

**Return Package**  
**SZABIST Islamabad**

## DISCLAIMER

Any individual who enters the premises of Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (**SZABIST**) for any reason shall undertake the following:

1. Strict adherence to follow all COVID-19 Standard Operating Procedures implemented by the Government of Pakistan.
2. In case of any symptoms including but not limited to, Flu, Cough, Fever, Sore Throat and any other, the individual must immediately self-isolate and follow the mandatory protocols implemented by SZABIST Islamabad, GoP and WHO.
3. SZABIST Islamabad retains the right to refuse entry to any individual on any indication of the symptoms of COVID-19.
4. Each person personally undertakes and accepts full responsibility to wear a mask, practice social distancing and take necessary precautions under all circumstances.
5. All risks associated with contracting COVID-19 are voluntarily assumed by an individual entering the premises of SZABIST Islamabad.
6. Under no circumstances shall SZABIST Islamabad or its management be liable to you for any direct, special and consequential damages of any kind, or any damages whatsoever, whether or not SZABIST Islamabad has been advised of the possibility of the risk of contracting COVID-19.
7. It is to confirm that my joining back to Campus is totally voluntary.
8. Any consequences arising from entering the premises of SZABIST Islamabad are strictly at your own risk.

## Health Declaration / Undertaking

I, \_\_\_\_\_,

S/o, D/o, W/o, \_\_\_\_\_

at Shaheed Zulfikar Ali Bhutto Institute of Science and Technology, Islamabad Campus (hereinafter referred as “**SZABIST Islamabad**”) state as under that:

1. I understand the contagious and unsafe nature of the Novel Corona Virus/COVID-19; and
2. I recognize that SZABIST Islamabad has placed preventive measures to reduce the spread of COVID-19 and subsequently acknowledge that SZABIST Islamabad cannot guarantee that I will not become infected with the COVID-19; and
3. I voluntarily assume any and all risks, that notwithstanding the Standard Operating Procedures (hereinafter referred as “**SOPs**”), I may be exposed to COVID-19 and may become ill as a result; and
4. I acknowledge that I must comply and adhere to all SOPs established by the Government of Pakistan in order to reduce the spread while being in the premises of SZABIST Islamabad. Accordingly, I hereby agree to practice social distancing under all circumstances.

5. I understand that SZABIST Islamabad or its management has the right to remove me from the premises of SZABIST Islamabad on account of my failure to comply with the SOPs or/and if I contract COVID-19.
6. I further acknowledge that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others for which SZABIST Islamabad shall not be held liable.
7. I will maintain the contact diary on daily basis.

It is further attested by me that;

- a. I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell;
- b. I have not travelled internationally within the last 14 days;
- c. I do not believe I have been exposed to someone with a suspected and/or confirmed case of COVID-19; including someone in family, community, Mohalla, street, bazar/market or vicinity.
- d. I have not been tested positive for COVID-19;
- e. I am following all the SOPs recommended by the Government of Pakistan and SZABIST Islamabad in order to limit my exposure to COVID-19;
- f. If any of the above are indicated then I undertake to inform SZABIST Islamabad immediately or leave the premises for the duration of my symptoms.
- g. I hereby undertake that SZABIST Islamabad or its management shall not be liable for any and all causes of action, claims, demands, damages, costs, expenses and compensation for contracting COVID-19 or any COVID-19 related symptoms.

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Signature of Student

Name: \_\_\_\_\_

Registration Number / Employee Number: \_\_\_\_\_

Department / Program: \_\_\_\_\_

Contact No.: \_\_\_\_\_

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Signature of Father / Guardian

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Contact No. of Father / Guardian: \_\_\_\_\_

## **Arrival Procedures**

### **SOPs**

1. Student will walk through temperature check at the reception. Students with the temperature within limits that is less than 98.6 Fh will be allowed to enter the Campus.
2. All other suspected cases will be shifted to the isolation room.
3. While waiting at gate for entry, the students will ensure the minimum distance requirement of social distancing.
4. Students to bring their own Hand Sanitizers, Face Masks and water bottles.
5. The students will be responsible for their Self-hygiene.
6. The students will vacate the classes and the Campus as early as the classes are over.
7. For all the student services, students are advised to contact the respective support department online.
8. All SOPs issued by SZABIST, Government of Pakistan and WHO from time to time will be followed in true letter and spirit.

### **SOP for Students Experiencing COVID-19 Related Symptoms**

1. The student will immediately inform designated officer in COVID-19 Registry Office (Room 101).
2. The nursing staff will take the initial check-up. If appropriate, the nursing staff will move the student to the isolation room (Room 102) in coordination with ASO.
3. The nursing staff will fill the COVID-19 Reporting Form.
4. The ASO will inform the PM/SA/DA and the parents/guardian of the student.
5. The student will be asked to get the testing done through one of the following facilities
  - i. NIH, Islamabad
  - ii. Islamabad Diagnostic Centre (discount package).
  - iii. Any other government authorized lab.
- b. The student will submit the COVID-19 test result [cov19response@szabist-isb.edu.pk](mailto:cov19response@szabist-isb.edu.pk) within 72 hours. In case the student does not show his/her test results, s/he will be marked as absent in the classes/lab.
- c. The student will switch to online mode of teaching till the result of such a student is shared.
  - i. If the result is negative the student will join the Campus.

