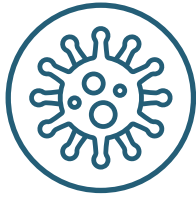




Guide to Precautionary and Health Preventive Measures to Curb the Spread of New Coronavirus (COVID-19)

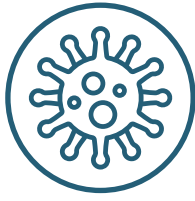
#Returning With Caution Until the Danger is Over



Foreword



King Abdulaziz University has always been keen on keeping pace with health events and their development. It has the leadership and excellence in dealing with this crisis that has swept the entire whole in general and our dear Kingdom in particular. The University has offered a wide range of initiatives, campaigns and training courses, the most important of which are the distinguished and significant efforts of the Health Promotion Center in raising awareness and education about the new Coronavirus infection (COVID-19). In order to complement the role played by the Center in raising awareness and education for all University staff, this Executive Guide comes in conjunction with lifting the complete ban and returning to normal life under the slogan (Returning with caution). This Guide outlines the protocols and detailed rules for precautionary measures and health preventive measures, so that all sectors of the University can apply them and maintain appropriate preventive precautions in accordance with the principles of social distancing, personal safety and the protection of others.



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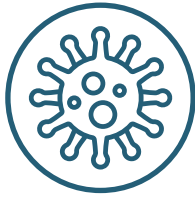


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First:

Preventive measures recommended in
the University environment



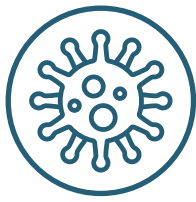
First:

Preventive measures recommended
in the University environment



Educate all the staff and students about the nature of the disease, how it is transmitted, and the means of prevention to be followed.

- Disseminate awareness messages through the means of internal communication between the teaching cadre and students, and stress the importance of relying on official sources of information (King Abdulaziz University Health Promotion Center - Ministry of Health).
- Dedicate some scientific lectures and seminars (in coordination with the Health Promotion Center) to broadcast scientific content appropriate for the recipient on respiratory infections, how to prevent them, and proper practices of personal care and hygiene.
- Disseminate awareness-raising media, such as posters and educational leaflets in the University gathering areas and their official sites to encourage students and the staff to regularly hand wash and comply with the appropriate etiquette concerning coughing and sneezing.
- Educate University students and staff about preventive measures against respiratory diseases, in theory and practice, and encourage them to follow these procedures.
- Counter rumors and false information through the University specialists and encourage the community to refer to the aforementioned approved sources of information.
- Educate the University health staff in health facilities about reporting mechanisms and how to deal with outpatients who suffer from respiratory symptoms.
- Spread the culture of using alcoholic hand sanitizer bottles during working hours in a correct manner among students and the staff.
- Raise awareness about the importance of taking the seasonal flu vaccination for University students and staff.



First:

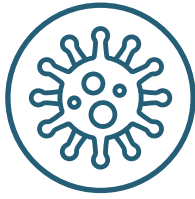
Preventive measures recommended
in the University environment



- Raise awareness about the importance of visiting a doctor if respiratory symptoms appear (increase of temperature accompanied by coughing or shortness of breath).
- Educate all the staff and students about the nature of the disease, how it is transmitted, and the means of prevention to be followed.

Provide hand sanitizers and soap in the University various facilities

- Ensure the availability of hand soap in the university toilets.
- Ensure the availability of sanitizers and use them according to the method of use indicated on the product.
- Ensure sterilization of public places and toilets frequently visited by staff, focusing on places where contact is more likely, such as door handles, dining tables, seat rests, elevator keys, etc., on a regular basis.
- Maintain a special record of surfaces cleaning times according to a clear schedule in plain sight.



First:

Preventive measures recommended
in the University environment



Good sterilization of the University facilities

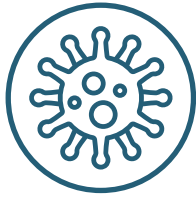
Good cleaning and sterilization of all vital areas and surfaces frequently, according to a clear schedule and in plain sight (at least once a day).

Good ventilation for University facilities

Ensure that classrooms and gathering places are properly ventilated, preferably using natural ventilation.

Health staff follow up of updates on respiratory diseases

Health staff, infection control and public health officials at the University hospital, the University Medical Services Center and the Health Promotion Center should follow up on the updates of infectious disease, circulate them to the health staff, and reporting any infectious disease according to the policies followed in the infectious disease reporting system.



First:

Preventive measures recommended
in the University environment



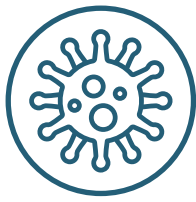
Remedial procedures for the staff and students, and following up with the contacts

In the event that one of the staff or students is transferred to the University hospital or the University Medical Services Center, or if a case is discovered outside the University, coordination shall take place between the University hospital and the Public Health Department in Jeddah to implement the following:

- Update the patient's condition in the electronic reporting system (HESN).
- Contribute to counting contacts with the sick staff or students and provide the Public Health Department at the Ministry of Health with a list of their names.
- Ensure that a sick staff member or a student does not attend the University until full recovery and in the event of a confirmed case of Coronavirus, the staff member or the student is not allowed to return to the University until he is examined and provided with a medical report stating that the infection period is over.
- In the event of a confirmed infection of Coronavirus, the student shall notify the College's Educational Affairs Officer, and in the event of full recovery and the end of the infection period, a medical report will be submitted to the College's Educational Affairs Officer.
- In the event of a confirmed infection of Coronavirus, the staff member shall inform the director of the administration of the faculty or the deanship, and in the event of full recovery and the end of the infection period, a medical report will be submitted to the director of the administration of the faculty or the deanship.



