

The Operational Plan to Implement a Return Roadmap for Higher Education institutions Scheduled by the Ministry of Higher Education

Objective: Ensuring a safe return for teaching, research, work, and living on university campus and the centers following it. (Periodically updated following the epidemiological profile and government instructions)

Procedure	Implementation Procedures	The Authority Responsible for Implementation	The Authority Responsible for Following Up	Timetable
<b>Stage 1: Before Students' Return</b>				
1- Raising awareness and motivation for taking the vaccine	<ul style="list-style-type: none"> <li>Raising parents' and students' awareness through preparing brochures and short videos.</li> <li>Periodical statistics for vaccinated people.</li> </ul>	<ul style="list-style-type: none"> <li>Deanship of Student Affairs</li> <li>Public Relations Unit</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>
2- Raising awareness towards public safety procedures	<ul style="list-style-type: none"> <li>preparing brochures and awareness-raising videos</li> </ul>	<ul style="list-style-type: none"> <li>Deanship of Student Affairs</li> <li>Public Relations Unit</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>
3- Implementing public procedures as instructed by the concerned authorities (for all sectors) regardless of their categorization. Procedures are periodically updated	<ul style="list-style-type: none"> <li>Provision of cleaning and synthesizing materials and cleaning all university facilities following health instructions</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping Department</li> <li>Department of Public Safety and Vocational Health</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>
<b>Stage 2: After Students' Return to Campus</b>				
1- Gates	<ul style="list-style-type: none"> <li>Student get to campus through different gates to avoid crowds.</li> </ul>	<ul style="list-style-type: none"> <li>Department of University Security</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>

	<ul style="list-style-type: none"> <li>When entering the campus, staff, faculty, and students should show “Green Sanad” application or a negative, 72 valid PCR test every Sunday, and Thursday of each week.</li> </ul>			
2- Procedures for ensuring physical distancing	<ul style="list-style-type: none"> <li>Teaching on campus with a capacity of 50% of classrooms and labs.</li> <li>The break between classes is 25 minutes to allow students move between classes.</li> <li>Informing students not to gather and leave university as they finish their classes.</li> </ul>	<ul style="list-style-type: none"> <li>Deanship of Student Affairs</li> <li>Admission and Registration Unit</li> <li>Department of University Security</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>
3- Asking the faculty and staff to take the vaccine	<ul style="list-style-type: none"> <li>Each faculty and staff member, and student should take the COVID19 vaccine. Whoever hasn’t taken the first shot or the second one should bring a negative, 72 valid PCR test every Sunday, and Thursday of each week and submit it to their director. As for the faculty and students, they submit it to the dean of the faculty, or whoever in charge.</li> <li>Any faculty or staff member who violates instructions in item (7) will not be allowed to</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Unit</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>Continues depending on the epidemiological profile</li> </ul>

	<p>come to work and <u>these days will be cut off their annual leave; an exceeding days will be cut off from the salary and raises</u>. As for students who violate instructions, they will not be allowed to enter campus, and this will be considered as unexcused absence.</p> <ul style="list-style-type: none"> <li>• Downloading “Sanad” application for all who are in charge of supervising and monitoring and providing the university administration with the national numbers or IDs for non-Jordanians to prevent them from entering the university without a negative PCR test.</li> </ul>			
4- Students are required to Adhere to the applicable policies		<ul style="list-style-type: none"> <li>• Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>• Continues depending on the epidemiological profile</li> </ul>
5- Enhancing Students’ role in implementing university’s plan for “Safe return”			<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	<ul style="list-style-type: none"> <li>• Continues depending on the epidemiological profile</li> </ul>
- Making periodic statistics for the number of students immunized against the disease	<ul style="list-style-type: none"> <li>• Coordination with the Ministry of Digital Economy to provide us with weekly statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Faculties</li> <li>• Deanship of Student Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its</li> </ul>	<ul style="list-style-type: none"> <li>• Continues depending on the epidemiological profile</li> </ul>

