

## **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.
- 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 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. Meetings and trainings should be restricted to the minimum essential numbers, safe distance should be maintained at all times, and all other precautionary/preventive measures should be observed strictly.
- v. A ban on visitors till April 05, 2020 should be imposed with immediate effect. Public Notices in this regard may 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 may be addressed through an effective online arrangement.
- vi. The following categories of faculty/staff members may be exempted from duty or allowed to work from home:
  - a. Non-essential staff.
  - b. Faculty/staff having more than 50 years of age and a serious co-morbidity, such as cardiovascular disease, diabetes, etc. may be granted leave for 15 days.
  - c. Female employees (faculty/staff) in the family way, may be granted leave for 15 days.
  - 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 should be asked to self-isolate themselves for two weeks. During this period, they may be allowed to work from home.

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