Second: General Administration Protocols



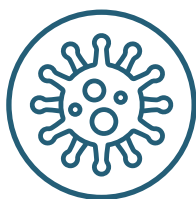
Second:

General Administration Protocols



Prior to the entry of workplace

- The director of the administration (protocol manager) in the facility is the person responsible for the application of preventive and precautionary measures, and follows up on their application by the staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for the application of screening stations (measuring temperature) in the buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulates entry and exit and determine the number of outpatients allowed to enter.
- The staff member self-assesses the health risks through “Mawid” Application provided by the Ministry of Health to those who show any symptoms or are suspected as having been infected.
- Do not allow the staff at risk of infection to come to work, and compel them to work from home. (For more information about the groups at risk of infection, see the end of the Guide, Appendix 1).
- All departments shall comply with setting up screening stations, measure temperatures, ensure that face masks are worn and ensure that preventive measures inside the University buildings are implemented.
- In the event that there are outpatients in the location, all outpatients must wear cloth masks or anything that covers the nose and the mouth. Only a limited number of outpatients shall enter at the same time o the area allocated to the outpatients, and it should be ensured that a safe distance is taken for sitting between the outpatients.

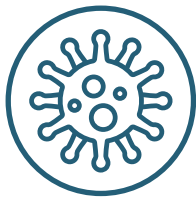


Second:

General Administration Protocols



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- The Health Promotion Center can be used for visual priming and awareness-raising to adhere to the precautionary measures for the new Coronavirus, as the Center provides floor posters, wall posts and awareness-raising videos.
 - Circulars issued by the University administration regarding the attendance of outpatients and the official communication channels that the University approves when suspending work attendance and attention to any updates in this regard must be observed.



Second:

General Administration Protocols



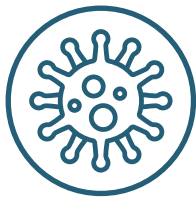
At the workplace

- Measure the staff temperature in the screening stations and do not allow anyone with a temperature higher than (38°) to enter, The health states must be verified through the “Tawakkalna” and “Tabaud” applications.
- All staff must wear cloth face masks or anything that covers the face and nose when entering the workplace, and be sure to use them all the time when at the work place.
- Use separate gates for staff entry and exit, if possible.
- Reorganize the office space, ensure the physical distance between staff (one and a half to two meters), and use of partitions, wherever possible.
- Avoid gathering places and prevent handshaking.
- Use safe distance stickers in front of the offices where outpatients frequently visit. For more details about posters see the end of the Guide (Appendix 2). Prevent moving between different work areas inside the office without hand-cleaning.
- Encourage all outpatients to use the University email or official accounts on social media or phone as an alternative to attendance.
- Depend on digital meetings as much as possible, and in the event of a need for physical meetings, only a limited number of attendees shall be allowed according to the area while maintaining the physical distance between people (one and a half to two meters).



Third:

Colleges and institutes protocols



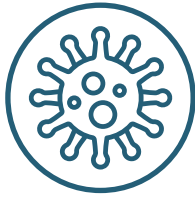
Third:

Colleges and institutes protocols



University facilities cadres (faculty members, students, staff)

- The director of the administration (protocol manager) in the facility is the person responsible for the application of preventive and pre-cautionary measures, follows up on their application by the staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for applying screening stations (measuring temperature) in buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of outpatients and students allowed to enter.
- Students, staff members, or faculty members self-assesses the health risks through “Mawid” Application provided by the Ministry of Health to those who show any symptoms or are suspected of having them.
- Do not allow staff at risk of infection to come to work, and compel them to work from home. (For more information about the groups at risk of infection, see the end of the Guide, Appendix 1).
- Forbidding handshaking
- Reorganize the office space, ensure the physical distance between staff (one and a half to two meters), and use of partitions wherever possible.
- Good cleaning and sterilization of all vital areas, surfaces and common tools frequently, according to a clear schedule and in plain sight (at least once a day).
- Reduce the capacity power of work space and re-organize it accordingly (the distance between each staff is 1.5 to 2 meters).

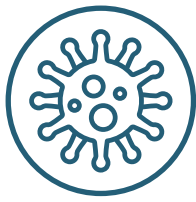


Third:

Colleges and institutes protocols



- Depend on digital meetings as much as possible, and in the event of a need for physical meetings, physical distance between people should be maintained (1.5 to 2 meters).
- In the event that students visit professors in offices, they must wear cloth masks or anything that covers the nose and mouth, allow only a limited number of people to enter at the same time according to the space and keep a safe distance for sitting between students.
- Use floor stickers to indicate the safe distance to be left between people in queues at the entrances and exits.