<p>and taking all precautions to motivate students to take the vaccine and be abide to the Defense Law number (32) for the year 2021</p> <ul style="list-style-type: none"> <li>- Providing the Ministry of Higher Education with the names and passports numbers of foreign students who have taken the vaccine (one shot/ two shots) and those who haven't at the beginning g of each semester.</li> <li>- Students should adhere to the university's applicable policies when using any of the facilities according to the general university policies. Voluntary work and Social Media can help in motivating them</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping using the mask and sanitizers and commitment to the procedures of public security and physical distancing.</li> <li>• Following the Defense Law number (32) for the year 2021, those who haven't received the vaccine should bring a negative-72 hour valid- PCR Test</li> <li>• Students are not allowed to get to the classroom unless they receive the vaccine or bring a negative PCR test.</li> <li>• Organizing a health, medical, educational events through (student's clubs, students' unions, camps, and working students in all university buildings)</li> <li>• Publishing health awareness tips on university website, Deanship of Student Affairs website and all faculties' websites.</li> <li>• Forming student teams including volunteers, students who are distinguished in sport or art, and working students in faculties and administrative</li> </ul>	<ul style="list-style-type: none"> <li>• Departments of Public Safety</li> <li>• Ministry of Digital Economy liaison officer (Public Relations Department)</li> <li>• Admission and Registration Unit</li> <li>• Engineering Workshops Unit</li> <li>• Department of University Security</li> <li>• Catering Dept.</li> <li>• Classrooms Supervisors</li> <li>• Academic Professors</li> <li>• Labs Supervisors</li> <li>• Halls and galleries</li> <li>• The Gym</li> <li>• Restaurants</li> </ul>	<p>subsidiary committees</p>	
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	units to spread awareness among students to public security instructions			
6- University Facilities				
- Classrooms	<ul style="list-style-type: none"> <li>• Ventilating classrooms continuously</li> <li>• Cleaning and preparing classrooms at the end of every semester</li> <li>• Controlling buildings entrances and following certain protocols for (taking temperature if possible and wearing masks and gloves)</li> <li>• Providing all main and subsidiary entrances, classrooms, and WCs with sanitizers and soap.</li> <li>• Students should adopt health practices like physical distancing, avoiding scrambling, washing hands, and sanitizing, in addition to commitment to safety conditions in transportation</li> <li>• Forming a team from students and employees from the Department of University Security to tour the university to ensure the application of all instructions and commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Improvement Center</li> <li>• Department of University Security</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile

	to safety methods using (SANAD) Application following the Defense Laws			
- The Library	<ul style="list-style-type: none"> <li>• Wearing Gloves and masks and following public safety procedures before entering the library</li> <li>• Taking students' temperature before entering the library</li> <li>• Putting sanitizers for students to use before entering the library</li> <li>• Periodically sanitizing bookshelves, surfaces, sets used by more than one person, and seats in the library</li> <li>• Providing the library with sanitizers which should be continuously used by students.</li> <li>• Using stickers that mark spaces between seats to ensure physical distancing between students</li> <li>• Increasing the number of seats in the library to ensure physical distancing</li> <li>• Finding new study halls to prevent crowding if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Central Library Unit</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile
- Labs and Workshops	<ul style="list-style-type: none"> <li>• Wearing Gloves and masks and following public safety</li> </ul>	<ul style="list-style-type: none"> <li>• Faculties</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile

	<p>procedures before entering the labs and workshops</p> <ul style="list-style-type: none"> <li>• Periodically sanitizing labs, workshops, surfaces, and seats before students enter the lab or workshop</li> <li>• Sanitizing the tools, sets, and equipment after use.</li> <li>• Using stickers that mark spaces between seats to ensure physical distancing between students</li> <li>• Dividing students into groups if needed to ensure physical distancing</li> <li>• Preventing exchanging tools between students inside the lab or workshop</li> <li>• Providing the lab and workshops with sanitizers and asking students to keep using them</li> </ul>			
<p>- University Restaurants and Cafeterias</p>	<ul style="list-style-type: none"> <li>• Obliging the workers in university restaurants and cafeterias to take the Coronavirus vaccines, and not allowing those who haven't taken the vaccine to get to campus.</li> <li>• Daily sanitizing university restaurants and cafeterias,</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping Department</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	<p>Continues depending on the epidemiological profile</p>

	<p>and providing them with sanitizers. In addition, obliging all workers to wear masks</p> <ul style="list-style-type: none"> <li>• Preventing students from crowding in restaurants and cafeterias</li> </ul>			
7- Moving inside the campus				
	<ul style="list-style-type: none"> <li>• Obliging students to wear masks when moving in university by internal transportation vehicles on campus</li> </ul>	•	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile
8- Students' Internal Dormitories	<ul style="list-style-type: none"> <li>• Preventing workers or students to get to internal dormitories unless they take the vaccine.</li> <li>• Preventing unvaccinated guests to get to students' internal dormitories</li> <li>• Providing dormitories with sanitizers and give special attention to cleanliness and rooms ventilation inside dormitories</li> <li>• Leaving 1m<sup>2</sup> inside the room for each student</li> <li>• Ensuring physical distancing by leaving rational space between students in the dormitory</li> </ul>	•	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile



