



SOPs

For Students, Faculty & Staff after Partial Reopening of the University

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-related symptoms.

1. Wear a face mask at all times when in a public space on campus.
2. Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, 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 related information.
6. Use communal facilities, e.g., kitchens, canteens, 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. Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.

HELPFUL LINKS

Some key reference links for detailed guidelines or more information are given below:

<https://www.hec.gov.pk/english/HECAnnouncements/Documents/nCoVirus/Reopening-of-HEIs.pdf>

<https://www.hec.gov.pk/english/Pages/Covid-19-Guidance.aspx>

<https://www.who.int/health-topics/coronavirus>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos>

RESOURCE PERSONS

Resource persons to be contacted in case of questions about safety or in emergencies.

1. Mr. Muhammad Asif , Coordinator Student Affair (muhammad.asif@jmc.edu.pk)
2. Dr Ghazala Noor Nizami, Principal JCRS (ghazala.noor@sohailuniversity.edu.pk)
3. Dr Rizwana Waraich (rizwanas.waraich@sohailuniversity.edu.pk)
4. Mr. Zafar Iqbal (zi.iqbal@yahoo.com)
5. Dr Khwaja Zafar Ahmed (khwaja.zafar@sohailuniversity.edu.pk)
6. ER Doctors on Daily Duty in *Medicare Cardiac & General Hospital*:
 - i. Dr. Inam Ul Haq (8:30 am - 4:30 pm)
 - ii. Dr. Saad Abdul Rahim (3:30 pm - 9:30 pm)
 - iii. Dr. Saleem Ahmed Rajput & Dr. Junaid Sheikh (Alternate Night 9:00 pm - 9:00 am)

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.



September 14, 2020

Subject: Invitation Letter for Returning to the University

Dear Student,

On behalf of the Sohail University, it is my pleasure to invite you to return to the University / College premises for specific academic activities and physical access to the laboratory and library to cover your educational deficiencies. For a smooth return, you are advised to submit an Affidavit and Health Declaration Certificate from a verified Medical Institute/Center, taken within a week before your return to campus.

Most importantly, if you have contracted any of the symptoms of Covid-19, you must stay at home or seek medical attention and inform your Department accordingly via email, WhatsApp, or text. The University will issue you a subsequent invitation letter once you communicate your healthy recovery and submit the Covid-19 negative report from a verified Medical Institute/Center.

The Arrival Protocol set by the University must be followed strictly and submit the required documents (an Affidavit on the stamp paper and Health Declaration Certificate) for convenient access to the campus. Your cooperation will highly be appreciable as it is necessary for yourself and the others around you.

I look forward to seeing you at the campus.

Sincerely,

Dr. Sabeeh H Jaffery

Registrar
Sohail University

Affidavit

I _____ S/D/o _____ student of _____ Degree Program hereby declare that I want to have access to the Sohail University / College to participate in the academic activities on my own will whereas the University has provided me with an option 'not to return'.

I assure that I shall adhere to all the safety protocols and other instructions in this regard. I shall be held solely responsible for consequences if any on violating any rules and protocols issued by the University during this time.

I also declare that I am fully and personally responsible for my safety and actions. With this, I declare that I shall not hold the University liable if I contract the Covid-19 in spite of the safety protocols.

Signature of Student

Signature of Parent/Guardian

Name of Student: _____

Roll # : _____

Program: _____

Year: _____

Department/College: _____

CNIC#: _____

Cell No: _____

Email #: _____

Date: _____

Health Declaration

I, Mr./Ms. _____ S/D/o _____

Student Roll #. _____ Program _____

Department/College _____ CNIC No. _____

Address _____

Mobile Phone No _____ Email ID _____

do hereby solemnly affirm, declare and undertake that:

1. My current health status is as follows (Encircle the relevant one):

i	Fever	YES	NO
ii	Cough	YES	NO
iii	Difficulty in Breathing	YES	NO

- 2) I bind myself to follow all safety protocols adopted at the Sohail University/ College for anti-COVID-19/ coronavirus.
- 3) I am willing to undergo all processes applicable for COVID-19/ Coronavirus testing whenever asked by the Designated Authorities of the Sohail University/ College.
- 4) Check (✓) that applies to you.
- a) To the best of knowledge, neither I, nor any member of my household have any symptoms of Covid-19
- b) I (or my family members) contracted Covid-19, and have not fully recovered and have not tested negative for Covid-19 infection. (Reports Attached)
- c) I (or my family members) contracted Covid-19, but have fully recovered and have tested negative for Covid-19 infection. (Reports Attached)
- 5) I am willing to comply with all anti-COVID-19/ Corona virus precautionary measures/ instructions laid down by the University.
- 6) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief, and I also undertake to inform immediately the concerned designated authorities of the University/College regarding any changes in my health condition. In case any of the above information is false or untrue or misleading or misrepresenting, I am aware that I may be held liable under all applicable regulations of the University.

Signature of Student

Signature of Parent/Guardian

Date: _____