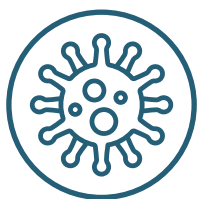
Third:

Colleges and institutes protocols



University classrooms and arena

- The Faculty's Education Affairs Officer and the Protocol Director shall identify the safe areas for the classes, determine their capacity, and work to maintain the principle of social distancing and prevent the gathering of more than 50 students in one hall.
- The Education Affairs Officer coordinates the allowed numbers in the classrooms.
- All workers and students are educated about the disease, how it is transmitted, and the means of prevention that must be followed.
- The college or institute administration is provided with awareness-raising materials and training courses through the Health Promotion Center, which helps them fulfill their role in raising awareness. Health awareness is provided by the following:
 - Disseminate awareness messages through the means of internal communication between the teaching staff and students, with the importance of relying on official sources of information.
 - Dedicate educational lectures and broadcasts scientific content on respiratory infections, how to prevent them, and proper practices of personal care and hygiene.
 - Disseminate awareness-raising posters and educational leaflets in the university gathering areas to urge students and professors to wash hands and comply with the appropriate etiquette concerning coughing and sneezing.
 - Educate University students and staff about preventive measures against respiratory diseases, in theory and practice, and encourage them to follow these procedures.
 - Provide hand sanitizers and soap in the university's various facilities.



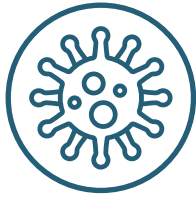
Third:

Colleges and institutes protocols



Health staff follow up of updates on respiratory diseases

Health staff, infection control and public health officials at health facilities should follow up on the updates of infectious disease guide, circulate them to the health staff, and commit to report any infectious disease according to the policies followed in the infectious disease reporting system.



Third: Colleges and institutes protocols



Remedial procedures for staff and students, and following up with contacts

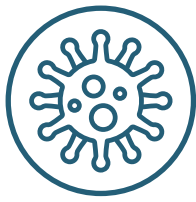
In the event that a suspected case of Coronavirus is transferred to the University Hospital or the University Medical Services Center, or if a case is discovered outside the University, coordination shall take place between the University Hospital and the Public Health Department in Jeddah to follow the following:

- Update the patient's condition in the electronic reporting system (HESN).
- Contribute to count contacts with the sick staff or students and providing the Public Health Department at the Ministry of Health with a list of their names.
- Ensure that sick staff member or student does not attend the University until recovery and in the event of a confirmed case of Coronavirus, the staff member or the student is not allowed to return to the University until he is examined and provided with a medical report stating that the infection period is over. This is done through coordination between the Administration Director and the Faculty Education Affairs Officer.



Fourth:

Deanship and Centers Protocols



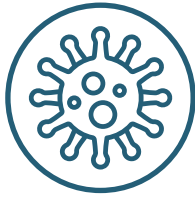
Fourth:

Deanship and Centers Protocols



Prior to the entry of workplace

- The director of the administration (protocol manager) in the facility is the person responsible for the application of preventive and pre-cautionary measures, follows up on their application by the staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for applying screening stations (measuring temperature) in buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of outpatients and students allowed to enter.
- The staff member self-assesses the health risks through “Mawid” Application provided by the Ministry of Health.
- Do not allow staff at risk of infection to come to work, and compel them to work from home. (For more information about the groups at risk of infection, see the end of the Guide).
- Entry to the buildings is limited to the facility staff or those who have prior confirmed appointments. Deanships and Centers should adopt and implement an electronic scheduling system for visits of outpatients and students.
- In the event that there are outpatients in the location, all outpatients must wear cloth masks or anything that covers the nose and the mouth. Only a limited number of outpatients shall enter at the same time according to the area allocated to the outpatients, and it should be ensured that a safe distance is taken for sitting between the outpatients.
- Prevent delivery companies (parcels, food, etc.) from entering the buildings and floors for delivery and arrange delivery outside the building. Moreover, the responsible authorities should use the Unified National System of Governmental Correspondence as much as possible.



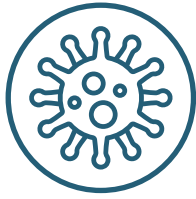
Fourth:

Deanship and Centers Protocols



At the workplace

- Avoid gathering places and prevent handshaking.
- Apply the “flexible working hours policy” to staff as directed.
- Measure staff temperature and do not allow anyone whose temperature is higher than (38°) to enter, The health states must be verified through the “Tawakklna” and “Tabaud” applications.
- Good cleaning and sterilization of all vital areas, surfaces and common tools frequently, according to a clear schedule and in plain sight (at least once a day).
- Reorganize the office space, ensure the physical distance between staff (1.5 to 2 meters), and use of partitions wherever possible.
- Use separate gates for staff entry and exit, if possible.
- Use floor stickers to indicate the safe distance to be left between people in queues at the entrances and exits.
- All staff must wear cloth face masks when entering the workplace, and make sure to use them all the time when at the work place.
- Prevent moving between different work areas inside the office without hand-cleaning.
- Depend on digital meetings as much as possible, and in the event of a need for physical meetings, physical distance between people should be maintained (1.5 to 2 meters).
- Use single-use items such as paper cups for drinks.



Fourth:

Deanship and Centers Protocols

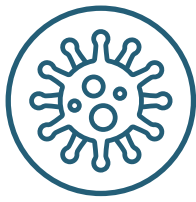


Awareness and following rules

- Encourage staff to use stairs and reduce the use of elevators, wherever possible.
- Place clear signs at the entrances and public places to clarify the preventive protocols for staff, including standing points and areas.
- Inform and train staff on what to expect when they return to the workplace (such as: New work practices and safe mobility).
- Communicate with the Health Promotion Center to receive opinions and reactions from staff, to report a violation of the protocol or to come up with new ideas through the Center official account or phone number.



