

Badr University in Cairo (BUC)

Policies and procedures for COVID-19-related matters.

Approvals

| Approval | Name | Date | Signature |
|---------------------------|---------------------------|------------|-----------|
| BUC President | Prof.Dr. Mostafa Kamal | 10/05/2020 | |
| General Secretary | Dr. Mohamed Soliman | 10/05/2020 | |
| VP for Student's Affairs | Prof.Dr. Ibrahim El Kalla | 10/05/2020 | |
| Edited By | | | |
| Quality Assurance Manager | Pro.Dr. Abdellatif Ahmed | 30/04/2020 | |

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Purpose for the policy :

Policy on Requirements Related to Access to BUC Buildings and Campus Grounds Resulting from the COVID-19 Pandemic

Policy Statement:

All members of the Badr University or University Community are responsible for respecting and supporting the health, safety, and well-being of themselves and others.

This commitment that we make to each other is especially important now, as the University faces new and evolving challenges while operating in the context of the COVID-19 pandemic.

Academic activities and campus operations must be aligned with applicable local and national guidelines, orders, and laws. All activities will be rooted in facts, data, and guidance provided by government and public health authorities, as well as guidance provided by our own subject-matter experts.

Although BUC cannot guarantee that there will not be cases of COVID-19, this Policy is focused on COVID-19 disease prevention, infection control, and mitigation in accordance with all applicable law and public health guidance and BUC's best judgment based on reasonable and appropriate public health measures.

The purpose of this Policy is to reduce risks associated with the University's operations during the evolving COVID-19 pandemic.

In accordance with these principles, this Policy sets forth requirements for Members of the BUC Community, which, for purposes of this Policy, includes faculty, staff, students, Vendors, and Visitors, entering BUC Buildings and while on Campus Grounds during the COVID-19

pandemic.

Especially in light of the fluid nature of the global public health landscape around the COVID-19 pandemic, the University may update this Policy at any time. Members of the BUC Community are responsible for complying with this Policy and all subsequent updates and amendments to this Policy.

Who needs to know this policy?

This Policy applies to all Members of the BUC Community (faculty, staff, vendors & visitors) who may need to access BUC Buildings and on Campus Grounds.

Scope of this Policy

This Policy applies to all members of the University community who need to access & attend to BUC campus during the time of COVID 19 Pandemic.

Policy Specifications & Guidelines

A. Face Coverings

All Members of the BUC Community are always required to wear face coverings (Face Mask) while in BUC Buildings and on Campus Grounds. Face coverings must cover both mouth and nose.

Individuals may only remove face coverings in the following circumstances:

- When they are working alone in single occupancy spaces;
- When they are eating, provided they are at least six feet apart from other people and in designated spaces; and
- If they are residents of BUC housing, when around their roommates or partners while in their own units; provided that face coverings must be worn in common areas of BUC housing.
- Where an individual has a medical condition that would prohibit or restrict them wearing a face covering, such individual may request an accommodation.

Acceptable face coverings include homemade or commercially made cloth face coverings that are washable, disposable masks, or medical grade masks. Face coverings should be cleaned or replaced after use and should not be shared.

B. Physical Distancing

While in BUC Buildings, all Members of the BUC Community are expected to maintain a distance of at least four feet from others to the greatest extent possible (except as may be required for safety reasons or for the core activity, e.g., moving equipment), including when entering BUC Buildings, while transiting through them, and in work spaces.

All non-essential gatherings of any type should be avoided.

C. Campus Visitors

Until further notice, access to BUC Buildings will be limited for the safety of the BUC Community. Accordingly:

Non-essential visits are not permitted. Visitors to BUC Buildings must have an essential purpose directly related to the work of the University.

Visiting family members of students, faculty, or staff will not be permitted to enter BUC Buildings (other than those that may be open to the public).

Events or social gatherings that include Visitors will not be held until further notice.

Where feasible, required appointments, demos, meetings, or sessions should be held virtually rather than in-person.

All deliveries (except for BUC Mail Services) should be limited to the front entrance of the BUC Building.

D. Symptom Screening and Access

Any Member of the BUC Community wishing to enter BUC Building will be required to complete a COVID-19 Screening of body temperature on each day of intended entry.

Wherever possible, the COVID-19 body temperature Screening should be completed prior to a person coming onto Campus Grounds.

After completing the COVID-19 body temperature Screening, an individual will receive either an authorization to enter the BUC Building, or be denied entry and directed to take appropriate next steps.

E. Enforcement

The University will establish a confidential email (covidcompliance@BUC.edu.eg) where individuals may report incidents of noncompliance with this Policy.

Matters related to employee noncompliance will be handled by University Human Resources, while matters related to student noncompliance will be addressed by the Office of Student Conduct and Community Standards, in accordance with the University Student Conduct Procedures.

In certain cases, for larger University Vendors who interact with Members of the BUC Community, symptom screening will be implemented and completed by the Vendor pursuant to agreement

between the University and the Vendor. In all cases, Vendor screening will be at least as inclusive as the screening performed by the University and will otherwise be consistent with this Policy.

Revision History

| Version | Date | Modified Areas |
|---------|-----------|----------------|
| 0.1 | May, 2020 | |
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