

## HEC Guidelines for Faculty and Staff Attendance in Universities and Degree Awarding Institutions (DAIs) during COVID-19 Outbreak

- i. The objective of these guidelines is to ensure the safety and security of faculty and non-faculty employees of the Universities and DAIs during the COVID-19 outbreak, while minimizing academic disruption. These guidelines are in addition to any instructions issued by the health agencies of the federal and provincial governments.
- ii. Universities should establish and ensure safety and security of all employees attending the campus in accordance with WHO/HEC COVID-19 guidelines. Comprehensive HEC Policy/Guidelines for Universities and DAIs on COVID-19 attached herewith should be implemented strictly, circulated widely, and displayed for convenience and reference of all university faculty and staff members.
- iii. The Vice Chancellors/Rectors/Heads of the Universities and DAIs may exercise their discretion, within the ambit of broader governmental directives, in regard to the schedule of attendance of the faculty and staff. **In particular, faculty may be asked to attend campus only when required for preparation and delivery of online courses/content, with a view to minimize any academic loss for the students.**
- iv. No large gatherings should be allowed on campus during the period of lockdown. **The number of participants in faculty/ staff meetings or training sessions should be restricted to 20.** During these meetings, safe distances should be maintained between all participants at all times, and all other precautionary/preventive measures should be observed strictly.
- v. A ban is imposed on all external visitors to universities/ DAIs until April 05, 2020. Public notices in this regard should be displayed at entry gates/points, websites, and social media pages of universities, and announced on FM radios. Meanwhile, all general or specific public queries should be addressed through an effective online arrangement.
- vi. The following categories of faculty/staff members should be exempted from duty or allowed to work from home:
  - a. Non-essential staff.
  - b. **Faculty/staff over 50 years of age, and a serious co-morbidity, such as cardiovascular disease, diabetes, etc.**
  - c. Female employees (faculty/staff), who are pregnant or lactating.
  - d. Faculty/Staff with any symptom of illness or susceptibility to disease.
  - e. Staff/faculty with travel history to or residence in a country/area or territory reporting local transmission of COVID-19 or having contact with a confirmed or probable COVID-19 case. They should be asked to self-isolate themselves for two weeks, and allowed to work from home.

- viii. Depending on the essential work load, staff may be segregated into groups, each attending campus on a rotational basis as per a clear schedule.
- ix. Surveillance and monitoring system (including contact and complaint registration) should be instituted to guarantee effective implementation of the prescribed guidelines.
- x. Universities and DAIs shall make complete arrangements for safe and secure housing of enrolled foreign students, in accordance with the WHO/standard guidelines.