Fifth: Mosques and Praying Areas Protocols



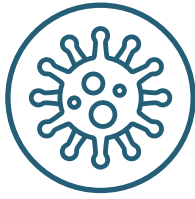
Fifth:

Mosques and Praying Areas Protocols



Cleanliness, environment, physical distance

- Open mosques or the praying area 15 minutes prior to the obligatory prayer and close the same 10 minutes after the end of prayer.
- The concerned departments shall implement the precautionary requirements and visual priming in the University mosques and praying areas in coordination with the Health Promotion Center.
- Encourage the worshipers to keep a distance of one and a half to two meters between each worshiper with the application of the visual priming.
- Leave a row without worshipers between each two rows; where the first row will be for the worshipers and the second is empty and the third row will be for worshipers and so on with the rest with the application of the visual priming.
- Provide enough space at the sides of the mosque to allow the worshipers to exit from the first rows to the main exits without the need to pass between the worshipers.
- Division of entrances; where there should be both entry and exit paths on each side in case there is more than one entrance.
- Distribute hand sanitizers inside the mosque, if possible.
- Daily sterilization of roofs, mosque carpets and seat rests with approved sanitizers.
- Remove books, Qurans and Quran holders if possible, and urge worshipers to take their Qurans with them.
- Periodically clean and sterilize shoe places.
- Remove dirt with soap and water before sterilization.

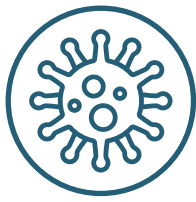


Fifth:

Mosques and Praying Areas Protocols



-
- Maintain a record of surfaces sterilization times and place it so it is visible to all.
 - Keep the door of the mosque open during prayer time and close it after all worshipers leave.
 - Ensure good ventilation to mosques. It is preferred to use natural ventilation and reduce the temperature, and use artificial ventilation in addition to natural ventilation, if possible.
 - Remove all water coolers and refrigerators, and any type of food or beverage in the mosque.
 - It is preferable to have trash and waste baskets operate without the need to touch them, and waste should be disposed of continuously.
 - Close toilets and places of ablution in mosques.
 - Wear cloth masks or anything that covers the nose and mouth, perform ablution at home, and avoid any crowding when leaving the mosque.



Fifth:

Mosques and Praying Areas Protocols



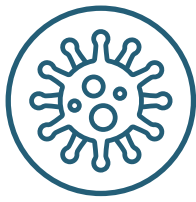
Awareness-raising

- Educate the worshipers of the importance of bringing their own Prayer mats, make them for personal use only and keep them in private offices.
- After ending the prayer, remind worshipers of the need for the social distancing by standing on the posters and signs placed on the mosque carpets.
- Disseminate awareness-raising posters issued by the Health Promotion Center in all mosques entrances and prominent places, preferably to be written in different languages and include the following:
 - How the disease spreads and how to prevent it.
 - Raise awareness about handwashing, not to touch the eyes, nose, and mouth before washing hands, and encourage people to personal and health care.
 - Comply with the appropriate etiquette concerning sneezing and coughing (use tissues and get rid of them as quickly as possible, or use the elbow for sneezing and coughing into the bend of the arm).
- Place posters that show violations and how to report them.



Sixth:

Restaurant and Cafes Protocols

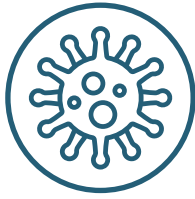


Sixth:

Restaurant and Cafes Protocols



- The manager of the restaurant, buffet or cafe (the protocol manager) in the facility is the person responsible for the application of the precautionary and preventive procedures, follows up on their application by the staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for applying screening stations (measuring temperature) in restaurants and buffet buildings, The health states must be verified through the “Tawakkalna” and “Tabaud” applications, regulating entry and exit and determining the number of staff and students allowed to enter.
- The person must wear a cloth mask or anything that covers the nose and mouth at any time inside food or beverage delivery facilities, unless the person is eating or drinking in the place so designated.
- Emphasis should be imposed on complying with the principles of social distancing when ordering and paying the invoice, as well as when sitting down to eat.
- Alcoholic hand sanitizers must be provided in any place designated for serving food in a clear and accessible manner.
- Emphasize the importance to staff of routinely and repeatedly washing hands for at least forty seconds every time during work shifts, either by using soap and water or using alcoholic hand sanitizer for a period of not less than twenty seconds in the event that water and soap are not available, especially at the following times:
 - Before preparing food.
 - Before serving food to customers.
 - After using the toilet.
 - After coming into contact with body fluids and secretions.

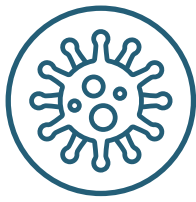


Sixth:

Restaurant and Cafes Protocols



- After direct contact (touching) with co-workers or clients.
- After touching potentially contaminated items (such as gloves, clothes, masks, and waste).
- Immediately after removing gloves or masks.
- Use barcode scanners of mobile phones to get order lists and reduce touching them by customers.
- Prevent the use of multi-use food menus (whether plastic, paper or electronic touch screens) and replace them with a single-use menu.
- It is preferable to use dishes, cups and other one-time use food utensils in the event of serving food, or cleaning utensils well and ensuring that they are cleaned with an approved sterilizer and drying them before re-use to serve or cook food.
- Sterilize things that are frequently touched by people (such as door handles, water taps, public seats, etc.), then adopt solutions that reduce contact as much as possible (such as making them work by sensors or replacing them in ways that do not require direct contact).
- Remove table sheets and replace them with easy-to-clean tables after each use.
- Sterilization of environmental surfaces should be adopted repeatedly with Food and Drug Administration (FDA) approved sterilizers (sodium hypochlorite such as chlorine or the like).
- First, clean the surfaces by removing dirt, brushing, and then using soap and water or sterilizers.
- Provide personal protective equipment for workers such as cloth masks or anything that covers the nose and mouth, hair nets and one-time use protective clothing for the body.

