



FALL 2021

RETURN TO-CAMPUS GUIDELINES





Fall 2021 Return to-Campus Guidelines

PMU is committed to providing a safe studying, working, and living environment for its community. This comprehensive strategy was prepared by all PMU concerned departments to protect the safety of every member of our community. We are all in this together, and it is up to each of us to adhere to the plan's parameters.

These guidelines are intended to assist Faculty, staff, and students in understanding how the University community's COVID-19 recommendations apply to our teaching and study spaces, as well as what they may do to ensure their own and others' safety. The information you need to know before returning to the PMU campus is detailed below.



A. General

- I. Departments/Units heads are urged to continue exploring ways to use technology to provide safety and excellent service.
- II. Physical Distancing: Stay 1.5 meter away from others
- III. Masking: Wear a properly fitted mask
- IV. Symptoms Monitoring: seek medical help
- V. Hygiene: Wash your hands frequently
- VI. Vaccination: Students, Staff and Faculty
- VII. Gatherings and Group Meetings : Indoor and outdoor gatherings will follow PMU requirements and Constraints on meeting size and use of spaces.
- VIII. Gatherings and Group Meetings : Both indoor and outdoor gatherings will adhere to PMU health criteria and constraints on meeting size and space use.
- IX. Strict adherence to hand hygiene, cough etiquette, cleanliness, and sanitation is required. Use mounted hand sanitizer stations in common areas, such as next to elevators, breakrooms, etc.
- X. Wash with warm water and soap for at least 20 seconds to minimize the presence of the coronavirus.
- XI. Minimize the use of shared phones, devices, tools and equipment.
- XII. Isolation required for anyone on campus with COVID-related symptoms
- XIII. Face coverings will be required for individuals in common areas
- XIV. Common areas like hallways, elevators, stairwells, lounges, and offices will be outfitted with signage to assist people in socially distancing.
- XV. No furniture to be changed in common area lounge spaces or dining halls.
- XVI. Student Facilities (Gym, Library, Lounges) : Operational with reduced capacity and with appropriate distancing

1. COVID-19 Vaccination

To ensure that our campuses reopen as planned, we will require all teachers, staff, and students coming to campus in the Fall 2021 semester to be fully vaccinated against COVID-19, with the exception of those who are medically unable to be vaccinated. If you do not have vaccinations and do not have a valid exemption, you will be denied physical entry to campus.





2. Social Distancing

PMU currently recommends that people should continue to practice physical distancing. Please respect the social distancing signage that is posted around the University's common areas and in classrooms. Here are some other steps to take:

- I. Limit non-essential interaction across campuses, buildings, and work sites.
- II. Increase physical space between students, co-workers, visitors, and vendors.
- III. Limit gatherings (e.g., no face-to-face meetings, one person at a time in kitchen areas, etc.).
- IV. Use Zoom or alternative meeting tools for person-to-person meetings.
- V. Avoid physical contact, such as handshakes or fist bumps.

3. FACE COVERINGS

All visitors are required to wear suitable facial coverings while on campus. Appropriate facial coverings are crucial in reducing the danger of transmission to those in close proximity. Bear in mind that a face covering is not a substitute for social distancing. Face coverings must be worn at all times.

All students, Faculty, and staff at PMU will be provided with facial coverings. All passengers on PMU shuttle buses and in Healthcare clinics will also be required to wear face covers. Ascertain that the face covering fits snugly around your nose and beneath your chin.



4. Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

It's especially important to wash:

- I. Before eating or preparing food
- II. Before touching your face
- III. After using the restroom
- IV. After leaving a public place
- V. After blowing your nose, coughing, or sneezing
- VI. After handling your mask
- VII. After caring for someone sick



5. Cleaning and Sanitization

The PMU Facilities staff will be responsible for ensuring that the University maintains an adequate supply of all sanitizing materials, including but not limited to hand sanitizer, paper towels, and disinfection wipes.