	<ul style="list-style-type: none"> <li>Raising students' awareness between students towards the importance of physical distancing and preventing crowding</li> </ul>			
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**Stage 3: Dealing with Infections**

	<ul style="list-style-type: none"> <li>Making regular screening tests for students to detect infections while the medical staff conduct confirmatory tests and do the required medical procedure</li> <li>If any similar symptoms occur, the student should be asked to make a PCR test and in case of being positive, the student will be given 10 days off and gets back to university when he is classified as "recovered".</li> <li>Students who are in contact with the infected student with no symptoms should do a PCR test.</li> <li>Students who are in contact with the infected student with no symptoms should do a first PCR test 3 days after the first infection for any of the students or the faculty, and the second 7 days after the</li> </ul>	<ul style="list-style-type: none"> <li>Faculties</li> </ul>	<ul style="list-style-type: none"> <li>The Supreme Central Committee and its subsidiary committees</li> </ul>	Continues depending on the epidemiological profile
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	<p>first positive case occurs, or when any symptoms occur.</p> <ul style="list-style-type: none"> <li>• The faculty member who has symptoms should leave campus and see a doctor and bring a medical report of recovery before getting back to campus. In this case they can teach online.</li> <li>• Reports are accepted if issued from university hospitals, hospitals of the Ministry of Health, and hospitals of Royal Medical Services</li> <li>• The classroom in which the infection occurs should not be used till the next day after being sanitized</li> </ul>			
<p>Procedures to be followed if a student or worker in the enterprise suffer of any symptoms</p>	<ul style="list-style-type: none"> <li>• If infections is 10% of the number of students inside a classroom, study in the section is suspended for (14) weeks and the university makes the required procedures for the students of the section to take their classes for the courses they are taking online</li> <li>• If infections is 10% of the number of students inside the faculty, study inside the</li> </ul>	<ul style="list-style-type: none"> <li>• Committees formed in faculties</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	<p>Continues depending on the epidemiological profile</p>

	<p>faculty is suspended for (14) weeks and classes will be given online.</p> <ul style="list-style-type: none"> <li>• If infections is 10% of the number of students inside the university, study inside the university is suspended for (14) weeks and classes will be given online.</li> <li>• Students with cancer or any other immunodeficiency diseases are allowed to study online but assessment and tests should be inside university</li> <li>• Health protocol for dealing with infections: Applying home isolation for (14) days for the infected person after receiving a positive result and making tests for those who were in close contact (those who were in contact with the infected person for (15) minutes in a distance of less than 2m without a mask) and to ask them to stay at home and take the classes online</li> </ul>			
<p>Insuring, Documenting, and Implementing Procedures:</p>		<ul style="list-style-type: none"> <li>• Safe Return Committee</li> </ul>	<ul style="list-style-type: none"> <li>• The Supreme Central Committee and its subsidiary committees</li> </ul>	<p>Continues depending on the epidemiological profile</p>

<p>1- Forming Higher Central Committees in the university which emanate follow-up committees for each sector. The emanating committees prepare reports for:</p> <ul style="list-style-type: none"><li>- Ensuring that infection control standards (masks and sanitizers) are in place.</li><li>- Coordinating awareness lectures to spread the culture of infection prevention among students and staff and following up the lectures</li><li>-Monitoring and documenting absence and checking whether it is because of a respiratory disease that may result in an epidemiological outbreak to take the required precautions</li><li>-The emanating committees follow up the epidemiological profile and governmental instructions and the periodical update of the plans according to the upcoming then submit a reports to the Ministry of Higher Education</li></ul> <p>2- Forming subcommittees for all university sectors to prepare reports for:</p>				
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| <ul style="list-style-type: none"><li>-reporting the extent of commitment among workers and customers</li><li>-monitoring the workplace and taking precautions if any infections occur</li><li>-submitting periodical reports to the Higher Central Committee</li><li>-Dealing with suspected documented cases in coordination with Students' clinic.</li></ul> |  |  |  |  |
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