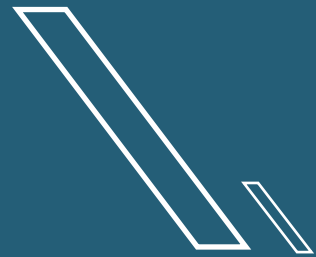


Sixth:

Restaurant and Cafes Protocols

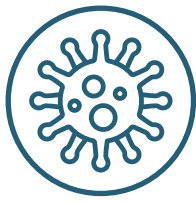


- Workers who work in high-risk departments such as cooking, food production and beverage processing should wear personal protective equipment routinely and change them regularly.
- Sterilization solutions should be prepared and used according to the manufacturer's instructions, including information and instructions to ensure the safety and health of sterilization workers, the use of personal protective equipment, and to avoid mixing different chemical sterilizers together.
- You should make sure that the hand sanitizer contains a ratio 60-80% of alcohol and in compliance with the requirements of the Food and Drug General Authority.
- Tissues should be distributed and placed in prominent places.
- Daily and periodic cleaning and sterilization of toilets, preferably every two hours, while taking care to maintain good ventilation and reduce the temperature therein and keeping a record of that.
- It is preferable to provide toilets with automatic taps to avoid cross-infection by touch.
- Air filters of ventilation equipment, especially air conditioners, must be changed or cleaned periodically.
- It is preferable to have trash and waste baskets operate without the need to touch them, and waste should be disposed of continuously.



Seventh:

Elevators Protocols



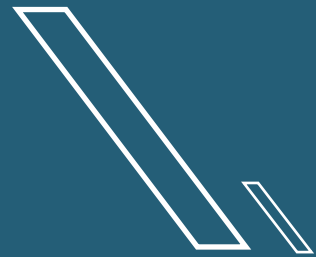
Seventh: Elevators Protocols



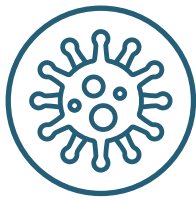
- Encourage staff to use stairs and reduce the use of elevators, wherever possible, and place clear signboards at the entrance of every elevator showing the maximum number of persons allowed inside the elevator.
- Well and repeated cleaning and sterilization of all vital areas in elevators according to a clear schedule and in plain sight (at least once a day).
- Visual priming of the social distancing procedures in elevators.

When using the elevator

- Keep a distance in case there are a few people, so that faces do not converge.
- Use the elbow, not the finger, when pressing the buttons.
- Do not touch or lean on any part of the elevator.
- Be clear of the elevator outlet to allow others to pass without any friction.
- Wash or sterilize hands after leaving the elevator and going to the office or home.



Eighth: Library Protocols



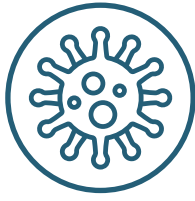
Eighth: Library Protocols



- The library manager (protocol manager) in the facility is the person responsible for the application of preventive and precautionary protocols, follows up on their application by staff and outpatients and assesses health risks in the facility.
- The Security and Safety Department is responsible for the application of screening stations (measuring temperature) in the buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of staff and students allowed to enter.
- Students and faculty members should be encouraged to benefit from the services of the Saudi Digital Library.
- Working to provide electronic means of communication and provide a pre-order service for books and safe window for receipt, and provide advance reservation for the services of the librarian and the library assistant.

Students

- Measure the students' temperature at the entrances, and do not allow those whose temperature is higher than (38°) to enter the library.
- All visitors are required to wear cloth masks or anything that covers the nose and the mouth.
- Place visual floor stickers to regulate queues to ensure a distance between students (such as: entrances, exits, elevators and toilets).
- Limit the number of students in each section of the library and place signboards showing the capacity for each section.
- Use special stairs for going up and others for going down, if possible.

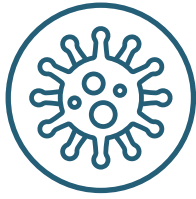


Eighth: Library Protocols



Employees

- Place visible ground stickers to enforce spacing between students.
- Daily measurement of staff temperature and do not allow the University staff or staff of other entities whose temperature is higher than (38°) to enter the library, The health states must be verified through the “Tawakklna” and “Tabaud” applications.
- All staff must wear personal protective equipment (cloth masks or anything that covers the nose and the mouth) at all times during work.



Eighth: Library Protocols



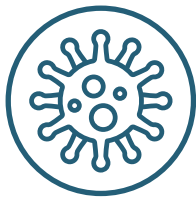
Library Area

- Sterilization of facilities and all surfaces that the staff / students touch (at least once per day).
- Sterilization of shelves, books and volumes after each use.
- Ensure the presence of a hand sanitizer in common areas that are frequently used for sterilization after each use.
- Ensure that there are trash and waste baskets that operate without the need to touch them, and waste should be disposed of continuously.
- Allow the use of all common seating areas and specify the number of persons allowed to ensure a safe spacing of one and a half to two meters (Place stickers on seating areas allowed for use).



