

COVID-19

Standard Operations Manual

For

Students, Faculty, Staff, and Visitors



Akhtar Saeed Medical and Dental College, Lahore

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Preface

The Management of Akhtar Saeed Medical and Dental College considers safety of its students, faculty, Staff, and visitors to be of prime importance during these unprecedented health challenges. It is not clear as to how long, we will remain haunted by the COVID-19 Pandemic. Any hope of an early dissipation of the virus has been nullified by the second wave of the mutated virus appearing in the European Countries.

Pakistan has been praised the world over for having managed the COVID-19 pandemic threat through a combination of safety measures including wearing masks, sanitization and maintaining social distancing together with the smart lockdowns. The citizens of Pakistan deserve the praise showered on the country for the exemplary handling of COVID-19 Pandemic. However, more needs to be done to ensure that the pandemic does not rise again in the country.

This manual developed by Akhter Saeed Medical & Dental College builds upon the best practice guidelines recommended by the Ministry of NHR&C. It has been customized keeping in view the unique circumstances and situation of AMDC to ensure smooth functioning of the institution, and safety of the teaching faculty and students.

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Definitions

For easier understanding and implementation of the protocols, brief definitions of the concepts used in the document are given below:

Standing Operating Procedures

Protocols developed to reduce the possibility of the spread of COVID-19; which are to be followed by everyone within the premises of the Institution. Failure to comply with the protocols will lead to administrative action.

Zones

- Heavy Traffic Zone:

Heavy Traffic Zones are areas, in which both outsiders as well as insiders are present. These areas are usually crowded, and are open to anyone especially general public. Examples are Mosque, tuck-shop, reception etc.

- Medium Traffic Zone

Areas on which both insiders and outsiders are usually present, but their numbers are comparatively less. Examples are Administration Offices, etc.

- Low Traffic Zone

Areas in which only insiders are usually present, and these areas include classrooms, lecture halls, faculty areas, labs, etc.

- Restricted Zone

Areas in which a limited number of insiders with a need to be are allowed, namely hostels etc.

People

Outsiders are any person, who is not an employee, faculty member, student, and related in any capacity to the normal working of the institution. They usually interact with the institution on a need basis, and for a limited time.

Insiders are any person, who is an employee, faculty member, student, and related in any capacity to the normal working of the institution. They usually spend the bulk of the day inside the Institution.

Generic Standard Operating Procedures

Controls

Physical Controls:

- Physical barriers or partitions to separate employees from each other or the public, such as clear plastic sneeze guards, theater ropes, warning tape, etc. will be installed as necessary.
- Hands-free trash receptacles, soap and towel dispensers, door openers, and other similar hands-free equipment will be made available as necessary.
- Facilities, shared equipment, work areas, and electronics will be routinely disinfected. All surfaces will be cleaned with freshly prepared 1% sodium hypochlorite solution on daily basis.
- Floors will be marked for social distancing outside administration office and at the college entrance.
- Sufficient stock of face masks, soaps and sanitizers will be maintained in the institution.
- Masks and sanitizers will be available for the students on payment at the gate/ entrance.
- Sanitizers will be available at the reception, in each classroom and all departments.
- De-Sanitizers will be mounted outside the labs and main entrance and exits.
- Awareness standards regarding COVID-19 prevention will be displayed at the entrance and outside classrooms
- Signage to communicates social distancing, cough and sneezing etiquettes, proper hand hygiene and control, and other critical procedures will be placed as needed.

Administrative Controls:

- Wearing of face mask/covering during the Lectures / Practical / clinical rounds etc. is mandatory.
- Health log book of all the students and staff will be maintained in the institution.
- Social distancing will be ensured everywhere, especially by increasing space between workstations and in classes.
- Sports activities will be prohibited.
- Interpersonal contact will be limited by replacing face-to-face interactions by virtual communications and implementing remote work options.
- Alternating days or extra shifts will be encouraged to reduce the total number of individuals in the premises at a given time, allowing people to maintain distance from one another while maintain a full onsite work week.
- Up-to-date education and training on Covid-19 risk factors and protective behaviors will be provided on a need basis.
- Emergency communications plans will be developed, including a forum for answering concerns.
- Training regarding the use of protecting clothing and equipment (including appropriate wear and correct donning and doffing procedures) in the context of workplace responsibilities will be provided.