- I. At a minimum of twice daily, the Facilities staff will clean all high-touch surfaces (i.e. doorknobs, faucets, handrails, light switches, and elevator buttons).
- II. Every 30 minutes, sanitation of all station counters and communal areas will be performed in Dining Halls.
- III. Daily cleaning and disinfection of PMU campus facilities will be performed by the Facilities staff.
- III. Disinfectant wipe dispensers will be installed in classrooms for student and faculty use. Every evening, the Facilities team will deep clean classrooms, including desks and workstations.
- IV. While the Facilities team will be responsible for complete cleaning, it is anticipated that all Faculty and staff keep their work places clean and wash down any areas before and after usage with the cleaning tools given in each classroom or other work location.
- IV. Additionally, the Facilities team will change the mechanical infrastructure to improve fresh air flow by installing effective filtration, deploying UV-C technology to combat infectious particles, and regulating temperature and humidity.



6. Hygiene and Cleaning for Faculty

PMU shall adhere to the MOH's guidelines for cleaning and disinfecting its facilities. PMU will retain a cleaning log for each facility, which will be maintained by the Facilities team and held in the Housekeeping management offices. The cleaning log will record the date, time, and scope of each cleaning, including cleaning and disinfection undertaken in the aftermath of a positive or suspected COVID-19 case. PMU will aid good hygiene by providing the following:

- Hand sanitizer stations at each entrance to a campus building; and
- Touchless hand soap and hand sanitizer in each break room, bathroom, and meeting rooms where feasible.

PMU facilities will be cleaned and disinfected as appropriate daily by Housekeeping staff. Faculty will be responsible for cleaning their own computer equipment (e.g., keyboard, screen, mouse) before and after their personal use. Disposable covers for keyboards and mice will be made available in the shared computer spaces, in addition to disinfecting wipes.



B. Facilities

1. Campus Dining Hall

All students, Faculty, and staff will be required to wear a face covering when visiting a campus dining café, even when picking up meals for takeout. Each dining café's occupancy will be decreased, with limited on-site seating. Each dining hall will adhere to the following guidelines.:

- Full-service model only, with the elimination of self-service food stations
- Café tables will be spaced to provide 1.5 meters of social distance between diners
- Sanitation of all station counters and common areas will be done every 30 minutes
- Hand-sanitizing stations will be in and around the café

2. Lobby and Lounge Spaces

- Maintain at least 1.5 meters separation from other individuals when possible.
- sanitizing stations available so visitors and guests can clean hands before entering office space where staff are working.
- Disinfecting wipes should be provided to allow individuals to clean surfaces, as necessary.



3. Conference Rooms

- Maintain at least 1.5 meters separation from other individuals when possible.
- Spread out collaboration seating so people are spaced further apart.
- Encourage virtual collaboration whenever possible.
- Disinfecting wipes are provided to allow individuals to clean surfaces, as necessary.

4. Break Rooms and Copy Rooms map

- Maintain at least 1.5 meters separation from other individuals when possible.
- Disinfecting wipes are provided to allow individuals to clean commonly used equipment and appliances prior to use, as necessary.

5. Public Restrooms

- Maintain at least 1.5 meters separation from other individuals when possible.

6. Elevators

- A maximum number of either four or two occupants is allowed based upon the size of the elevator. Elevators will be posted with their occupancy levels.

7. Mail Services

Mail Services has restored its hours of operation and method of mail and package delivery. We understand that many departments depend on their mail and packages for continuation of essential operations.



C. Campus Safety and Security

PMU is committed to ensuring the safety of its students, Faculty, staff, and visitors. PMU has the right to take disciplinary action against students, faculty, and staff, as well as to remove any visitor from the premises, if regulations are not followed. These activities could include those involving Student Life, Human Resources, or Safety and Security.

When PMU permits external individuals into campus for events such as lectures, conferences, or athletics, Safety and Security is responsible for monitoring/enforcing capacity restrictions and other appropriate regulations, such as social distance.

1. Monitoring

While we must all do our share to prevent the virus from spreading, here is what you need to know as a member of the University community if you become ill or exposed to someone who is ill:

- I. **If You Have Symptoms:** If you are experiencing symptoms of COVID-19, you must report your symptoms to University Health Care. Students who are experiencing symptoms of COVID-19 will be directed to seek medical care and obtain a COVID-19 test.
- II. **If You Have Been Exposed:** If you are not fully vaccinated and have had close contact with someone who has tested positive for COVID-19, you must report to University Health Care dept.
- III. **If You are Fully Vaccinated and have had close contact with someone who has tested positive for COVID-19,** you are not required to quarantine unless you become symptomatic. If you develop symptoms, isolate and contact University Healthcare immediately.