Ninth:

General protocols for the University
Hospital and the University Medical Center



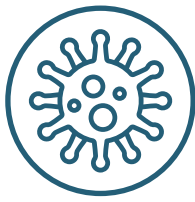
Ninth:

General protocols for the University
Hospital and the University Medical Center



When providing health care to patients and clients

- The director of the administration (protocol manager) in the facility is the person responsible for the application of preventive and precautionary measures, follows up on their application by staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for the application of screening stations (measuring temperature) in the buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of staff and outpatients allowed to enter.
- Not to receive patients and outpatients (except in emergency cases) except with prior appointments taken through the hospital recovery gate or the electronic appointments of the University Medical Services Center. All patients shall be encouraged to benefit from all available electronic services.
- Take infection control measures routinely in all health care places and for all patients, and standard precautions include: Cleaning hands and the use of personal protective equipment to avoid direct contact with the patient's blood, body fluids or secretions.
- Standard precautions also include: Prevention of injuries caused by needles and sharp objects, safe waste management, cleaning and sterilization of equipment, and cleaning the surrounding environment.



Ninth:

General protocols for the University
Hospital and the University Medical Center

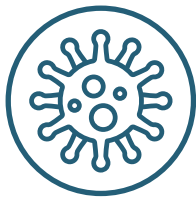


When providing care to patients with coughing or other respiratory symptoms.

- A medical mask should be used when dealing with patients in all cases, as these precautions against mouth and nose spray prevent the transmission of respiratory viruses by means of large-sized spray drops.
- Pay attention to place patients in single rooms, or collect patients with the same causal diagnosis in one room. If it is not possible to determine the causal diagnosis, patients with the same clinical diagnosis are gathered based on epidemiological risk factors, and spacing between each patient with a distance not less than one meter.
- When providing care closely to a patient with respiratory symptoms (such as coughing or sneezing), use an eye shield (face mask or glasses), as the infectious spray is produced by secretions.
- Be careful to limit the patient's movement inside the hospital and ensure that patients wear medical masks when they are outside their rooms.

When providing care to patients suspected of the Coronavirus

- Precautions of touching shall be followed to protect against direct or indirect transmission of infection due to touching contaminated surfaces or equipment (such as touching oxygen device tubing and components).
- Use personal protective equipment (PPE) Medical mask N95, face and eyes shield, neck and glove guard, gown and shoe cover) when entering the room and taking them off when leaving.



Ninth:

General protocols for the University
Hospital and the University Medical Center



- Use disposable or customized equipment (such as headphones, pressure gauge, and thermometers). If patients have to use the same equipment, they must be cleaned and sterilized after each patient.
- Permanent awareness of avoiding touching the eyes, nose and mouth with gloves or bare hands that could potentially be contaminated.
- Ensure not to contaminate surrounding surfaces that are not directly related to patient care (such as door handles and lighting switches) and continuously sterilize them.
- Ensure good ventilation of the room, limit the movement or transportation of patients, and make sure to clean and sterilize the hands when doing so.

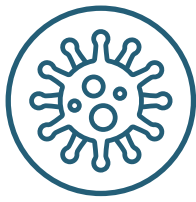
When following procedures that generate spray for a patient with Coronavirus

- Ensure that health care staff, who apply the procedures that generate the spray, use personal protective equipment (PPE), including gloves, long-sleeved gowns, eye protectors and particulate-filtering face mask (N95 or equivalent, or a higher level of protection).
- Well-ventilated single rooms should be used when applying the procedures that generate the spray. This means negative pressure rooms in which the air changes from 6 to 12 times at least in an hour, or the air changes by an amount of 60 liters per second for each patient in the facilities with natural ventilation.
- Do not admit unneeded people into the room.



Tenth:

Protocols for Female Students' Entry and Exit Gates

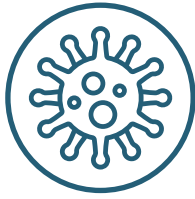


Tenth:

Protocols for Female Students' Entry and Exit Gates



- The Security and Safety Manager (Protocol Manager) in the facility is the person responsible for the application of preventive and precautionary measures, follows up on their application by staff and assesses health risks in the facility.
- The Security and Safety Department shall be responsible for applying screening stations (measurement of temperature) at the gates, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of staff and female students allowed to enter.
- The temperature of female students should always be measured and do not allow any female student whose temperature is higher than (38°) to enter.
- Provide hand sanitizers at the entry gates.
- All female students must wear cloth masks, or anything that covers the nose and the mouth.
- Use separate gates for female students' entry and exit, if possible.
- Use floor stickers to indicate the safe distance to be left between female students while waiting.
- Dissemination of awareness-raising posters issued by the Health Promotion Center in all entry and exit gates, which are preferable to include the following:
 - How the disease spreads and how to prevent it.
 - Raise awareness about handwashing, not to touch the eyes, nose, and mouth before washing hands, and encourage people to personal and health care.



Tenth:

Protocols for Female Students' Entry and Exit Gates

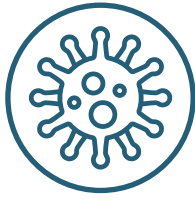


- Comply with the appropriate etiquette concerning sneezing and coughing (use tissues and get rid of them as quickly as possible, or use the elbow for sneezing and coughing into the bend of the arm).
- Ensure that the entry and exit gates and places of gathering are well ventilated, and it is preferable to use natural ventilation.
- It is preferable to have trash and waste baskets operate without the need to touch them, and waste should be disposed of continuously.
- Leave a safe distance between female students to sit at the waiting gates, and female students should be educated to reduce waiting times at the gates.