Tips to Prevent COVID-19

Wash Hands

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How to Wash Hands?

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands between your fingers and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse hands well under clean, running water.
- Dry hands using a clean towel or air dry them.

Preventing Spread of COVID-19

- Cover your cough or sneeze with a tissue or cough or sneeze into your upper sleeve, not your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer (at least 70% alcohol).
- Stay away from people who are sick.
- Stop touching your eyes, nose and mouth.
- Throw your used tissue in the trash and then wash your hands.

Staying Home, If Unwell:

If a student or faculty member feels unwell, he or she should stay home after submitting a doctor's note and/or a PCR Test result. COVID-19 positive patients should stay home for 14 days, and will be screened on arrival.

Disinfecting Surfaces

High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should be specially cleaned. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable. Start cleaning from cleaner areas and proceed towards dirtier areas.

Guidelines for Preparation of 1% sodium hypochlorite solution

S / No	Product Available	Available Chlorine	1%
1	Sodium hypochlorite – liquid bleach	3.5%	1-part bleach to 2.5 parts water
2	Sodium hypochlorite – liquid	5%	1-part bleach to 4 parts water
3	NaDCC (sodium dichloroisocyanurate) powder	60%	17 grams to 1 litre water
4			
5	NaDCC (1.5 g/ tablet) – tablets 60%	60%	11 tablets to 1 litre water
6	Chloramine – powder	25%	80 g to 1 litre water
7	Bleaching powder	70%	7g g to 1 litre water
8	Any other		As per manufacturer’s Instructions

Heavy Traffic Zone Standard Operating Procedures

Heavy Traffic Zones are areas, in which both outsiders as well as insiders are present. These areas are usually crowded, and are open to anyone especially general public. Examples are Mosque, tuck-shop, reception etc.

Mosque SOPs

- Worshippers will be asked to observe social distancing between themselves.
- The entry point to the Mosque will have clear markings showing direction of entry and ground markings set at 1.5 meters apart showing the worshippers “STAND HERE”.
- Security personnel to ensure worshippers follow the direction of entry and avoid crowding will be assigned at prayer timings.
- Every worshipper intending to enter the mosque MUST have a mask and have it put on properly. Any worshipper without a mask would be turned back to get one, without any exception.
- The exit points will be clearly labeled so and not be shared with entrance.
- The first row behind the Imam will be left empty, as will be every alternate row.
- The following practices are forbidden for the time being:
 - a. Shaking hands and hugging each other.

- b. Sharing of copies of Koran.
- c. Usage of caps placed inside the mosque.

Cafeteria / Tuck-shop Protocols

Meals are an essential part of the day for students, faculty, staff and visitors. A healthy, and safe environment for everyone to consume their meals will be provided.

- Check personal hygiene of cafeteria and tuck –shop staff.
- Keep safe distance among staff members themselves and students.
- Eating areas will be determined to physically distance individuals while eating.
- Menu selections will be limited to allow for quicker decision making and service. Cafeteria will provide more grab and go options to reduce potential time in cafeteria line.
- Lunch schedules and options may be adjusted to accommodate physical distancing.
- Signage and floor markers will be displayed to provide guidance on traffic patterns, and what is acceptable with regard to physical distancing in the lunch line, checkout line, and when eating.
- Additional plastic guards will be installed as necessary in serving and cashier lines.
- Everyone must wash/sanitize hands prior to eating meals or snacks; and must wear mask at all times in cafeteria, except when eating.
- Food may not be shared.
- High-touch surfaces will be cleaned and disinfected frequently, such as door handles, light switches, carts, equipment handles, etc. at minimum every two hours.
- Regular cleaning and sanitizing will continue to occur.
- Hand Sanitizers should be available.
- Avoid crowding.
- Ensure minimum time to be spent in Cafeteria Area.
- No person is allowed to sit in cafeteria area.
- All snacks to be disinfected before being displayed for sale.

