



Safety Precautions for Academics and Staff of Arab American University during COVID-19

In order to limit the spread of COVID-19 in AAUP, we affirm the need for a strong commitment to the following:

1. Please do not move from one faculty, department or office to another unless it is of a great necessity.
2. Wash your hands and use sanitizers before wearing the mask, and please be committed to wearing the mask all the time and covering your nose and mouth.
3. If there is a need for a meeting with many faculty members, please use ZOOM.
4. If there is an urgent need for a face-to-face meeting, kindly follow the safety precautions of keeping a distance in the meeting room and wearing the mask the whole time.
5. Professors who teach face-to-face lectures need to make sure that all students are committed to the safety precautions of wearing the masks and keeping a distance between each other inside classes.
6. Ensure that the administrative staffs follow the safety instructions listed above.
7. In case if any of the employees visited the university clinic because of the emergence of symptoms similar to those of COVID-19 symptoms, the clinic doctor must coordinate with the COVID-19 Prevention Committee at the university to take the appropriate action.
8. Special committees of Deans of the Faculties, their Assistants, the Heads of the Departments, the Health and Environment Committee and the Security Department will arrange visits to all departments of the university to make sure that all employees, faculty members, staff and students are committed to the listed instructions while being inside the classes, laboratories and the different faculties. Reports will be sent to the higher committee of fighting COVID-19 in AAUP to take the appropriate action to violators.
9. The first test for each employee will be on the university (free-of-charge).
10. The tests for the first-degree relatives will be on the employee's personal account.



1. COVID-19 Positive Tested Employees

After being tested positive for COVID-19, the following procedures should be followed:

- a. It is necessary to inform your line manager, who will inform the Office of the VP for Medical Schools Affairs immediately.
- b. The employee should stay quarantined in his home for **(14 days)** and must follow the health instructions, and then **should do a new test on the 14th day**.
- c. If they **tested negative** on day (14), then he/she should go back to their work normally after getting the result.
- d. If they **tested positive** on day (14), they should stay quarantined and must send the positive result to his/her line manager who in his turn will contact the Office of the VP for Medical Schools Affairs in order to arrange for the health protocol.

2. People who were in Contact with Someone who Tested Positive for COVID-19

In case if any employee was in contact with someone who tested positive for COVID-19, (for over 15 minutes and with a distance of less than 2 meters):

1. Employee should be quarantined for (5 days) starting from “the day after they contact the infected person” and **should do the test in the 5th day**.
2. If they **tested negative**, then he/she should go back to their work normally after getting the result.
3. If they **tested positive**, the employee should send the report of the positive result to his line manager who will contact the Office of the VP for Medical Schools Affairs to inform them. However, the employee must stay quarantined in his home for **(14 days)** and must follow the health instructions, **and then do a new test on day (14)**.
4. If the **result was Negative at day (14)**, then he/she should go back to their work normally after getting the result.
5. If the **result was still positive at day (14)**, the employee must send the report of the positive result to the manager, who in his turn will contact the Office of the VP for Medical Schools Affairs in order to arrange for the health protocol.

Instructions during Quarantine

3. Make sure to follow the safety and healthy precautions during quarantine, like repeatedly washing hands with water and soap and sanitizers, and wear the masks in the right way.
4. Use disposable stuff for eating and drinking.
5. Sterilizing all the surfaces and tools that you touch daily using sterilizers that are accredited by the Ministry of Health, and make sure to wear gloves, masks and medical coat while cleaning and getting rid of the tools in a healthy way by putting everything in a closed bag and throwing it away.
6. When a positive tested person needs their clothes to be washed while under quarantine, they must use (gloves, masks and coat) and use the warm water and cleaners for as long as possible, and then they need to dry their clothes using a dryer machine.
7. Make sure that the room is well-ventilated.
8. Appropriate and safe disposal of medical wastes.
9. The supervisor of the quarantine must be informed in case if the person felt a high temperature or the appearance of any respiratory symptoms, cough, shortness of breath, headache, abdominal pain, joint pain for people under quarantine or workers in the quarantine area, in order to do the medical evaluation and the necessary procedures.

Unfortunately, and since some employees do not commit to the safety procedures! Please be informed that any person who violates any of the listed instructions above will be exposed to accountability according to the university's instructions and regulations. We trust that you all care about your health, the health of your family members and colleagues. We wish you all to stay safe and healthy.