Eleventh:

Security and Safety Protocols



Eleventh:

Security and Safety Protocols

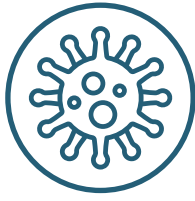


- Assign a team from the Security and Safety Department to train, guide and assign functions to staff, and this team shall coordinate work with the Director of the Department (Protocol Manager) to support the application of preventive and preventive protocols.
- Emphasis on adherence to the preventive information and instructions found inside the University and its facilities.
- Establish a screening station at all the entrances of the University buildings.
- The Security and Safety Department is responsible for the application of screening stations (measuring temperature) in the buildings, The health states must be verified through the “Tawakklna” and “Tabaud” applications, regulating entry and exit and determining the number of outpatients allowed to enter.
- Train the safety and security teams at checkpoints on how to use the temperature meter and how to wear masks and personal protective equipment.
- Wearing cloth masks or anything that covers the nose and the mouth is a must for all safety and security personnel.
- Allow access to outpatients only in the administration buildings and patients only in health facilities and prevent the entry of escorts and visitors who do not need to be present in the University facilities.
- Do not allow those who are not wearing cloth masks to enter.
- Do not allow people with temperature higher than (38°) to enter the University.
- Do not allow delivery companies (parcels, food, etc.) to enter the buildings and floors for delivery and arrange delivery outside the building.
- Place posters that show violations and how to report them in prominent places.



Twelfth:

Protocols for Places Where Outpatients are Gathered



Twelfth:

Protocols for Places Where Outpatients are Gathered

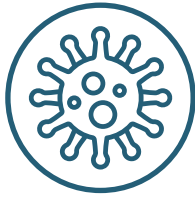


- All outpatients must wear cloth masks or anything that covers the nose and mouth.
- Allow a limited number to enter at the same time according to the space allocated to the outpatients (one outpatient for each 1.5 square meters).
- Leave a safe distance between outpatients.
- Measure the temperature of outpatients and do not allow anyone with a temperature higher than (38°) to enter, The health states must be verified through the “Tawakklna” and “Tabaud” applications.
- Use of floor stickers to indicate the safe distance that should be left between outpatients in queues at the entrances.
- Use separate gates for outpatients' entry and exit, if possible.
- Provide hand sanitizers at the entrance of outpatients.
- Spread awareness-raising posters and educational leaflets in the areas where outpatients gather about washing hands and following the etiquette concerning coughing and sneezing.
- Encourage outpatients to use the stairs and reduce the use of elevators, if possible.
- It is preferable to have trash and waste baskets operate without the need to touch them, and waste should be disposed of continuously.
- Circulars issued by the University administration regarding the attendance of outpatients and the official communication channels that the University approves when suspending work attendance and attention to any updates in this regard must be observed.
- Encourage outpatients to use the digital social media as much as possible, take prior appointments and inquire by e-mail or phone.



Thirteen:

Administrative communication protocols



Thirteen:

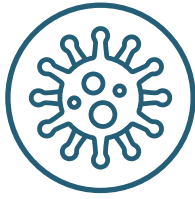
Administrative communication protocols



- The manager of administrative communications (director of the protocol) in the facility and is the person responsible for the application of preventive and precautionary measures, follows up on their application by staff and assesses health risks in the facility.
- The Security and Safety Department is responsible for the application of screening stations (measuring temperature) in the buildings, The health states must be verified through the “Tawakkalna” and “Tabaud” applications, regulating entry and exit and determining the number of staff and outpatients allowed to enter.
- Daily checking of all correspondents' temperatures.
- No handshake when receiving parcels.
- Not to receive parcels that have been opened.
- Observe safe distance between the recipient and the agent when receiving parcels.
- Use electronic transactions only and activate them as much as possible.
- Wear face masks or anything that covers the nose and the mouth is a must.
- Oblige correspondents and agents to wash hands or use sterilizers before and after deliveries.
- Prevent delivery companies from entering the buildings and floors for delivery and arrange delivery outside the building.
- Encourage the responsible authorities to use the Unified National System of Governmental Correspondence as much as possible.
- Upon receipt of the parcel, the outer case must be disposed of in a safe manner.



References



References



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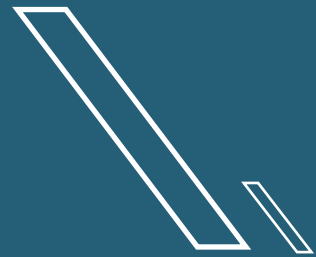
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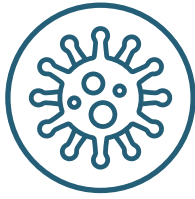
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Appendixes



1- Categories most susceptible to infection with the new Coronavirus (COVID 19):

The elderly, diabetics, people with high blood pressure, cardiovascular patients, people with chest and respiratory diseases, people with HIV, chronic kidney patients, cancer patients, pregnant and nursing women, people with weak immunity, and people with excessive obesity.