Kitchen / Mess Protocols

- Keep record of COVID-19 tests of mess staff.
- Check personal hygiene of kitchen / mess staff.
- Have organized system of distribution of food.
- Use of single tray system for food handling.
- Use of minimum washable/disposable items.
- All uncooked food items to be thoroughly washed before cooking.

- Food Service and Preparation Areas, especially food contact surfaces of sinks, tables, utensils, cutting boards, and equipment will be washed, rinsed, and sanitized at the following times:
 - d. Before and after each use.
 - e. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
 - f. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - g. After handling different raw time and temperature controlled for safety (TCS) fruits and vegetables, for example between cutting melon and leafy greens.
 - h. Any time contamination occurs or is suspected.
 - i. After four hours if items are in constant use.
- The procedure for washing, rinsing, and sanitizing food contact surfaces of sinks, tables, utensils, cutting boards, and equipment is as follows:
 - a. Wash surface with detergent solution.
 - b. Rinse surface with clean water.
 - c. Sanitize surface using a sanitizing solution.
 - d. Place wet items in a manner to allow air drying.
 - e. All surfaces, equipment and utensils must be completely air dried before coming in contact with food.

Public Washrooms Protocols

- Soaps should be available in all washrooms and washroom clusters.
- Use of antiseptic measures for cleaning the washrooms.
- Frequent cleaning of wash basins and slabs.

Medium Traffic Zone Standard Operating Procedures

Areas om which both insiders and outsiders are usually present, but their numbers are comparatively less. Examples are Administration Offices, etc.

Office SOPs

- Visitors will not be allowed to spend more than 60 minutes sitting inside an office.
- There should be social distancing between visitors and staff members.
- All surfaces, especially high contact surfaces will be cleaned daily.
- Employees will be grouped with suitable size based on the office capacity to ensure social distance.
- Employees shall have a considerable time gaps during entry in to office, lunch breaks of staff, and leaving the office.
- Mandatory thermal scanning of everyone entering and exiting the work place will be done.
- Electronic devices to be used for communication between employees to avoid frequent gatherings.
- To avoid papers, use of soft copies to be encouraged for safety.
- Large gatherings or meetings of 10 or more people to be discouraged.
- Use of staircase for climbing will be encouraged.

Low Traffic Zone Standard Operating Procedures

Areas in which only insiders are usually present, and these areas include classrooms, lecture halls, faculty areas, labs, etc.

In-Class SOPs

- Students are divided into different groups to maintain social distances.
- Batches are made and roll numbers are allocated to specific Lecture hall/Labs/Exam halls/ tutorial rooms, keeping in view that social distancing is being observed.
- Roll numbers of students are displayed outside each classroom/ Lecture hall/Labs/Exam halls/ tutorial rooms.
- Seats are allocated/marked for each student, according to their roll numbers and they will not be allowed to change their seats.
- Face Masks are being worn.

Library Instruction /Protocols

The following is to be ensured.

- Clean frequently touched surfaces every 4 hrs.
- Use the following gear to clean library:
 - f. Gloves,
 - g. Masks,
 - h. Disinfecting Liquid.
 - i. Hand Sanitizer,
 - j. Computer key Board Cover.
- Generic Protocols
 - a. Not more than 10 students will use Library at any time maintaining 6 ft distance.
 - b. Use face mask at all times.
 - c. Ensure use of Hand Sanitizers.
 - d. Not more than 2 students per desk.
 - e. Have one-way arrows for stack space.
- Following care to be exercised in the issuing/receiving books:
 - a. Wear Gloves
 - b. Keep gloves 'ON' when transferring books from the 'Book Quarantine area to library.
 - c. Gloves to be taken off after handling of books and have hands thoroughly washed.

- d. Computer to be properly cleaned as per protocol.

Computer Section:

- Computers terminals to be occupied ensuring safe distancing.
- Keep key boards under cover.