IV. **If You Test Positive:** If you test positive for COVID-19, you are required to inform University Health Care immediately. PMU Facilities department staff will close off areas where you may have spent any significant time, including classrooms, bathrooms, etc., so that they may begin the cleaning and disinfection process. This could take 24–48 hours. Depending on where you have been, it may be necessary to close off a room, a floor and/or building until a time when it can be properly sanitized.

2. Protocol After a Positive COVID-19 Diagnosis

Any Individual feels that he or she has a symptoms of COVID-19 must immediately visit PMU clinics. If a case is reported positive, the clinic rep will notify the departments of safety and security, Auxiliary Services, Registrar and PMU Management.

1. Safety and security Dept. is to place the appropriate signage and secure the affected area and notify the Red Crescent
2. Auxiliary Services Dept. will begin the proper cleaning process immediately as per COVID-19 cleaning protocol.
3. Registrar will notify all faculty with whom the student attended th classes and the then the faulty need to notify the student enrolled in the same section. Once the students are notified, they must get test for COVID-19.



3. Visitors

All visitors on campus are expected to abide by the PMU health and safety guidelines:

Check for Symptoms: Prior to coming to campus, check whether you have any of the symptoms listed below and Do not come to campus if:

Temperature of 38 Celsius or higher	Chills	New onset cough
Trouble breathing	Sore throat	New or unusual headache
Excessive fatigue	Diarrhea	Muscle or body aches
New loss of taste or smell	Nausea or vomiting	

- a. You have any of the symptoms above (unless they are related to a long-term health condition).
- b. You are caring for someone with COVID-19 or possible COVID-19 infection and you have not been fully vaccinated.
- c. You are waiting for results of a COVID-19 test because you had symptoms or were exposed.



4. Events

While the PMU follows all applicable criteria for the COVID-19 epidemic, the following principles shall govern the scheduling and hosting of Events on campus.

- I. Events should be requested to take place in specially built indoor/outdoor areas and adhere to proper cleaning and sanitation practices. There may be no activities with more than ten participants.
- II. Events utilizing academic classrooms and laboratories must be coordinated with safety and security and the Office of the University Registrar. should work with/through the Student Center to seek General Purpose Classroom use.
- III. In the exception request, the safety and security department, event staff, or departmental designees must be named as the individual(s) responsible for monitoring the Events to ensure compliance with all applicable regulations.
- IV. Any in-person meeting event will be evaluated on an individual basis, with procedures in place to ensure compliance with applicable health and safety protocols.



a. Pre-Event Planning

Event organizers must use the following guidelines in all pre-event planning for all on-campus Events of 10 individuals or less:

- I. Establish a time limit for the Event and a maximum number of participants. Meetings should not last longer than necessary to finish the task.
- II. Be aware of the University's capacity and distance policies.
- III. Conduct a review of any additional policies and procedures that may apply to the space in order to ensure compliance throughout your Event. The safety and security section is responsible for approving and reviewing any events held in the space.

Communicate in advance with all Event participants, outlining the criteria below, asking individuals to utilize and abstain from the event if they are ill or at high risk. Clearly communicate expected cleanliness habits throughout the Event, as well as social distance norms.

- V. Individuals who are ill or exhibit symptoms of illness should abstain from participating.



b. During Event

Organizers of on-campus events with a capacity of ten or fewer must adhere to the following guidelines:

1. All Events require check-in. Event schedulers responsible for space management will enforce Event registration.
2. Conduct a pre-event safety briefing.
3. Ensure that hand-washing facilities or hand sanitizers are available.
4. Keep barriers and touchpoints to a minimum at your Event.
5. The usage of electronic ticketing and programming should be considered.
6. Seating arrangements, queueing, activities, and check-in must adhere to PMU health guidelines and fire code standards throughout the Event.
7. Display signage in prominent locations (e.g., building entrances, toilets, and dining areas) that encourage infection prevention measures, indicate entrance/exit locations, and explain in plain language how to prevent infection transmission.



c. After Event

Event organizers must use the following guidelines following all on-campus Events of 10 or less:

1. After an Event, perform or ensure cleaning of all Event items.
2. Document notes for Event best practices, in preparation for future Events.

CAMPUS GUIDELINES

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PMU/MEDIA
PRODUCTION
GER/RCV/D-19/MNL-002-AUG/2021

