the entrance of the campus, at the toilet, at the restaurant,)
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
 - Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 40 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
- **Masks**
 - Reinforce use of masks among students, faculty, and staff. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all students, faculty, and staff on proper use, removal, and washing of masks.
 - The designated team should ensure/monitor that masks are appropriately worn by everyone on the campus. (eg: in classrooms, in offices...)
- **Social Distancing/Contacts**
 - Adapt all practices to allow physical distancing of at least 1 meter.
 - Within the program, create consistent groupings of the same staff and students.
 - Whenever possible, implement programming that refrains from intermixing groups. If intermixing of groups is necessary, limit the number of groups that intermix and keep records of students.
 - If social distancing cannot be adhered to for some activities, cancel the activity.
 - The maximum number of people per group would be dependent upon the room size considering the social distancing policy (marked area only to be occupied).
Eg. Meeting rooms, Classrooms, Restaurant, and Library...

- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Create distance between staffs or students in UNILAK vehicles (e.g., skipping rows).
- Limit any nonessential visitors and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).

Note: Sanctions will be applied to anyone who doesn't comply with the above norms.

- **Adequate Supplies**
 - Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, masks (as feasible), and no-touch/foot pedal trash cans.
 - The designated team will make sure that the necessary supplies are always available.
- **Signs and Messages**
 - Post signs in highly visible locations (e.g., building entrances, restrooms, dining areas, hostels,...) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a mask).
 - Include messages about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students.
- **Waste Management:** Only foot pedal bins are used and particular bins will be designated for disposal of masks.

2.3.Maintaining Healthy Environments

UNILAK may consider implementing several strategies to maintain healthy environments.

- **Cleaning**
 - Clean frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, hand railings, bathroom stalls, dining hall tables) within UNILAK facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
 - If transport vehicles are used by the UNILAK, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, masks). To clean UNILAK buses, vans, or other vehicles.
 - Develop a schedule for increased, routine cleaning.
- **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.
- **Aeration**
 - Increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.
- **Food Service**
 - Provide grab-and-go options for meals in the restaurant. (The designated team will ensure that hand hygiene and social distancing rules are followed).

2.4.Maintaining Healthy Operations

UNILAK may consider implementing several strategies to maintain healthy operations.

- Participation in Community Response Efforts
 - UNILAK will actively be participating with local authorities in broader COVID-19 community response efforts.
- Telework and Virtual Meetings
 - Replace in-person meetings with video- or tele-conference calls whenever possible. (eg.Meetings with top leaders)
 - Provide student support services virtually, as feasible.
 - When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes)
- Travel and Transit
 - Consider options for limiting non-essential travel in accordance with campus and local regulations and guidance.
 - Encourage students, faculty and staff who use public transportation or ride sharing to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- Designated COVID-19 Point of Contact
 - The office of student affairs (and the designated team) is responsible for responding to COVID-19 concerns. All UNILAK students, faculty and staff should know that technical team members and contact them in case there is any issue.
 - UNILAK will also organize a committee of 3 students for each class to monitor and enhance preventive measures in the classroom.

- Staff Training
 - Train staff on all safety protocols
 - Conduct training virtually or ensure that social distancing is maintained during training.
- Recognize Signs and Symptoms
 - If feasible, conduct daily health checks or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or symptom checking).
- Support Coping and Resilience
 - All employees and students will be encouraged to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
 - Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind.
 - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
 - Consulting the counselor in case of necessity.

2.5.Preparing for when Someone Gets Sick

UNILAK may consider implementing several strategies to prepare for when someone gets sick.

- Isolate and Evacuate Those Who are Sick
 - Make sure that faculty, staff, and students know they should not come to UNILAK if they are sick, and should notify UNILAK officials (e.g., UNILAK designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go to a healthcare facility, and follow RBC Guidance for caring for oneself and others who are sick. UNILAK may follow RBC's Guidance for those that live in UNILAK hostels.
 - UNILAK has designated an isolation room for anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
 - The institution will be in touch with the healthcare concerning the identified/suspected case.
- Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.

- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products.
- Notify Health Officials and Close Contacts
 - In accordance with applicable different institutions (eg.Rwanda National Police, Healthcare center,...)and local laws and regulations, UNILAK should notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality .
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow RBC guidance if symptoms develop.

2.6.Punishment measures for students and other people who go against the set rules

UNILAK plans to enforce its mask and social distancing rules for students on campus. University officials will discipline students who don't follow COVID-19 guidelines in different phases depending on the specific offense.

Violations can be for things like not wearing a mask or failure to social distance.

- Anyone who doesn't wear a mask appropriately,keep social distancing policy or comply with the hand hygiene policy will not be provided by any service.
- The first violation results in a written warning for staff and the student will be required to take health and safety training.
- The second violation will result in a formal conduct charge.
- The third violation a formal conduct charge plus possible disciplinary probation. After that, students could face suspension for one year.
- Eviction/ suspension for one year for hosting an on-campus gathering that violates school safety rules.
- The fine shall be applied to the students and staff who don't comply with this regulations. The fine will be 2000 Frw for students and 5000frw for staff.

2.7. Joint Task Force

The Joint Task Force will be composed by:

1. Chairperson: Head of Counselling
2. Vice-Chairperson: Dean of Students & Head of Volunteers
3. Nurse
4. Public Relations
5. Head of Securite
6. Head of Cleaning
7. Representative of Volunteers Team.

Responsibilities

The above Joint Task Force will ensure that everyone on the campus (students, staffs,) complies with the Covid 19 policies.

- Ensure overall monitoring of the respect of preventive measures of COVID-19 spread
- Isolation for people who have some sings of COVID-19
- The team will ensure that everyone wears masks appropriately at all times
- The team will ensure that everyone apply social distancing policy (1 meter apart)
- The team will ensure that everyone apply the hand hygiene policy as much as policies.
- The team will ensure that supplies are availed (eg. Hand sanitizers, water, soaps, towel papers...)
- Report to the authorities for further decisions.

