



Guidance for Saegis Campus Students on COVID -19

In the present context, Saegis Campus need to modify work practices and the work environments to prevent any possible transmission of COVID-19 infection at workplaces with the commencement of the operations. This document provides guidelines to be followed at the Campus to prevent/control the spread of possible COVID-19 infection. The measures are simple to follow and can be adopted easily. However, it must be noted that the current scientific evidence on COVID-19 infection is limited as it is novel to the world.

Please note that this document is developed based on several guidelines issued by the Ministry of Health and Indigenous Medical Services as at date hereof. The users shall be mindful that the Ministry of Health and Indigenous Medical Services may update the said Operational Guidelines from time to time. The purpose of this document is to provide a guideline to the users on the temporary measures that will be implemented within the Campus premises following the Covid-19 outbreak.

Possible Methods of Transmission of the Virus

- Droplets – The virus can be transmitted by breathing infected droplets. Droplets can be produced during coughing or sneezing or even by exhales from infected persons. These droplets can travel up to a distance of 1m.
- Direct – Person to person transmission by direct contact with an infected person. (E.g.: hugging, shaking hands). The virus can enter the body through nose, mouth or eyes.

- Indirect – When an infected person coughs, sneezes or exhales, droplets of infected fluid may get released and contaminate nearby surfaces and objects, such as desks, tables, telephones, computers etc. An uninfected person may come in contact with the virus by touching these surfaces and then touching their eyes, nose or mouth.

Following Categories of Students Should Not Report for Lectures

1. Those having fever, with or without acute onset respiratory symptoms such as cough, runny nose, sore throat and/or shortness of breath.
2. Those who have had contact with suspected or confirmed case of COVID-19 for the last 14 days.
3. Those who are quarantined for COVID-19 the last 14 days.
4. The Campus ensures that if a sick person reports to work/lectures, he / she is sent back home / hospital immediately.

All Students and Visitors are Expected to Adhere to the Following Good Practices

1. Anyone entering the premises should wash their hands with soap and water. Foot operated tap is available at the entrance.
2. Temperature will be checked at the time of entrance to the workplace and any person recording a temperature above 98.4 0F or 37 0C should be re-checked after 10 - 15 minutes of rest and if positive for second time sent him / her back.
3. Clean your footwear using the Sanitizing Footbath Mat available at the entrance to the reception.
4. Keep a distance of one meter between students and staff at all times.
5. All shall wear masks properly while in the premises. They should refrain from touching the mask or their faces, while wearing it. Avoid touching the face at all times. All are advised to bring their own masks and gloves.
6. All are encouraged in respiratory etiquette, including covering coughs and sneezes. Coughs and sneezes have to be covered by the inner side of elbow or sleeve. In a situation where this is not possible a tissue can be used to cover the nose/ mouth, provided the tissue is discarded into a closed bin and hands washed thereafter.
7. All are advised to avoid using others mobile phones, pens and other common stationeries or other study tools and equipment, whenever possible. If any object has

been shared it must be cleaned with soap and water or with minimum 70% v/v alcohol-based sanitizer.

8. All shall minimize direct verbal communication between students and staff and use alternative methods (mobile phone / emails).
9. All are advised to avoid shaking hands/ hugging and adopt other non-touch techniques of greeting.
10. Food hygiene and good food safety practices can prevent the transmission of virus through food. Therefore, all are advised to maintain good personal health and hygiene by practicing the following:
 - Do not share food
 - Bring your own lunch packet & water bottle from home
 - A balanced diet
 - Drinking adequate amounts of clean water
 - Regular physical exercise
 - Abstain from unhealthy habits such as smoking and consuming alcohol

What Needs to Be Done on Returning Home from Campus

1. Wash your hands thoroughly with soap and water.
2. Remove the clothing and shoes/slippers and leave them outside and wash them before taking inside or wearing them again.
3. Leave all your belongings outside. If any item is taken inside the house, either wash it with soap and water or disinfect with alcohol sanitizer. (This applies to your mobile phone, spectacles, wristwatch etc.)
4. Enter the house only after a bath.

Useful Contact Numbers

- **The Ministry of Health hotline, available 24 hours - 94 113 071 073**
- **The Government media unit hotline – 117**
- **Suwa Sariya Health line – 94 710 107 107**
- **Medical Officer of Health of the area**

Saegis Campus02-07-2020