Laboratory Protocols

- Batches shall be formed from each class that have to attend to Lab work for practical's or other lessons.
- Such batches are to be formed considering the size of the Lab and the need for social distancing.
- All labs in the Medical and Dental College and Clinical Lab shall ensure the adherence to the following protocols/instructions:
 - a. Design a one-way entry and exit Path within the Lab.
 - b. Ensure that the frequently used equipment and furniture is cleaned and disinfected.
 - c. Update and modify measures that could result in the protection of staff from exposure to COVID-19
 - d. Implement the health and safety Plan to include wearing of masks, sanitization and social distancing.
 - e. Devise ways and means to avoid face to face inter-action with visitors/personnel who are not part of the student/faculty body.
 - f. Create path-way and ensure strict path discipline.
 - g. Remove unnecessary and extra furniture and Equipment to allow better social distancing.
 - h. Frequently used equipment and places should be frequently disinfected.
- All labs should display stickers, visual reminders, posters elaborating the need for hand washing, use of masks, sanitizing and social distancing.

Washroom SOPs

- Hand wash liquids/ Soaps are available in all washrooms.
- Frequent disinfection/cleaning of all washrooms are being done on regular basis.
- Use of towels is not permissible.
- Proper ventilation is ensured.

Focal Person

The Chairman Akhter Saeed Medical and Dental College has appointed Dr. Sohail Aslam and Dr. Atika Masood as Focal Persons – COVID-19.

Their contact details are:

Dr. Sohail Aslam (Physiology Department)

Email: sohail.aslam@amdc.edu.pk

Dr. Atika Masood (Pathology Department)

Email: Atika.massod@amdc.edu.pk

All concerned are directed to contact the above-mentioned Focal Persons in case of any queries.

The Chairman has appointed additional in-house focal persons in Hostels, Mess, Canteen etc. Their nomination is aimed at maximum adherence to the COVID -19 protocols.

Students COVID-19 Committee has also been formulated with nominated focal volunteers.

Restricted Traffic Zone Standard Operating Procedures

Areas in which a limited number of insiders with a need to be are allowed, namely hostels etc.

Hostels SOPs

In Addition to general guidelines, following SOPs are to be ensured in Hostel Premises:

- Bins to be foot operated and bagged.
- Dispose of leftovers – quickest.
- Consumable toilet items to be available.
- Keep all dispensers clean.
- Clean and Disinfect.
- Clean Frequently and thoroughly.
- Hygiene to be ensured.
- Have proper ventilation.
- For Bed Rooms
 - a. Regular disinfection of all Rooms in student's absence.
 - b. Open doors and windows as part of daily ventilation at specified timings.
 - c. Frequent change of bed linen (once in at least 3 days).
 - d. Attention to be given to cleaning of walls, floor, mirrors, furniture and decorations.
 - e. Keep frequently used items disinfected e.g.; door handles, table surfaces etc.

Hostel SOPs – Management Team

Hostels shall have a Management Team to consist of the Student in-charge and Hostel Committee. This team will evolve mechanisms to ensure.

- Coordinate with administration
- Have a Hostel Contingency Plan
- Implementation of COVID-19 Guidelines
- Use of Masks and Gloves where recommended
- Hand Sanitizers/hand washing facilities at entrances and exits.
- Thermal Gun / Device to monitor temperature
- Display of distance markers

Focal Person Hostel

Dr. Pervaiz Iqbal has been nominated as the in-charge for maintaining and implementing Hostel SOPs.

Screening Protocols

All concerned are requested to immediately report any suspected case of COVID-19. Those suspected will follow the following protocols.

1. Symptoms:
 - Cough, Sore throat, fever, Body ache loss of smell, loss of taste, flu-like symptoms
2. Tests
 - Clinical Evaluation.
 - Check temperature with gun/device
3. Ensure:
 - Social Distancing
 - Wearing of Face Masks.
 - Adequate Wash Facilities.
 - Conduct lab Tests on priority basis.
4. Action:
 - Quarantine/Isolation where necessary.
 - if in class any positive classes. The specific class be closed for 5 days, disinfected and Specific students quarantined/sent home for 14 days.

Warning:

Students are hereby warned that the College will not compromise on assessment standards before referring any student for the Annual Prof Exam.

(Note: These are extraordinary circumstances requiring extraordinary input both from the Faculty as well as the students to ensure that valuable year is not wasted)