- ii. In case the result is positive, following steps will be followed.
  1. The student will keep online mode of learning till such time s/he is fully recovered.
  2. The student can only come back to Campus with a negative COVID-19 result after the permission of the committee.
- d. All the contacts as per the contact tracing, faculty and the class will be asked to remain cautious of the symptoms.
6. For emergency cases, the patient will be rushed with strict adherence to the GOP and WHO Guidelines to the designated hospitals. Ambulance can also be called as per the recommendation of the nursing staff. the designated hospitals are
  - a. Shifa international Hospital, Islamabad
  - b. PIMS

**In case a Member of Household Develops Symptoms or the student has been in Contact with a COVID-19 Infected Person or a Student reports from home about the possibility of developing COVID-19 symptoms**

- The student will inform through email at [cov19response@szabist-isb.edu.pk](mailto:cov19response@szabist-isb.edu.pk)
- Such student will be asked to remain online and get themselves tested.
  - The student will submit the COVID-19 test result [cov19response@szabist-isb.edu.pk](mailto:cov19response@szabist-isb.edu.pk) within 72 hours. In case the student does not show his/her test results, s/he will be marked as absent in the classes/lab.
  - The student will switch to online mode till the result of such student is shared.
    - If the result is negative the student will join the Campus.



- In case the result is positive, following steps will be followed.
  - The student will keep online mode of learning till such time s/he is fully recovered.
  - The student can only come back to Campus with a negative COVID-19 result after the permission of the committee.
- All the contacts as per the contact tracing, faculty and the class will be asked to remain cautious of the symptoms.

## SOPs for CRs

CR will undertake the following duties:

1. CR will ensure that the students are following the COVID-19 related SOPs as issued by SZABIST Islamabad, GoP and WHO.
2. The CR will maintain close coordination with all the students.
3. The CR will inform the COVID Response Office (Room 101) for suspected case of COVID-19 infected student.
4. The CR will play his/her role to ask the class fellows to vacate the Campus as early as the classes are over in coordination with the duty officers and admin staff.
5. CR will act as group admin along with respective faculty members for WhatsApp group. Ensure all registered students are included in the group.
6. Contact the students who are absent from the class and find out reasons for their absence.
7. Share the details of reasons of absent students with the teacher of the class.
8. Ask the students to register on all necessary Apps and update the passwords.

## General SOPs

All members of the campus community, including faculty, staff, and students, are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-19 related symptoms.

1. Wear a mask at all times when on Campus.
2. Maintain social/ physical distancing of 1 meter in classrooms, laboratories, libraries, offices, corridors, staircases, and lifts.
3. Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
4. Use only the designated entrances and exits.
5. Review latest updates and general guidance provided by the University on the web portal to be designed specifically for updating COVID-19 related information.
6. Use communal facilities, e.g., kitchens, meeting rooms, printers and photocopiers only in accordance with the designated protocols, as it may be necessary to stagger usage or to continue to hold remote meetings so as to maintain social distancing;
7. Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on Campus. Some public spaces on campus may ask you to provide this information.
8. All academic and support departmental heads will ensure that non-disposable food service items are handled with gloves and washed with dish washing soap and hot water or in a dishwasher. Individuals should wash

their hands after removing their gloves or after directly handling used food service items.

9. Limit your movements. Try not to move around the Campus too much and vacate the Campus as early as the classes are over. Stick to your own space as much as possible.
10. All managers will be responsible for proper training and adherence to SOPs by all staff members.

### **Facilitation Provided by the Campus**

- This document will inform returnees of the steps taken by the university to facilitate the observance of the guidelines.
  - Placement of "distancing marks" in all public spaces, including classrooms, auditoriums, laboratories, libraries, prayer areas, and playgrounds.
  - Shifa International Hospital and PIMS has been designated to obtain the services of a medical professional.
  - SZABIST Islamabad has negotiated with IDC for a discount package for COVID-19 testing for its faculty, staff and students.
  - Nursing staff has been hired with dedicated room for reporting and initial check-up.
  - Isolation room has been dedicated.
  - Registry has been developed. Resource persons have been designated to be contacted in case of questions about safety or in emergencies.
- Awareness messages posted and updated regularly to reinforce social distancing, wearing of masks, and hand washing.
- *Orientation Sessions:* This document will provide information about the orientation sessions to be arranged for all individuals returning to Campus.

These sessions will explain the mandatory safety protocols and procedures as well as the penalties for violating any of the protocols. The orientation sessions might be arranged in two parts, including an online briefing in advance, and a face-to-face session when people return on Campus.

### **Penalties**

Anyone who commits a minor or inadvertent breach may be reminded of the violation and supported in observing the rules. Repeated violations may incur higher penalties, including being sent back to work from home. Deliberate refusal or failure to follow the instructions would be a disciplinary offence.