2- Awareness-raising posters

For your safety, always remember



Wearing the face mask when exiting the bathroom

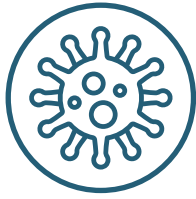


Wash your hands when entering and exiting the bathroom



For your safety

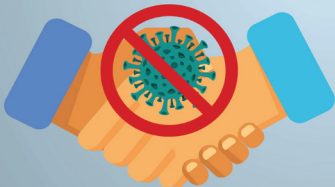
Your hands must be washed for 40 seconds



Appendixes



For your safety, avoid handshaking
The virus is still out there, be aware



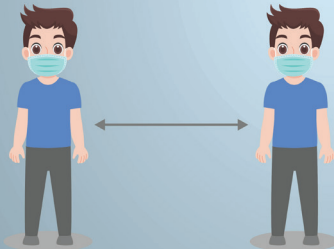
#Returning with caution



COVID-19
Awareness-raising Campaign



Physical distancing
for 2 meters shall keep
you safe



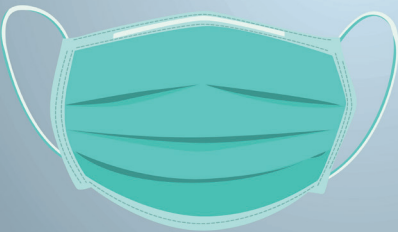
#Returning with caution



COVID-19
Awareness-raising Campaign



ALWAYS WEAR A CLOTH
MASK



COVID-19
Awareness-raising Campaign



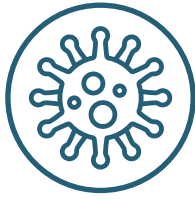
Important Tips to prevent COVID-19

-  Keep a safe distance
-  Wear a mask
-  Wash your hands



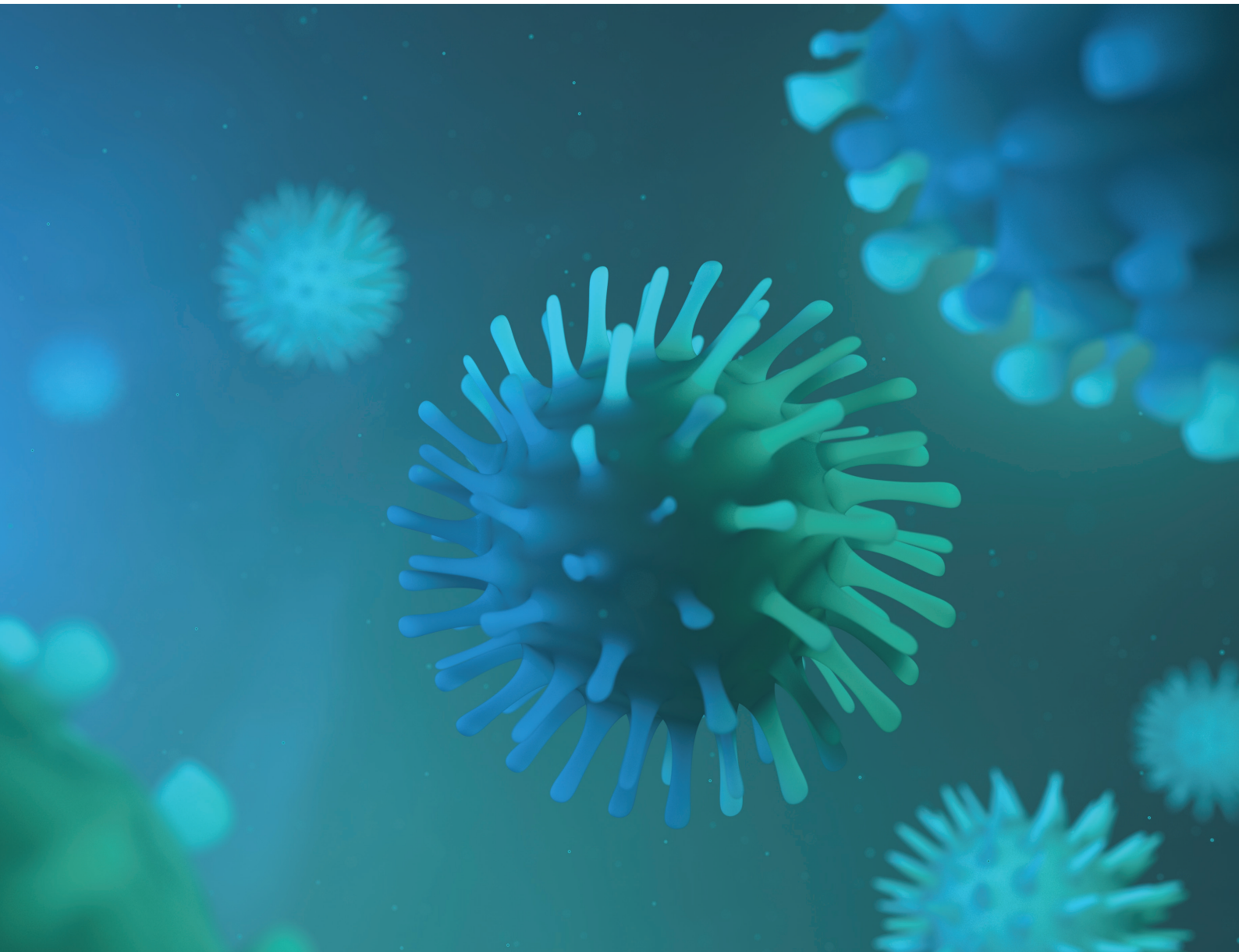
COVID-19
Awareness-raising Campaign





3- Ground stickers





#Returning With Caution Until the Danger is Over